

---

# TopView

**Productivity Family**



**Personal  
Computer  
Software**

1502480

**The following Licensed Program Specification applies only to the United States and Puerto Rico.**

# **TopView Licensed Program Specification**

## **Statement of Limited Warranty**

TopView is warranted to conform to this Licensed Program Specification when properly used in its designated hardware and software environment. Any other documentation with respect to this licensed program, excluding any documentation referenced in this program specification, is provided for information purposes only and does not extend or modify this TopView Licensed Program Specification. The TopView Licensed Program Specification may be updated from time to time. Such updates may constitute a change to these specifications.

This limited warranty and the 90-day program media warranty are contained in the IBM Program License Agreement supplied with this product and is available to all licensees of TopView. This limited warranty is extended for 90 days from the initial date of license of the software from an IBM authorized reseller, an IBM Product Center, or an IBM marketing representative.

# Statement of Function Warranted

IBM warrants that:

- The media of the software disks and the TopView *User's Guide* are not defective;
- The program is properly recorded on the media;
- The TopView *User's Guide* is substantially complete and correct and contains all the information which IBM deems is necessary for use of the software;
- The program functions substantially as described in the TopView *User's Guide*.

# Statement of Operating Environment

TopView is designed to operate in the following environment:

- Hardware
  - IBM Personal Computer, IBM Personal Computer XT, IBM *Portable* Personal Computer, IBM Personal Computer AT
  - 256KB to 640KB of random access memory
  - Two double-sided, double-density IBM diskette drives or one double-sided, double-density IBM diskette drive and one IBM fixed disk drive
  - IBM Monochrome Display with IBM Monochrome Display and Printer Adapter

- IBM Color Display with IBM Color/Graphics Monitor Adapter
- IBM 80 CPS Matrix Printer
- IBM Graphics Printer
- IBM Color Printer
- Microsoft® Mouse for IBM Personal Computers (model number 037-99)<sup>1</sup> or Microsoft® Mouse for IBM Personal Computers (model number 039-99) or PC Mouse™ by Mouse Systems, Inc. (part number 900120-214)<sup>2</sup> or Visi On™ Mouse (part number 69910-1011)<sup>3</sup>
- Software
  - IBM PC DOS Version 2.00 or IBM PC DOS Version 2.10 or IBM PC DOS Version 3.00 (Only DOS 2.00 and DOS 2.10 functions are available when using DOS 3.00.)
  - IBM logo-ed applications that have been tested with TopView by IBM and are in the published booklet of compatible applications. Limitations or special operating instructions for a particular application are noted in this booklet. Ask your IBM authorized reseller, the IBM Product Center, or an IBM marketing representative for a list of these compatible applications. Other applications may also work with TopView but use of these applications is not warranted.

---

<sup>1</sup>Microsoft and the Microsoft logo are registered trademarks of Microsoft Corporation.

<sup>2</sup>PC Mouse is a trademark of Metagraphics/Mouse Systems.

<sup>3</sup>Visi On is a trademark of VisiCorp.

TopView is designed to operate in the following environment on an IBM 3270 Personal Computer:

- Hardware
  - IBM 3270 Personal Computer – Models 4 and 6
  - 448KB to 640KB of random access memory
  - Two double-sided, double-density IBM diskette drives or one double-sided, double-density IBM diskette drive and one IBM fixed disk drive
  - IBM 3270 PC Color Display with IBM 3270 PC Color Display Adapter
  - IBM Monochrome Display with IBM Monochrome Display and Printer Adapter
  - IBM 3270 PC APA Adapter for graphics applications.
  - IBM Graphics Printer
  - IBM 5182 Color Printer
- Software
  - IBM 3270 Personal Computer Control Program Version 1.2
  - IBM PC DOS Version 2.10

## **Statement of Service**

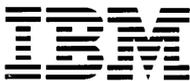
Topview software support service is available to registered users of TopView. To register, complete and mail the enclosed TopView Registration Card. IBM will advise each registered user of the software support services that are available. Some services are free to all registered users and some services are offered to registered users for a fee.



---

# TopView

**Productivity Family**



**Personal  
Computer  
Software**

## **First Edition (November, 1984)**

**The following paragraph does not apply to the United Kingdom or any country where such provisions are inconsistent with local law:** International Business Machines Corporation provides this publication subject to the terms and conditions of the IBM Program License Agreement copy contained herein.

Changes are periodically made to the information herein; these changes will be incorporated in new editions of the publication. IBM may make improvements and/or changes in the product(s) and/or the program(s) described in this publication at any time.

It is possible that this publication may contain reference to, or information about, IBM products (machines and programs), programming, or services that are not announced in your country. Such references or information must not be construed to mean that IBM intends to announce such IBM products, programming, or services in your country.

Products are not stocked at the address below. Requests for copies of this publication and for technical information about IBM Personal Computer products should be made to your authorized IBM Personal Computer dealer, IBM Product Center, or your IBM Marketing Representative.

**The following paragraph applies only to the United States and Puerto Rico:** A Reader's Comment Form is provided at the back of this publication. If the form has been removed, address comments to: IBM Corporation, Personal Computer, P.O. Box 1328-C, Boca Raton, Florida 33432. IBM may use or distribute any of the information you supply in any way it believes appropriate without incurring any obligations whatever.

© Copyright International Business Machines Corporation 1984

# Preface

TopView is an extension to the IBM Personal Computer Disk Operating System (DOS) that allows you to run several programs at the same time and view screens from more than one program on your display. Many programs that run under DOS will also run under TopView.

The purpose of this book is to teach you how to use the TopView system with your programs.

You should have experience using the IBM Personal Computer, and be familiar with DOS and the programs you plan to use before using TopView.

# The TopView Package

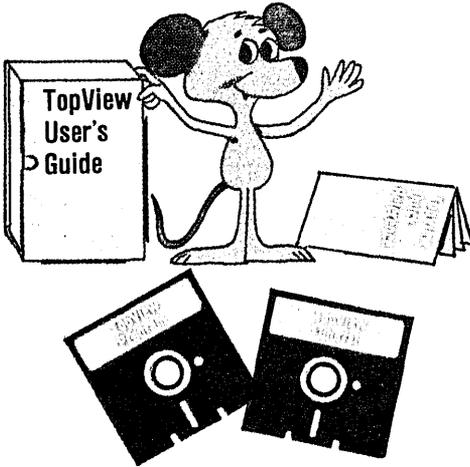
When you purchase TopView, you receive:

*TopView User's Guide* (this book)

TopView Program diskette

TopView Tutorial diskette

TopView Quick Reference



# Hardware

TopView operates in the following environment:

- An IBM Personal Computer, an IBM Personal Computer XT, an IBM *Portable* PC, or an IBM Personal Computer AT with at least two double-sided, double-density diskette drives or one double-sided, double-density diskette drive and a fixed disk.
- A minimum of 256KB of random access memory. This minimum memory configuration leaves approximately 80KB of memory for use by application programs when using DOS 2.00 or 2.10, or 68KB of memory when using DOS 3.00 or 3.10.

Since one of the primary purposes of TopView is to save time and give quick access to your programs, you will find that you can work more efficiently if TopView and all your programs are stored in one location. For this reason, we recommend a fixed disk and 512KB or more of random access memory.

- One of the following:
  - An IBM Monochrome display with the IBM Monochrome Display and Parallel Printer Adapter
  - An IBM compatible 80-column color or black and white display with the IBM Color/Graphics Monitor Adapter.
  - An IBM Enhanced Color Display with an IBM Enhanced Graphics Adapter that is configured for Enhanced Color (in Normal Color mode).

- A mouse is recommended, but is not required. The mice supported as of the date of this publication are:
  - Microsoft® Mouse for IBM Personal Computers, model number 037-099 (parallel interface)<sup>1</sup>
  - Microsoft® Mouse for IBM Personal Computers, model number 039-099 (serial interface)
  - PC Mouse™ by Mouse Systems, part number 900120-214 (serial interface)<sup>2</sup>
  - Visi On™ Mouse, part number 69910-1011 (serial interface)<sup>3</sup>

Other pointing devices may be available for use with TopView. However, IBM cannot be responsible for the selection or use of non-IBM products, including mice, and IBM makes no warranty of any kind with respect to the use or suitability of such products.

Other pointing devices can be used if a device driver exists or is written for the device according to the guidelines in the *TopView Programmer's ToolKit*.

For details on the availability of pointing devices in countries other than the United States or Puerto Rico, please consult your supplier.

- A parallel printer is optional.

---

<sup>1</sup> Microsoft and the Microsoft logo are registered trademarks of Microsoft Corporation.

<sup>2</sup> PC Mouse is a trademark of Metagraphics/Mouse Systems.

<sup>3</sup> Visi On is a trademark of VisiCorp.

TopView operates in the following environment on an IBM 3270 Personal Computer:

- IBM 3270 Personal Computer, Model 4 or Model 6, with two double-sided, double-density IBM diskette drives or one double-sided, double-density IBM diskette drive and one IBM fixed disk drive
- A minimum of 448KB of random access memory
- IBM 3270 Personal Computer Color Display with IBM 3270 Personal Computer Color Display Adapter or an IBM Monochrome Display with IBM Monochrome Display and Printer Adapter
- The 3270 Personal Computer APA Adapter is required to run graphics applications
- TopView runs from the Personal Computer session of the IBM 3270 Personal Computer Control Program Version 1.2 and DOS 2.10
- A mouse may be used, but is not required. Supported mice are listed on the previous page
- IBM Graphics Printer or an IBM 5182 Color Printer

## Additional Books and Programs

In addition to the TopView package, you need these items:

- The IBM Personal Computer *Guide to Operations* to be sure that your computer is set up and running properly.
- The IBM Personal Computer *Disk Operating System* (DOS), version 2.00, 2.10, 3.00, or 3.10 for making a backup copy of your TopView diskettes and for use when starting and running TopView.
- The manuals that came with the programs you plan to use with TopView (and backup copies of the programs).
- The instructions for attaching a mouse to a computer, if you are using a mouse.
- Two blank, double-sided, double-density diskettes and two diskette labels for backing up your TopView program and Tutorial diskettes.
- Several blank formatted diskettes to save data files on.

# How to Use This Book

This book is designed to help you understand the TopView program, how it works, and how to get started.

Start by reading Chapters 1 and 2 of this book. Make a backup copy of the TopView program and the Tutorial diskettes, go through the Setup procedure, and start the Tutorial. After you finish the Tutorial, read Chapter 3 for additional information on the TopView program. Chapter 4 gets you started using TopView with your programs.

This book is organized as follows:

Chapter 1 gives an overview of the TopView program and Tutorial.

Chapter 2 gives a description of the Tutorial, how to start it, and how to set up your pointing device.

Chapter 3 explains the keys that TopView uses and the operations available in TopView. This chapter can be used as a reference, along with the Tutorial, to understand the TopView program and its functions.

Chapter 4 details the steps needed to add and start your programs. It also gives the necessary steps to add programs to TopView using two programs provided with TopView as an example.

Chapter 5 describes how to use DOS Services and the Color Change Program.

Chapter 6 tells you how to change the information TopView has about your programs.

Appendix A contains error messages you might receive while using TopView.

Appendix B contains helpful tips about using TopView.

Appendix C contains instructions on making a backup copy of TopView and on installing TopView on a fixed disk.

**Note:** The terms *disk*, *diskette*, and *fixed disk* are used throughout this book. Where *diskette* is used, it applies only to diskette drives or diskettes. Where *fixed disk* is used, it applies only to the IBM nonremovable fixed disk drive. Where *disk* is used, it applies to both fixed disks and diskettes.

# Contents

<b>Chapter 1. Introduction</b> .....	<b>1-1</b>
The TopView Advantage .....	1-3
What TopView Can Do .....	1-5
How TopView Works .....	1-9
Before You Begin .....	1-10
<b>Chapter 2. Getting Started</b> .....	<b>2-1</b>
TopView Setup Procedure .....	2-3
Diskette-Based Setup .....	2-4
Fixed Disk Setup .....	2-8
Using the Tutorial .....	2-11
What the Tutorial Teaches .....	2-11
Starting the Tutorial .....	2-12
<b>Chapter 3. About the TopView Program</b> .....	<b>3-1</b>
Using Your Pointing Device .....	3-3
Pointer versus Cursor .....	3-3
Using the Keyboard Pointing Device ..	3-4
Using a Mouse Pointing Device .....	3-7
Foreground and Background Programs .....	3-8
TopView Features and Your Programs .....	3-9
TopView Menu Options .....	3-10
Scroll .....	3-12
Window .....	3-14
Scissors .....	3-17
Help .....	3-21
Suspend .....	3-22
Quit .....	3-23
Switch .....	3-24
Programs .....	3-26
Exit .....	3-28
TopView Menu Chart .....	3-29
<b>Chapter 4. Starting TopView and Adding Your     Programs</b> .....	<b>4-1</b>
Starting TopView on a Diskette-Based System	4-3
Starting TopView on a Fixed Disk System ..	4-7

Adding Your Programs to TopView . . . . .	4-10
How to Add Programs to TopView ..	4-12
Adding the Alarm Clock Program . . .	4-17
Adding the Calculator Program . . . . .	4-21
Starting Programs with TopView . . . . .	4-24
On a Diskette-Based System . . . . .	4-24
On a Fixed Disk System . . . . .	4-25
<b>Chapter 5. Additional Programs on Your TopView</b>	
<b>Diskette . . . . .</b>	<b>5-1</b>
DOS Services . . . . .	5-3
The Color Change Program . . . . .	5-9
<b>Chapter 6. Changing Program Information . . . . .</b>	<b>6-1</b>
Entering Program Information . . . . .	6-4
Program Information . . . . .	6-5
Program Title . . . . .	6-5
Program Pathname . . . . .	6-5
Program Parameters . . . . .	6-6
Data Files Location . . . . .	6-6
Memory . . . . .	6-7
Screen Type . . . . .	6-9
Number of Screen Pages . . . . .	6-10
Window Size . . . . .	6-10
Offsets . . . . .	6-11
Shared Program Pathname . . . . .	6-11
Shared Program Data . . . . .	6-11
Range of Software Interrupt Vectors	
Swapped . . . . .	6-12
Program Behavior Questions . . . . .	6-12
<b>Appendix A. Error Messages . . . . .</b>	<b>A-3</b>
General Error Messages . . . . .	A-4
Device Error Messages . . . . .	A-17
<b>Appendix B. Things to Know . . . . .</b>	<b>B-1</b>
Using a Mouse . . . . .	B-1
Memory Management . . . . .	B-4
Running Programs . . . . .	B-6
File Lock-Out Mechanism . . . . .	B-8
Using the Printer . . . . .	B-8
User Options . . . . .	B-9

<b>Appendix C. Copying TopView</b> .....	<b>C-1</b>
Copying TopView with a Diskette-Based System .....	<b>C-1</b>
Installing TopView on Your Fixed Disk .....	<b>C-4</b>
Copying TopView Using DOS 3.00 .....	<b>C-7</b>
 <b>Index</b> .....	 <b>Index-1</b>



# Chapter 1. Introduction

## Contents

<b>The TopView Advantage</b> .....	<b>1-3</b>
<b>What TopView Can Do</b> .....	<b>1-5</b>
Using More than One Program .....	1-5
Switching between Programs .....	1-6
Windowing .....	1-7
Copying and Pasting Information .....	1-7
Using DOS Services .....	1-8
How TopView Works .....	1-9
<b>Before You Begin</b> .....	<b>1-10</b>



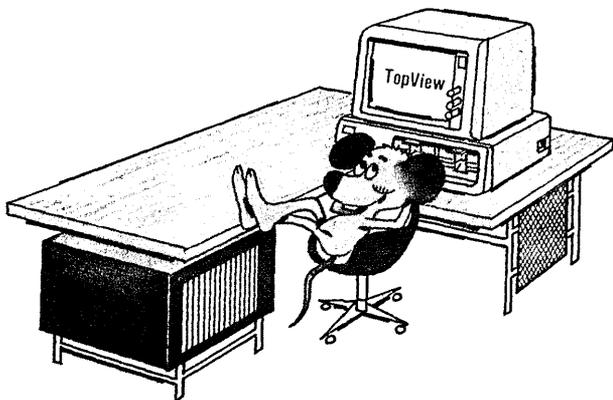
# The TopView Advantage

TopView is going to make using your IBM Personal Computer easier, more efficient, and time saving.

Picture a desk with piles of papers and notes. You could sort through each pile of paper to find information, or you could use TopView.



TopView and your IBM PC make finding and processing information easier. And a lot neater too!



You are no longer limited to accessing only one program at a time. TopView gives you the freedom to change programs as quickly as changing your mind. It enables separate programs to work together in the same environment.

TopView enhances your productivity by:

- Allowing access to more than one program at a time
- Reducing the time needed to end one program and start another
- Making interruptions easier to handle
- Giving you greater control over your programs
- Using your computer, time, and programs more efficiently.

# What TopView Can Do

When working within your program without TopView you are limited to using only the functions of that program. TopView lets you use the functions of your program plus the functions of DOS and the TopView environment. Within the TopView environment you can:

- Use more than one program at a time
- Switch between programs without ending them
- Size and move a program's windows
- Copy and paste information between programs
- Access many DOS commands through DOS Services.

## Using More than One Program

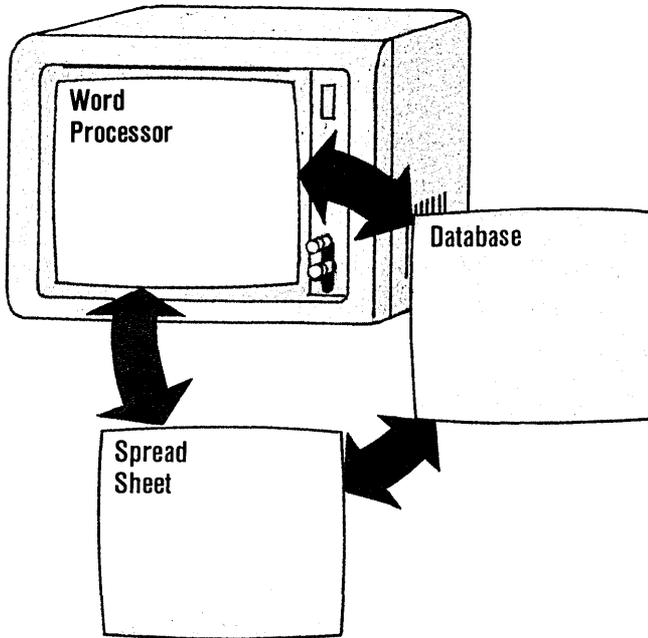
TopView can manage several programs at once. After adding your programs to TopView you can select which programs you want to use by simply pressing a button. This means you can start several programs in TopView and use them at the same time.

