A Practical Guide to the TANDY® 1000 TX

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4/87

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6/86

The FCC Wants You to Know

This equipment generates and uses radio frequency energy. If not installed and used properly, that is in strict accordance with the manufacturer's instructions, it may cause interference to radio and television reception.

It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the computer with respect to the receiver
- Move the computer away from the receiver
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

Warning

This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

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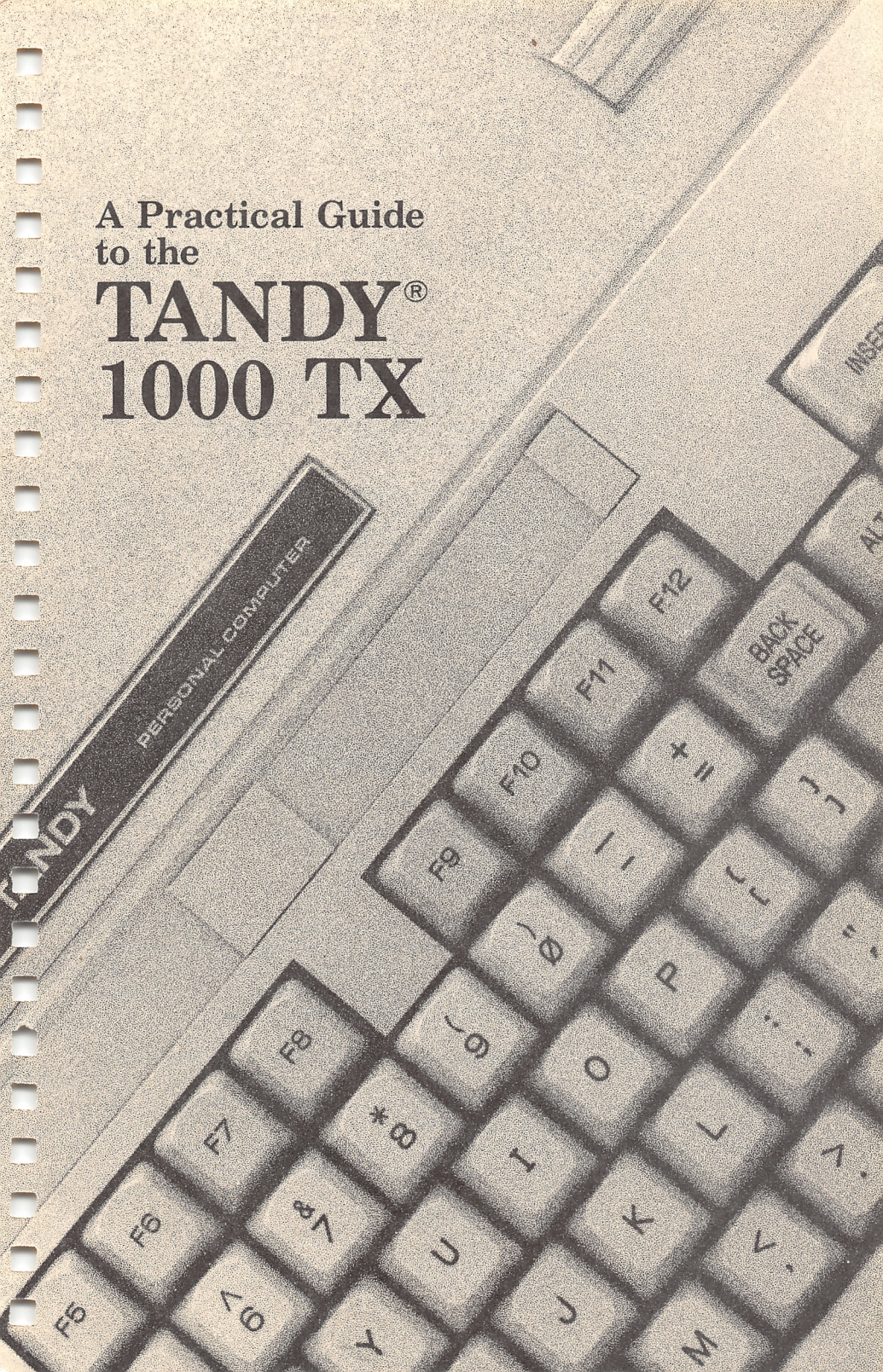
A Practical Guide to the TANDY® 1000 TX



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ABOUT THIS BOOK

Your owner's manual, *A Practical Guide to the Tandy 1000 TX*, includes:

- *Introduction to the Tandy 1000 TX*

  A general guide to your new computer, tells you everything you need to know to set up, operate, maintain, and expand your Tandy 1000 TX. Several illustrations are provided to help you visualize the procedures and configurations discussed.

  Introduction to the Tandy 1000 TX includes all the computer hardware information you need to run application programs. If you require technical and/or more specific information about your hardware, consult the *Tandy 1000 TX Technical Reference Manual*, sold separately.

- *Introduction to MS-DOS*

  A guide to the MS-DOS operating system for your computer, including instructions for starting and exiting the operating system as well as for preparing, using, and copying diskettes. Information on some of the most commonly used MS-DOS commands is also included.

  Introduction to MS-DOS is an overview of your operating system. It includes sufficient operating system information for running your application programs on a daily basis. If you require more specific information, refer to the *MS-DOS Reference Manual* (Cat. No. 25-1508).

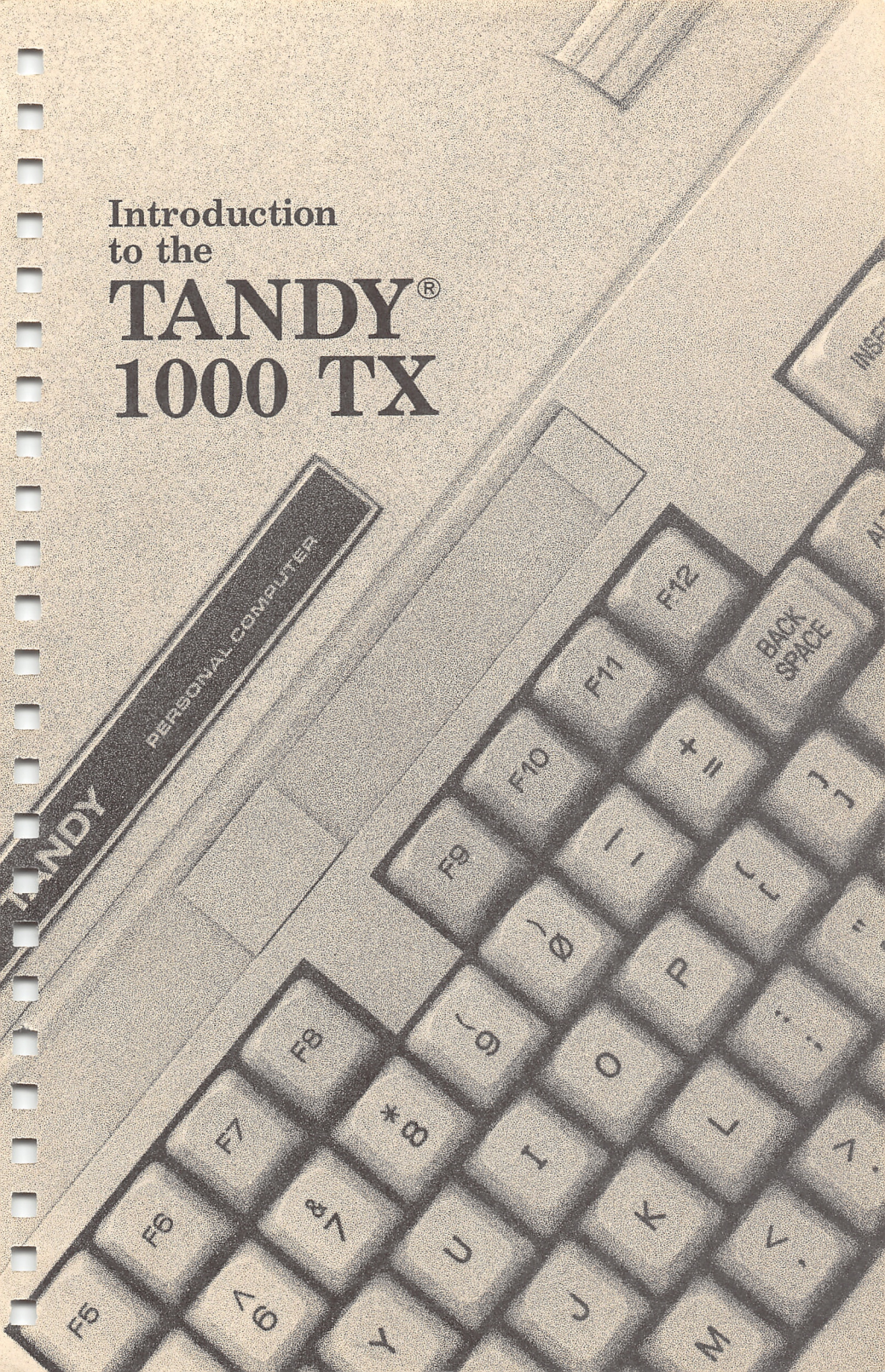
By combining the manuals in this manner, we provide you with all the information you need to get your computer "up and running" without having to wade through volumes of documentation.

PACKAGE CONTENTS

Your Tandy 1000 TX package includes:

- The main unit, the keyboard, and the main power cord.
- Two diskettes, including:
  - The MS-DOS operating system, BASIC language and Supplemental Programs diskette.
  - The Personal DeskMate 2® application diskette.
- This manual, *A Practical Guide to the Tandy 1000 TX*.
- The *Tandy 1000 TX Quick Reference*.
- The *Personal DeskMate 2* manual.
- The *Personal DeskMate 2 Quick Reference*.

Introduction to the TANDY® 1000 TX



CONTENTS

1 **Introduction** A-1
Features A-1
Monitors A-2
Options A-2

2 **Setting Up Your Computer** A-5
Connecting a Printer A-9
Connecting a Serial Device A-10
Connecting Joysticks A-11
The Volume Control and Earphone Jack A-12

3 **The System Unit and Keyboard** A-13
The Keyboard A-13
Function Keys A-14
Typewriter Keys A-15
Numeric Keypad A-17
The Diskette Drive A-19

4 **The Diskettes** A-21
Care and Handling of Diskettes A-21
The MS-DOS/BASIC Diskette A-22
The Personal DeskMate 2 Diskette A-22

5 **Internal Options** A-23
Removing the Cover A-25
Adding Memory A-27
Adding a Math Co-Processor or Smart Watch A-28
Adding an Option Board A-28
Adding a PLUS-Type Option Board A-30
The Built-In Video Hardware A-30
Adding an Optional Video Board A-30
Video and Interrupt Switches A-31
The Built-In Serial Port A-32
Replacing the Cover A-33

Troubleshooting A-35

Specifications A-37

Index A-39

Chapter 1

INTRODUCTION

Your Tandy® 1000 Personal Computer TX is a powerful, versatile, simple-to-use computer. You can connect a monitor to your computer and immediately put it to work for you. With the Tandy 1000 TX, there is no need to purchase an operating system, additional adapters, BASIC, or even productivity software! Everything you need to begin is included with your computer.

Features

- IBM® PC software compatibility.
- A dual-speed 4/8 megahertz, 16-bit Intel 80286 CPU chip. The dual-speed lets you choose the processing speed appropriate for your application software.
- 640 kilobytes (640K) of RAM memory, expandable to 768K on the main logic board. (A kilobyte equals 1,024 bytes or characters of information.)
- A built-in standard 3 1/2-inch diskette drive.
- Five IBM PC/XT™-compatible, 10-inch expansion slots for upgrade option boards.
- Built-in support for a printer, a composite monochrome or color graphics monitor, joysticks, and a serial device. You do not need extra adapter cards for these features.
- A hardware reset switch.
- A three-voice sound circuit, built-in speaker, volume control, and earphone jack for sophisticated sound and music generation.
- A full-feature, 90-key keyboard, including a numeric keypad.
- MS-DOS® Version 3.2 operating system and Version 3.20 BASIC language diskette.
- Personal DeskMate 2 application software.

Monitors

You can connect your Tandy 1000 TX to any of the following monitors:

- A VM-4 Monochrome Monitor (Cat. No. 25-1020).
- A CM-5 RGBI Color Monitor (Cat. No. 25-1043).
- A CM-11 RGBI Color Monitor (Cat. No. 25-1024).

Options

- A parallel printer. (A shielded, 34-pin card edge to 36-pin plug parallel printer cable, such as Cat. No. 26-225 or 26-222, is required.)
- Joysticks (Cat. No. 26-3012B).
- A second internal 3 1/2-inch diskette drive (Cat. No. 25-1065). This option requires the related mounting kit (Cat. No. 25-1066).
- An internal 5 1/4-inch diskette drive (Cat No. 25-1063).
- An external hard disk drive (such as Cat. No. 25-1025). You must install a Hard Disk Controller Board to connect an external hard disk drive to your computer.
- The Hard Disk Controller Board (Cat. No. 25-1007). This board lets you connect external hard disk drives for increased storage capacity.
- The 20 Megabyte Hard Disk Card (Cat. No. 25-1029), for increased storage capacity.
- A Tandy Serial Mouse (Cat. No. 25-1040) to use with computer-aided design (CAD) programs and other software that supports mouse operations (Microsoft® Windows, GEM, and so forth).
- A 128K Memory Kit (Cat. No. 25-4082). This Kit expands your computer memory to 768K.
- An 80287 Math Co-Processor Chip Kit (Cat. No. 25-4033) you can install on the main logic board. The co-processor speeds internal numeric calculations and reduces computing time when used with compatible software.

- A Smartwatch chip (Cat. No. 25-1033) you can install on the main logic board. This clock/calendar chip, with battery backup, automatically keeps track of the time and date whether the unit is on or off.
- An internal modem board such as the 1200-Baud PC Modem (Cat. No. 25-1013), for communications.
- A Dual Port Serial Board (Cat. No. 25-4039) to connect a second serial device such as an external modem for communications or a serial printer/plotter.
- The Etherlink Network Interface board (Cat. No. 26-5501) to set up a local area network.
- Any of the PLUS-type upgrade boards such as the PLUS 300 Baud PC Modem (Cat. No. 25-1017). (To use a PLUS-type upgrade board in your computer, you attach the upgrade board to a PLUS Upgrade Adapter Card, Cat. No. 25-1016.)

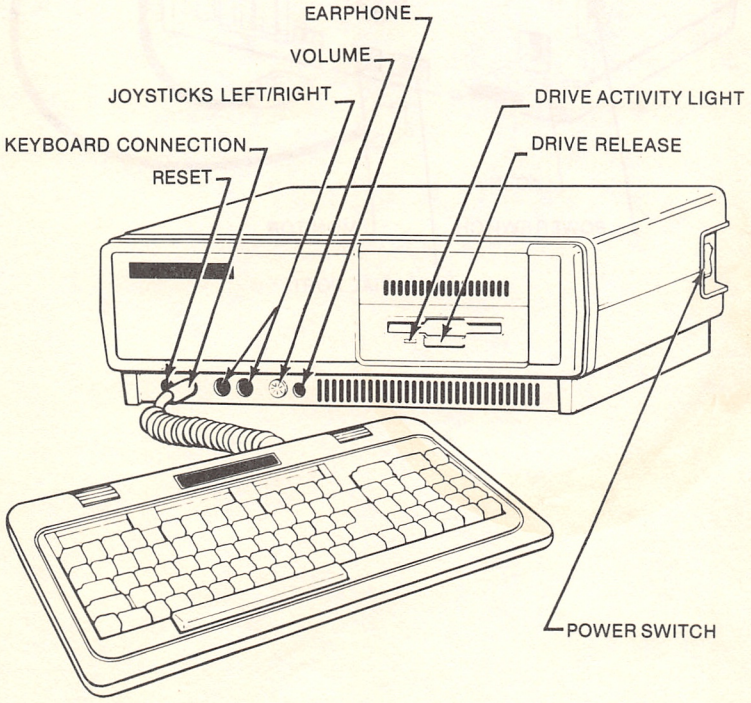
SETTING UP YOUR COMPUTER

Your computer includes built-in support for a color monitor or a composite monochrome monitor, as well as for a printer, joysticks, and a serial device (such as a serial mouse, modem, or serial printer). To set up your computer, simply connect the main unit to the keyboard, to a monitor, to a printer (optional), and to an AC power source.

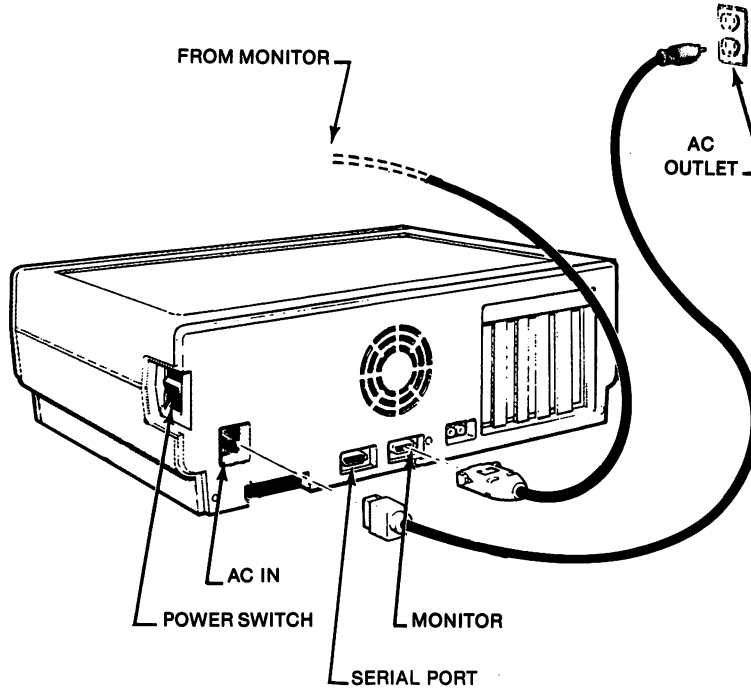
> **Note:** If you are adding any internal options, refer to Chapter 5, "Internal Options," before you set up your computer.

Follow the steps below to set up your computer:

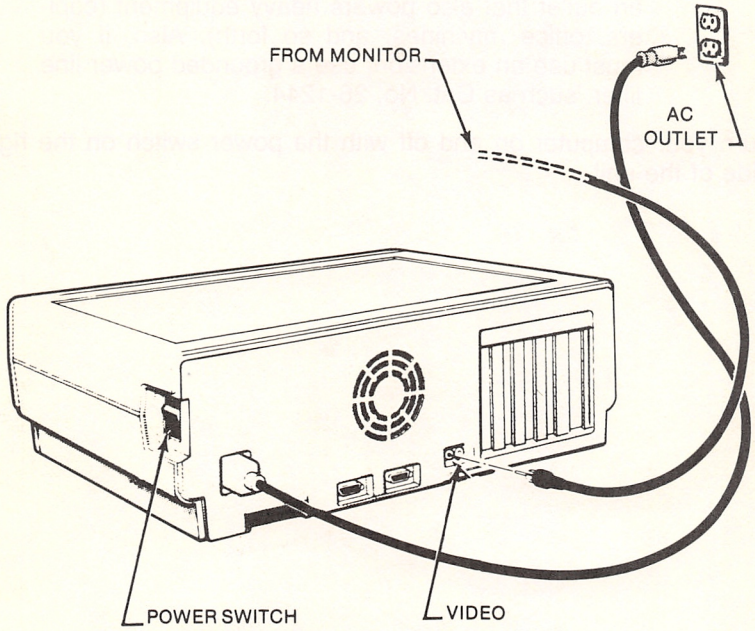
1. Set the computer on a flat surface. Press the button on the front of the diskette drive to eject the plastic shipping insert. Then, remove the insert.



2a. **Color Monitor Users:** With the back of the unit facing you, connect the monitor's computer cable to the MONITOR connector on the back of your computer. Connect the monitor's power cord to an AC power source.



2b. **Composite Monochrome Monitor Users:** With the back of the unit facing you, connect the monitor's computer cable to the composite VIDEO connector on the back of your computer. Connect the monitor's power cord to an AC power source.



3. Connect the computer's main power cord to the main system unit, and plug the cord into a grounded 110 VAC 3-prong outlet. (Voltage requirements vary by country. Refer to the label on your computer.)

   Note: Electrical interference and power surges can destroy data. Do not plug your computer into an outlet that also powers heavy equipment (copiers, office machines, and so forth). Also, if you must use an extension, use a grounded power line filter, such as Cat. No. 26-1244.

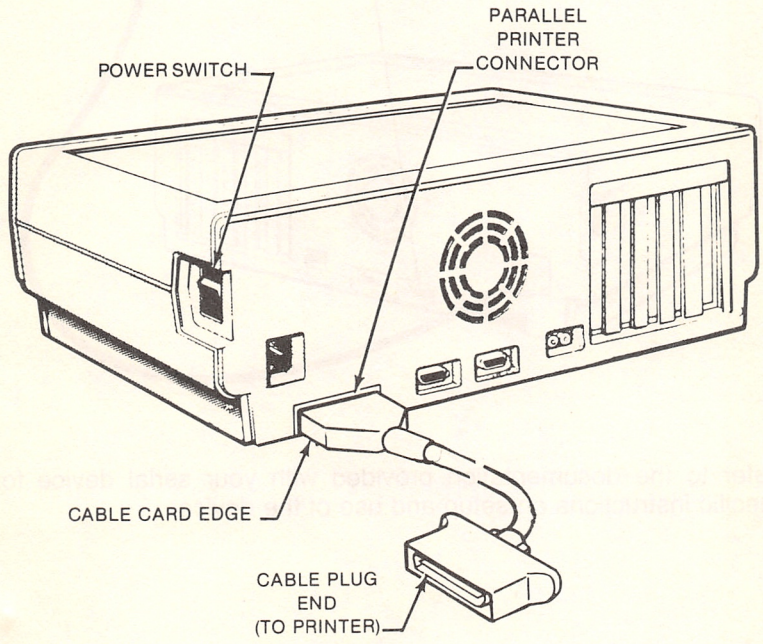
Turn your computer on and off with the power switch on the right side of the unit.

Connecting a Printer

The Tandy 1000 TX provides a printer connector for parallel printer connection. Use the following instructions to connect a parallel printer to your computer. Refer to the documentation provided with your printer for specific information, such as special printer switch settings.

1. Connect the plug end of the printer cable to the printer as described in the printer documentation.

2. Connect the cable's shielded card edge connector to the PRINTER connector on the back of your computer.

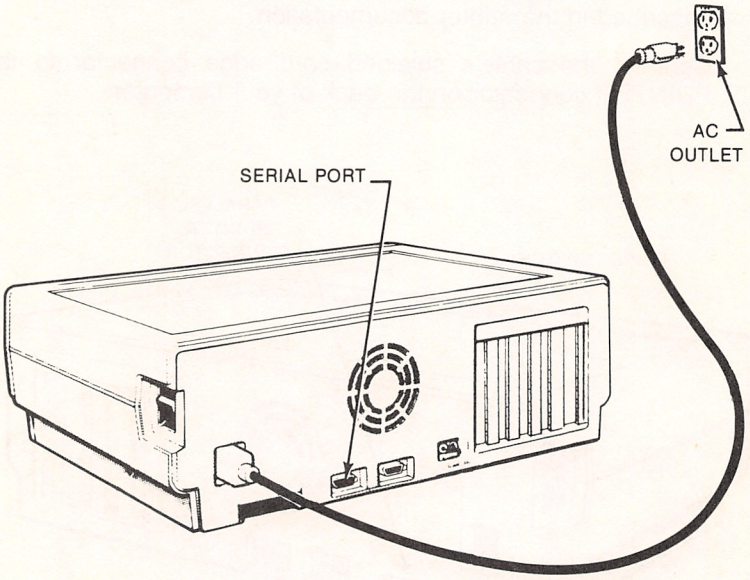


3. Connect the printer's power cord to an AC power source.

Before you start an application on your computer, you must set up the system for use with your printer. Refer to "Using a Printer With Your Programs" in *Introduction to MS-DOS* for instructions.

Connecting a Serial Device

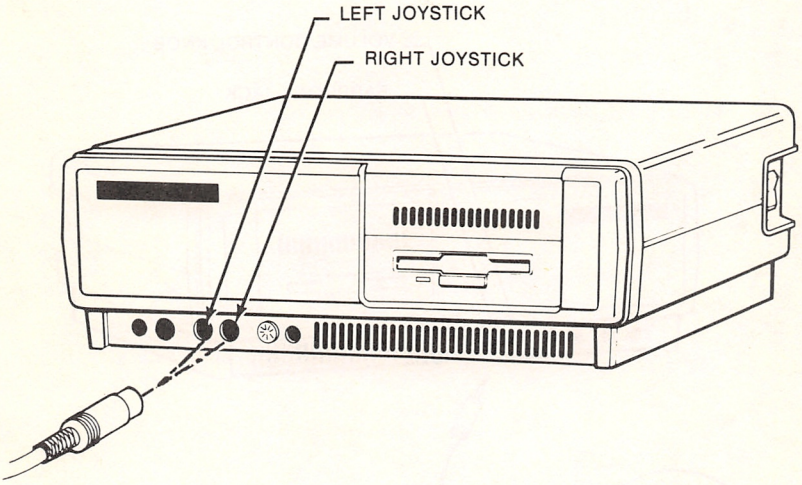
The Tandy 1000 TX features a serial port for the support of a serial mouse (such as the Tandy Serial Mouse) or other serial device (such as a serial printer). The serial port is located on the back of the computer.



Refer to the documentation provided with your serial device for specific instructions on setup and use of the device.

Connecting Joysticks

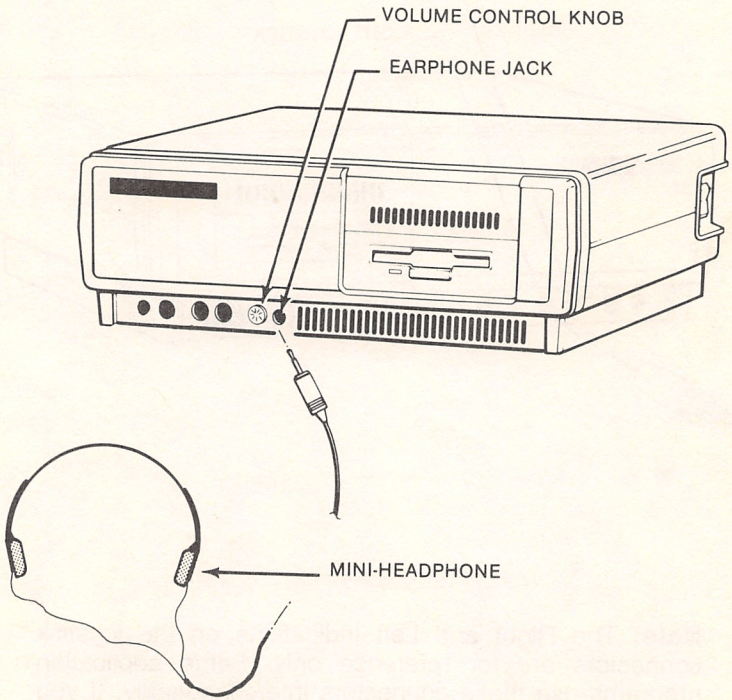
The Tandy 1000 TX provides support for games and other joystick applications programs. The two joystick connectors are on the front of the computer. You can connect a joystick to the left and/or right joystick connector.



Note: The Right and Left indications on the joystick connectors are for reference only. Some application programs use these connectors interchangeably. If you use joystick software, and the program does not appear to function correctly, reverse the joysticks.

The Volume Control and Earphone Jack

The Tandy 1000 TX features a three-voice sound circuit and a built-in speaker for sound and music generation. A Volume Control Knob on the front of the computer controls the volume of the sound. You can also route the sound to the Earphone Jack by plugging an earphone or mini-headphones into the jack.