Let's say you are using TopView and have a word processor program, a spreadsheet program, and a data base program. The data base can be running in the system while you are typing a memo with your word processor and performing calculations with your spreadsheet.

## Switching between Programs

You can start several programs and quickly switch from one to another. With TopView you can work in one program, switch to another, then switch back to the original work without having to load and start another program.

Suppose you are typing a memo in the word processor program and need to look up a mailing address in the data base program. You can quickly switch between the word processor and data base program to locate the address. With TopView you no longer have to end the word processor, start the data base, find and record the mailing address, end the data base, restart the word processor program, and load the original text.



## Windowing

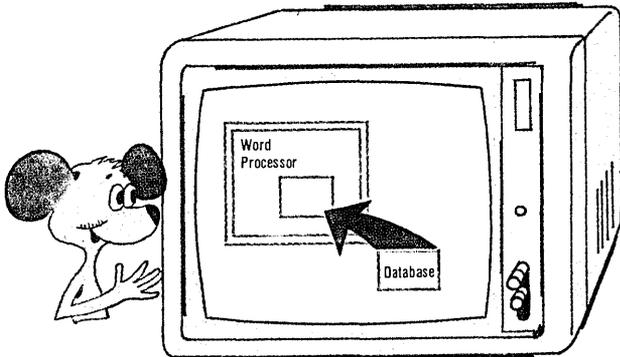
Another feature TopView provides, if your programs allow it, is *windowing*. A *window* is an area on the screen that a program uses to present information to the user. With this feature, you can change the size of and move a program's windows so you can view several programs at a time.

By sizing the word processor program, you can see the address in the data base program at the same time you are working on the memo.

## Copying and Pasting Information

The **Scissors** feature lets you cut or copy an area of text from one program and paste it to another.

For example, when the data base program locates the address, you can copy it from your data base program and paste it into your memo.



## Using DOS Services

You can also use several of the most common DOS commands within TopView. This is convenient since you no longer have to end your current program to perform DOS functions. DOS Services provides a way to execute certain commands without having to type the command syntax.

For example, if you run out of disk space for data files, use the DOS Services **Erase** option to erase any files that you no longer need without leaving the TopView environment.

## Using TopView's Features

The ability to use all of TopView's features depends on how well your program interacts with TopView. Not all programs run with TopView, or if they do, they may not be able to use all of TopView's features. However, many programs will run with TopView and the ability to switch between programs is allowed for all programs. Some programs will allow windowing and some can run in the background. In addition, some programs do not support the **Cut** and **Paste** operations. Programs written especially for TopView can take advantage of all of TopView's features.

# How TopView Works

## Windows

A window can occupy the entire screen or a portion of it. Windows allow you to view data from two or more programs at the same time. You can move, hide, "un-hide," change the size of, or scroll windows of a program without changing the contents of the windows of any other programs you may have running.

## Menus

You access TopView's functions from *menus*. A menu is a list of items from which you choose a specific function. You can choose Topview menu items using your pointing device. Choosing a menu item is called *selecting*. You will learn how to use your pointing device—keyboard or mouse—to select TopView functions in the Tutorial.

## Pointer

The *pointer* is the block on the screen that allows you to point at and select options within a menu. You also use the pointer to mark an area of text to be copied or cut, and specify in which window a function will be performed.

# Before You Begin



Before you begin you must:

- Set up your computer and make sure it is working properly. If the computer is not already set up, refer to the IBM Personal Computer *Guide to Operations* for instructions on how to set it up.
- Properly install the mouse if you are using one.
- Format the fixed disk, if necessary, and copy your DOS programs to it. Instructions for formatting your fixed disk are in your DOS manual.
- Go to “Appendix C. Copying TopView” for instructions on how to make a backup copy of TopView, and how to install TopView on a fixed disk.

- Make backup copies of the programs you want to use with TopView. To prevent having incompatible versions of COMMAND.COM, the backup copy should not include the COMMAND.COM file.
- If you plan to run programs that open and access many disk files, you may want to increase the FILES limits allocated when you start your computer. Set FILES=20 in the CONFIG.SYS file. Refer to "Configuring Your System" in your DOS manual for additional information on the CONFIG.SYS file.
- Format any blank diskettes you are planning to save data files on.

It is always a good idea to make a copy of a diskette you plan to use regularly. You can put your original diskette away for safekeeping and use the backup in your everyday work.

After you make a backup copy of TopView or install TopView on your fixed disk, go to "Chapter 2. Getting Started" to run Setup and start the Tutorial.



# Chapter 2. Getting Started

## Contents

<b>TopView Setup Procedure</b> .....	<b>2-3</b>
Using the Keyboard Pointing Device .....	2-3
Using Other Pointing Devices .....	2-4
Diskette-Based Setup .....	2-4
Fixed Disk Setup .....	2-8
<b>Using the Tutorial</b> .....	<b>2-11</b>
What the Tutorial Teaches .....	2-11
Starting the Tutorial .....	2-12



# TopView Setup Procedure

In Setup, you tell TopView about some of your hardware, including your pointing device. You need to go through the Setup procedure only one time. If you change the pointing device you are using, you need to repeat the Setup procedure.

## Using the Keyboard Pointing Device

If you are using the keyboard as your pointing device, the arrow keys move the pointer, and the Alt, Home, and PgUp keys perform TopView operations. You will learn more about these keys in the Tutorial.

## Using Other Pointing Devices

To use a pointing device other than one of those listed in the Setup menu, you must provide a compatible *device driver*. A device driver is a program that allows the pointing device to work with TopView. Those that come with the pointing device may not be compatible unless they were designed for TopView.

If you are using one of the mouse pointing devices in the Setup menu, you can specify either right- or left-handed operation when you run the Setup procedure.

**Note:** If you are using one of the mice listed in Setup, follow the instructions for installing your mouse and refer to "Using a Mouse" in "Appendix B. Things to Know" for more information. You should not follow the software installation instructions that came with your mouse because TopView provides pointing device drivers for these mice.

## Diskette-Based Setup

This section applies to diskette-based systems only. If you have a fixed disk system, refer to "Fixed Disk Setup" later in this chapter.

Before starting the system, you must complete the Setup procedure. *If you are using a mouse, check now to make sure it is properly installed.*

The following instructions set up the pointing device.

**Note:** The instructions below must also be used whenever you want to change your pointing device.

**1** Insert your DOS diskette in drive A and close the drive door.

**2** Switch your computer on.

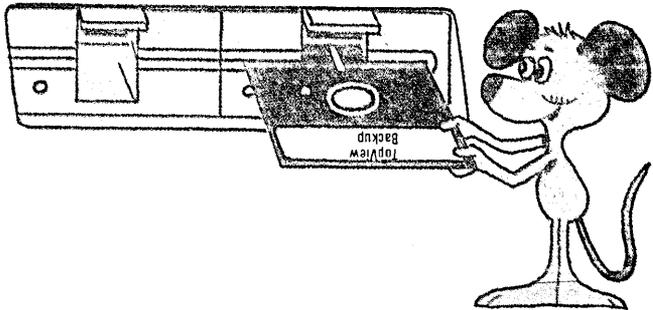
If your computer is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

**3** Type the date and press Enter.

**4** Type the time and press Enter.

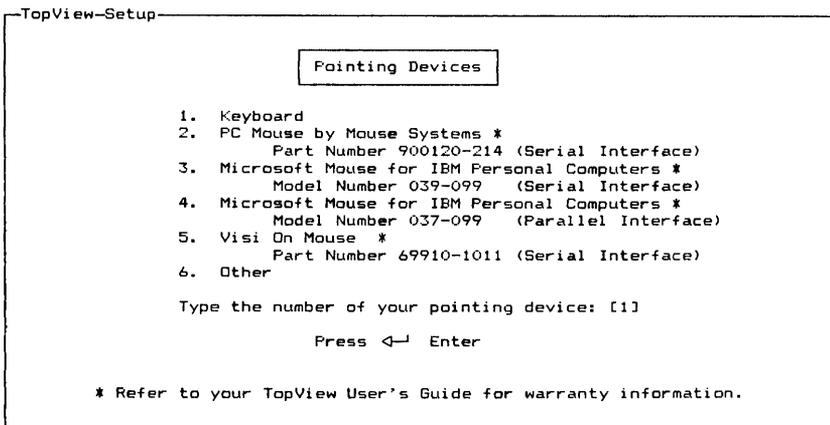
**5** At the DOS prompt, insert your TopView backup diskette into drive B and close the drive door.



**6** Type:  
b:  
and press Enter.

**7** Type:  
setup  
and press Enter.

The following window appears:



**8** Type the number of the pointing device you are using and press Enter.

If you are using a pointing device not listed in the Pointing Devices menu, you must provide a compatible device driver. Choose **Other** from the menu. Then, when instructed, insert the diskette with the device driver program in drive A to allow TopView to copy some information about your pointing device.

The next few windows ask for information about your mouse, if you are using one, and your color display, if you have a color/graphics monitor adapter.

**9** Follow all the directions as they appear.

The last Setup window displays this message:

```
TopView-Setup
          TopView Setup Complete
You can:
  1. Start TopView
  2. Return to the DOS prompt
Enter your choice: [1]
Press ↵ Enter.
```

When you get this message, you are ready to use TopView.

**10** Press Enter to start TopView and continue with the Tutorial. Then continue with the next section, "Using the Tutorial," later in this chapter.

# Fixed Disk Setup

This section applies to fixed disk systems only. If you have a diskette-based system, refer to "Diskette-Based Setup" earlier in this chapter.

Before starting the system, you must complete the Setup procedure. *If you are using a mouse, check now to make sure it is properly installed.*

If you have not already installed TopView on your fixed disk, go to "Appendix C. Copying TopView" before starting the Setup procedure.

The following instructions set up the pointing device.

**Note:** The instructions below must also be used whenever you want to change your pointing device.

**1** Switch your computer on.

If your computer is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

**2** Type the date and press Enter.

**3** Type the time and press Enter.

**4** After the DOS prompt, type:

d:

**Note:** When using a fixed disk system, you can specify which drive TopView is on. The **d** parameter denotes any fixed disk drive you have installed TopView on.

and press Enter.

**5** Now type:

cd \topview

and press Enter.

**6** Then type:

setup

and press Enter.

The following window appears:

```
TopView-Setup
          Pointing Devices
1. Keyboard
2. PC Mouse by Mouse Systems *
   Part Number 900120-214 (Serial Interface)
3. Microsoft Mouse for IBM Personal Computers *
   Model Number 039-099 (Serial Interface)
4. Microsoft Mouse for IBM Personal Computers *
   Model Number 037-099 (Parallel Interface)
5. Visi On Mouse *
   Part Number 69910-1011 (Serial Interface)
6. Other

Type the number of your pointing device: [1]

Press ← Enter

* Refer to your TopView User's Guide for warranty information.
```

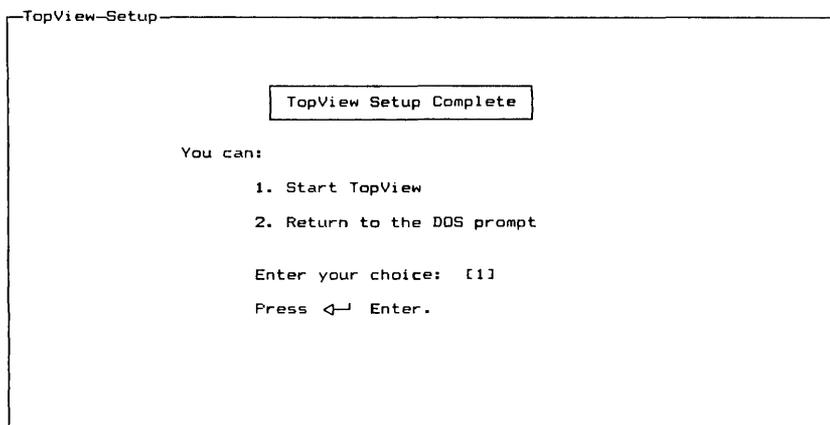
**7** Type the number of the pointing device you are using and press Enter.

If you are using a pointing device not listed in the Pointing Devices menu, you must provide a compatible device driver. Choose **Other** from the menu. Then, when instructed, insert the diskette with the device driver program in drive A to allow TopView to copy some information about your pointing device.

The next few windows ask for information about your mouse, if you are using one, and your color display, if you have a color/graphics monitor adapter.

- 8** Follow all the screen directions in the order they are given.

The last Setup window displays this message:



When you get this message, you are ready to use TopView.

- 9** Press Enter to start TopView and continue with "Using the Tutorial."

# Using the Tutorial

## What the Tutorial Teaches

The Tutorial teaches you how to use TopView. It introduces you to some basic functions and is a "hands-on" tool for you to use in learning TopView.

If this is the first time you use TopView, you should complete the entire tutorial. Then use the menu options to review a specific feature.

The features presented in the Tutorial are:

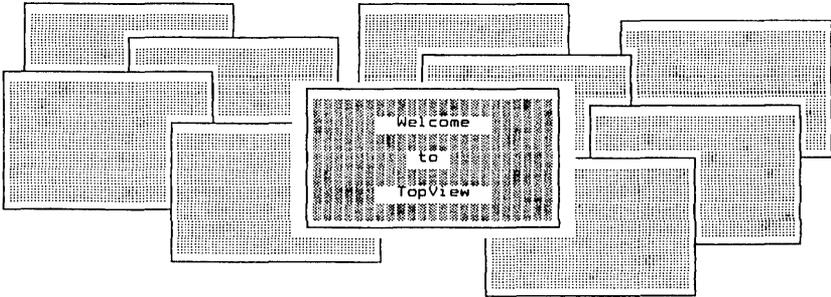
- Using your pointing device
- Getting help
- Adding your programs to TopView
- Starting your programs
- Switching between your started programs
- Copying information from one window and pasting it into another window
- Quitting a program

- Windowing a program
- Scrolling information in a window
- Using TopView's DOS Services
- Exiting TopView

## Starting the Tutorial

Now that you have completed Setup, you are ready to begin the Tutorial.

After starting TopView, the IBM logo window flashes and the following window appears:



Press  to use the TopView Tutorial

Press  to continue

**1** Press

T

The following message appears:

Insert your TopView Tutorial diskette into drive A.  
Press  Enter.

- 2** If your DOS diskette is in drive A, remove it. Insert the diskette labeled "TopView Tutorial" into drive A. Close the drive door and press Enter.

**Note:** When running the Tutorial, you cannot switch to other programs running in TopView without first quitting the Tutorial.

Your next window is:

```
W E L C O M E   T O   T H E   T O P V I E W   T U T O R I A L
```

If you have completed the Setup procedure described in the TopView User's Guide, indicate what type of pointing device you are using. Otherwise, Exit the Tutorial now and run the Setup procedure.

Choose your pointing device, or type '4' to Exit the Tutorial.

1. Keyboard Pointing Device
2. Two Button Mouse
3. Three Button Mouse
4. Exit Tutorial

Type the number of your choice and press  $\leftarrow$  Enter: [1]

- 3** You are now at the first Tutorial window. Follow the instructions in this window. They will take you through the Tutorial, step-by-step.

If your printer is on, you can print any Tutorial window by pressing the Shift and PrtSc keys at the same time.

When you finish the Tutorial, return to "Chapter 3. About the TopView Program" for a review and some additional information on using TopView. Refer to "Appendix B. Things to Know" for instructions on starting TopView using option codes. If you have a diskette-based system, you should note the /F option.

Meanwhile, take your time learning TopView and have fun!



# Chapter 3. About the TopView Program

## Contents

<b>Using Your Pointing Device</b> .....	<b>3-3</b>
Pointer versus Cursor .....	3-3
Using the Keyboard Pointing Device .....	3-4
TopView Mode .....	3-7
Using a Mouse Pointing Device .....	3-7
<b>Foreground and Background Programs</b> .....	<b>3-8</b>
<b>TopView Features and Your Programs</b> .....	<b>3-9</b>
<b>TopView Menu Options</b> .....	<b>3-10</b>
Scroll .....	3-12
Window .....	3-14
Move .....	3-14
Size .....	3-15
Zoom .....	3-15
Unzoom .....	3-15
Hide .....	3-16
Scissors .....	3-17
Cut .....	3-18
Copy .....	3-18
Paste .....	3-19
Help .....	3-21
Suspend .....	3-22
Quit .....	3-23
Switch .....	3-24
Programs .....	3-26
Start a Program .....	3-26
Add a Program to Menu .....	3-27
Delete a Program from Menu .....	3-27
Change Program Information .....	3-27
Exit .....	3-28
TopView Menu Chart .....	3-29



If you are joining us from the Tutorial, welcome back! We hope you enjoyed it. If you have not completed Setup and the Tutorial, please go to “Chapter 2. Getting Started” and do so now.

This chapter tells you more about the TopView program. Read this chapter before you continue using TopView.

## Using Your Pointing Device

The pointing device controls the movement of the pointer. The pointer is used to perform TopView functions such as selecting items from a menu, marking text to be copied or cut, and specifying in which window a function will be performed.

### Pointer versus Cursor

The pointer is the block on your screen that you point with. In graphics mode the pointer is an arrow. The cursor is the blinking line, or hardware cursor, that appears inside the foreground window. It marks the location where you enter data from the keyboard.

You may see both the pointer and the cursor in a window at the same time. If you see the pointer in a window when using the keyboard pointing device, you know that you are in TopView mode. In this mode, the arrow keys control pointer movement. This is discussed in more detail in the next section.

**Note:** When running programs that are not specifically written for TopView, the pointer may be invisible. The pointer will reappear when you display the TopView menu.

For TopView programs, such as DOS Services, the pointing device can be used to position the cursor in an input field where data is to be typed. Do this by following these steps:

- Use your pointing device to move the *pointer* to the place you want the cursor to appear. It can be anywhere in a field that expects character input.
- Press Button 1.

The cursor automatically jumps to the pointer location. Moving the cursor this way is especially helpful in TopView windows that ask you to enter information.

## Using the Keyboard Pointing Device

Specific keys can perform both TopView functions and your program functions. *To perform TopView functions, the keyboard must be in TopView mode.* You hear a beep each time you toggle in or out of TopView mode. When in TopView mode, a beep sounds when you move the pointer or press a pointing device button. This tells you that the keyboard pointing device is active.