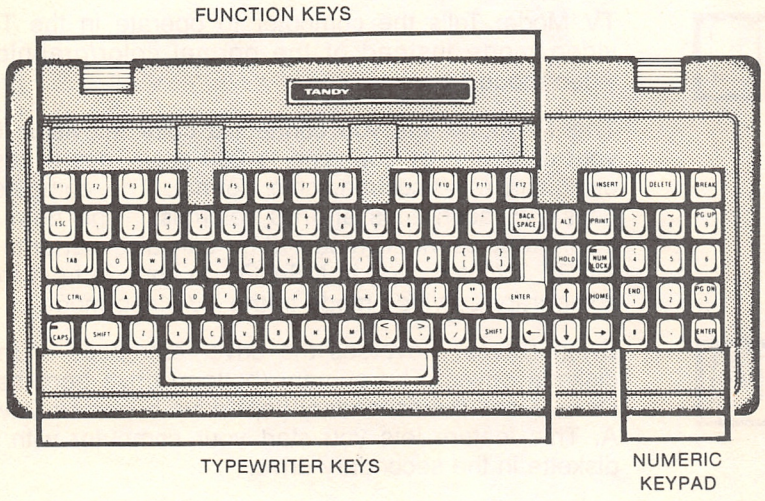
THE SYSTEM UNIT AND KEYBOARD

Now that your computer is set up, take a few moments to familiarize yourself with the computer's *system unit*. The system unit of the Tandy 1000 TX includes the central processing unit (CPU) and a diskette drive. The keyboard attaches to the front of the unit. This keyboard arrangement gives you flexibility in positioning your computer. You can place the computer on a desk or table, while using the keyboard from a different position.

The red RESET button on the left side of the front panel performs a cold-start reset. When you press the RESET button, it is as if you turned the computer off and then turned it on again. **This procedure erases any program stored in memory.**

The Keyboard

Your computer's keyboard consists of three sections: the function keys, the typewriter keys, and the numeric keypad. You can write on the plastic inserts above the function keys.



Function Keys

The 12 function keys at the top of the keyboard are *program-specific*. Their functions depend on the program you are running. Some of these keys perform special functions when you start up the computer.

Press the appropriate function key immediately after the computer "beeps" while starting MS-DOS. Refer to *Introduction to MS-DOS* for more information on using a function key during startup.

Mono Mode. Tells the computer to operate in the monochrome video mode instead of the normal color/graphics video mode.

Your computer has the capability to produce color or monochrome text and graphics. If you connect your computer to a composite monochrome monitor and run color-oriented software, the colors display as black and white. If part of the screen display disappears or is hard to read, use the mono mode to display black, white, and high-intensity white. (You can also perform a MODE MONO ON/OFF command in MS-DOS to change between the color/graphics and mono video modes.)

TV Mode. Tells the computer to operate in the TV video mode instead of the normal color/graphics video mode.

The TV mode lets you connect a color television to your computer by changing to 200 scan lines of resolution in a 40-column, color format. The computer uses 225 scan lines and 80 columns in the normal color/graphics video mode. (You can also perform a MODE TV command in MS-DOS to change from the color/graphics video mode to the TV video mode.)

Swap Drives. Reverses the drive references of the diskette drives. The primary (bottom) drive becomes Drive B and the secondary (top) drive becomes Drive A. This feature lets you start your computer with a diskette in the secondary drive.

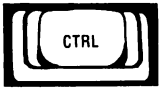
Slow Speed. Changes the CPU speed to 4 megahertz. The normal CPU speed is 8 megahertz.

Some PC-compatible software cannot operate at the faster CPU speed. Change the CPU speed to 4 MHz if you have trouble loading a program at 8 MHz. (You can also perform a MODE SLOW or MODE FAST command in MS-DOS to change the CPU speed.)

Typewriter Keys

The left side of the keyboard, below the function keys, is similar to the keyboard of a standard typewriter. However, when you hold down a character or number key, the keystroke repeats automatically until you release the key. This section of the keyboard also contains some keys not found on a standard typewriter.

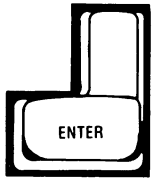
The function of the Escape key depends on the program you are running.



You use the Control key in combination with certain other keys to perform specific operations. The combinations available and their function are program-dependent. To use a Control-key combination, hold down the Control key, and press the other key. (For example, [CTRL] [C] performs a Break or program interrupt in many programs.)

> **Note:** Some software manuals refer to [CTRL] as [CNTRL].

When you press the Caps Lock key, the alphabet keys produce only capital letters. ([CAPS] does not affect any keys other than A-Z.) The light on the key indicates when the keyboard is in caps-only mode. Press the key once to activate caps-only mode. Press the key again to return to the normal keyboard mode.



The Enter key enters commands and data into the computer. After you press [ENTER], the command you entered is processed by the program or operating system you are running.

> **Note:** Some software manuals might refer to [ENTER] as [RETURN] or [↵].

You use the Alternate key in combination with certain other keys to perform specific operations. The combinations available and their functions are program-dependent. To use an Alternate-key combination, hold down [ALT], and press the other key.

The function of the Hold key depends on the program you are running. In some programs, [HOLD] pauses program execution.

Pressing one of the Arrow keys moves the blinking *cursor*, a position marker, in the direction of the arrow.

When you hold down [SHIFT] and press [PRINT], many programs send all text currently on the screen to the printer.

The Number Lock key reverses the function of the keys on the numeric keypad on the right side of the keyboard. The light on the key indicates when Number Lock is on.

When Number Lock is on, the unshifted keys produce the numbers 0-9, a decimal, a plus (+), and a minus (−). When Number Lock is off, the unshifted keys have the functions described in the "Numeric Keypad" section, which follows.

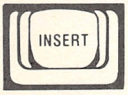
The function of the Home key depends on the program you are running. In some programs, [HOME] moves the cursor to the upper left corner of the screen.

Numeric Keypad

The numeric keypad on the right side of the keyboard is arranged the same as a calculator keypad. Number keys are normally the shifted characters on the numeric keypad. (You hold down [SHIFT] and press a number.) Press the Number Lock key to use the keypad for extensive number entry. When number lock is on, you can type numbers without pressing the Shift key.

The shifted (Number Lock on) values of the keys on the numeric keypad are 0-9, decimal (.), plus (+), and minus (−). A duplicate Enter key and the Break key are also on the numeric keypad.

The unshifted functions of these keys are as follows:



The function of the Insert key depends on the program you are running. In some programs, [INSERT] changes the typing mode from the normal overstrike (type-over) mode to the insertion mode so you can insert data into a line of text. Pressing the key again returns the keyboard to the overstrike mode.

The function of the Delete key depends on the program you are running. In some programs, [DELETE] erases the character at the current cursor position.

The function of the Break key depends on the program you are running. In some programs, [BREAK] halts program execution.

This key displays a backward slash (\).

This key displays a "difference" symbol, similar to a tilde (~).

The function of the Page Up key depends on the program you are running.

This key displays a broken vertical line (¦). In MS-DOS, this key lets you *pipe* commands (give more than one command at the time) to the system.

The function of the End key depends on the program you are running. In some programs, [END] moves the cursor to the right of the last character in the current line.

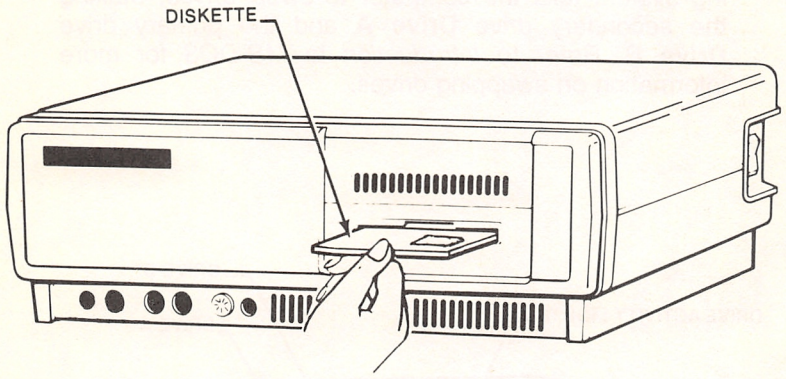
This key displays a grave mark (`). The function of this key depends on the program you are running.

The function of the Page Down key depends on the program you are running.

The Enter key on the numeric keypad is a duplicate of the main Enter key.

The Diskette Drive

You use a diskette drive to access and store programs and data on diskettes. To insert a diskette into an empty drive, gently slide it, label side up, into the drive until the diskette clicks into place.

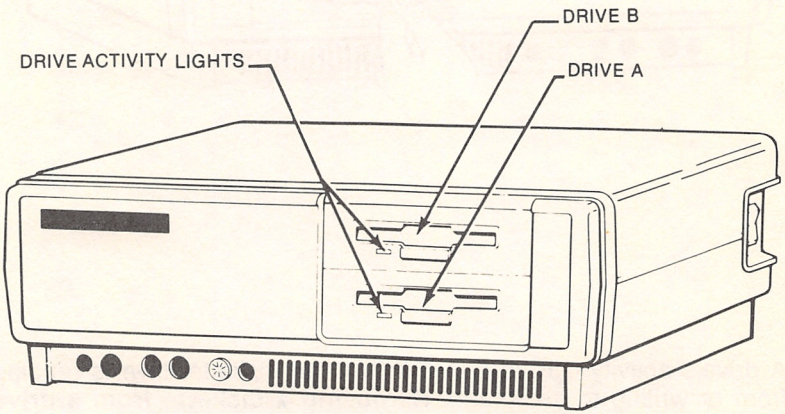


A drive's activity light is on whenever the diskette drive is reading from or writing to a diskette. **Removing a diskette from a drive when the drive's activity light is on can destroy the data on the diskette.**

To remove a diskette from a drive, be sure the drive activity light is off. Then, press the button on the front of the drive. When the diskette is partially ejected, pull out the diskette.

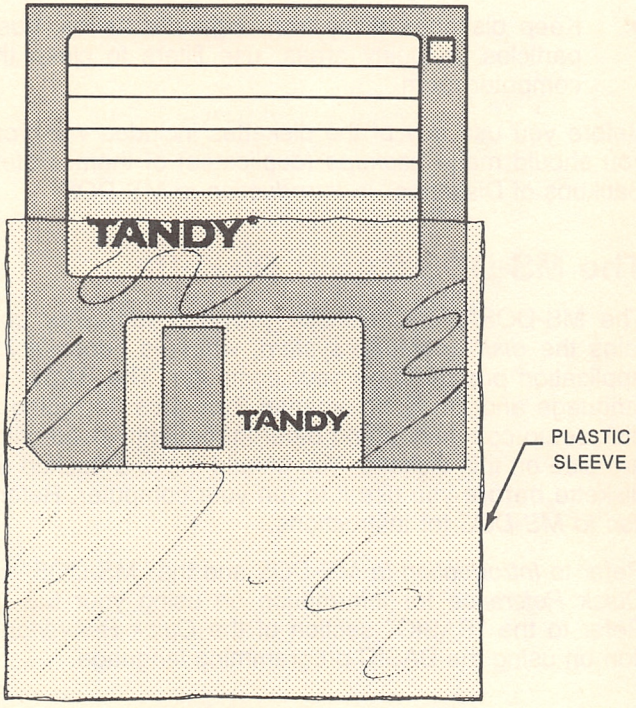
The bottom diskette drive is the *primary* drive, usually referred to as Drive A. An optional upper drive is the *secondary* diskette drive, usually referred to as Drive B. An optional hard disk is referred to as Drive C. Unless you have a hard disk, the operating system and most application programs operate from the primary drive. A secondary drive is normally used for a data or utilities diskette.

> **Note:** You can start the system from a diskette in a secondary drive (Drive B) if you use a special function key during startup. To start the system from a secondary drive, press F3 while starting MS-DOS. The operating system tells the computer to *swap drives*, making the secondary drive **Drive A** and the primary drive **Drive B**. Refer to *Introduction to MS-DOS* for more information on swapping drives.



THE DISKETTES

Care and Handling of Diskettes



The diskette drive in the Tandy 1000 TX uses double-sided, 3 1/2-inch, 80-track diskettes (Cat. No. 26-415 and 26-416). These diskettes can store approximately 720 kilobytes (more than 730,000 characters) of information.

Handle diskettes carefully. To protect your diskettes (and the information they contain) from damage, follow these guidelines:

- Keep diskettes away from magnetic fields (such as transformers, AC motors, magnets, TVs, and radios).
- Never lay a diskette on top of or next to the computer system's console.
- Keep diskettes out of direct sunlight and away from heat.
- Keep diskettes away from cigarette ashes, dust, and other particles. In dusty areas, use filters to clean the air in the computer room.

Before you use any of the diskettes included with your computer, you should make *backups* (duplicates) of them. Refer to "Making Backups of Diskettes" in *Introduction to MS-DOS*.

The MS-DOS/BASIC Diskette

The MS-DOS/BASIC diskette provided with your computer contains the *disk operating system*, which is necessary to run most application programs on your computer. The BASIC programming language and the Supplemental Programs (including several hard disk setup commands and other infrequently-used utility programs) are also on this diskette. You should make a backup of the system diskette **before** you use it to run your computer. Refer to *Introduction to MS-DOS* for instructions.

Refer to *Introduction to MS-DOS* and the "MS-DOS" section of the *Quick Reference* for information on using your MS-DOS system. Refer to the "BASIC" section of the *Quick Reference* for information on using the BASIC programming language.

The Personal DeskMate 2 Diskette

A Personal DeskMate 2 diskette is provided with your computer. This diskette contains the Personal DeskMate 2 application programs for your personal computer. Refer to *Personal DeskMate 2* for information on using this diskette.