While in TopView mode, the arrow keys, PgUp key, Home key, 5 key and plus and minus keys on the numeric keypad perform TopView functions. When not in TopView mode, these keys perform their normal functions within your program.

## TopView Toggle Key



Press the Control (Ctrl) key to toggle in and out of TopView mode. Pressing the Ctrl key once puts the keyboard in TopView mode. Pressing the Ctrl key a second time takes the keyboard out of TopView mode. A beep sounds when you press the Ctrl key to let you know you are toggling in or out of TopView mode.

## TopView Menu Key



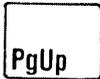
Press *Button 3*, the Alt key, to display the TopView menu and at the same time, toggle into TopView mode. Pressing Button 3 two times quickly allows you to switch from one program to the next. This lets you cycle through the programs you have started.

## TopView Action Keys

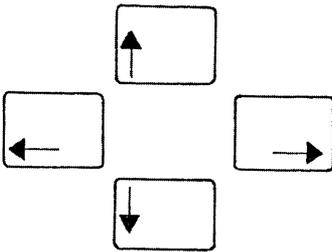
Once your keyboard is in TopView mode, these keys perform the following actions:



Use *Button 1*, the Home key, to make menu selections.

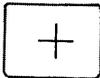


Use *Button 2*, the PgUp key, to cancel or end an operation.

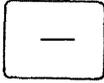


Each arrow key moves the pointer one position in the direction of the arrow.

When you press and hold the Ctrl key together with any of the arrow keys, the pointer moves several positions at a time.



You can increase the number of positions that the pointer moves when you use the Ctrl key together with an arrow key. Do this by pressing the plus key to increase the number of positions the pointer moves, up to 24 horizontal positions or 12 vertical positions.



You can decrease the number of positions that the pointer moves when you press the Ctrl key together with an arrow key. Do this by pressing the minus key to decrease the number of positions the pointer moves to a minimum of two horizontal positions or one vertical position.



Press the 5 key on the numeric keypad to turn the sound on or off when in TopView mode.

## **TopView Mode**

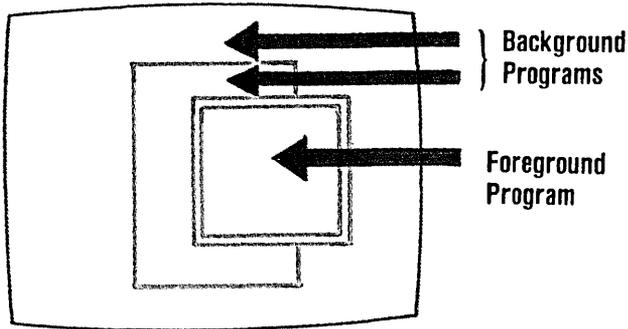
Remember that you must first toggle out of TopView mode, by pressing the Ctrl key, before you move the cursor using the arrow keys. In TopView mode, the arrow keys control the movement of the pointer. When you are working in your program, the arrow keys may be used to perform the cursor movement functions within your program. You should toggle out of TopView mode to use the numeric keypad for its normal function within your program.

Remember, the Alt key used to display the TopView menu also toggles you into TopView mode.

## **Using a Mouse Pointing Device**

There are several kinds of mice you can use with TopView. Some have two buttons, while others have three. TopView defines certain buttons on all mice as Button 1, Button 2 and Button 3. The Tutorial explains how to use these buttons.

# Foreground and Background Programs



As you learned in the Tutorial, a foreground program's windows appear with a double border unless the program uses the full screen. More than one program can be running in the background.

You can enter data and make menu selections only in the foreground program. You bring a program to the foreground by:

- Selecting its name from the **Start a Program** menu if you have not already started it.
- Selecting its name from the **Switch** list if you have already started it.
- Moving the pointer anywhere within one of the program's windows and pressing Button 3 twice quickly.

If the pointer is in the foreground window, press Button 3 twice quickly to move the next available program in the **Switch** list to the foreground. This feature allows you to cycle through the programs you have started in the TopView system. You cannot cycle to a program you have hidden or suspended.

# TopView Features and Your Programs

Some programs do not take advantage of every TopView feature. For example, some program's windows cannot be sized, some windows' contents cannot be scrolled, and some programs cannot run in the background. TopView lets you know which options your program can use by displaying a block in front of those options on the TopView menu that are selectable. If you see the block in front of **Window**, for example, you can select it.

# TopView Menu Options

Once you add and start programs, you can switch from one program to another, window, scroll, and copy information from one window and paste it into another. You do this by selecting options from the TopView menu. The menu chart at the end of this chapter outlines the TopView menu and summarizes each option's function.

*Anytime you display the TopView menu, it appears at the location of the pointer.* The features your program allows are preceded by a block.

**Note:** An important fact to remember about the first six options in the TopView menu is that the pointer *must* be inside the window you want to use before you display the TopView menu. This determines in which window you want the function performed.

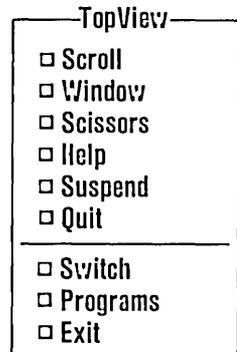


When you select an item from the TopView menu, that menu disappears and a submenu, if one is provided, appears. Pressing Button 2 makes most menus disappear.

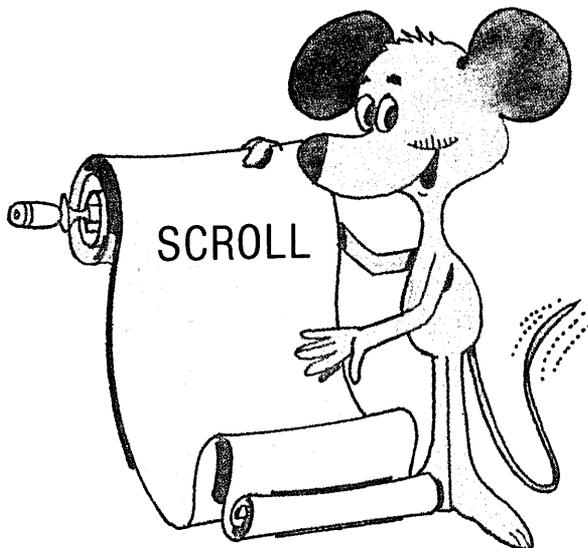
The TopView menu is divided into two sections:

The top section contains functions that can be performed on your programs.

The bottom section contains TopView system functions.



# Scroll



The **Scroll** option allows you to view the portion of the program's data that is outside the window. When you scroll, move the pointer in the direction you want to scroll. The text appears to move in the opposite direction. If the window you are scrolling contains the cursor, you cannot scroll the text in a direction that would move the cursor out of the window. This is so that you will always be able to see what you are typing.

If you are using the keyboard pointing device, the arrow keys control the direction of scrolling. One press of an arrow key causes the text to scroll once in the direction of the arrow. Pressing the Ctrl key together with any arrow key causes the text to scroll several positions in the direction of the arrow.

Scrolling with a mouse is similar. Moving the mouse in any direction causes the text to scroll in that direction. The distance you move the mouse determines the distance the text scrolls.

Normally, TopView scrolls the text according to the distance you move the pointer. If you want the text to be scrolled automatically, press Button 1 once and release it. Now move the pointer in the direction to scroll the text. Scrolling continues even though you stop moving the pointer. This automatic form of scrolling is useful for browsing long lists of text.

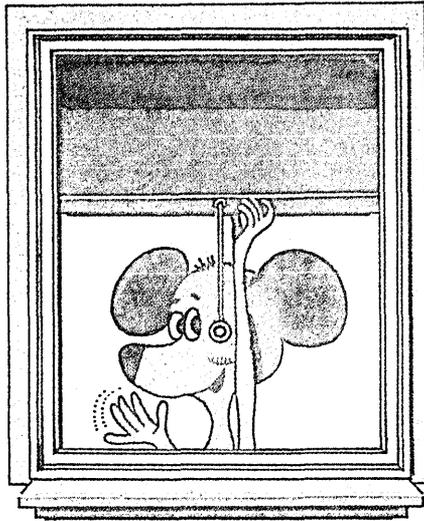
If you continue to move the pointer in the same direction, the rate of scrolling increases. If you move the pointer in the opposite direction, the rate of scrolling decreases. If you continue to move the pointer in the opposite direction, scrolling eventually stops. If you continue again, scrolling reverses and goes in the direction you are moving the pointer.

You can resume the original, manual form of scrolling at any time by pressing and releasing Button 1 again.

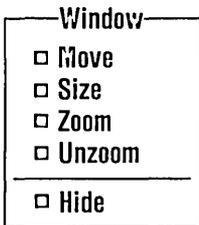
Whenever you select **Scroll** from the TopView menu, you always start in the manual form of scrolling.

Pressing Button 2 ends the **Scroll** option.

# Window



The **Window** option allows you to change the size or position of a program's windows. Selecting **Window** gives you a submenu with five options: **Move**, **Size**, **Zoom**, **Unzoom**, and **Hide**.



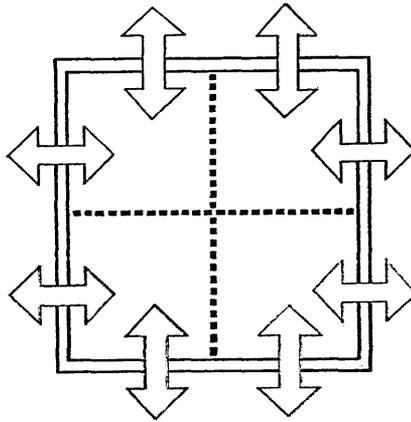
## Move

**Move** lets you move the window in which the pointer is located to a different position on the screen. To move a window, be sure the pointer is within the window, select **Move**, and move the pointer in the direction you want the window to move.

You cannot move a window off the screen; it will stop moving when a screen edge is reached. Press Button 2 to end **Move**.

## Size

**Size** lets you change the dimensions of a window. When you move the pointer, the window changes size depending on where in the window the pointer is located when you displayed the TopView menu. For example, if the pointer is in the upper left corner, you can size the window from the top or left side.



End **Size** by pressing Button 2.

## Zoom

Selecting **Zoom** returns a sized window to its full size.

## Unzoom

Selecting **Unzoom** restores a zoomed window back to its previous size and position.

## Hide

Selecting **Hide** removes a window from your view. All related program windows are also hidden. The program, however, may still be running.

Each hidden program has a dash by it on the **Switch** list. To view the hidden program again, you must select **Switch** from the TopView menu, then select the program name from that list.

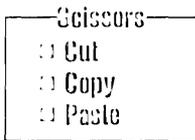
You can use **Hide** to temporarily remove the windows of programs that are not critical to the current work you are doing in the system.

**Note:** You cannot use the double-button-press method to switch to a hidden program.

# Scissors



The **Scissors** option allows you to transfer information between or within program windows. Selecting **Scissors** gives you a submenu with three options: **Cut**, **Copy** and **Paste**.



You can copy or cut up to a screenful of text at a time. Once a copy or cut is completed, TopView holds the information temporarily until another copy or cut is performed. Until then, you can continue to paste the information you copied or cut.

## Notes:

1. If you move the pointer out of the window it was in when **Scissors** was selected, no action occurs during any **Scissors** operation. For example, if you move the pointer out of the window while marking

an area to be copied, the marking stops. As soon as you move the pointer back into the window, marking resumes.

2. To allow the **Scissors** operations to work correctly in your program, you must not redefine the normal functions of the keys in your program.

## **Cut**

**Cut** allows you to delete information from a window.

To **cut**, follow the same procedure as **Copy** below, but select **Cut** from the **Scissors** submenu. The information you cut is deleted.

## **Copy**

**Copy** allows you to copy information from a window, while retaining the information in the original window. TopView holds copied information temporarily until another copy or cut is performed. **Copy** is available for all non-graphics programs.

To copy:

- Display the TopView menu.
- Select **Scissors**.
- Select **Copy**.
- Position the pointer at the start of text to copy.
- Press Button 1.
- Move the pointer to the end of text to copy.

As you move the pointer, a marked area appears on the screen and moves with the pointer.

- When the marked area contains all the text you want to copy, press **Button 1**.
- A **Confirm** message appears.
- Press **Button 1** if you are sure the area is marked correctly. The text is stored in the **Copy/Cut** storage area.

If you decide to cancel the **Copy** function, press **Button 2** while the pointer is on the **Confirm** message. You can also cancel the **Copy** function any time before the **Confirm** message is displayed by pressing **Button 2**.

## **Paste**

**Paste** displays the information you have copied or cut and allows you to insert the information in a window. You cannot perform the **Paste** function until you copy or cut text.

To use **Paste**:

- Display the **TopView** menu.
- Select **Scissors** in the window where you want to paste the copied or cut information.
- Select **Paste**.

After you select **Paste**, a window appears.

- As you move the pointer, the window moves with it. This window is allowed to move beyond the right and bottom edges of the screen.
- Press **Button 1** to paste the information.

- Press Button 1 again to confirm the operation.

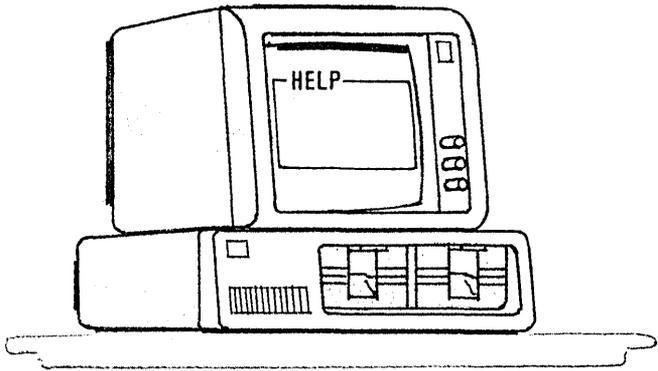
**Paste** inserts the marked text after you confirm the operation.

**Note:** The program you paste into must be in text entry mode. For example, if you try to paste when the cursor is on a command line that accepts only function key entry, the marked text is not pasted.

You can continue to paste the same information until another copy or cut is performed.

When you paste text into a document from a program that uses TopView's *filter program*, the existing lines of text move down to make room for the marked text. The TopView filter program is used to allow programs not written specifically for TopView to make use of the **Scissors** operation.

# Help

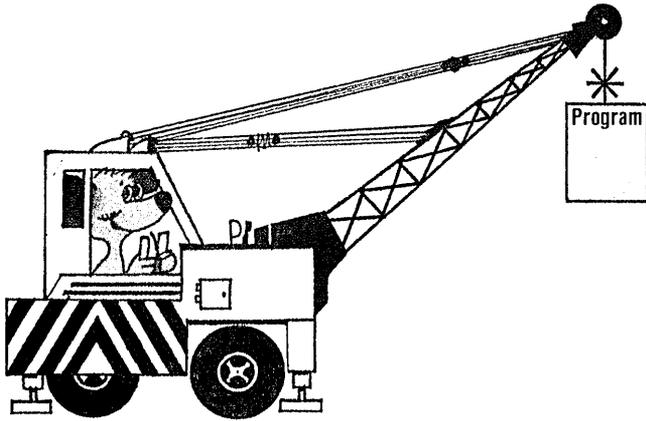


The **Help** option allows you to get information on the current operation you are performing. If the program in which you are working allows **Help**, a block appears in front of **Help** on the TopView menu. **Help** is available for **Programs**, DOS Services, Alarm Clock, Calculator, and the Color Change Program that TopView provides. Any other programs written especially for TopView can also make use of the **Help** option.

Some programs provide multiple pages or menus of help information. You can page forward or backward, or access a menu, by selecting the **Forward**, **Backward**, or **Menu** options from the bottom of the **Help** window, or by typing **F**, **B**, or **M** respectively.

You can leave **Help** and return to your program by pressing **Q** or selecting **Quit** from the bottom of the **Help** window.

# Suspend



The **Suspend** option allows you to temporarily halt a program that is running. It also hides all of its associated windows. An asterisk appears next to the suspended program's name on the **Switch** list to remind you that this program was suspended.

You might, for example, want to **Suspend** a program that is running in the foreground to do another task. You can then resume the program by selecting **Switch** from the **TopView** menu and then selecting the suspended program. This returns the suspended program to the foreground.

**Note:** You cannot use the double-button-press method to switch to a suspended program.

# Quit



**Quit** ends a program. Do this by displaying the TopView menu in any window of the program you want to quit and selecting **Quit**. There must be a block in front of **Quit** in the TopView menu. The program in which you select the **Quit** option determines whether the **Quit** option is allowed.

After you select **Quit**, a Confirm option appears. Press either Button 1 to confirm or Button 2 to cancel.

## Notes:

1. Save your work before you quit the program.
2. To insure that you don't lose data, end your program using the function for exiting provided in your particular program.

# Switch



The **Switch** option allows you to move from one started program to another. The **Switch** list appears when you select **Switch** from the TopView menu. It contains a list of programs started during the current work session. Program names appearing in the **Switch** list have special marks in front of them.

- A block means the program is currently running.
- A dash means the program's windows are hidden. (The program may still be running.)
- An asterisk means the program is suspended.

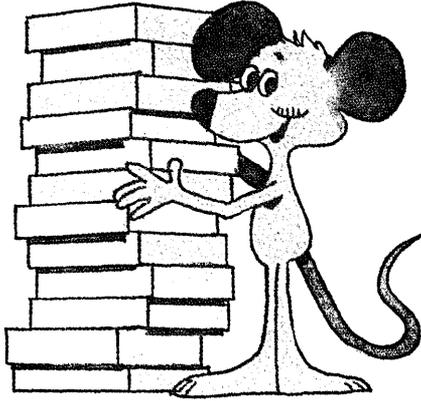
Switch	
□	Database
—	Word Processor
*	Spreadsheet

If you select a hidden program, the program's windows appear in the foreground. If you select a suspended program, it resumes processing and its windows appear in the foreground.

Numbers are assigned in the **Switch** list to each copy of a program you start. When more than nine copies of the same program are running, letters are assigned for the remaining copies.

To switch between programs, select the name of the program from the **Switch** list.

# Programs



Selecting **Programs** from the TopView menu displays the **Start a Program** menu.

## Start a Program

<b>Start-a-Program</b>
<input type="checkbox"/> <b>DOS Services</b>
<input type="checkbox"/> <b>Add a Program to Menu</b>
<input type="checkbox"/> <b>Delete a Program from Menu</b>
<input type="checkbox"/> <b>Change Program Information</b>

This menu contains the titles of the programs that you added, and the following **Programs** options: **Add a Program to Menu**, **Delete a Program from Menu**, and **Change Program Information**.

The items in the menu are selectable based on the amount of storage available in your system.

You can scroll the **Start a Program** menu, if all the programs you have added do not appear in the list, by using the **Scroll** option. A beep sounds when you reach the top or bottom of the list of programs.

## **Add a Program to Menu**

This option allows you to give TopView information about a program you want to use and adds its title to the **Start a Program** menu. You do this by selecting **Add a Program to Menu** from the **Start a Program** menu.

## **Delete a Program from Menu**

This option allows you to delete a program's title from the **Start a Program** menu. You delete a program's name by selecting **Delete a Program from Menu** from the **Start a Program** menu. Then, select the title of the program you want to delete.

## **Change Program Information**

This option allows you to view or change the information TopView currently has on your program. Do this by selecting **Change Program Information** from the **Start a Program** menu. Then, select the title of the program you want to change.

For example, if you have moved the location of your program from one directory to another, or to allocate more memory to your program, you will need to change TopView's information about your program.

# Exit



The **Exit** option allows you to end TopView and return to **DOS**.

To **Exit**, you must first quit all other programs you have started. Remember to save any work you have done in your programs before you quit them.

After you select **Exit**, a confirm option appears. Press Button 1 to confirm or Button 2 to cancel.

**Note:** The difference between **Quit** and **Exit** is that **Quit** takes you out of your program and **Exit** takes you out of TopView.

# TopView Menu Chart

The following chart summarizes the TopView Menu options.

Scroll	Moves the contents of the window in the opposite direction of the pointer movement
Window	Move        Moves a window around the screen Size        Allows you to make a window larger or smaller Zoom        Expands a window to its full size Unzoom     Restores a window to the size it was before selecting Zoom Hide        Removes a program and its associated windows from view
Scissors	Cut         Deletes marked text from a window and places it in the Copy/Cut storage area Copy        Copies marked text into the Copy/Cut storage area Paste       Inserts data from the Copy/Cut storage area into a window
Help	Gives information on the current operation
Suspend	Temporarily stops a program and hides all of its associated windows
Quit	Ends a program
Switch	Lists the programs that have been started during the current work session
Programs	Start a Program     Lists the programs added to TopView and starts a program when it is selected from the list Add a Program to Menu     Adds a program to the Start a Program menu Delete a Program from Menu     Deletes a program from the Start a Program menu Change Program Information     Keeps a record of information that TopView needs to run your program
Exit	Ends TopView and returns you to DOS



# Chapter 4. Starting TopView and Adding Your Programs

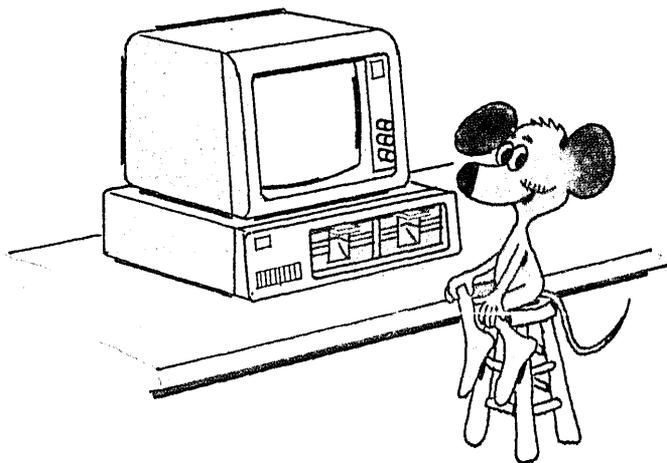
## Contents

<b>Starting TopView on a Diskette-Based System</b> ..	<b>4-3</b>
<b>Starting TopView on a Fixed Disk System</b> .....	<b>4-7</b>
<b>Adding Your Programs to TopView</b> .....	<b>4-10</b>
How to Add Programs to TopView .....	4-12
Adding the Alarm Clock Program .....	4-17
Using the Alarm Clock Program .....	4-20
Adding the Calculator Program .....	4-21
Using The Calculator Program .....	4-23
<b>Starting Programs With TopView</b> .....	<b>4-24</b>
On a Diskette-Based System .....	4-24
On a Fixed Disk System .....	4-25



Follow these instructions for starting TopView for everyday use. When you are familiar with starting TopView refer to "User Options" in "Appendix B. Things to Know" for a quick way to specify certain defaults.

## Starting TopView on a Diskette-Based System



This section applies to diskette-based systems only. If you have a fixed disk system, refer to "Starting TopView on a Fixed Disk System" later in this chapter.

Because some programs can be started only from drive A, we give you instructions for running TopView from drive B.

If you are joining us from the Tutorial, and the **Start a Program** window is on the screen or if you just started TopView and the **Welcome** window is displayed, go to “Adding Your Programs to TopView,” later in this chapter.

**REMINDER:** If you did not go through the Setup procedure in “Chapter 2. Getting Started” or if you wish to change your pointing device, you must do that now.

**1** Insert your DOS diskette in drive A and close the drive door.

**2** Switch your computer on.

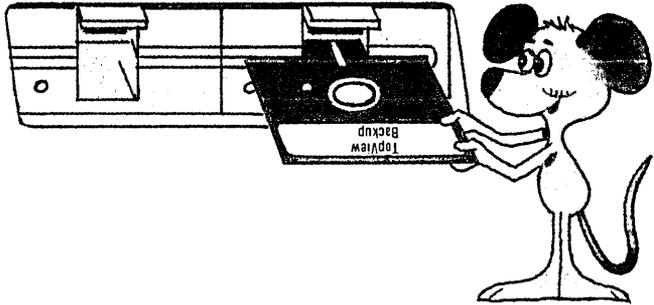
If your computer is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

**3** Type the date and press Enter.

**4** Type the time and press Enter.

- 5** At the DOS prompt, A>, insert your TopView backup diskette into drive B and close the drive door.



- 6** Type:  
b:  
and press Enter.

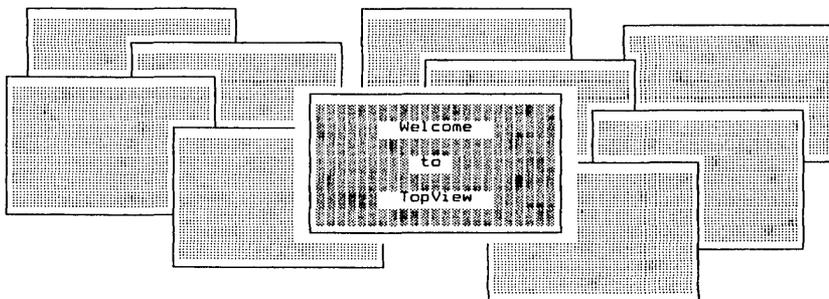
7 Type:

g /f

and press Enter.

**Note:** There are certain option codes you can specify when you start TopView by typing them along with the G command. These option codes automatically tell TopView how you want your system to run. For information about the F option and other option codes, refer to the "User Options" section of "Appendix B. Things to Know."

After the IBM logo window flashes, the following window appears:



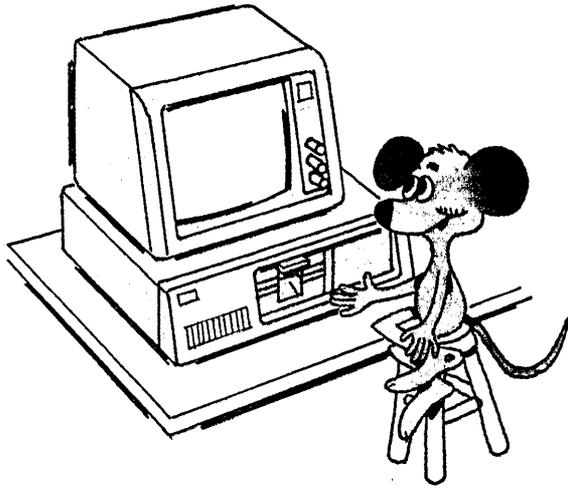
Press  to use the TopView Tutorial

Press  to continue

When you press Enter, the **Start a Program** menu appears on the screen.

Now go to the section called: "Adding Your Programs to TopView" later in this chapter.

# Starting TopView on a Fixed Disk System



This section applies to fixed disk systems only. If you have a diskette-based system, refer to "Starting TopView on a Diskette-Based System" earlier in this chapter.

If you are joining us from the Tutorial, and the **Start a Program** window is on the screen or if you just started TopView and the Welcome window is displayed, refer to "Adding Your Programs to TopView," later in this chapter.

**REMINDER:** If you did not go through the Setup procedure in "Chapter 2. Getting Started" or if you wish to change your pointing device, do that now.

**1** Switch your computer on.

If your computer is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

**2** Type the date and press Enter.

**3** Type the time and press Enter.

**4** At the DOS prompt, if you are not in your root directory, type:

d:

**Note:** When using a fixed disk system, you can specify which drive TopView is on. The **d** parameter denotes any fixed disk drive you have installed TopView on.

and press Enter.

**5** Now type:

cd \

and press Enter.

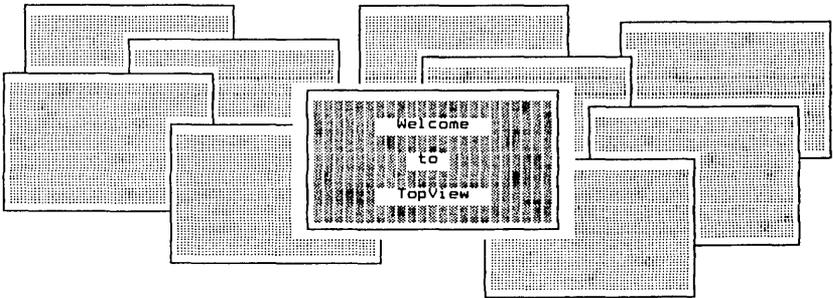
**6** Then type:

topview

and press Enter.

**Note:** There are certain option codes you can specify when you start TopView by typing them along with the TOPVIEW command. These option codes automatically tell TopView how you want your system to run. For information about option codes and their meanings, refer to the "User Options" section of "Appendix B. Things to Know."

After the IBM logo window flashes, the following window appears:

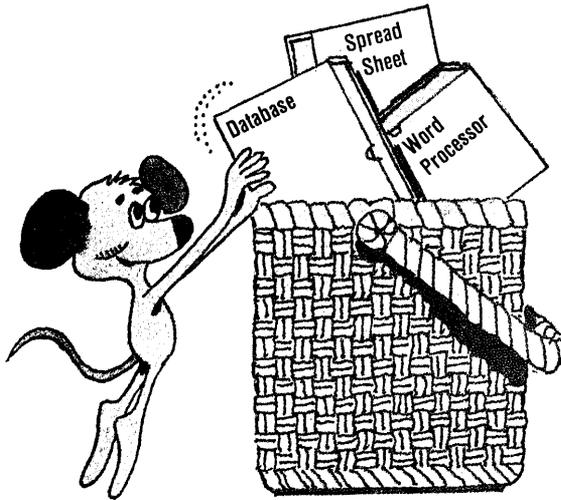


Press  to use the TopView Tutorial

Press  to continue

When you press Enter, the **Start a Program** menu appears on the screen.

# Adding Your Programs to TopView



When you add a program you provide TopView with information about the program. TopView does not check to make sure the actual program exists. The add process simply adds the program title to the **Start a Program** menu and updates the *TopView Program Information File*. A program information file contains the memory amount, filename, and title of a program.

If this is the first time you're using the program you are about to add, follow the instructions in your program's documentation to make a backup copy or install it on your fixed disk. After you have done this, return here.

You need to add a program only once. TopView remembers the added programs even after you turn off your computer. Deleting a program, however, means that you must re-add it if you want to use the program with TopView again. If the program being deleted is one of the programs in the **Add a Program** list, then TopView retains the program's information. If the program being deleted was added through **Other**, then the program's information is lost.

When you select **Add a Program to Menu**, the **Add a Program** list containing the program titles of the IBM programs supported by TopView is displayed. If you are adding a program from the **Add a Program** list, TopView already has that program's information. You need only supply the drive and directory location of the program.

If you are adding a program through **Other**, TopView asks you for the drive and directory location of your program, and then looks for the information about your program where you specified. If TopView doesn't find it, TopView asks you to supply the title, filename, and memory requirements of your program. TopView uses preassigned or default values for the remaining information. In most cases, the defaults allow your program to perform adequately with TopView. The defaults include not allowing the program windowing capabilities or the ability to run in the background. Refer to "Chapter 6. Changing Program Information," for more information.

After the **Add a Program** process, TopView displays a message indicating that your program has been added. You can then start the program by selecting its name, which now appears in the **Start a Program** menu. If you had previously added the program, a message stating that your program has already been added will appear.

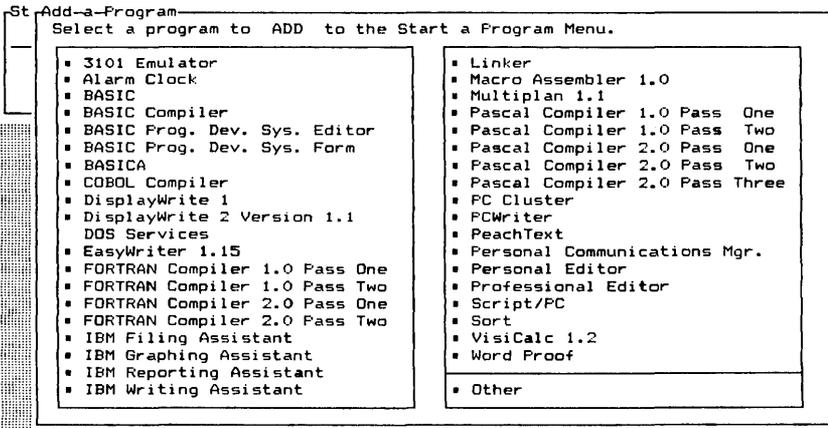
You are now ready to begin running programs under TopView. If you would like to practice adding programs, add the Alarm Clock and the Calculator programs that are provided with TopView. Instructions for adding the Alarm Clock program are in "Adding the Alarm Clock Program" on page 4-17. Instructions for adding the Calculator program are in "Adding the Calculator Program" on page 4-21. The following are general instructions for adding programs.

# How to Add Programs to TopView

**Note:** If you have the **Start a Program** menu on your screen, you should begin at step 3.

- 1 Display the TopView menu.
- 2 Select **Programs** from the TopView menu.
- 3 Select **Add a Program to Menu** from the **Start a Program** menu.

The following window appears:



**Note:** This is an example of the window that appears on your screen. The actual programs listed may differ.

- 4 Select the name of the program you want to add. If that program does not appear in the list, select **Other**.

- 5 After the word "Path" in the next window, type the drive location of your program if it is not in drive A. Include the appropriate directory location.

St Add-a-Program

- Select a program to ADD to the Start a Program Menu.

<ul style="list-style-type: none"><li>3101 Emulator</li><li>Alarm Clock</li><li>BASIC</li><li>BASIC Compiler</li><li>BA Program-Location</li></ul>	<ul style="list-style-type: none"><li>Linker</li><li>Macro Assembler 1.0</li><li>Multiplan 1.1</li><li>Pascal Compiler 1.0 Pass One</li></ul>
----------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------

BA Type the path (drive and directory), if different from below, where TopView can find your program(s).

CO

Di Path: [a:\ ]

DO

Ea TopView will look for program information in the above location.

FO

FO

FO

FO

FO

<ul style="list-style-type: none"><li>IBM Filing Assistant</li><li>IBM Graphing Assistant</li><li>IBM Reporting Assistant</li><li>IBM Writing Assistant</li></ul>	<ul style="list-style-type: none"><li>VisiCalc 1.2</li><li>Word Proof</li><li>Other</li></ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

- 6 Press Enter.

- 7 If you are adding a program listed on the **Add a Program** list, you will see a message telling you your program was added. Press Button 2 to quit **Add a Program**.

## **Adding Programs through Other**

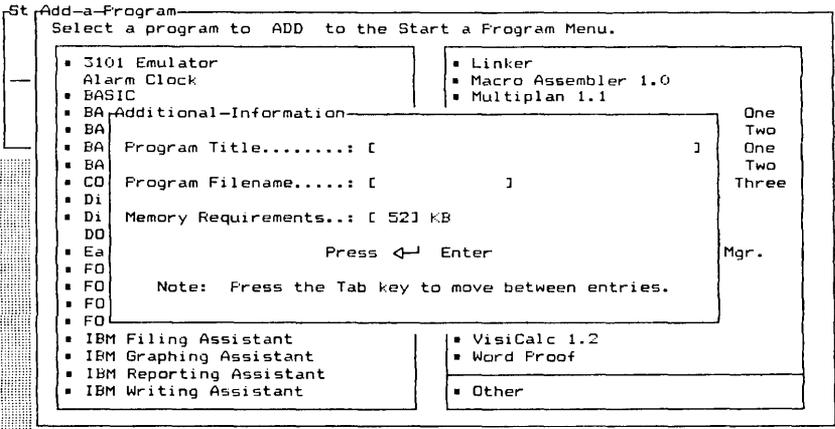
If you selected **Other**, TopView searches the location you specified for program information files. If any are found, a menu listing the titles of these programs is displayed. To add these programs:

- Select the titles you want to add to the **Start a Program** menu.
- If you want to add a program that is not on the list, select **Other**.
- Press Button 2 when you have finished selecting.

Press Button 2 to quit **Add a Program**.

When you add programs with program information files, TopView assumes you will run those programs from the same drive and directory that they were added. If TopView finds a file with an extension of .PIF, and it is not a valid program information file, an error occurs.

If TopView found no program information files, or if you selected **Other** from the **Add Other** menu, the following window appears:



**8** If you get this window, type the program title, the program filename and the amount of memory your program requires. Then press Enter.

- The program title can be any name, up to 30 characters, that you want to call your program.
- If you do not know your program filename, locate it by using DOS Services to display the directory. With the directory displayed look for a file with either a .COM or .EXE extension. The program filename is usually a shortened form of the program's name, followed by one of these extensions.

If some doubt still exists as to the correct name, look for a file called **AUTOEXEC.BAT**. If it is present, display it by selecting the **DOS Services Type** option. Then, look at the contents of that file. One of the lines in the **AUTOEXEC.BAT** file most likely corresponds with the name of either the **.COM** or **.EXE** file on the diskette.