Chapter 5

INTERNAL OPTIONS

You can add several internal options to your Tandy 1000 TX, including:

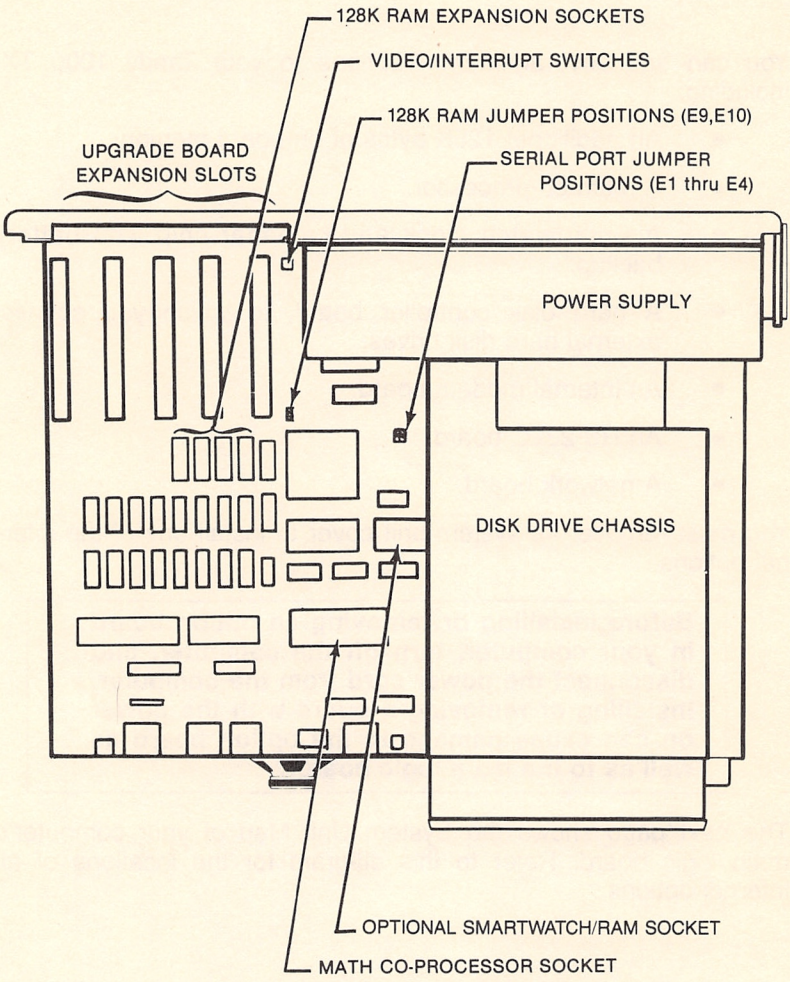
- An additional 128K bytes of on-board memory.
- A math co-processor.
- A Smartwatch clock and calendar chip with battery backup.
- A hard disk controller board, to which you connect external hard disk drives.
- An internal modem board.
- An RS-232C board.
- A network board.

You must remove the system unit cover to install any of the internal options.

> **Before installing or removing an option board in your computer, turn off the computer, and disconnect the power cord from the computer. Installing or removing a board with the power on can cause damage to the option board as well as to the main logic board.**

The next page shows the System Unit Map of your computer's main logic board. Refer to this diagram for the locations of all internal options.

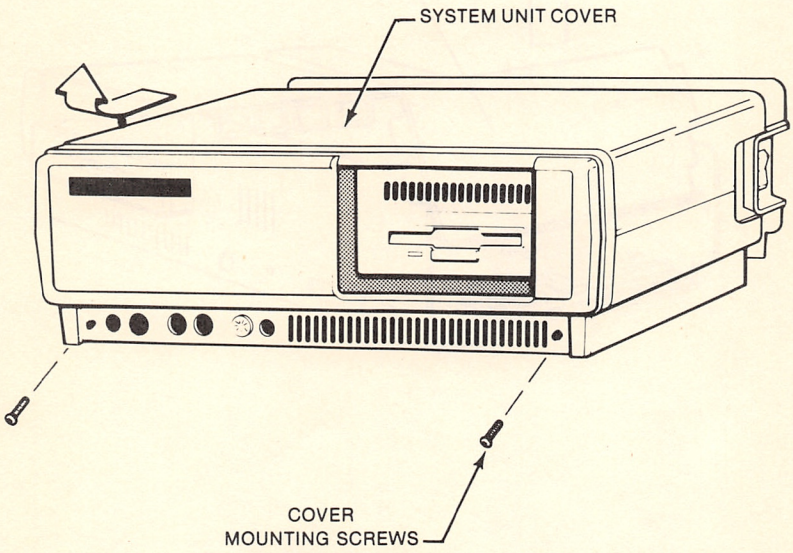
System Unit Map



Removing the Cover

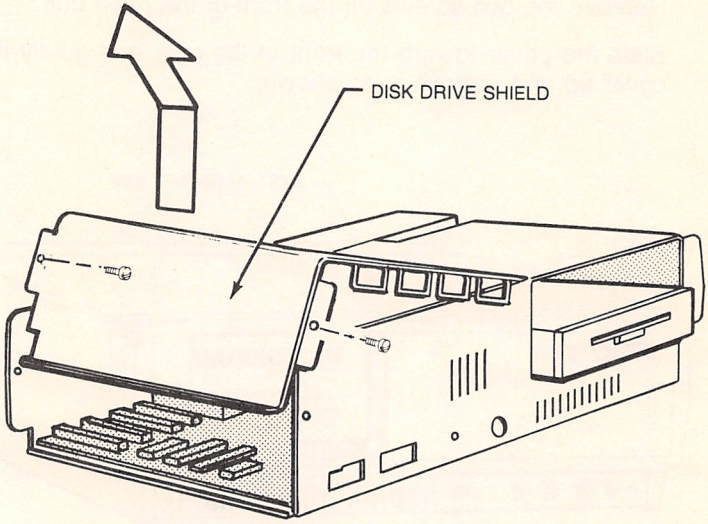
Follow these steps to remove the system unit cover:

1. Remove the two screws on the front of the main unit.
2. Slide the cover toward the front of the unit, and gently lift the cover up and remove it, as shown.



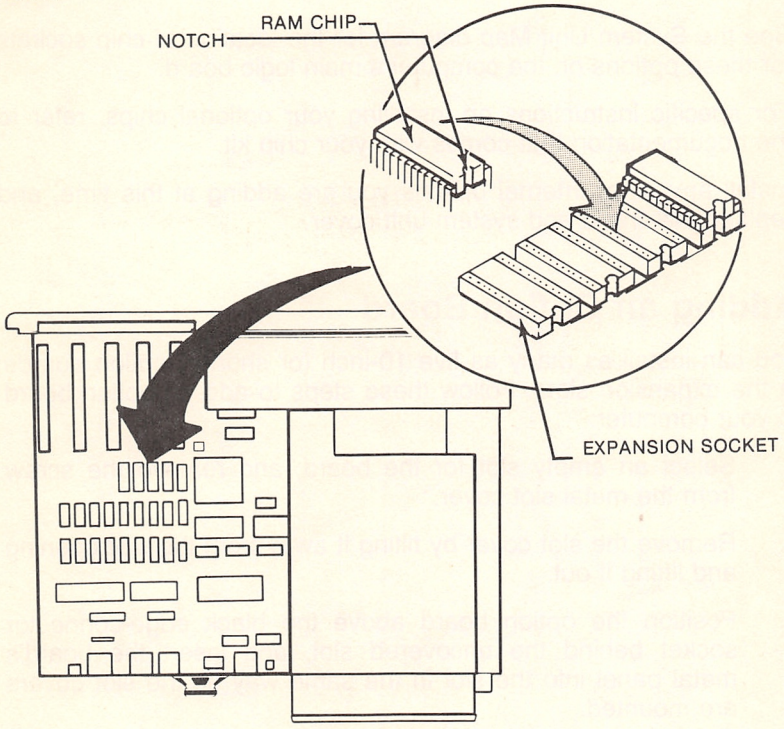
3. Remove the two screws holding the shield in place.

4. Rotate and pull the shield away from the drive support.



Adding Memory

You can upgrade your computer with an additional 128K of memory. Add the four memory chips to the RAM Expansion Sockets on the computer's main logic board for a total system memory of 768K.



After you install the RAM chips, remove the jumper from staking pins E9 and E10. Refer to the System Unit Map diagram at the beginning of this chapter for the location of the 128K RAM Jumper. Install any other internal options you are adding at this time, and replace the shield and system unit cover.

For specific instructions on installing the RAM chips, refer to the documentation that comes with your 128K Memory Kit.

> **Note:** A few application programs designed specifically for the Tandy 1000 do not function properly with the additional memory. If you experience problems, replace the jumper on pins E9 and E10 before running that software.

Adding a Math Co-Processor or Smartwatch

You can upgrade your computer with a math co-processor to increase the speed of mathematical calculations.You can also add a Smartwatch chip to automatically keep track of the time and date.

See the System Unit Map diagram for the location of chip sockets for these options on the computer's main logic board.

For specific instructions on installing your optional chips, refer to the documentation that comes with your chip kit.

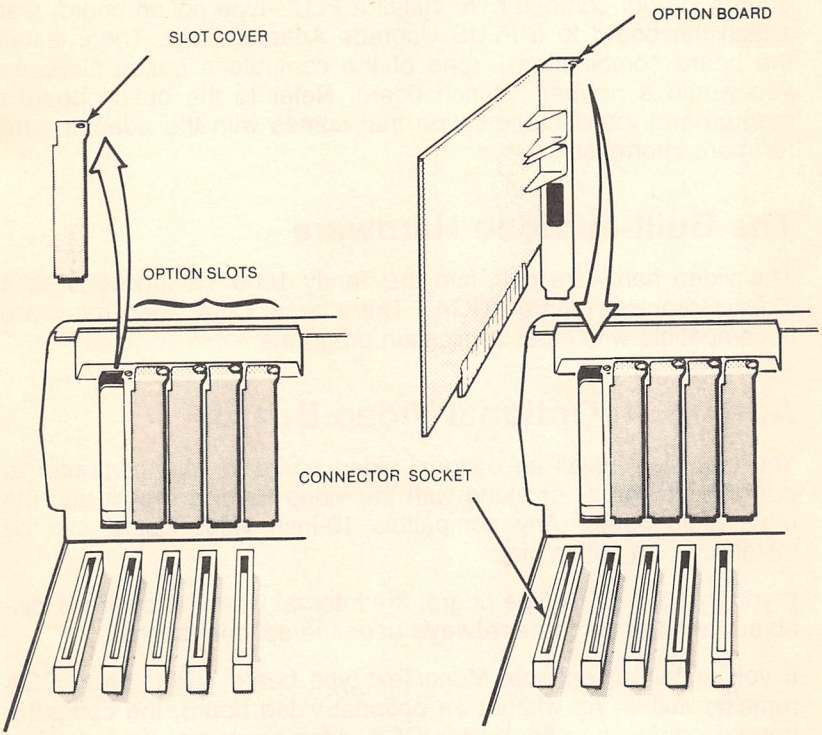
Install any other internal options you are adding at this time, and replace the shield and system unit cover.

Adding an Option Board

You can install as many as five 10-inch (or shorter) option boards in the expansion slots. Follow these steps to add an option board to your computer:

1. Select an empty slot for the board, and remove the screw from the metal slot cover.
2. Remove the slot cover by tilting it away from the slot opening and lifting it out.
3. Position the option board above the black edge-connector socket behind the uncovered slot, and insert the board's metal panel into the slot in the same way as the slot covers are mounted.
4. At the same time, apply even downward pressure to the board to seat the board's edge-connector in the socket.

Replace the slot cover's screw, and tighten it to secure the board in the slot. Do not overtighten the screw.



For specific installation instructions and any special settings, refer to the documentation that comes with the option board.

After installing all your option boards, replace the shield and the system unit cover. Then, connect the appropriate peripheral devices to the option board connectors.

Adding a PLUS-Type Option Board

You can also install any of the Tandy 1000 PLUS-type option boards in your computer. To install a PLUS-type option board, first attach the board to a PLUS Upgrade Adapter Card. Then, install the board combination in one of the computer's option slots, as you would a normal, 10-inch board. Refer to the option board's manual and the documentation that comes with the adapter card for more information.

The Built-In Video Hardware

The video hardware built into the Tandy 1000 TX functions as a Color Graphics Adapter (CGA). The internal CGA video hardware is compatible with most application programs.

Adding an Optional Video Board

You can also install an optional video board in your computer to operate instead of or along with the video hardware built into the main logic board. Any compatible 10-inch video board can be installed in an option slot.

If you install a CGA-type board, the internal video hardware is disabled, and the computer **always** uses the optional board.

If you install an optional Mono/Text-type board, the internal CGA remains active. As without an optional video board, the computer normally defaults to the built-in CGA video hardware. You must set the computer's Video switch to use the optional Mono/Text video board. Refer to the next section, "Video and Interrupt Switches," for instructions.

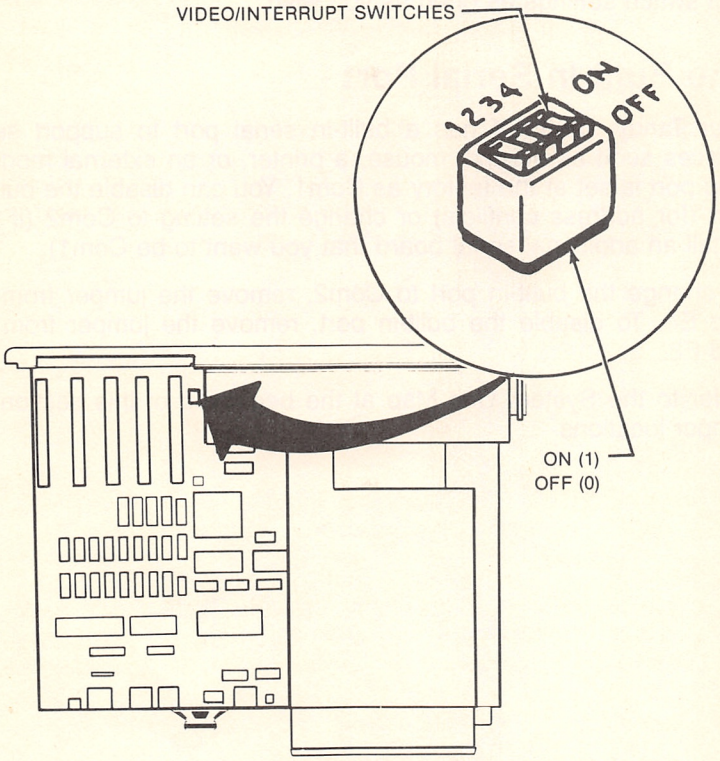
Also, certain application programs can display different information on two video monitors with the built-in CGA and optional Mono/Text adapter video configuration. Refer to your application documentation for information.

For specific installation instructions for an optional video board, refer to the documentation that comes with the option board.

After installing all optional boards, replace the shield and the system unit cover.

Video and Interrupt Switches

The Video and Interrupt Switches are located in the S2 switch box, slightly below the Upgrade Board Expansion Slots. (Refer to the System Unit Map for the exact location.) All four switches are set at the factory in the ON position.



Switch 1 is the Video switch. This switch is set for CGA-type video hardware (either the internal hardware or an optional video board). Set this switch to OFF if you install and use an optional Mono/Text-type video board. If you have a Mono/Text-type board installed, Switch 1 must be ON any time you want to use either the internal CGA video hardware or an optional CGA-type video board. You can change the Video switch setting as often as you wish.

Switches 2-4 are the Interrupt switches. These switches are set to enable system board interrupts 5-7. You can disable any or all of these interrupts for compatibility with your application software or with a plug-in option card, if necessary. Set Switch 2 to OFF to disable Interrupt 5. Set Switch 3 to OFF to disable Interrupt 6. Set Switch 4 to OFF to disable Interrupt 7. You can change the Interrupt switch settings as often as you wish.

The Built-In Serial Port

Your Tandy 1000 TX has a built-in serial port to support serial devices such as a serial mouse, a printer, or an external modem. This port is set at the factory as Com1. You can disable the built-in port (for address conflicts) or change the setting to Com2 (if you install an additional serial board that you want to be Com1).

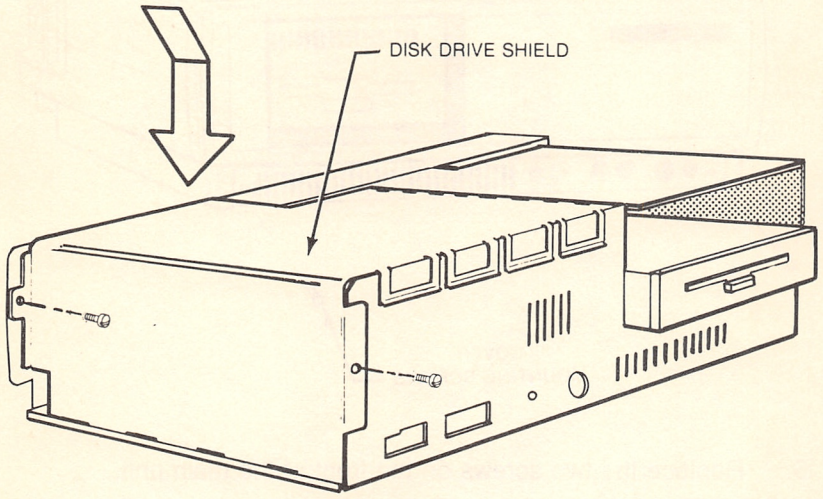
To change the built-in port to Com2, remove the jumper from E3 and E4. To disable the built-in port, remove the jumper from E1 and E2.

Refer to the System Unit Map at the beginning of this section for jumper locations.

Replacing the Cover

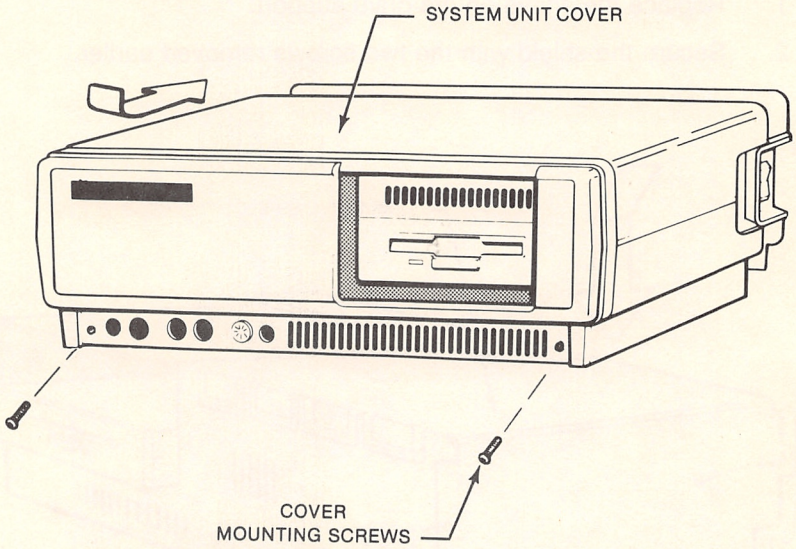
Follow these steps to replace the system unit cover:

1. Replace the shield on the drive support.
2. Secure the shield with the two screws removed earlier.



3. Hold the cover at a slight downward angle to the front of the unit, and guide the cover onto the tracks on the computer chassis.

4. Gently slide the cover toward the back of the unit, as shown.



5. Replace the two screws on the front of the main unit.

6. Now, connect the cables of all external options to the appropriate connectors on the back of the computer. Refer to the documentation that comes with the options for specific installation and operation instructions.

TROUBLESHOOTING

Video Problems

If you make all the proper monitor connections and still have trouble with your video, check for the following problems:

- Loose or incorrectly connected cables.
- An improperly seated optional video board or an incorrect switch setting. Refer to "Adding an Optional Video Board" in Chapter 5.
- Using color-oriented software with a composite monochrome monitor. Refer to "Function Keys" in Chapter 3.
- Using Tandy 1000 software that does not work properly with 768K of memory. Replace jumper on pins E9 and E10. Refer to "Adding Memory" in Chapter 5.

Printer Problems

If you make all the proper printer connections and still have trouble, check for the following problems:

- Loose or incorrectly connected cables.
- The system is not set up for use with your printer. Refer to "Using a Printer With Your Programs" in *Introduction to MS-DOS*.
- The printer is not ready — off line, out of paper, out of ribbon, and so forth.

SPECIFICATIONS

System Unit

Processor: Intel 80286, 8 or 4 megahertz

Size:

Length:	354 mm (13¾ in.)
Width:	432 mm (17 in.)
Height:	140 mm (5½ in.)

Weight: 7.82 kg (17¼ lb)

Power Requirements:

120 VAC, 60 Hz (U.S.)
120 VAC / 240 VAC, 50 Hz (International)
(67 watts)

Heat Output: 363 Btu/hr

Environment:

Air Temperature	
Operating	14° C - 30° C (55° F - 85° F)
Storage	−40° C - 65° C (−40° F - 149° F)
Humidity	
Operating	20% to 80% (non-condensing)
Storage	10% to 80% (non-condensing)

Diskette Drive

Unformatted Capacity	1 megabyte
Formatted Capacity	720 kilobytes
Number of Heads	2
Number of Cylinders	80
Average Access Time	93 ms (includes settling time)
Track to Track	4 ms
Motor Starting Time	500 ms
Rotation Speed	300 RPM
Media	standard 3 1/2-inch, double-sided 80-track

INDEX

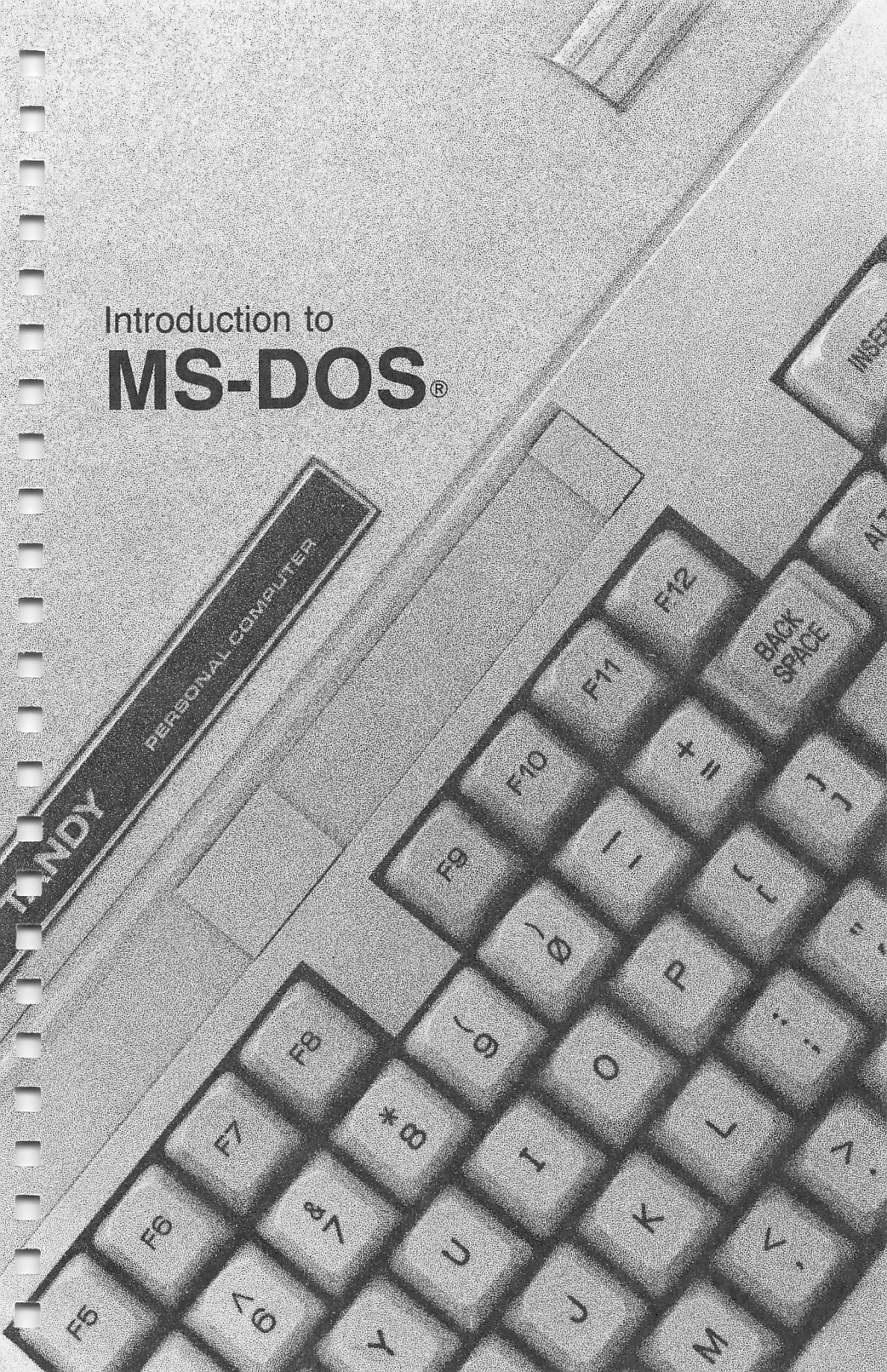
alternate key A-16
arrow keys A-16
backward slash A-17
break key A-17
caps lock A-15
Color Graphics Adapter (CGA) A-30
color/graphics video mode A-14
color monitor connection A-6
command piping A-17
connecting joysticks A-11
connecting a printer A-9
connecting a serial device A-10
control key A-15
cover removal A-25 - A-26
cover replacement A-33 - A-34
CPU speed, changing A-15
cursor movement keys A-16
delete key A-17
diskettes A-21 - A-22
    care and handling of A-21 - A-22
    inserting and removing A-19
    MS-DOS/BASIC A-23
    Personal DeskMate 2 A-22
diskette drive A-5, A-19 - A-20
    activity light A-5, A-19
    references A-14, A-20
    specifications A-37
    swapping A-14, A-20
earphone connection A-12
end key A-18
enter key A-16, A-18
escape key A-15
expansion, internal A-23 - A-34
expansion slots A-1, A-28 - A-30
fast CPU speed key A-15
    features A-1
    difference symbol A-17
function keys A-13, A-14 - A-15
grave mark A-18
hard disk A-2
    board installation A-28 - A-29

hold key A-16
home key A-16
insert key A-17
installation
    math co-processor A-28
    memory A-27
    option board A-28 - A-29
interference, electrical A-8
internal options A-23 - A-34
interrupts, setting A-31 - A-32
joystick connection A-11
keyboard A-13 - A-18
LED indicators, disk drive A-19
main logic board A-23 - A-24
math co-processor, adding A-2, A-28
memory, adding A-2, A-27
modem board installation A-3, A-28 - A-29
modem, external A-3
    serial board installation A-28 - A-29
modes
    caps-only A-15
    color/graphics A-14
    CPU speed A-15
    fast (CPU) A-15
    mono A-14
    number lock A-16
    slow (CPU) A-15
    TV A-14
    video A-14
monitor installation A-5 - A-9
monitors, compatible A-2
mono/text video board A-30
    installation A-28 - A-29
    setting the video switch A-31 - A-32
monochrome monitor connection A-7
monochrome video mode A-14
network interface A-3
    board installation A-28 - A-29
numeric keypad A-13, A-17 - A-18
number lock A-16, A-17
on-board memory, adding A-2, A-27
operating system A-1
option boards A-2 - A-3, A-23
    installing A-28 - A-29
    PLUS-type A-3, A-30
    video A-30

options available A-2 - A-3, A-23
page down key A-18
page up key A-17
parallel printer connection A-9
pipe commands A-17
PLUS-type option boards A-3
    installing A-28- A-29
power cord connection A-8
power requirements A-37
power switch A-5, A-8
primary diskette drive A-20
print key A-16
printer connection A-9
printer problems A-35
printing screen text A-16
processor A-1, A-37
reset switch A-1, A-5
RS-232 board installation A-3, A-28 - A-29
secondary diskette drive A-20
serial board installation A-28 - A-29
serial device connection A-10
setting the video switch A-31 - A-32
setting interrupts A-31 - A-32
setting up your computer A-5 - A-12
slots, expansion A-1, A-28 - A-29
slow CPU speed key A-15
smart watch, adding A-2, A-28
specifications A-37
speed, changing the CPU A-15
swap drives A-14, A-20
switches
    interrupt A-31 - A-32
    reset A-1, A-5
    video A-30, A-31 - A-32
system unit A-13 - A-20
    specifications A-37
system unit cover
    removal A-25 - A-26
    replacement A-33 - A-34
system unit map A-24
troubleshooting A-35
turning on the computer A-8
turning off the computer A-8
TV video mode A-14
typewriter keys A-13, A-15 - A-16

upgrade boards A-2 - A-3, A-23
    installing A-28 - A-29
    PLUS-type A-3, A-28 - A-29
    video A-30
vertical line A-17
video board, adding a A-30
video display connection A-6 - A-7
video mode
    color/graphics A-14
    monochrome A-14
    TV A-14
video hardware, built-in A-30
video problems A-35
video switch A-30
    setting the A-31 - A-32
volume control and earphone jack A-12