- You can find the amount of memory the program requires in the program's documentation. **TopView** assigns a default memory amount of **52KB** for the program.

**9** After you receive a message telling you the programs were added to the **Start a Program** menu, press **Button 2** to quit **Add a Program**.

For practice in adding programs, add the **Alarm Clock** and **Calculator** programs. Instructions on how to add these programs are on the following pages.

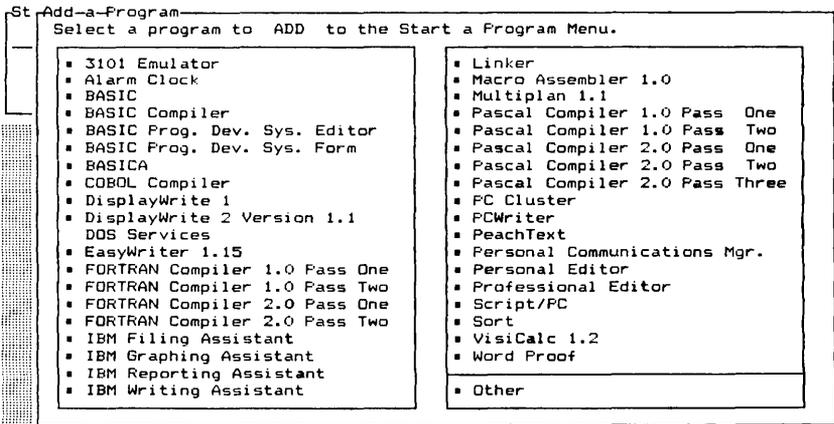
# Adding the Alarm Clock Program

The Alarm Clock program allows you to set the date, time, and up to five alarms. Each alarm can have an associated message. When the set time is reached, an alarm sounds and the message is highlighted in the Alarm Clock window.

To add the Alarm Clock program:

- 1 Display the TopView menu.
- 2 Select **Programs** from the TopView menu.
- 3 Select **Add a Program to Menu** from the **Start a Program** menu.

The following window appears:



**Note:** This is an example of the window that appears on your screen. The actual programs listed may differ.

- 4 Select Alarm Clock from the **Add a Program** list.

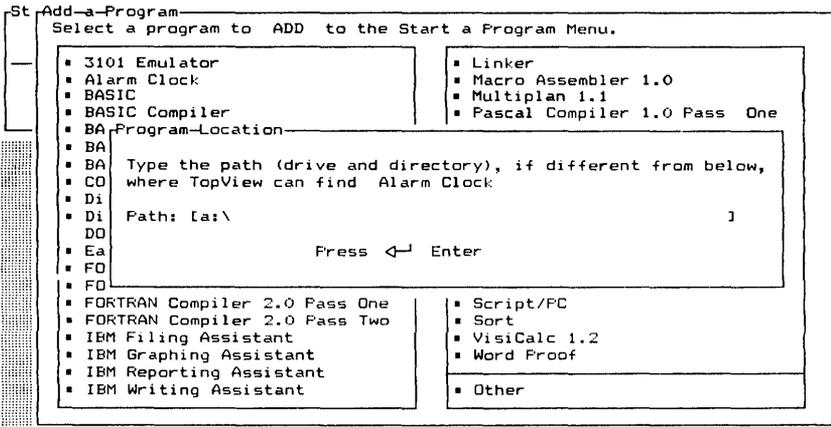
**5** After the word “Path” in the next window, type the drive location of your program, which is the same location as the TopView program. If you are using a diskette-based system, type:

b:\

If you are using a fixed disk system, type:

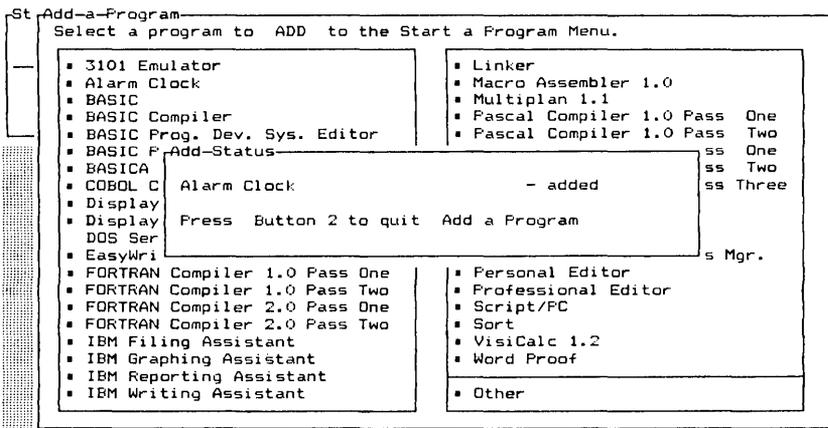
d:\topview

Where *d* is the fixed disk drive.



## 6 Press Enter.

The following window appears:



## 7 To leave Add a Program, press Button 2.

## Using the Alarm Clock Program

After adding the Alarm Clock program, you can use it to set the date, time, and up to five alarms.

Start the Alarm Clock by selecting it from the **Start a Program** menu. To set the time, place the pointer over the words **Set Time** on the Alarm Clock window. Press Button 1 and the pointer and cursor move to the field where you type in the correct time.

Use the same procedure with the **Set Date** and alarms 1-5. You can find additional information on this program by displaying the TopView menu over the Alarm Clock window, and selecting **Help**.

After the alarm times are set, you can continue your work with other programs you switch to or start. Alarm Clock will sound an alarm at the set times.

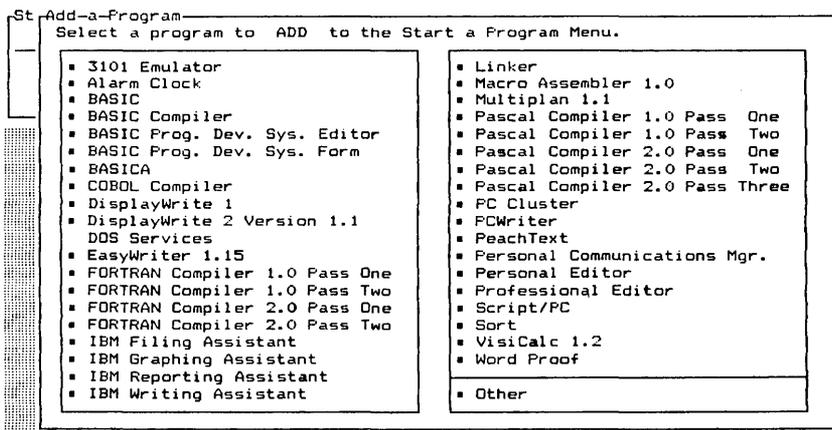
# Adding the Calculator Program

The Calculator program allows you to add, subtract, multiply, divide, and get percentages and square roots of numbers. It also provides a worksheet that displays your calculations, and memory that stores them. Since this program is not on the **Add a Program** list, select **Other** to add it.

To add the Calculator program:

- 1** Display the TopView menu.
- 2** Select **Programs** from the TopView menu.
- 3** Select **Add a Program to Menu** from the **Start a Program** menu.

The following window appears:



**Note:** This is an example of the window that appears on your screen. The actual programs listed may differ.

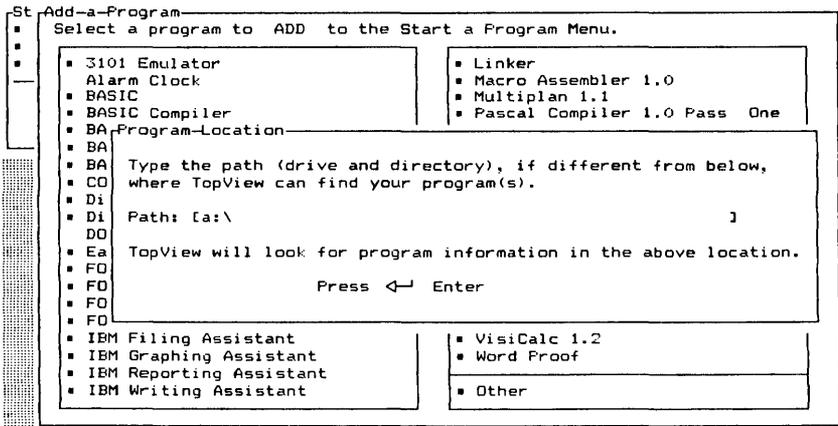
- 4** Select **Other**.

## 5 The Calculator program is on the TopView Tutorial diskette. Insert the TopView Tutorial diskette in drive A.

If you are using a fixed disk system and you have copied the Calculator to your fixed disk, type:

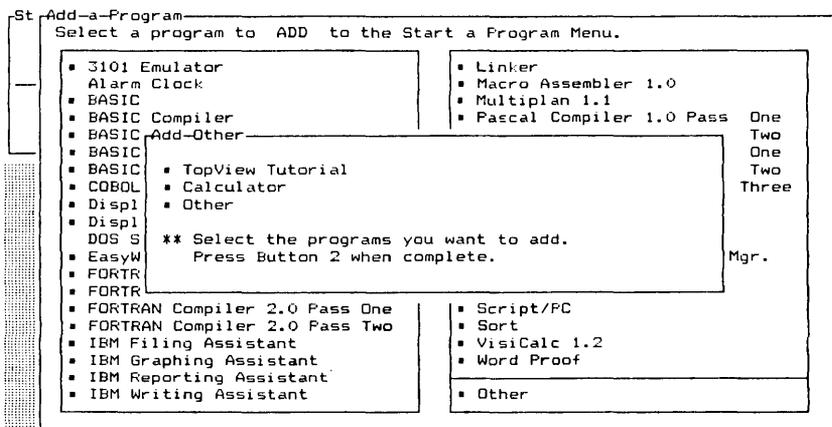
```
d:\dir
```

Where *d* is your fixed disk drive and *dir* is the name of the directory you have copied the Calculator to.



## 6 Press Enter.

TopView searches and finds the Calculator program information file and displays the following window:



## 7 Select Calculator from the list, then press Button 2 to leave Add a Program.

### Using The Calculator Program

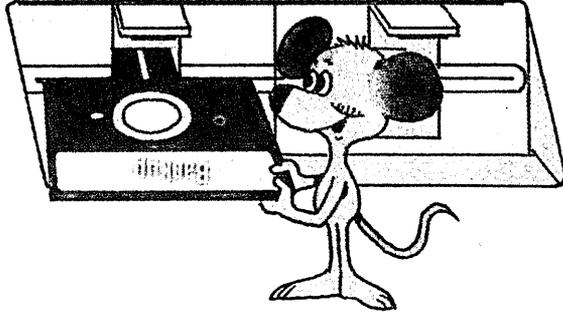
After adding and starting the Calculator program, you can use it to do mathematical problems. To select a number or a function, move the pointer to the square containing that number or function and press Button 1. You can also use the keyboard to enter numbers and some of the functions. The number then appears in the Calculator window and on the worksheet.

For more information on the functions of this program, display the TopView menu in any of the Calculator windows and select **Help**.

# Starting Programs With TopView

## On a Diskette-Based System

- 1 Insert the backup copy of the program you want to start in drive A and close the drive door.



- 2 Make sure your TopView backup diskette is in drive B and the drive door is closed.
- 3 Select the program from the **Start a Program** menu.

Your program should now be started and be the foreground program.

TopView has only enough storage to run those programs on the **Start a Program** menu whose titles are marked with a block.

**Note:** If TopView can't supply the minimum amount of storage your program needs, plus the amount of storage TopView uses, the program will not be selectable. If your program is not selectable and you have started other programs, you may want to quit another program to free storage for use with your program.

## On a Fixed Disk System

- 1** If your program is not on your fixed disk, or if it can only be run from drive A, insert the backup copy of your program diskette in drive A.
- 2** Select the program from the **Start a Program** menu.

Your program should now be started and be the foreground program.

TopView has only enough storage to run those programs on the **Start a Program** menu whose titles are marked with a block.

**Note:** If TopView can't supply the minimum amount of storage your program needs, plus the amount of storage TopView uses, the program will not be selectable. If your program is not selectable and you have other programs running, you may want to quit another program to free storage for use with your program.



# Chapter 5. Additional Programs On Your TopView Diskette

## Contents

DOS Services ..... 5-3

The Color Change Program ..... 5-9



TopView provides four additional programs for your use. DOS Services is already added to the system and appears on the **Start a Program** menu. Methods for adding the Alarm Clock and Calculator programs are explained in “Chapter 4. Starting TopView and Adding Your Programs.” You are given instructions on how to add, start, and use the Alarm Clock and Calculator programs. You should follow the instructions for adding programs using the **Other** option on the **Add a Program** list to add the Color Change Program. Using the Color Change Program is explained later in this chapter.

## DOS Services

Selecting DOS Services from the **Start a Program** menu allows you to perform many of the commonly used DOS functions without exiting TopView. When you select DOS Services, three windows appear on your display: the **DOS Services Option** menu, the **Sort By** menu, and the **DOS Services Directory** window. These windows are *all* in the foreground at the same time.

DOS-Service

- Copy
- Print
- Type
- Rename
- Erase
- Other

Sort-By

- Name
- Ext
- Size
- Date/Time

DOS-Service-Directory

A:\\*.\*

Name	Ext	Size	Date	Time
ADD	EXT	16384	8-29-84	4:25 pm
ATTRIBUTE	DEF	32	8-01-84	0:00 am
AUTOPIF		369	8-01-84	0:00 am
CALC	EXE	56549	8-24-84	2:01 pm
CALC	PIF	369	8-31-84	9:03 am
CALC	PLB	5133	8-01-84	0:00 am
CHANGE	EXT	13312	8-29-84	4:23 pm
CLOCK	COM	3682	8-28-84	2:09 pm
CLOCK	PLB	2071	8-01-84	0:00 am
COLORS	EXT	10752	9-11-84	5:15 pm
COLORS	PIF	369	8-01-84	0:00 am
COPYCHK	COM	142	9-11-84	8:52 am
DELETE	EXT	6144	8-29-84	4:23 pm
DOS	EXT	38912	9-11-84	10:58 am
DOSHELP	PLB	10237	8-01-84	0:00 am
DW1	TBL	51	8-01-84	0:00 am
DW2	TBL	51	8-01-84	0:00 am
EW	TBL	55	8-01-84	0:00 am
FD	BAT	1642	9-11-84	9:19 am

## DOS Services Option Menu

The **DOS Services Option** menu provides several commonly used DOS functions. They are: **Copy**, **Print**, **Type**, **Rename**, and **Erase**. These options allow you to execute DOS functions without having to remember the format of the DOS commands. For example, to rename a file:

- Select the DOS Services option, **Rename**.
- Then select a file from the DOS Services Directory.

A window appears asking you to type the new filename.

- Type the filename.
- Press Enter.

When you select one of the DOS Services options (**Copy**, **Print**, **Type**, **Rename**, or **Erase**), the pointer automatically moves to the first file displayed in the DOS Services Directory window.

For more advanced users who wish to process multiple files in a single DOS command, you can select the DOS Services **Other** option and type the appropriate command with its parameters including the global filename characters, \* and ?, in the filename or extension.

## DOS Services Directory Window

The **DOS Services Directory** window allows you to display all or part of the files in a directory. The information provided includes the names of the files, the size of each file in bytes, and the date and time each file was created or modified.

An "End of Directory" line marks the end of the directory being displayed, along with the amount of free space left on the disk. If the "End of Directory" marker is not visible, there are more entries in the directory than can be displayed in the window.

You can scroll the DOS Services Directory window using TopView's **Scroll** option. To view a part of the directory that is not in the DOS Services Directory window:

- Move the pointer into the directory window.
- Display the TopView menu.
- Select **Scroll**.

Refer to the **Scroll** option in "Chapter 3. About the TopView Program" for additional information on scrolling.

Entries that name another directory are identified with a <DIR> in the **Size** field.

## **Changing Directories**

To view a different directory:

- Type the new path at the top of the directory window.
- Press Enter.

DOS Services will accept any drive, path, and file specifications that the DOS DIR (Directory) command will accept. If the current directory contains <DIR> entries, you can point to the directory entry and press Button 1 to display the files in the subdirectory.

## DOS Services Sort By Menu

DOS Services also provides a **Sort By** menu that lets you sort your DOS Services Directory window. The options allow you to sort by **Name**, **Ext** (Extension), **Size**, or **Date/Time**. Name and Ext sort in alphabetical order. Size sorts from largest to smallest. Date/Time sorts from most recent to oldest.

The default is to sort the directory by Name.

## DOS Services Other Option

When you select **Other** from the DOS Services Option menu, a window appears over the DOS Services Directory window with room for ten DOS commands. The **Other** option allows you to execute additional DOS functions not provided in the customized DOS Services Option menu. To execute a DOS function:

- Type the command with the appropriate parameters and press Enter,
- or
- Move the pointer to the block in front of a command previously entered and press Button 1.

If you have a diskette-based system, you need your DOS diskette to perform commands using the DOS Services **Other** option. Insert your DOS diskette in the appropriate drive when prompted to do so.

If you re-select the **Other** option at any time during your current DOS Services session, you can select the commands you entered earlier. If you quit DOS Services, the command list is cleared.

The commands supported by the DOS Services **Other** option are:

COMP \*  
COPY  
DATE  
DIR  
DISKCOMP \*  
DISKCOPY \*  
ERASE  
FIND \*  
MKDIR  
PRINT  
RENAME  
SYS \*  
TIME  
TREE \*  
TYPE  
VER  
VOL

To use the external commands (those marked with an asterisk), you will have to specify the location of these files before starting TopView. Do this in DOS by typing:

**PATH** *drive:\dir*

Where *drive:\dir* is the drive and path where your DOS files are located.

The PATH command may be placed in your AUTOEXEC.BAT file, so that the path is automatically set every time you switch on your computer.

Additional memory is required to execute commands from the DOS Services **Other** option. If an error message appears indicating that there is not enough memory, free some storage to successfully complete the requested DOS command. For additional information, refer to the **Almost all your TopView memory is in use** message in “Appendix A. Error Messages.”

For information on how to use the supported commands, refer to your DOS manual.

## **DOS Services PRINT**

The DOS Services PRINT function allows a list of files to be printed while running other programs under TopView. The number of files you can add to the print list depends on the amount of memory available.

The PRINT function in the DOS Services Option menu allows you to add a single file to the print list each time you select PRINT.

Issuing the PRINT command from the DOS Services **Other** option allows you to add multiple files to the print list, regardless of the directory currently displayed in the DOS Services Directory window. For information on the format of the PRINT command, refer to your DOS manual.

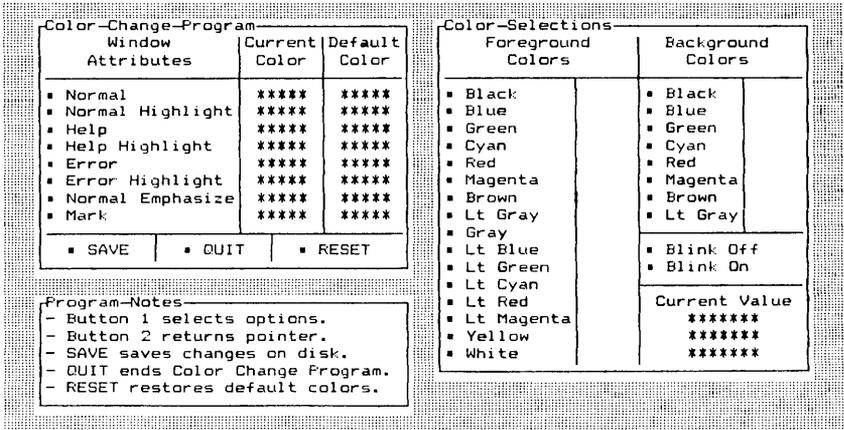
You can use other programs or DOS Services functions while your files are printing. You can also **Quit** DOS Services without affecting the files that are being printed.

# The Color Change Program

Add the Color Change program using the instructions in "Adding Programs through Other," in "Chapter 4. Starting TopView and Adding Your Programs."

You can change the colors of your TopView system to suit your own requirements. The changes appear in TopView windows and TopView program windows which use the standard window colors. DOS programs are not affected.

After you add the Color Change Program, select it from the **Start a Program** menu. The following windows appear:



The **Color Change Program** window lets you choose which colors of the system you want to change.

1. Normal Text - Standard text that requires no special emphasis.
2. Normal Highlight - Selected fields or other highlighted text.
3. Help Text - Text presented as help or explanatory information.

4. **Help Highlight** - Help text that needs to be highlighted.
5. **Error Text** - Text used in error messages or windows.
6. **Error Highlight** - Error text that needs to be highlighted.
7. **Normal Emphasized** - A menu or area of text that must be emphasized to contrast with normal text.
8. **Mark** - An area of text being marked, such as the area being marked for a **Copy** operation. Mark is also used for all the TopView system menus (i.e., **Window**, **Scissors**, etc.).

The **Save**, **Quit**, and **Reset** options allow you to save the current color values, quit while changing the color values for this session, or reset the values to the original (default) colors.

The **Color Selections** window lists the foreground and background color choices. In most cases, the foreground colors represent the text and the background colors represent the base color of the window.

Once you select a color, the **Current Value** area of the window changes to reflect the most recent color choice. Press Button 2 to return the pointer position to the Color Change Program Window.

The **Program Notes** window defines Buttons 1 and 2, **Save**, **Quit**, and **Reset**. It uses normal text, so any changes made to the normal text colors will appear in this window.

# Chapter 6. Changing Program Information

## Contents

<b>Entering Program Information</b> .....	<b>6-4</b>
<b>Program Information</b> .....	<b>6-5</b>
Program Title .....	6-5
Program Pathname .....	6-5
Program Parameters .....	6-6
Data Files Location .....	6-6
Memory .....	6-7
Screen Type .....	6-9
Number of Screen Pages .....	6-10
Window Size .....	6-10
Offsets .....	6-11
Shared Program Pathname .....	6-11
Shared Program Data .....	6-11
Range of Software Interrupt Vectors Swapped .....	6-12
Program Behavior Questions .....	6-12
Writing to The Screen .....	6-13
Program Accesses System Keyboard Buffer .....	6-13
Foreground Only .....	6-14
Math Coprocessor .....	6-14



```

Change-Program-Information-----
Program Title.....: [Color Change Program      ]
Program Pathname.....: [b:\colors.ext          )
                    (                          )
Program Parameters.....: [                      )
                    (                          )
Data Files Location.....: [b:\                )
                    (default drive & directory) ( )

Memory: [ 11KB min   Screen Type: [3] Window Size: [ 1] rows [ 40] columns
        [ 11KB max   Pages: [1]   Offsets : [ 0]   [ 0]
        [ 16KB system

Shared Program Pathname.....: [                      )
                    (                          )
Shared Program Data.....: [                      )
                    (                          )
Range of Software Interrupt Vectors Swapped.....: [ ] H low [ ] H high

Program writes directly to screen (y/n).....? [n]
Program accesses system keyboard buffer (y/n).....? [n]
Program runs only in the foreground (y/n).....? [n]
Program uses math coprocessor (y/n).....? [n]
        Press Tab for next entry.      Press  Enter when complete.

```

This is an example of the window that appears when you select **Change Program Information** from the **Start a Program** menu and then select a program name. it contains all the current information Topview has on that program.

*Be very careful when changing the current information on your program. Print a copy of this window before making any changes. Press the Shift and PrtSc keys together to print the **Change Program Information** window. Once you make changes and save them, TopView forgets the program's original information. The updates you make are in effect every time you start the program again.*

Do not make changes to program information unless you have information about your program that differs from TopView's. You will most likely need to change the program information if you change the location of the program, increase the amount of memory it uses, change the size of its windows, or change the monitor it uses. Any other changes, unless you are very familiar with your program, could lessen its performance with TopView or cause it to fail to operate as intended. Your dealer or the program manufacturer may be able to supply appropriate information.

# Entering Program Information

To move to the various entries on the **Change Program Information** window, use the keys listed below:

<b>Key</b>	<b>Function</b>
<b>Tab</b>	Move to next entry
<b>End</b>	Move cursor to end of entry
<b>Shift-Tab</b>	Move to previous entry
<b>Ctrl-End</b>	Clear from cursor to end of entry
<b>Enter</b>	Form complete

When you first see the **Change Program Information** window, the cursor appears in the program title area. If you do not want to change the program title, press the Tab key to move to the next entry.

If you have made previous changes, tabbing to certain fields and typing new information does not automatically clear the existing information. Clear the previous entry before typing anything in.

If you move the pointer to the desired entry and press Button 1, the cursor appears in that position.

You can view **Change Program Information** without changing any entries. The last program information window allows you to save the information you typed and quit, change the information again, or quit without saving changes.

# Program Information

The following sections describe the information expected for each entry in the **Change Program Information** window.

## Program Title

Type a title up to 30 characters for your program. The title does not have to be the actual name of your program; it can be anything you want to call it.

Titles are listed alphabetically in the **Start a Program** menu.

## Program Pathname

Type the full pathname of the file that starts your program in the following format:

*drive:[path]filename[.ext]*

The full pathname may be up to 62 characters.

Change this when your program location has changed. For example, if you have recently copied your program to your fixed disk, your program's pathname might change from:

a:\myprog.exe

to

c:\mydirect\myprog.exe

## Program Parameters

Type any additional items you would type next to the program name when you start the program. If your program does not use parameters, leave this blank.

If you type a question mark, TopView prompts you for parameters when it starts your program. If you type parameters followed by a question mark, TopView prompts you for the remaining parameters when it starts your program.

Program parameters can be filenames, numbers, or any type of data depending on the program. Parameter specifications may be up to 62 characters.

Parameters may need to be changed or added when using some programs, like the language compilers.

**Note:** Redirected I/O and piping are not supported.

## Data Files Location

Type the drive and directory location of the data files for the program in the following format:

*drive:[path]*

This is used by TopView to locate the program's data files. When you add a program, these are assumed to be in the same location as the program.

If your program has data files in a separate location, you must select **Change Program Information** for that program and type the data files location. The location of the data files can have a name of up to 62 characters. If your program has data files in the same location as the program itself and you change your program's location, you must also change your data files location.

The data files location is sometimes referred to as the "default drive and directory" setting for the program.

**Note:** TopView recognizes only physically valid drives. For example, TopView does not recognize the B drive on a PC XT.

## Memory

Type the amount of memory, in kilobytes, your program requires next to **KB min.**

If your program runs better with more memory, type that amount next to **KB max**, if not, make **KB max** the same as **KB min.**

Type the amount of system memory required by your program next to **KB System.** TopView uses this to store system data about your program. System data includes screen contents, and other data TopView keeps on tasks running in the system. Use the default for system memory of 7KB for regular DOS programs. Change the default to 23KB for graphics programs.

If TopView can accommodate your program's minimum memory and system memory, then your program is selectable from the **Start a Program** menu.

Some programs are capable of using different amounts of memory. If you increase the amount of memory in your system, you may want to increase the amount of memory your program uses to maximize its performance. When you start your program, TopView allocates the system memory first. It then allocates your program's maximum memory. If the maximum is not available, then what is left (greater than or equal to the minimum) is allocated.

TopView provides the following memory defaults:

Minimum – 52KB

Maximum – 52KB

System – 7KB

# Screen Type

If your program must run on a particular type of monitor, you have to change the specified screen type accordingly. Check to be sure you have specified the appropriate monitor.

If you have a dual monitor system and one of the screens becomes blank when the program is started, you may want to change the screen type to one that is compatible with the monitor on which the program did appear.

Enter one of the following numbers for screen type:

- 0 Reserved
- 1 Reserved
- 2 25 X 80 Black & White
- 3 25 X 80 Color
- 4 200 X 320 Color
- 5 200 X 320 Black & White
- 6 200 X 640 Black & White
- 7 25 X 80 Monochrome
- D** Current screen type for a DOS-based program
- X** Current screen type for a TopView-based program

**D** means use the screen type in effect when TopView is started. This is the default.

**X** means use the screen type in effect when TopView is started. This screen type is used for new programs written to run in TopView only. Do not use this screen type with DOS programs.

## **Number of Screen Pages**

Type the number of screen pages your program uses. This should be a number between 1 and 8. The default is 1.

Most programs use one screen page. Other programs take advantage of the IBM Personal Computer multiple screen page feature. If your program uses multiple screen pages, type the number of pages it uses.

If the number of video pages specified is not sufficient, you may see different screens merged together. If this happens, increase the number of video pages for your program.

## **Window Size**

Type the row and column dimensions of your program's largest window. These can be numbers between zero and 127. The default is the screen size, 25 rows by 80 columns.

Some programs are written specifically for a 25-row by 80-column screen. These include any programs written in BASIC. If you have specified the window's dimensions to be smaller than 25 rows by 80 columns, and the data is not displayed correctly on the screen, restore the window size values to 25 rows and 80 columns.

## Offsets

Type the row and column offsets from the top left corner of the screen at which to position your program window. These can be numbers between zero and 127. TopView provides a default of zero.

## Shared Program Pathname

Type the full pathname of your shared program in the following format:

*drive:[path]filename[.ext]*

If your *shared program* is located in the same place as TopView, you need only specify the filename. If no drive and directory is specified, TopView first looks in the program's default drive and directory, then it looks in TopView's drive and directory.

A shared program is one used by a number of programs. For example, TopView's filter program is used by various DOS based programs to take advantage of the Scissors option.

## Shared Program Data

Type any information required by your shared program. If your shared program is the filter program, type the full pathname of your program's filter table. For example,

*drive:[path]filename[.ext]*

If no drive and directory is specified, TopView first looks in the program's default drive and directory, then looks in TopView's drive and directory.

## Range of Software Interrupt Vectors Swapped

Type hexadecimal values between 0 and FF.

Some programs change software interrupt vectors because they have custom routines for handling certain events. If your program is one of these, enter the range of software interrupt vectors your program changes. If your program does not change software interrupt vectors, leave these blank. The **Quit** option in TopView is not available for programs that change software interrupt vectors.

If you do not know the range of interrupt vectors changed by your program, you should leave the defaults 0 to FF. Unpredictable results occur if the range specified is incorrect.

**Note:** Programs that run under interpreted or compiled BASIC use the software interrupt vectors 1B to F0.

## Program Behavior Questions

Since the way you answer these questions affects how your program runs in the system, you should ask the program manufacturer for the correct values.

## Writing to The Screen

Type y or n.

Some programs write directly to the screen (video buffer), rather than using DOS or other system services to write data to the screen. These programs must be suspended when they are in the background.

If you know your program does *not* write directly to the screen, type n. This means that you can window your program if it allows windowing.

The default is y to ensure that programs that do not supply program information will not interfere with other programs in TopView.

**Note:** Specifying that a program does not write directly to the screen, when it does, can cause unexpected results.

If information disappears from the screen when you use TopView functions, or if information from your program writes over text that TopView displays, then the program does write directly to the screen. You need to select **Change Program Information** and change the response to y.

## Program Accesses System Keyboard Buffer

Type y or n.

The system keyboard buffer is the area where characters typed on the keyboard are saved until they are processed. Programs that access the system keyboard buffer cannot be allowed to run in the background. These programs, while running in the background, can affect the keyboard input for the current foreground program.

Answering y to this question prevents a program from running in the background.

## **Foreground Only**

Type **y** or **n**.

If you are experiencing a degradation in TopView system performance, such as programs running slowly, you may want to disallow background processing on some of them. You can do this by answering **y** to this question. If you want your program to run in the background, type **n**.

Some programs access the keyboard in a manner that causes keystrokes to be lost when these programs run in the background. If this happens, answer **y** for this question.

If you do not know whether the default answers can be changed to **n** use the program with the default values. Answering **y** to any of the previous three questions means that your program will not run in the background, and will be suspended when hidden.

## **Math Coprocessor**

Type **y** or **n**.

Because of the multitasking features of TopView, a program that uses the math coprocessor needs special handling.

If your program uses the math coprocessor, type **y**.

If your Personal Computer has a math coprocessor, but you are not sure your program uses it, answer **y** to this question.

# Appendixes

## Contents

<b>Appendix A. Error Messages</b> .....	<b>A-3</b>
<b>General Error Messages</b> .....	<b>A-4</b>
Device Error Messages .....	A-17
<b>Appendix B. Things to Know</b> .....	<b>B-1</b>
Using A Mouse .....	B-1
Memory Management .....	B-4
Running Programs .....	B-6
File Lock-Out Mechanism .....	B-8
Using the Printer .....	B-8
User Options .....	B-9
<b>Appendix C. Copying TopView</b> .....	<b>C-1</b>
<b>Copying TopView with a Diskette-Based System</b> ..	<b>C-1</b>
<b>Installing TopView On Your Fixed Disk</b> .....	<b>C-4</b>
<b>Copying TopView Using DOS 3.00</b> .....	<b>C-7</b>



# Appendix A. Error Messages



TopView may send you a message because it doesn't understand something you've asked it to do. Error messages are displayed in windows. Press Button 2 to remove the error window unless otherwise instructed.

This section contains an alphabetic list of some of the messages you might receive and the action to correct them.

# General Error Messages

## **Add a Program Error**

**Cause:** The title, filename or memory amount you gave is incorrect. You may have typed it incorrectly, or left the entry blank. For example, you may have typed in letters instead of numbers for the memory amount.

**Action:** Press Button 2 to remove the error window. Then, make your correction and retry the operation that caused the error.

## **Almost all your TopView memory is in use**

**Cause:** The amount of free memory needed for continued operation of TopView is at a very low level. This message warns that TopView has experienced difficulty satisfying a request for storage. If ignored, a future request for storage could fail.

**Action:** Free system storage by ending another program that you no longer need.

Although this error is only a warning, it indicates system failure may be imminent. Save any critical data to avoid loss of your most recent changes.

## **Attention: TopView installation failed.**

**See TopView Installation Failed.**

### **Cannot find filter table file**

Cause: TopView cannot find the filter table file for your program.

Action: Press Button 1 to retry. Press Button 2 to continue without a filter table for the program. Then, check whether the filter table is correctly specified, has the correct drive, path, and is correctly named in the program's information.

### **Change Program Information Error**

Cause: You have typed the information incorrectly. TopView has highlighted the incorrect information.

Action: Press Button 2 to continue. See "Chapter 6. Changing Program Information" for instructions on entering program information.

### **Combining files is not supported**

Cause: A DOS command was entered containing the DOS file append character, a plus sign.

Action: Remove the DOS append character from the DOS command.

### **Command Error x command is not supported**

Cause: You may have misspelled a DOS command or entered a DOS command not supported by DOS Services.

Action: See DOS Services **Help** or DOS Services in "Chapter 5. Additional Programs On Your TopView Diskette" for a list of commands that are supported from the DOS Services **Other** option.

**Default directory does not contain TopView. Do you want to continue? ( Yes or No )**

See **The default directory does not contain TopView**

**Diskette in drive x: has been changed**

Cause: The diskette in the specified drive has been changed.

Action: Insert the correct diskette.

**Do you want your changes saved? ( Yes or No )**

Cause: You have selected **QUIT** in the Color Change Program without having saved your changes.

Action: Select **Yes** or press **Y** to save changes in the system color file. Select **No** or press **N** to not save changes.

**DOS Device Error**

Refer to the section on device error messages later in this appendix.

**DOS piping is not supported**

Cause: A DOS command was entered containing the DOS piping character, a vertical bar.

Action: Remove the vertical bar (DOS piping character) and the chained commands from the DOS command.

## **Error processing DOS Services help window**

**Cause:** The file DOSHELP.PLB could not be found.

**Action:** On a fixed disk system, ensure the file DOSHELP.PLB is in the default drive and directory specified in the program information for DOS Services. On a diskette-based system, place the TopView diskette in the appropriate drive and press Button 1 to retry DOS Services Help.

## **File resources used up**

**Cause:** You are already accessing the maximum number of files DOS allows (20).

**Action:** Press Button 2 to remove the error window and cancel the request. Then end an application that is using one or more file handles and retry the operation. You may want to increase the number specified in the files command of your CONFIG.SYS file, if you are not already using the maximum.

## **File to print is not available**

See **The file to print is not available**

## **Internal TopView error occurred**

**Cause:** An internal TopView error occurred.

**Action:** Press Button 2 to remove the error window and return to DOS.

## **I/O error trying to load program**

Cause: A DOS error occurred while trying to load your program.

Action: Press Button 2 to remove the error window. Try to start the program again.

## **Missing Tutorial Panel File**

Cause: The Tutorial diskette was copied to a disk improperly. If you installed the Tutorial as a program, you may have specified the wrong data files location.

Action: Make sure you have specified the correct data files location. If your Tutorial diskette is defective, copy the Tutorial again. Press Enter to retry or Q to Quit.

## **Not enough memory to complete loading this program**

Cause: There is not enough memory in your system to load the program requested. This message appears when an unexpected use of memory occurs after the program was marked selectable in the **Start a Program** menu.