Introduction to
MS-DOS®



CONTENTS

1 **Introduction** B-1
Entering MS-DOS Instructions B-2

2 **How to Start and Exit Your System** B-5
Starting MS-DOS B-5
Exiting the System B-6

3 **Diskette Drives and Diskettes** B-7
Write Protection for Diskettes B-7
Making Backups of Diskettes B-8
Using DISKCOPY With One Disk Drive B-9
Using DISKCOPY With Two Disk Drives B-10
Formatting With One Disk Drive B-11
Formatting With Two Disk Drives B-12
Copying an Entire Diskette B-12
Xcopying an Entire Diskette B-13
Changing the Current Drive B-14

4 **How to Use Your Programs** B-15
Using Application Programs With MS-DOS B-15
Using a Printer With Your Programs B-15
Setting the Printer B-15
Setting the Software B-16

5 **How MS-DOS Stores Information** B-17
About Files B-17
About Directories B-17
Multiple Directories B-18
About File And Directory Names B-19
Filename Extensions B-19
Examples Of Filenames B-20

6 **More on MS-DOS Commands and Keys** B-21
Typing Commands B-21
Editing Commands B-22
Special Keys B-22
Special Commands B-25
Viewing a Directory B-25
Creating a Directory B-26
Changing The Current Directory B-26
Finding Files and Directories B-27
Copying Files B-27
Copying Directories B-28
Home Directories B-29
Renaming Files B-29
Establishing Paths B-29
Looking Inside Files B-30
Deleting Directories B-30
Using Other Commands B-30

Index B-31

Chapter 1

INTRODUCTION

MS-DOS is a *Disk Operating System*. An operating system is a group of programs that act as an interpreter and manager for your computer, monitor, and peripherals. **Disk** operating system means that the operating system can also direct and interpret information to and from disk drives. A computer can do only what you instruct it to do. The MS-DOS operating system conveys your instructions to the computer.

How much you need to know about your MS-DOS operating system depends on how you plan to use your computer. If you use your computer only for running *application programs* (software written to perform specific tasks or solve specific problems), you need to know little about the operating system. On the other hand, if you plan to use advanced operating system features or create your own programs, you need to become quite familiar with the operating system. Further, there are many MS-DOS command features included specifically for use with the options available for your computer. If your computer system includes options, you should familiarize yourself with any features of MS-DOS that are specific to those options.

Regardless of how you intend to use your computer, there are some basic procedures you must know. These include:

- Starting and exiting MS-DOS.
- Entering MS-DOS instructions.
- Starting an application program.
- Preparing a diskette to store information.
- Copying the operating system, program, and data files to a diskette.
- Duplicating a diskette.

This manual presents this information and a few other items you might find helpful. If you want more information, refer to the *MS-DOS Reference Manual* (Cat. No. 25-1508), which discusses the MS-DOS operating system in detail.

Entering MS-DOS Instructions

The MS-DOS instructions you give to the computer are called *commands*. You type commands at a *system prompt* (usually `A>`), which indicates that MS-DOS is at the *command level* (ready to accept commands).

The drive that MS-DOS is set up to access when you enter commands is called the *current drive*. You can access information on a drive other than the current drive by including a drive reference when you enter a command. MS-DOS regards the *primary drive* (the lower drive) as the current drive unless you specify otherwise. Refer to "Changing the Current Drive" if you want to change the current drive.

Because your computer carries out the MS-DOS commands exactly as you give them, your entries must be precise and have perfect *syntax* (spelling and form). You can type your instructions to MS-DOS in either uppercase or lowercase letters. However, pay special attention when typing characters that are interchangeable on a typewriter keyboard. These characters are not interchangeable on the computer keyboard. For example, never type the letter O for 0 (zero) or the lowercase letter l for 1 (one). Be sure you type commands exactly as they are shown.

This manual uses a simple method of notation to distinguish between what you enter and what you see on the screen.

Example	Description
[BACKSPACE]	Boxed characters represent keys that you press. These are usually function or command keys. It is not necessary to press [ENTER] after you press one of these keys.
[CTRL] [C]	Two or more boxed keys together represent a *key sequence* that you press. For a key sequence, hold down the first key shown. Then, press the second key while still holding down the first key.

`format` ENTER

Text that you type (commands and so forth) is shown in a different typeface than the body of the manual. You must press ENTER after you type the text. In MS-DOS, you can type in both uppercase and lowercase letters.

`A>`

Text that appears on the screen, such as the system prompt, is also shown in a different typeface than the body of the manual.

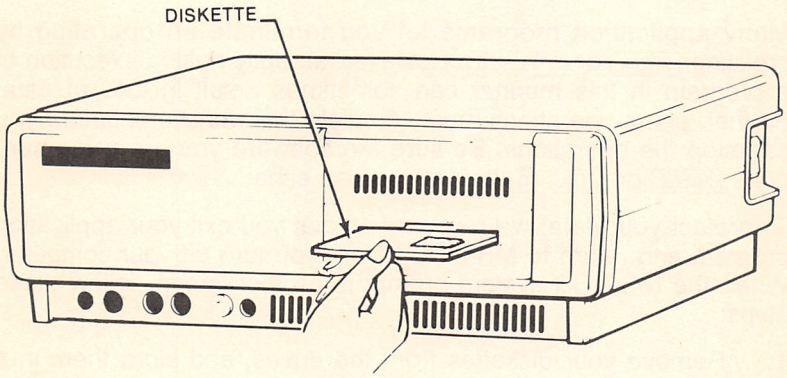
HOW TO START AND EXIT YOUR SYSTEM

Starting MS-DOS

Starting your computer and initializing an operating system is called *booting*. The boot procedure prepares the computer for use.

To boot your system with MS-DOS, follow these instructions:

1. With your computer off, gently slide the MS-DOS system diskette, label side up, into Drive A until it clicks into place.
2. Turn on your computer, monitor, and any peripherals, such as a printer.



The red light on the front of the diskette drive indicates that the computer is accessing the diskette.

3. When the message asking for the date and time appears, follow the sample format on the screen to enter the information. If you do not want to change the date or time that is shown, press [ENTER] at each prompt.

   MS-DOS completes the boot procedure and displays the system prompt. The system prompt is the current drive reference, followed by a greater than symbol (A>). You can now enter operating system commands to instruct MS-DOS to perform tasks and run application programs.

   > **Note:** If you have two diskette drives, you can change the drive references during bootup. *Swap drives* by pressing the [F3] function key immediately after you hear a beep when booting your system. The primary diskette drive becomes Drive B, and the secondary diskette drive becomes Drive A. You **must** swap drives to boot a diskette in the secondary drive.

Exiting the System

Many application programs let you terminate an operation by pressing [BREAK] or [CTRL] [C]. However, abruptly halting execution of a program in this manner can sometimes result in loss of data. Further, some operations must complete their functions before you can stop the operations. Be sure the software you are using supports [BREAK] or [CTRL] [C] before you use either.

To protect your data, we recommend that you exit your application program and return to MS-DOS before you turn off your computer. When the MS-DOS system prompt is on the screen, follow these steps:

1. Remove your diskettes from the drives, and store them in a safe place.

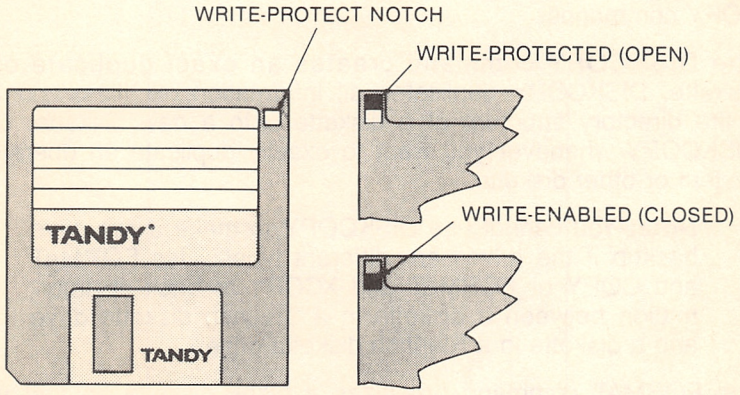
2. Turn off your computer, monitor, and any other equipment. If you plug your equipment into one power strip, you can use the power strip switch to turn off all equipment at one time.

   > **Note:** If your system has a hard disk, you should wait a minimum of 15 seconds before turning on the computer again.

DISKETTE DRIVES AND DISKETTES

Diskettes require careful handling. Be sure to read "Care and Handling of Diskettes" in the *Introduction to Your Tandy 1000 TX*.

Write Protection For 3½-Diskettes



3½-inch diskettes have a small, square hole in the upper right corner. This is the *write-protect notch*. From the back of the diskette, move the small tab (normally red or black) up so that the hole is open to *write-protect* the diskette. The computer can not write (store) data on a write-protected diskette. Move the tab down so that the hole is completely covered to *write-enable* the diskette for data storage. This feature protects diskettes from inadvertent destruction of data.

Making Backups of Diskettes

The magnetically stored information on diskettes can be destroyed by exposure to magnetic fields or by improper use or handling. You should make several *backups* (copies) of important diskettes. Should anything happen to a backup diskette, immediately make another.

> **Note:** You should now make backups of your MS-DOS/ BASIC and Personal DeskMate 2 diskettes.

There are two ways to back up important diskettes. You can use the DISKCOPY command, or you can use the FORMAT and COPY commands.

The DISKCOPY command creates an exact duplicate of a diskette. DISKCOPY duplicates all information, all files, and the entire directory structure of a diskette onto a new diskette. Use DISKCOPY whenever you want to exactly duplicate an operating system or other diskette.

> **Note:** You cannot use DISKCOPY to make a two-drive backup if the drives are different types. Use FORMAT and COPY or FORMAT and XCOPY to back up information between a diskette in a 3½-inch diskette drive and a diskette in a 5¼-inch diskette drive.

The FORMAT command organizes a blank diskette so that you can write to it. Many application programs require that you format data diskettes to store the information they produce. You must format a diskette before you can copy to it with the COPY command. You can also use the FORMAT command to create a bootable application diskette.

The COPY command duplicates the files in the current or specified directory and stores them on a formatted diskette. The copy is performed on a file-by-file basis. You can use COPY to back up an entire diskette or to duplicate selected files only. Use COPY to back up a diskette from one type of diskette drive to another. The COPY command does not copy system files, hidden files, or files outside the current or specified directory.

The XCOPY command duplicates a diskette on a directory-by-directory basis. You can XCOPY an entire diskette or selected directories or files only. The diskette to which you XCOPY must be formatted. Use XCOPY to back up an operating system or application diskette from one type of diskette drive to another.

The backup procedures use two terms you need to understand. They are *target diskette* and *source diskette*. A target diskette is the diskette you select to **receive** a copy of another diskette. The source diskette is the diskette that contains the programs, system files, and/or data files that you want to copy.

> **Note:** Some application programs you buy are *copy-protected*. You cannot make copies of these program diskettes. Check the program manual for information on protecting the data on copy-protected diskettes.

Using DISKCOPY With One Disk Drive

1. If your computer is off, boot it with MS-DOS as outlined at the beginning of Chapter 2.

2. At the system prompt (A>), type:

   ```
   diskcopy [ENTER]
   ```

3. The screen displays the following prompt:

   ```
   Insert SOURCE diskette in drive A:
   Press any key when ready...
   ```

   To back up the system diskette, leave it in Drive A. Otherwise, insert the diskette you wish to back up into Drive A. Then, press [ENTER].

4. The screen shows:

   ```
   Copying 80 tracks 9 sectors/Track, 2 Side(s)
   ```

   This message can differ according to the diskette you are copying. After a few moments, the screen shows:

   ```
   Insert TARGET diskette in drive A:
   Press any key when ready...
   ```

   Remove the source diskette. Be sure the target diskette is not write-protected. Insert the target diskette into Drive A, and press [ENTER].

   MS-DOS might request that you swap the source and target diskettes several times before DISKCOPY is complete. Swap the diskettes each time the screen messages prompt you to do so.

DISKCOPY formats the target diskette and copies the information from the source diskette to it. When the DISKCOPY procedure is complete, this message appears:

```
Copy another diskette? (Y/N)
```

5. If you wish to create more copies, press [Y], and again follow the prompts. To ensure the safety of your operating system, make at least two copies of MS-DOS.

   After you finish making copies, press [N] at the `Copy another diskette?` prompt. The DISKCOPY procedure ends, and the system prompt reappears.

6. Set aside one of the backup diskettes for daily use as your *working diskette*. Store the original diskette and all additional backups away from heat, magnetic sources, electric motors, and in a relatively dust-free environment.

Using DISKCOPY With Two Disk Drives

1. If your computer is off, boot it with MS-DOS as outlined at the beginning of Chapter 2.

2. At the system prompt (`A>`), type:

   ```
   diskcopy a: b: [ENTER]
   ```

3. The screen displays the following prompt:

   ```
   Insert SOURCE diskette in drive A
   Insert TARGET diskette in drive B
   Press any key when ready...
   ```

   To back up the system diskette, leave it in Drive A. Otherwise, insert the diskette you wish to back up into Drive A.

   Be sure the target diskette is not write-protected. Insert the target diskette into Drive B, and press [ENTER].

4. The screen shows:

   ```
   Copying 80 tracks 9 Sectors/Track, 2 Side(s)
   ```

   This message can differ according to the diskette you are copying.

DISKCOPY formats the target diskette and copies the information from the source diskette to it. When the DISKCOPY procedure is complete, this message appears:

```
Copy another diskette? (Y/N)
```

5. If you wish to create more copies, press [Y], and again follow the prompts. To ensure the safety of your operating system, make at least two copies of MS-DOS.

   After you finish making copies, press [N] at the `Copy another diskette?` prompt. The DISKCOPY procedure ends, and the system prompt reappears.

6. Set aside one of the backup diskettes for daily use as your *working diskette.* Store the original diskette and all additional backups away from heat, magnetic sources, electric motors, and in a relatively dust-free environment.

Formatting With One Disk Drive

1. If your computer is off, boot it with MS-DOS as outlined at the beginning of Chapter 2.

2. At the system prompt (`A>`), type:

   `format a:` [ENTER]

   (To format the diskette so that it is *bootable*, type: `Format a: /s` [ENTER]. The /s switch tells MS-DOS to copy the hidden system files to the diskette after it is formatted.)

3. The screen displays the following prompt:

   ```
   Insert new diskette for drive A:
   and strike ENTER when ready
   ```

   Replace the system diskette in Drive A with the blank diskette you wish to format, and press [ENTER].

4. When FORMAT is complete, a prompt appears giving you the option to format another diskette. To do so, press [Y], and repeat Step 3. Otherwise, press [N].

5. Store formatted diskettes in a safe place until you are ready to use them.

Formatting With Two Disk Drives

1. If your computer is off, boot it with MS-DOS as outlined at the beginning of Chapter 2.

2. At the system prompt (A>), type:

   ```
   format b: ENTER
   ```

   (To format the diskette so that it is *bootable*, type: `format b: /s` ENTER. The /s switch tells MS-DOS to copy the hidden system files to the diskette after it is formatted.)

3. FORMAT asks you to insert the new (target) diskette. Insert the blank diskette you want to format into Drive B, and press ENTER.

4. When FORMAT is complete, a prompt appears giving you the option to format another diskette. To do so, press Y, and repeat Step 3. Otherwise, press N.

5. Store formatted diskettes in a safe place until you are ready to use them.

Copying an Entire Diskette

Note: You must format a diskette before you can use the COPY command to copy information to it. (Be sure to format with the \s switch if you are duplicating an operating system or other bootable diskette.)

1. If your computer is off, boot it with MS-DOS as outlined at the beginning of Chapter 2.

2. Remove the system diskette from Drive A, and replace it with the source diskette (the diskette you are copying).

3. If you have a two-drive system, insert the formatted target diskette (the diskette to which you are copying) into Drive B.

4. At the system prompt (A>), type:

   ```
   copy a:*.* b: ENTER
   ```

5. If you have a one-drive system, the COPY command tells you when to insert the Drive A (source) diskette or the Drive B (target) diskette. When prompted to do so, remove the source diskette, and insert the formatted diskette in Drive A. Continue switching the diskettes as instructed to complete the copy.

The operating system duplicates all files on the source diskette and copies them to the target diskette. See Chapter 6 for more information on the COPY command.

Xcopying an Entire Diskette

Note: You must format a diskette before you can use the XCOPY command to copy information to it. (Be sure to format with the /s switch if you are duplicating an operating system or other bootable diskette).

1. If your computer is off, boot it with MS-DOS as outlined at the beginning of Chapter 2.

2. Remove the system diskette from Drive A, and replace it with the source diskette (the diskette you are copying).

3. If you have a two-drive system, insert the formatted target diskette (the diskette to which you are copying) into Drive B.

4. At the System prompt (A>), type:

```
xcopy a:*.*b:/s/e/w ENTER
```

5. If you have a one-drive system, the XCOPY command tells you when to insert the Drive A (source) diskette or the Drive B (target) diskette. When prompted to do so, remove the source diskette, and insert the formatted diskette in Drive A. Continue switching the diskettes as instructed to complete the xcopy.

The operating system duplicates all directories and files on the source diskette and copies them to the target diskette. The /s switch tells XCOPY to copy all directories and subdirectories that are not empty. The /e switch tells XCOPY to also copy empty subdirectories. The /w switch tells XCOPY to wait briefly. This wait facilitates diskette swapping. See Chapter 6 for more information on the XCOPY command.

Changing the Current Drive

The current drive is the one that MS-DOS and your application programs normally read from and write to. You can access information on a drive other than the current one by including a drive reference when you enter an MS-DOS command. MS-DOS regards Drive A as the current drive unless you specify otherwise.

If you have two diskette drives, you can change the current drive to Drive B by typing the following at the A> prompt:

```
b: ENTER
```

The system prompt changes from A> to B>. Drive B is now the current drive.

To access a diskette in a drive other than the current one, you must include the drive name. For example, assume Drive B is the current drive. To execute a program named Myprog in Drive A, type:

```
a:myprog ENTER
```

> **Note:** Changing the current drive is not the same as swapping drives. When you **change the current drive**, you tell the computer which drive to access whenever you do not specify a drive in a command. When you **swap drives**, you reverse the names (references) of the diskette drives. (Drive A becomes B, and Drive B becomes A.) Remember that you **must** swap drives to boot from a secondary diskette drive.

Chapter 4

HOW TO USE YOUR PROGRAMS

Using Application Programs With MS-DOS

Application programs are designed to perform specific tasks—word processing, spreadsheet analysis, and so forth. Personal DeskMate 2, for example, contains several application programs. Many application programs (including Personal DeskMate) require you to use the MS-DOS diskette to start up your computer. For these applications, you can start up with an operating system diskette, then switch to the application diskette. A few applications let you start up directly from the application diskette. Check your application program's documentation for the specific steps necessary to start your application.

When you are using an application program, the program's prompts and screens appear instead of the operating system prompt. Application programs use the operating system to help process information, and MS-DOS manages the computer's operations.

Using a Printer With Your Programs

If your application programs require the use of a printer, you must be sure the computer is set up to work with the printer you choose. Many printers automatically add a line feed after each carriage return. If your application program also adds a line feed after a carriage return, your text prints double-spaced.

First, determine whether you have an extra line feed by using your application program to run a printout test. If the text prints double-spaced, then turn off one of the line feeds by either setting the printer or setting the software.

Setting the Printer

Many printers (including most Radio Shack® dot matrix, DMP-series printers) have a hardware DIP switch that determines whether or not the printer adds a line feed after a carriage return. If your printer has a carriage return DIP switch, set it to CR=CR to turn off the line feed. Refer to the documentation that comes with your printer for specific information on DIP switch settings.

Setting the Software

If your printer does not include a carriage return DIP switch, you must set the software to turn off the extra line feed. Follow these steps to turn off the software's line feed:

1. At the MS-DOS system prompt, type:

   `lf` ENTER

2. Now, type:

   `mode lfoff` ENTER

You can turn on the line feed again by typing: `mode lfon`. Any time you turn off or reset the computer, the system returns to the default setting, lfon.

Chapter 5

HOW MS-DOS STORES INFORMATION

If you want to learn more about how your operating system works, you need to know how MS-DOS organizes and stores data. The information in this chapter applies both to diskette organization and hard disk organization. Hard disk organization is particularly important because of the greater storage capacity of a hard disk.

For the sake of simplicity, wherever the information applies to both diskettes and hard disks, we refer to the media simply as *disks*.

About Files

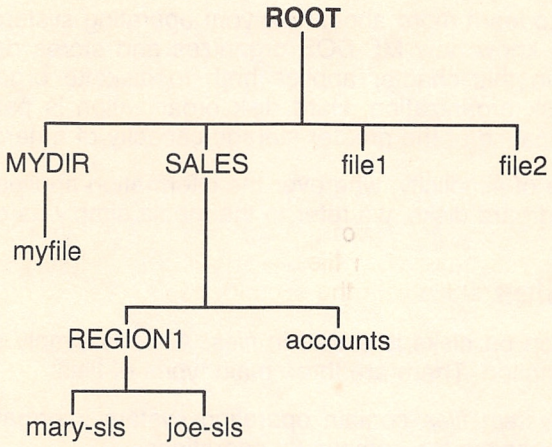
All information on disks is stored in *files*. A file is simply a collection of information. There are three main types of files:

- *System files* contain operating system information that manages the computer's operations.
- *Program files* contain information that causes the computer to perform a task or set of tasks.
- *Data files* contain information you enter, such as the documents and spreadsheets you create with your Personal DeskMate 2 software.

About Directories

All files on a disk reside in a *directory*. A directory is simply a storage space for the names of your files. When you format a disk, you create one directory called the *root* directory. On your MS-DOS system disk, the commands are contained in the root directory. When you boot your computer using MS-DOS, you are automatically **in** (operating from) the root directory. For many purposes, especially if you are using diskette drives only, you do not need additional directories.

Any new directories you create branch from the root directory as *subdirectories*. You can create several levels of directories, as shown in the following example:



The uppercase names in this illustration represent the example disk's directories. The lowercase names represent the files in the various directories. The distinctions are for the example only. You can enter directory names in either uppercase or lowercase. Also note that you can store files and subdirectories **only** in directories, not in files.

Multiple Directories

There is nothing wrong with storing all your files in the root directory. In fact, because you are always in the same directory as your files, using only the root directory makes it easy to access your files.

However, organizing a disk into multiple directories makes it easy to keep your data organized when you have many files. Because hard disks can store hundreds of individual files, such a multiple-directory organization is especially helpful when using hard disks.

About File and Directory Names

The following is a complete list of acceptable characters for directory names and filenames:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Decimal digits: 0-9
- Symbols: $ & # % ' ( ) – @ ^ { } !

When creating filenames, do not include more than eight characters. MS-DOS ignores any characters after the eighth. For example, MS-DOS regards both Accounts1 and Accounts2 as Accounts. If you save both files in the same directory, MS-DOS writes over the first file with the second, destroying the first file.

Other than the ones listed above, symbols are not allowed in filenames and directory names. There are also a few special *words* (MS-DOS device names) that you cannot use. These are:

aux	con	prn
nul	com1	com2
lpt1	lpt2	lpt3

Filename Extensions

Any filename can contain an *extension*, which further identifies the file. An extension appears at the end of a filename, preceded by a period.

Extensions can be a maximum of three characters and can include the same characters allowed in filenames. If you attempt to give extensions more than three characters, MS-DOS uses only the first three.

If you include an extension in a filename, you must use that extension whenever you specify the file.

Examples Of Filenames

Examples of valid filenames are:

mydata1	SAMFILE
1.tst	$100GIFT
records.srt	'HELP'.fil
XXX.xx	File#1.txt
10%SALES	par@64.gam
PROG1.BAS	−Check.bal
PROG2.bas	myprog.sor

Examples of invalid filenames are:

his*hers	The asterisk is not a valid character for filenames.
.DATA	The period is valid in a filename only when separating the filename from its extension.
regionsales	Filenames have a maximum of eight characters. MS-DOS uses only the first eight characters of the filename (regionsa).
COST + INT	The plus symbol is not a valid character for filenames.
CON.dat	Con is a word reserved by MS-DOS.

MORE ON MS-DOS COMMANDS AND KEYS

The MS-DOS operating system includes both *internal* and *external* commands. MS-DOS stores its internal commands in memory when you load the operating system. Internal commands remain in memory until you reset or turn off the computer. These commands execute immediately when you enter them. COPY, DIR, PATH, TYPE, and VER are examples of internal MS-DOS commands. MS-DOS stores its external commands on disk as program files.

When you enter an external command, MS-DOS searches for the command in the current directory, then executes it. If the command is not in the current directory, MS-DOS searches any directories or drives you specified with the PATH command. You can also specify a path along with the external command. For example, to format a diskette in Drive B using the Format command that is in the BIN directory on Drive A, type:

```
a:\bin\format b: ENTER
```

CHKDSK, DISKCOPY, and FORMAT are examples of external MS-DOS commands.

Typing Commands

- You can enter a command whenever the screen displays the system prompt.
- A command consists of one word, the command name. A *command line* consists of one or more command names and their associated *parameters* and *switches*. Parameters and switches are special information you include with a command. They provide data needed by a command, or they determine how the command operates.
- A command line can have a maximum of 127 characters, including any combination of uppercase or lowercase letters. To execute a command line, press ENTER. For example, to clear the screen, type:

```
cls ENTER
```

Editing Commands

MS-DOS tries to carry out the commands you type. If you make a typing mistake that results in an invalid command, MS-DOS tells you so with an error message. If you make a typing mistake, but the resulting command is a valid one, MS-DOS carries out the command as you enter it.

If you notice a typing mistake before you press [ENTER], you have two choices:

- Backspace to the mistake, and retype to the end of the line.
- Press [ESC] to exit the line you are typing, and start over.

If you use [ESC] to end a line, the system prompt does not reappear. Type the command line, and press [ENTER] to execute it.

Special Keys

The following keys and key sequences have special significance to MS-DOS.

space bar	Moves the *cursor* (the blinking underline character displayed on the screen) one space to the right and adds a space to a line.
[CTRL]	Lets you give complex commands to your computer by pressing only two or three keys. Hold down [CTRL], and press the other keys.
[BACKSPACE] or [CTRL] [H]	Backspace. Moves the cursor left one character and erases the character in that position.
[CTRL] [C] or [CTRL] [BREAK]	Cancel. Stops the execution of an MS-DOS command or of a program that uses MS-DOS functions. If the program does not access MS-DOS, the program does not recognize this key sequence. (The computer might take a few moments before it recognizes the key sequence.)

PRINT, CTRL N, or CTRL P	Echo. Sends each character of output to the printer. Press the sequence again to stop echo.
ESC	Escape. Terminates the current line without processing it and clears the line buffer. Displays a backslash (\) and performs a carriage return. (The cursor moves down one line and returns to the left margin.) Although the system prompt does not display, the system is ready for a command.
ENTER	Execute command/carriage return. Begins processing the command line you type. ENTER also causes a carriage return. (The cursor moves down one line and returns to the left margin.)
CTRL J	Line feed. Ends the current line and moves the cursor to the next line without processing the line. Press ENTER to execute the command line when it is complete.
SHIFT PRINT	Print screen. Everything currently displayed on the screen is sent to the printer.
CTRL ALT DELETE	Reset. Resets your computer the same as if you turn it off, then on again.
HOLD or CTRL S	Stop scroll. Stops scrolling information on the screen to let you view it. Press HOLD or CTRL Q to resume scrolling.