Action: Free system storage by ending another program that you no longer need. You can also use **Change Program Information** to specify a lower minimum storage for your program if possible. Press Button 2 to remove the error window.

### **Not enough memory to continue**

**Cause:** There is not enough free memory to continue the present operation. You may have too many programs running for the operation you are trying to do.

**Action:** Free memory by ending a program you no longer need. Be sure to save any necessary files. Press Button 1 to retry the operation.

### **Not enough memory to continue, Program Terminated**

**Cause:** There is not enough free memory to continue the present operation or to present the previous message allowing a retry. When this message is issued, the program named in the window title has been forcibly terminated by the system.

**Action:** Free memory by ending a program. Then, retry the operation. Press Button 2 to remove the error window.

### **Not enough memory to load the filter table file**

**Cause:** There is not enough memory in your system to load the filter table for the program.

**Action:** Free memory by ending a program you no longer need. Be sure to save any necessary files. Press Button 1 to retry loading the filter table. Press Button 2 to continue without a filter for the program.

### **Not enough space on disk for this file**

**Cause:** There is not enough space on your disk to save this file.

**Action:** Save the file on another disk or erase unwanted files from the disk you have named. Press Button 2 to remove the error window. Retry the operation that failed.

### **Printer is not ready**

**Cause:** You have specified a file to be printed, but the printer is not turned on, not on-line, or out of paper.

**Action:** Make sure the printer is turned on, is on-line, and is not out of paper. Press Button 2 to remove the error window. If you do not correct the problem with the printer, the file or files will be added to the print list, but will not print until the printer is ready.

### **Program diskette not in drive**

**Cause:** The program you are trying to start is not in the indicated drive.

**Action:** Remove the diskette which is currently in the drive and insert the correct program diskette. Then, press Button 1 to retry the load operation. If you decide you don't want to start the program, press Button 2 to cancel this request.

## **Program Information File Error**

**Cause:** You may not have TopView in your default drive and directory. This error is also displayed if any DOS I/O error occurs while trying to access the Program Information File. This could mean that the Program Information File is located on a bad spot on your disk. It can also occur if you replace your .PIF or .PII file with another one that does not have the correct format.

**Action:** Make sure that TopView is in your default drive and directory. Press Button 2 to remove the error window and cancel the request.

## **Program Information Index File Sort Error**

**Cause:** TopView cannot sort the Program Information Index File. You may have a defective diskette.

**Action:** Recopy the original TopView diskette you received.

## **Program not found**

**Cause:** 1. TopView cannot find the program you want to start. 2. TopView cannot find the file needed to execute the command you have specified within DOS Services.

**Action:** If you were using DOS Services when you received the error, exit TopView. Establish a path to the location on your disk where the DOS files (for example, DISKCOPY.COM) are found. Refer to “Chapter 5. Additional Programs On Your TopView Diskette,” for information on how to specify the location of your DOS command files.

Otherwise, insert the program diskette or, if you have a fixed disk, ensure that the program location given in the Program Information File is correct. Press Button 2 to remove the error window, then use **Change Program Information** to correct the program pathname entry.

## **Program too large for program area specified**

**Cause:** The minimum or maximum memory you have specified for the program is not large enough to hold the program.

**Action:** Consult your program documentation to determine the amount of memory the program requires. Change the Program Information File and give a larger number for minimum/maximum memory.

## **Redirecting DOS input and output is not supported**

**Cause:** A DOS command was entered containing the DOS input or output redirection characters, a greater than (>), or less than (<) sign.

**Action:** Remove the DOS input or output redirection character from the DOS command.

## **Setup system file error**

**Cause:** You may not have TopView in the default drive and directory. This error can also occur if the TopView diskette is bad or if TopView is located on a bad spot on your disk.

**Action:** First, make sure that TopView is in the default drive and directory. Press any key to return to DOS, then retry Setup.

If the error occurs again, make a new copy of your TopView diskette, or recopy the TopView files to your disk. If the error still occurs, consult your dealer.

## **Shared program diskette not in drive**

**Cause:** The program you are trying to start needs a shared program, not found on the diskette in the drive indicated.

**Action:** Remove the diskette currently in the drive and insert the diskette that contains the shared program. For the IBM-supplied shared program, FILTER.EXT, insert your TopView backup diskette. Then, press Button 1 to retry the shared program load or Button 2 to continue.

## **Shared Program not found**

**Cause:** The shared program pathname in the **Change Program Information** menu is incorrect.

**Action:** Make sure that the program location in **Change Program Information** is correct. Press Button 2 to remove the error window.

## **System memory specified for X is insufficient**

See **The system memory specified for X is insufficient**

**“Terminate and Remain Resident” function is not supported**

See The **“Terminate and Remain Resident” function is not supported**

**The default directory does not contain TopView. Do you want to continue? ( Yes or No )**

Cause: The Color Change Program was unable to find TopView in its default directory when you selected the **Save** option. Since the color file is loaded by TopView, it should normally be stored in the TopView directory. This warning condition could occur if you have a diskette-based system and the TopView diskette is not in the default drive or the Color Change Program default directory entry is incorrect.

Action: Insert the correct diskette, if appropriate. Select **Yes** or press **Y** if you want to save the color file. Select **No** or press **N** if you want to cancel the **Save** option. If the default directory entry is incorrect, you must first quit the Color Change Program. Correct the entry using **Change Program Information**, restart the Color Change Program and select the **Save** option again.

**The file to print is not available**

Cause: A file that was added to the print list was not available at the time the file was to be printed. This can occur if the file on the print list has been erased, is being used by another program, or if the diskette on which the file resides has been removed.

Action: When you select a file to print, make sure the file remains available until it has completed printing.

### **The system memory specified for X is insufficient**

Cause: The amount of memory needed for system storage is larger than that indicated in the Program Information File for this program.

If you continue with this program, some future request for storage may fail, possibly leading to loss of data.

Action: Press Button 2 to remove the error window. Use **Change Program Information** to increase the value specified for "System" memory, then rerun the program. Refer to "User Options," "Appendix B. Things to Know" for more information.

### **The "Terminate and Remain Resident" function is not supported**

Cause: The current program has issued a DOS request (INT 27H or INT 21H, AH = 31H) to end but remain resident in storage. This function is not supported in TopView.

Action: You should not use this program with TopView. Press Button 2 to remove the error window.

### **There is insufficient memory to hold the entire directory**

Cause: DOS Services does not have enough memory to read in all the entries for the specified directory.

Action: Increase the amount of memory for DOS Services in the Program Information File. Refer to "Chapter 6. Changing Program Information" for more information on increasing the amount of memory.

**TopView installation failed. All files from your TopView diskette were not copied.**

Cause: There is not enough room on your fixed disk to install TopView, or there may be bad sectors on the diskette.

Action: Erase some files from your fixed disk and try the installation procedure again. If the diskette is bad, see your dealer.

**Unable to access default drive or directory**

Cause: The drive or directory you named as the default when you added your program, or on the Run-time Parameters window, cannot be accessed.

Action: Press Button 1 to correct the entry before continuing to your program. Press Button 2 to continue without changing the entry. You should use **Change Program Information** to correct the entry before you run this program again.

**Unable to update color file**

Cause: A DOS I/O error occurred when you selected the **Save** option in the Color Change Program. This could occur if you are using a write-protected diskette or there is not enough space on disk for ATTRIBUTE.DEF, the 32-byte system color file.

Action: Press Button 2 to remove the error window and cancel the request. Correct the error condition and retry the **Save** option.

**WARNING: Almost all your TopView memory is in use.**

See **Almost all your TopView memory is in use**

## Wrong Video Mode

**Cause:** The Color Change Program requires video mode 3.

**Action:** Press Button 2 to terminate the Color Change Program. Use **Change Program Information** to change the screen type to 3.

### **You can run only one internal DOS command at a time**

**Cause:** You tried to run more than one internal DOS command from the DOS Services **Other** option at the same time.

**Action:** End the first internal command, and retry the second internal command. Refer to your DOS manual for additional information on DOS internal and external commands.

## Device Error Messages

When you are using a DOS function, you may receive a DOS message.

Each message appears in this format:

```
DOS Device Error
Reading Drive X
(error message)
Press Button 1 to Retry
Press Button 2 to Quit
```

or

```
DOS Device Error
Accessing Device XXXXX
Press Button 1 to Retry
Press Button 2 to Quit
```

**Note:** Due to inconsistencies between DOS and some programs, pressing Button 1 or 2 might cause you to get the same error message again without any action taking place. If this happens, **Quit** the program and start over.

Listed below are some of the DOS device error messages. The corrective action on all of these is as follows, except where indicated.

Press Button 1 to retry or Button 2 to quit. Both actions remove the error window.

For more information on any of these error messages, consult your DOS manual.

### **Bad FAT memory image**

**Cause:** The DOS File Allocation Table in memory is bad. Further processing is probably impossible.

### **Bad request structure length**

**Cause:** A device driver received an incorrect length request header.

### **Data error (CRC)**

**Cause:** The disk TopView is reading/writing has a data error.

**Action:** If writing, use a different diskette. If reading, the file is probably unrecoverable. The disk may have a bad sector.

### **Device not ready**

**Cause:** The drive named is not ready. The drive door may not be closed or the diskette is not in the drive.

### **General failure**

Cause: An internal DOS error occurred.

### **Printer out of paper**

Cause: The printer is out of paper or is not turned on.

Action: Add more paper or power on the printer.

### **Read fault**

Cause: DOS could not successfully read the data.

### **Sector not found**

Cause: The sector containing the data could not be located. This usually means there is a defective spot on the disk.

### **Seek error**

Cause: The proper track on the disk could not be found.

### **Unknown command**

Cause: A device driver issued an invalid command.

### **Unknown media type**

Cause: You are using a disk that is incompatible with your drive.

**Unknown unit**

Cause: A device driver received an invalid sub-unit number.

**Write fault**

Cause: DOS could not successfully write the data to the disk.

**Write-Protected Diskette**

Cause: The diskette you are attempting to write to is write-protected.

Action: Use a non-write-protected diskette or remove the write-protect tab to write to the diskette. Remove the tab **ONLY** if you are *sure* you want to write on the diskette in the drive.

# Appendix B. Things to Know

## Using A Mouse

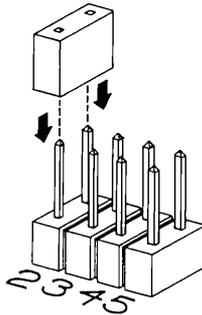
- When using both a serial mouse and a modem, you will need two asynchronous communication ports in your system. See your installation instructions for installing a second or alternate asynchronous communication port. Refer to the communication program's documentation to find out which one of the serial ports is specifically required for modem use.

If you have to move the mouse from one serial port to the other, you must run the TopView Setup procedure again.

- If you have two asynchronous communications ports, you should attach the the serial mouse to the alternate port.

- Microsoft Mouse Installation (model number 037-099).

This mouse connects to the IBM Personal Computer, IBM Personal Computer XT, an IBM *Portable* Personal Computer, an IBM 3270 Personal Computer, or an IBM Personal Computer AT through a printed circuit board supplied with the mouse. The board is installed in an I/O expansion slot in your Personal Computer. A small connector, or "jumper," is located on the mouse printed circuit board. The jumper consists of four sets of pins with a moveable piece that forms a connection between one of the pairs:



You can change the jumper setting by moving the connecting piece from one pair of pins to another. How you set the jumper, depends on the other devices you have in your system. The following suggestions will help you avoid setting the jumper in a manner which would conflict with another device in your system.

- If you have an IBM Personal Computer XT, IBM 3270 Personal Computer, or an IBM Personal Computer with fixed disk(s) in an expansion unit, do not set the jumper to five.
- If you have an IBM Personal Computer AT, do not set the jumper to 2.

- If you have an Asynchronous Communications Adapter or a Binary Synchronous Communications Adapter configured as the primary adapter, do not set the jumper to four.
- If you have an Asynchronous Communications Adapter or a Binary Synchronous Communications Adapter configured as the secondary adapter, do not set the jumper to three.
- If you have a Synchronous Data Link Control Communications Adapter, do not set the jumper to either three or four.
- If you have an IBM 3270 Personal Computer do not set the jumper to two.

# Memory Management

- When TopView starts your programs, it uses the first free area of memory it finds that is large enough for your program. If you have several programs you want to start, you should start the most important programs first, to ensure that they are given the memory they need.
- When you end a program, an area of memory becomes open for use. If you know you will be ending two or more programs early in your use of the system, start them one right after the other. Ending two programs started consecutively may free up one large area of memory.
- A larger amount of memory than the minimum memory amount (256KB) is necessary to execute several large programs at the same time, programs with several windows, or to copy a large block of text using the **Scissors** option.
- When you add a program through **Other** without program information available, TopView asks you how much memory your program needs. It then uses that amount for both the minimum and maximum memory settings in the Program Information File. For some programs, you may want to increase the maximum amount so that your program can have more memory, if it is available, to maximize its performance.

- Some spreadsheet programs, like IBM's Multiplan<sup>™1</sup> and VisiCalc<sup>®2</sup>, have been assigned minimum amounts of memory. You might want to change the program information on the maximum amount of memory you want your program to have so you can create large spreadsheet models.
- If you try to start a program and the program does not load, or is not behaving as expected, you might not have allocated enough memory to your program. Increase the program's memory requirements.

---

<sup>1</sup> Multiplan is a trademark of Microsoft Corporation.

<sup>2</sup> VisiCalc is a registered trademark of VisiCorp.

# Running Programs

- *Batch files are not supported.*
- Some programs do not allow two copies of themselves to be in the TopView system at the same time. When one copy of the program has left a file open, which the second copy tries to access, an error occurs. Programs that cannot be multiply used include VisiCalc, Professional Editor, and the language compilers version 1.00.

**Note:** Multiple copies of these programs can run in the TopView system at the same time if you specify each program separately, using different directories for each copy of the program.

- When using a communications program with TopView, start the communications program before starting other programs.
- For programs which open and access files on the diskette, unless the program itself requests a change of diskettes, you should not remove the diskette from the drive.
- TopView recognizes only physically valid drives. For example, TopView does not recognize the B drive on a PC XT.
- The SHELL command in BASICA is not supported with DOS version 3.00.
- If you have a program that demands a lot of processing, like a language compiler running in the background, it could slow down the response time in your other programs.
- If you try running a program under TopView and get unexpected results you should:

- Verify that the program is working as expected outside TopView, in the standard DOS environment.
- Check that the memory amount specified in your Program Information File is enough to run your program. If you are experiencing problems, it is sometimes a good idea to try the program under TopView with more memory than appears to be necessary.
- When printing a non-graphics file from a program other than DOS Services, system performance may be improved if you write the data into a disk file and use DOS Services to print the file.
- If you are using a diskette-based system, it is possible to have two separate programs opening a file on the same diskette. You should keep data diskettes in separate drives or take care in swapping diskettes.
- If you use the ASSIGN command from DOS before starting TopView, remember that it will affect all the programs running in the system. Using ASSIGN is not recommended.

# File Lock-Out Mechanism

The file lock-out mechanism protects files from being accessed by multiple tasks at the same time. Once a program opens a file for write access, other programs are "locked out" from accessing that file until the file is closed by the original program. If this occurs, you will receive a file not found message.

Some programs open temporary files. If two copies of these types of programs are running, a "disk full" or "file creation" error may occur in one of the copies. You will not be able to run two copies of these programs in the same subdirectory.

Programs written in compiled BASIC or COBOL use a "runtime" program file. If two programs try to access the same runtime file, the lock-out mechanism will be invoked. You may want to move these files to separate subdirectories.

## Using the Printer

- If your program runs only in the foreground, printing is suspended when you press Button 3. Printing resumes when you press Button 3 again.
- The printer can only be used by one program at a time. If the printer is being used by one program, and another program tries to use it, a message will be displayed by TopView. You may then either allow the program using the printer to continue to use the printer, or allow the new program to use it.
- When the printer is "reassigned" (the second program owns the printer), a form feed will be sent to the printer to assure that the paper is lined up for the new owner. A form feed is also sent to the printer when a program which used the printer is ended.

- When trying to print, if both the program and TopView end up in error states, respond to the program error prompt first, and then to TopView's error.
- Redirection of the printer to a communication port using the MODE command is not supported.
- Serial printers are not supported.

## User Options

TopView provides a shortcut to specify certain options. For example, you can tell TopView what monitor to use by using option codes. The option codes are single characters preceded by a slash that tell TopView how you want your system to run. Any number of codes can follow the slash, and they can be specified in any order. If there are two conflicting codes, the last code specified is used. If an option code is not specified, TopView assumes the default for that option.

For example, if you want to start TopView on a color monitor, and allow Exit from TopView at any time, you would type:

```
g /ce
```

from the TopView directory, or

```
topview /ce
```

from the root directory. The option codes and their meanings are :

**D** = Start TopView on the current display (this is the default).

**M** = Start TopView in 80x25 text mode on a monochrome display.

**C** = Start TopView in 80x25 text mode on a color display.

**G** = Start TopView in high resolution graphics (640x200) mode.

**B** = The monitor attached to the color display adapter is a monochrome (i.e. black and white) display, and cannot display color.

**O** = Run TopView only on the display it is started on. This option is only useful for systems with two display adapters. It allows the user to restrict TopView to running on only one of the two displays. TopView would normally attempt to use both displays if possible.

**R** = The pointing device is set up for right-handed use (this is the default).

**L** = The pointing device is set up for left-handed use.

**1** = The pointing device is connected to the primary Asynchronous Communications Adapter (this is the default).

**2** = The pointing device is connected to the alternate Asynchronous Communications Adapter.

To use the option codes above, (R, L, 1, and 2), you must have gone through the TopView Setup procedure in Chapter 2.

**E** = Allows **Exit** from TopView back to DOS at any time. This option lets you exit TopView without having to quit all your programs. This is useful if you are running a program that doesn't allow the TopView **Quit** feature. Make sure you save any necessary files before exiting TopView. The default is to allow **Exit** only when there are no programs running.

**S**=Stops the following warning message from being displayed whenever any program exceeds the amount of system memory specified in its program information file.

The system memory specified for this program is insufficient.

This tells you that you may need to change the system memory amount for your program in the Change Program Information window.

**F** = Does not allow disk output to be buffered. Specifying this option forces all disk output to occur at the time a program makes a write request. The default is to buffer write requests. Using this option may slow the performance of programs that write to disk. However, it reduces the possibility of errors caused by removing a diskette containing open output files during program use. You should specify this option with programs that update files on diskette rather than on fixed disk.