Several keys and key sequences are available to edit an MS-DOS command line. These keys act on the command line in the *template*. (The template is a storage area that contains the last MS-DOS command you entered and executed.) Press [F3] to display the template. You can execute the command line again by pressing [ENTER], or you can use the following keys to edit the command line in the template:

[ENTER]	Enter line. Makes the new line the new template and executes the command line.
[ESC]	Void line. Voids the new line, but does not affect the template.
[INSERT]	Insert character. Goes into the insert mode for you to insert characters into the template. Press [F3] to end characters into the template. Press [F3] to end the insert mode.
[DELETE]	Delete character. Erases the next character from the template. The character is skipped and is not copied to the command line.
[→] or [F1]	Copy character. Copies the next character from the template and displays it on the command line.
[F2] *char*	Copy to *character*. Copies all characters in the template up to the specified character and displays them on the command line.
[F3]	Template. Redisplays the entire template.
[F4] *char*	Delete to *character*. Deletes all characters up to the specified character from the template. They are skipped and are not copied to the command line.
[F5]	Replace template. Makes the line you type the new template but does not execute the command.
[F6] or [CTRL] [Z]	End-of-file. Puts an end-of-file marker in the template.

Special Commands

You have learned about a number of MS-DOS commands that help you set up and use your computer system. There are many more commands available. This section contains information about a few of the most helpful commands. Learning these commands makes it easy for you to look up other commands and functions in the *MS-DOS Reference Manual*.

Viewing a Directory

To look at the directory (a list of files and directories) of a disk, use the DIR command. For example, to view the contents of the current directory, type:

```
dir [ENTER]
```

If a disk contains more filenames than can appear on the screen at once, all but the last 22 scroll off the top of the screen. MS-DOS has three ways to overcome this problem:

- Press [HOLD] to stop the screen from scrolling. (Press [HOLD] again to restart the scrolling.)
- Use the /P *switch* with the DIR command. A switch tells MS-DOS to execute a command in a certain manner. In this case, /P pauses the directory listing when the screen is full. Press the space bar to resume the listing. To use the /P switch, type:

  ```
  dir /p [ENTER]
  ```

- Use the /W switch to display the disk files in five columns. This format usually allows all filenames to appear on the screen at once. The format for this command line is:

  ```
  dir /w [ENTER]
  ```

Use DIR to view any directory on a disk. For instance, to see which directories and files are in the SALES directory, specify the directory name along with the DIR command:

```
dir \sales [ENTER]
```

If you want to look at a directory on a disk drive other than the current drive, specify a complete path for MS-DOS to follow, including the disk drive name. This route through drives and directories to a file is called a *pathname*. For example:

```
dir b:\sales\region1 [ENTER]
```

The first backslash represents the root directory of the specified drive (B). The second backslash separates the two directory names. Always use backslashes to separate the *branches* (directory names and/or a filename) of a pathname.

Creating a Directory

Before you can store data in a directory other than the root directory, you must use the MKDIR or MD command to create the directory. For instance, to create a directory named SALES on Drive B, type:

```
mkdir b:\sales [ENTER]
```

Then, to create the REGION1 subdirectory within the SALES directory, type:

```
md b:\sales\region1 [ENTER]
```

Changing The Current Directory

You can change the current directory (the default directory) by using CHDIR or CD. If you are in the root directory of the current drive and want to operate from the SALES directory, you can type:

```
chdir \sales [ENTER]
```

To change to a subdirectory **deeper** in the directory structure, such as REGION1 within the SALES directory, type:

```
cd \sales\region1 [ENTER]
```

Finding Files and Directories

Because of the many levels of directories possible with MS-DOS, you might forget exactly which directories and files are on a disk. You can use the TREE command to display a complete list of all directories and subdirectories on a disk.

```
tree [ENTER]
```

If there are more directories than you can display on one screen, press [CTRL] [S] to stop scrolling the display. Press [CTRL] [S] again to resume scrolling the display.

Make a note of any paths in which you are interested. Then, use the pathname to access the file you want.

Copying Files

It is easy to copy a file from one disk to another using the COPY command. The COPY command can copy files between different drive types. This command requires the following information:

- The name of the file you want to copy.
- The disk and directory where it resides.
- The name you want to give to the copy.
- The disk and directory where you want the new copy to reside.

For instance, to copy the joe-sls file from the SALES directory of Drive A to the Drive B diskette, type:

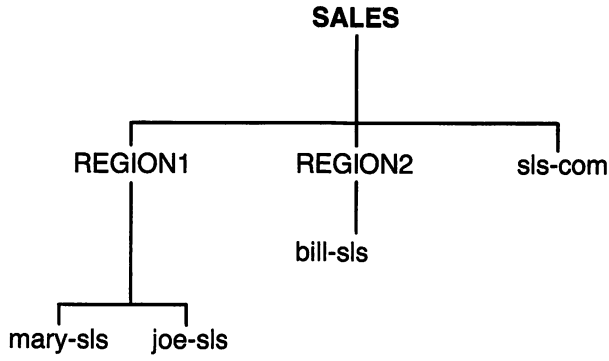
```
copy a:\sales\joe-sls b:joe-sls [ENTER]
```

The COPY command has other uses as well. For instance, you can use COPY to append files and to combine files. See the COPY command in the optional *MS-DOS Reference Manual* for more information on this versatile command.

Copying Directories

The XCOPY command lets you copy one or more files, one or more directories, or an entire diskette. The XCOPY command differs from the COPY command in that COPY performs a file-by-file copy and XCOPY copies by directory. Because of this, you can use XCOPY to copy not only between different drive types, but also to copy the entire directory structure of a diskette. Include both the /s and /e switches to copy all directories and subdirectories on the specified drive or all subdirectories in the specified directory.

For instance, suppose you want to copy the SALES directory, which has the following structure:



To copy the SALES directory, its subdirectories, and all files in the directories from a hard disk drive (C) to the formatted diskette in Drive A, type:

```
xcopy c:sales a:sales /s /e
```

This command copies the SALES directory; the REGION1 and REGION2 subdirectories; and the sls-com, bill-sls, mary-sls, and joe-sls files to a SALES directory on the target diskette.

If you omit /s and /e, the XCOPY command copies the specified directory and its files (SALES and sls-com), but not the associated subdirectories and their files.

Home Directories

MS-DOS remembers which directory is the current directory for any disk, even if you change the current drive. For instance, assume that Drive B is the current drive and REGION1 is the current directory. If you then set Drive A as the current drive, REGION1 becomes the *home directory* of Drive B. This means you can access a file in REGION1 without specifying the full pathname. Then, to access B:\SALES\REGION1\mary-sls, you can type:

```
dir b:mary-sls [ENTER]
```

This feature is equally convenient for other commands, such as COPY. To copy a file from your current directory into the REGION1 directory on Drive B in our example, type:

```
copy thisfile b:thatfile [ENTER]
```

COPY reproduces the data in the file named **Thisfile** in a new REGION1 file named **Thatfile**.

Renaming Files

MS-DOS also lets you change the names of files. Suppose you have a staff change in your company. Use RENAME to give your old file a new name. For example, to change Joe-sls to Sam-sls, type:

```
rename \sales\joe-sls \sales\sam-sls [ENTER]
```

Establishing Paths

If you expect to use a particular pathname frequently but want to remain in your current directory, you can use the PATH command to expand the scope of MS-DOS's search for files. For instance, if you are in Drive B but want to easily access the commands in the root directory of Drive A, type:

```
path a:\ [ENTER]
```

Now, to access a command in the root directory of Drive A, you only need to specify the command name, such as:

```
chkdsk b: /v
```

Looking Inside Files

TYPE is a command that lets you examine files that consist of text characters. For instance, to view the Joe-sls file in the SALES directory, type:

```
type \sales\joe-sls [ENTER]
```

The file contents appear on the screen. If there are too many lines in the file to fit on the screen, use [HOLD] or [CTRL] [S] to stop and start scrolling.

If you use TYPE to display a file that is not a text file, it displays meaningless data.

Deleting Directories

To delete a directory, follow these steps. (Note that MS-DOS does not allow you to delete a directory until it is empty.)

1. Use DIR to view the contents of the target directory.
2. Copy into another directory any files you want to keep.
3. Use DEL to delete all remaining files from the directory.
4. Use RMDIR or RD to remove (delete) the directory.

Using Other Commands

MS-DOS has more than 50 commands and functions. The guidelines you learned in this manual provide the background you need to make use of MS-DOS's capabilities.

By referring to the *MS-DOS Reference Manual* you can learn how to create and edit data files, create command files to accomplish numerous tasks in sequence, create directories, send information to your printer, and much more.

INDEX

accessing another drive B-14
application programs B-1
    copy-protected B-9
    using B-15
    using a printer with B-15 - B-16
booting your computer B-5
branches of a pathname B-26
BREAK key B-6, B-22
canceling an operation B-6, B-22
CD command B-26
changing the current directory B-26
changing the current drive B-14
CHDIR command B-26
command level B-2
command keys B-2
command line B-21
commands
    editing B-22
    entering B-2 - B-3
    execute B-22
    external B-21
    internal B-21
    parameters B-21
    special B-25 - B-30
    switches B-21
    types B-21
    typing B-21
control key B-22
control-c operation B-6, B-22
COPY command B-27
copy-protected application diskettes B-9
copying
    an operating system diskette B-12, B-13
    a bootable diskette B-12, B-13
    between different drive types B-13, B-28
    directories B-28
    diskettes B-8, B-12 - B-13
    files B-27
    hidden system files B-12 - B-13
    subdirectories B-28
    with DISKCOPY B-8, B-9 - B-11

correcting typing mistakes B-22
creating a directory B-26
current drive B-2
    changing B-14
cursor B-22
deleting a directory B-30
deleting files from a directory B-30
device names B-19
DIR command B-25 - B-26
directories B-17 - B-20
    and subdirectories B-18
    changing B-26
    copying B-28
    creating B-26
    deleting B-30
    finding B-27
    home B-29
    names B-18, B-19 - B-20
    levels of B-18
    multiple B-18
    viewing B-25 - B-26
directory, root B-17
disk operating system B-1
disk organization B-17 - B-20
DISKCOPY B-8, B-9 - B-11
diskette
    backing up a B-8 - B-13
    copying a B-8, B-12 - B-13
    formatting B-8, B-11 - B-12
    care of B-8
    inserting B-5
    organization B-17 - B-20
    source B-9
    target B-9
    write-enabling a B-7
    write-protecting a B-7
display template B-24
drive
    changing the current B-14
    current B-2
    primary B-2
echoing output to the printer B-23
editing commands B-22
editing the template B-24
end line B-23

end-of-file marker in the template B-24
entering commands B-2 - B-21
entering the template B-24
escape B-23, B-24
establishing paths B-29
examining a file B-30
executing commands B-22
executing the template B-24
exiting MS-DOS B-6
extensions, filename B-19
external commands B-21
file and directory names B-19 - B-20
file types B-17
filenames B-19 - B-20
    extensions B-19
    examples B-20
files B-17
    copying B-27
    data B-17
    examining B-30
    finding B-27
    looking inside B-30
    program B-17
    renaming B-29
    system B-17
    viewing B-30
FORMAT command B-8, B-11 - B-12
formatting
    a diskette B-8, B-11 - B-12
    with the /S switch B-11, B-12
function keys B-2
hard disk organization B-17 - B-20
home directories B-29
inserting diskettes B-5
internal commands B-21
key sequence B-2
keys
    command B-2
    function B-2
    special B-22 - B-24
levels of directories B-18
line feed B-23
looking inside a file B-30
making a directory B-26
MD command B-26

MKDIR command B-26
MODE LF command B-16
MS-DOS instructions
    entering B-2 - B-3
MS-DOS operating system B-1
    commands B-2 - B-3, B-21 - B-30
    device names B-19
    entering instructions B-2 - B-3
    exiting B-6
    external commands B-21
    keys B-22- B-24
    internal commands B-21
    organization B-17 - B-20
    starting B-5
multiple directories B-18
names, file and directory B-19 - B-20
notation in this manual B-2 - B-3
operating system B-1
organization, MS-DOS B-17 - B-20
output, printing B-23
parameters, command B-21
PATH command B-29
pathname B-26
paths, establishing B-29
peripherals B-5
preparing diskettes *See* formatting
primary drive B-2
print
    output B-23
    screen B-23
printer setup B-15 - B-16
    setting the software for B-16
process a command *See* typing commands
prompt, system B-2, B-6
RD command B-30
RENAME command B-29
renaming files B-29
replacing the template B-24
reserved words B-19
resetting the computer B-23
reversing the drive names B-5, B-14
RMDIR command B-30
root directory B-17
screen, printing the B-23
screen text B-3

scroll, stop B-23
scrolling, directory B-25
setting the printer linefeed B-16
source diskette B-9
special commands B-25 - B-30
special keys B-22 - B-24
starting MS-DOS B-5
stop scroll B-23
subdirectories B-18
swap drives B-6, B-14
switches, command B-21
syntax B-2
system prompt B-2, B-6
tab, write protect B-7
target diskette B-9
template B-24
    adding an eof to the B-24
    displaying the B-24
    editing the B-24
    enter the B-24
    executing the commmand in the B-24
    replacing the B-24
terminate operation B-6, B-22
TREE command B-27
TYPE command B-30
typing
    commands B-2 - B-3, B-21
    keyboard characters B-2
    text B-2, B-3
using a printer with your programs B-15 - B-16
using application programs B-15
viewing a directory B-25 - B-26
viewing a file B-30
void line B-24
words B-19
write-enabling a diskette B-7
write-protect notch B-5, B-7
write-protect tab B-7
write-protecting a diskette B-7
XCOPY
    an entire diskette B-13
    command B-28

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