**+** = Increases the speed of the pointer.

**-** = Decreases the speed of the pointer. Use the **-** option with high resolution graphics programs for more precise pointer movement.

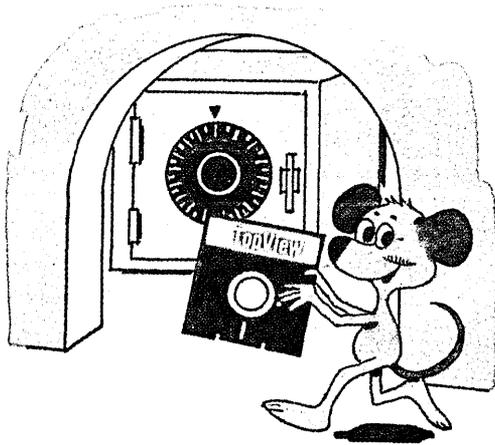
**A** = Allows you to bypass the Welcome window.



# Appendix C. Copying TopView

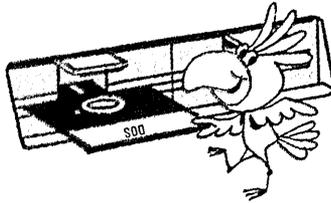
## Copying TopView with a Diskette-Based System

This section applies to diskette-based systems only. To copy TopView to a fixed disk, refer to "Installing TopView On Your Fixed Disk," later in this appendix.



Follow the steps below to copy TopView.

- 1** Label a blank formatted diskette “TopView Backup.”
- 2** Insert the DOS diskette into drive A and close the drive door.



- 3** Switch your computer on. If it is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

- 4** Type the date and press Enter.

- 5** Type the time and press Enter.

- 6** At the DOS prompt, A>, type:

diskcopy a: b:

and press Enter.

**Note:** When the screen message tells you to insert the *source* diskette in drive A, you must insert your TopView program diskette in drive A. When the screen message tells you to insert your *target* diskette in drive B, insert the diskette you labeled “TopView Backup” in drive B.

- 7** After the **Copy Complete** message, press **↵**.
- 8** Remove your original TopView program diskette from drive A, store it in a safe place and use your TopView backup diskette for your everyday work.

Go to “Chapter 2. Getting Started” to run Setup and start the Tutorial.

# Installing TopView On Your Fixed Disk

This section applies to fixed disk systems only. If you have a diskette-based system, refer to "Copying TopView with a Diskette-Based System," earlier in this appendix.

The instructions in this section show you how to copy TopView to a directory named "TopView" that TopView creates for you.

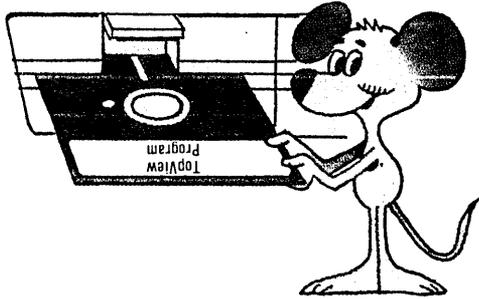
You must install TopView from drive A. To install TopView using a different diskette drive, reassign that drive to drive A.

- 1** Switch your computer on. If it is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

- 2** Type the date and press Enter.
- 3** Type the time and press Enter.

- 4** Insert the TopView program diskette in drive A and close the drive door.



- 5** To set your current drive and directory to the root directory type:

d:

and press Enter.

**Note:** When using a fixed disk system, you can specify which drive you want to install TopView on. The *d* parameter denotes any fixed disk drive you want to install TopView on.

- 6** Now, type:

cd\

and press Enter.

**7** At the DOS prompt, type:

```
a:fd
```

and press Enter.

You will see a message telling you TopView is creating a subdirectory for you on your fixed disk and copying the files from the TopView diskette to the new subdirectory.

**8** When the files have been copied you will see a message instructing you to begin Setup. Before you begin Setup, remove the original TopView program diskette from drive A and put it in a safe place.

If you want to recopy TopView to a fixed disk, follow the steps above. This procedure will save your old program information files (TV.PII and TV.PIF) so that you will not need to add your programs again.

**Notes:**

1. You can copy the Calculator program to your fixed disk, if you would like. Then you can add it to the Start a Program menu and run it from there.
2. To copy the Calculator to your fixed disk, type the following:

```
copy a:calc.* d:\dir
```

Where *d:\dir* is the drive and directory of your choice and the tutorial diskette is in drive A.

Go to “Chapter 2. Getting Started” to run Setup and start the Tutorial.

# Copying TopView Using DOS 3.00

This section applies to copying TopView to a diskette using an IBM Personal Computer AT with DOS 3.00. To copy TopView to a fixed disk, refer to "Installing TopView On Your Fixed Disk" earlier in this appendix.

If you have an IBM Personal Computer AT and drive B is a 320/360KB drive, you should copy TopView to a 320/360KB diskette. Because some programs can be started from only drive A, we give you instructions so that TopView can be run from drive B.

If *both* diskette drives in your system are 1.2MB diskette drives, you can copy TopView to a 1.2MB diskette. We do not recommend that you set up TopView in a subdirectory on a 1.2MB diskette.

You must install TopView from drive A. To install TopView using a different diskette drive, reassign that drive to drive A.

Follow the steps below to copy TopView to a 1.2MB or 360KB diskette.

- 1** Label a blank formatted diskette "TopView Backup."
- 2** Insert the DOS 3.00 diskette into drive A and close the drive door.

**3** Switch your computer on. If it is already on, press the Ctrl, Alt, and Del keys (System Reset).

When prompted:

**4** Type the date and press Enter.

**5** Type the time and press Enter.

**6** Remove the DOS 3.00 diskette from drive A.

**7** Insert the original TopView program diskette in drive A.

**8** Insert the TopView backup diskette in drive B.

**9** At the DOS prompt, A>, type:

Copy a:\*. \* b:

**10** Press Enter.

**11** Before you begin Setup, remove the original TopView program diskette from drive A and put it in a safe place.

**Notes:**

1. TopView supports DOS versions 2.00 and 2.10 functions.
2. You can copy the Calculator program to your fixed disk, if you would like. See note on page C-6 for instructions.

Go to “Chapter 2. Getting Started” to run Setup and start the Tutorial.

# Index

## A

- add a program to menu 3-27, 4-10
- adding programs 4-10
  - additional information 4-15
  - Alarm Clock 4-17
  - Calculator 4-21
  - help 3-21
  - through other 4-14
  - tutorial C-3, C-6, C-8
  - with program information files 4-13
  - without program information files 4-15
- additional information
  - DOS viii
  - Guide to Operations viii
- advantages, TopView 1-4
- Alarm Clock
  - adding 4-17
  - help 4-20
  - using 4-20
- Alt key 3-5, 3-7
- arrow keys 3-3, 3-6, 3-12
- ASSIGN command B-7
- asterisk 3-22, 3-24
- AUTOEXEC.BAT 4-16
- automatic scroll 3-13

## B

- background programs 3-8
- backup copy of TopView C-1, C-7
- BASIC programs
  - interrupt vectors 6-12
- batch files B-6
- before beginning 1-10
- behavior questions 6-12-6-14
- block
  - on switch list 3-24
  - pointer 3-3
  - selectable options 3-9
  - storage limits 4-24
- buffer, system keyboard 6-13
- buffers 1-11
- Button 1 3-4, 3-6
  - scrolling 3-13
- Button 2 3-6
  - menus 3-11
  - two-button mouse 3-7
- Button 3 3-5
  - switching programs 3-5, 3-8

## C

- Calculator program
  - adding 4-21
  - help 4-23
  - using 4-23

- cancel operations 3-6
- change directory, DOS
  - services 5-5
- change program
  - information 3-27, 6-3
    - behavior questions 6-12
    - foreground only 6-14
    - math coprocessor 6-14
    - system keyboard
      - buffer 6-13
      - writing to the screen 6-13
  - data files location 6-6
  - filename 4-15
  - help 3-21
  - how to 6-4
  - memory 4-16, 6-7
  - offsets 6-11
  - program parameters 6-6
  - program pathname 6-5
  - program title 4-15
  - screen pages 6-10
  - screen type 6-9
  - shared program data 6-11
  - shared program
    - pathname 6-11
  - software interrupt
    - vectors 6-12
  - window size 6-10
- changing default drives 2-6, 4-5
- changing defaults 3-27
- changing your pointing device 2-5
- color change program 5-9
  - adding 5-9
  - help 3-21
  - using 5-9
- COM 4-15
- compatible mouse vi
- compatible programs 1-8, 3-9, B-6
- CONFIG.SYS 1-11
- configuration, minimum v
- confirm message 3-19
- control key 3-5
- control of the printer B-8
- copy 3-18
  - diskette-based C-1
  - fixed disk C-4
    - to a directory C-4
    - TopView files C-6
    - using DOS 3.00 C-7
- copy storage area 3-19
- copy TopView C-4
- COPY, DOS Services 5-4
- copying text 3-18
- copying TopView using DOS 3.00 C-7
- Ctrl key 3-5
- cursor
  - control 3-6
  - in change program
    - information 6-4
    - movement 3-3, 3-6, 3-7
- cut 3-18
- cut storage area 3-19

## D

- dash 3-16, 3-24
- data diskettes 1-11, B-7
- data files location 6-6
- date/time, sort by 5-6
- default drive 2-6, 4-5
- default information 6-3
- default memory 4-16
- delete a program from menu 3-27
- delete a program, help 3-21
- delete program
  - information 3-27
- deleting text 3-18

- device error messages A-17
- directions, how to use this
  - book ix
- directory window, DOS
  - services 5-4
- disk x
- disk output, user options B-11
- diskette x
- diskette drives, valid 6-7, B-6
- diskette-based
  - copy TopView C-1
  - setup 2-4
  - starting programs 4-24
  - starting TopView 4-3
- display menu 3-5, 3-10
- display screen 6-9, B-9
- DOS commands 5-7
- DOS Services
  - additional memory 5-7
  - changing directories 5-5
  - COPY 5-4
  - directory window 5-4
  - ERASE 5-4
  - help 3-21
  - option menu 5-4
  - other option 5-6
    - commands
      - supported 5-7
  - PATH command 5-7
  - PRINT 5-4, 5-8
  - RENAME 5-4
  - scroll directory 5-5
  - sort by menu 5-6
    - date/time 5-6
    - extension 5-6
    - name 5-6
    - size 5-6
  - TYPE 5-4
- DOS versions viii
- DOS 3.00, copying
  - TopView C-7
- double border 3-8

- double-button-press 3-16, 3-22

## E

- ending an operation 3-6
- ending programs 3-23
- ending TopView 3-28
- entering program
  - information 6-4
- ERASE 1-8, 5-4
- error messages A-3
- EXE 4-15
- execute a DOS function 5-6
- exit 3-28
- extension 4-15
- extension, sort by 5-6

## F

- features, TopView 1-8
- file lock-out mechanism B-8
- filename character, global 5-4
- files, copied C-6
- files, open 1-11
- files, renaming 5-4
- filter 3-20, 6-11
- five key 3-7
- fixed disk 1-10
  - installing TopView C-4
  - setup 2-8
  - starting programs 4-25
  - starting TopView 4-7
- foreground only 6-14
- foreground programs 3-8
- form feed B-8

format blank diskettes 1-11  
freeing storage 4-25

introduction 1-3

## G

G 4-6  
G, user options B-9  
global filename character 5-4  
graphics mode 3-3

## H

hardware  
    minimum v  
help 3-21  
hidden programs 3-16  
hide 3-16  
hints B-1-B-11  
Home key 3-6  
how to use this book ix

## I

information files,  
    program 4-14  
inserting text 3-20  
installation, mouse B-2  
installation, TopView C-4  
installing TopView C-4, C-7  
interrupt vectors,  
    software 6-12

## K

keyboard pointing device 2-3,  
    3-3  
keyboard, buffer areas 6-13  
keys, TopView  
    Alt 3-5  
    arrow 3-6, 3-12  
    Button 1 3-6  
    Button 2 3-6  
    Button 3 3-5  
    Ctrl 3-5, 3-7  
    cursor control 3-6  
    five key 3-7  
    Home key 3-4, 3-6  
    menu 3-5  
    minus key 3-4, 3-7  
    PgUp 3-4, 3-6  
    plus key 3-4, 3-6  
    tab 6-4  
    toggle 3-7  
    toggle key 3-4, 3-5

## L

language compiler B-6  
learning TopView 2-11  
list of running programs 3-24  
logical diskette drives 6-7, B-6

# M

- making a program active 3-8
- manual scroll 3-13
- marking text 3-18
- math coprocessor 6-14
- memory 6-7
  - default 4-16, 6-8
  - increase B-4
  - insufficient B-7
  - management B-4
  - maximum 4-25, 6-8
  - minimum 6-8
  - program
    - minimum and maximum 4-25
  - requirement v
  - system 6-8
  - tips B-4
- menu 1-9
  - Start a Program 3-26
  - TopView 3-10-3-29
- menu chart 3-29
- messages, error A-3
- minimum memory v
- minus key 3-7
- minus, user option B-11
- modem B-1
- monitor B-10
- mouse
  - button functions 3-7
  - changing operations 2-4
  - compatible vi
  - installation B-1
  - Microsoft model
    - 037-099 B-2
  - setup 2-4
  - tips B-1
  - two button 3-7
  - with modem B-1
- move 3-14
- moving the cursor 3-3, 3-6

- moving the pointer 3-3, 3-6
- multiple copies of
  - programs 3-25, B-6
- multiple files, process 5-4
- multiple paste 3-20
- multiple programs in TopView 1-8, B-6

# N

- name, sort by 5-6
- non-IBM programs
  - adding 4-15
  - using 1-8
- number of screen pages 6-10
- numeric keypad 3-4, 3-7

# O

- offsets 6-11
- opening a file, diskette-based system B-7
- option codes B-9-B-11
- other option, DOS services 5-6
- other pointing devices vi, 2-4
- other programs, running in TopView
  - compatibility 1-8
  - memory B-5, B-7
  - unexpected results B-5
- other, adding programs to TopView 4-11-4-16
  - example, Calculator 4-21

# P

- pages, screen 6-10
- parameters, program 6-6
- paste 3-17, 3-19
- PATH command 5-7
- pathname 6-5
- performance 3-9, 6-14, B-5, B-6
- Personal Computer 3270 vii
- PgUp key 3-6
- physical diskette drives 6-7, B-6
- plus key 3-6
- plus, user option B-11
- pointer 1-9
  - TopView mode 3-3
- pointer movement 3-6
- pointer, invisible 3-3
- pointing device
  - changing 2-5, 2-8
  - keyboard 3-4
  - options B-10
  - setup 2-4–2-10
    - diskette-based 2-4
    - fixed disk 2-8
    - other 2-6, 2-10
    - right- or left-handed operation 2-4
  - supported vi
  - using 3-4
- print 2-13
  - error state B-9
  - from your program B-8
  - non-graphics file B-7
  - performance B-8
  - windows 2-13
- PRINT, DOS Services 5-8
- printers, serial B-9
- printing, suspend B-8
- program
  - adding 4-10–4-16
  - change information 3-27, 6-3
  - compatibility 1-8, 3-9, B-5
  - deleting from menu 3-27
  - filename 4-15
  - management B-4
  - memory 6-3, B-4
  - multiple 1-9, 3-25
  - multiple copies B-6
  - pathname 6-5
  - performance, user options B-11
  - running B-6
  - running in the background 3-8, 6-13, 6-14
  - spreadsheet B-5
  - storage 4-24, 4-25
  - tips B-1
  - title 4-15, 6-5
- program access, system keyboard buffer 6-13
- program information 6-3
  - See also change program information
  - changes 3-27
  - defaults 6-3
  - files 4-14
- Programs options
  - add a program to menu 3-27, 4-10
  - change program information 3-27, 6-3
  - delete a program from menu 3-27
  - DOS services 5-3
  - help 3-21
- programs, adding 4-10
- Programs, help 3-21

## Q

- question mark 5-4
- question mark, program parameters 6-6
- quit 3-23

## R

- re-adding a program 4-10
- reassign drive A C-4, C-7
- recopying TopView to a fixed disk C-6
- RENAME, DOS Services 5-4
- reset C-2
- restart C-2
- restarting your fixed disk system C-4
- review, TopView
  - features 3-12-3-28
- running non-IBM
  - programs 1-8, 3-9, 4-14
- running programs, tips B-6
- running the tutorial C-3, C-6, C-8

## S

- scissors 1-7, 3-17
- scissors options
  - copy 3-18
  - cut 3-18
  - paste 3-19
- screen pages 6-10
- screen type 6-9

- scroll 3-12
- scroll directory window 5-5
- scrolling 2-12
  - DOS Services 5-5
  - start a program menu 3-27
  - using a mouse 3-12
- selecting 1-9
- selecting an item 1-9, 3-11
- selecting options
  - mouse buttons 3-6
  - toggle key 3-4, 3-5, 3-7
- serial printers B-9
- set date, Alarm Clock 4-20
- set time, Alarm Clock 4-20
- setting up your computer 1-10
- setup
  - diskette-based 2-4
  - fixed disk 2-8
  - pointing device 2-4
  - procedures 2-3
- shared program 3-20, 6-11
- shared program data 6-11
- shared program
  - pathname 6-11
- size 3-15
- size, sort by 5-6
- sizing a window 3-15
- slow response time B-6
- software interrupt
  - vectors 6-12
- sort by menu 5-6
- source diskette C-3
- spreadsheet programs B-5
- start a program menu 3-27
- starting the tutorial 2-12
- starting TopView
  - diskette-based system 4-3
  - displays and video
    - modes B-9
  - fixed disk system 4-7

- user options B-9
- starting TopView with options B-9
- starting your programs
  - diskette-based 4-24
  - fixed disk 4-25
  - hidden programs 3-25
  - multiple copies 3-25, B-6
  - non-IBM 1-8, 3-9
  - program not selectable 4-25
  - suspended programs 3-24
  - unexpected results 3-9, B-5
- storage for programs 4-24, 4-25, 6-7
- subdirectory, display files 5-4
- submenu 3-11
- supplying additional program information 4-15
- supported DOS commands 5-7
- supported mice vi
- suspend 3-22
- switch
  - how to 3-25
  - programs 3-8
  - to hidden program 3-16
  - to suspended program 3-22
  - using Alt 3-5
- switch list symbols 3-24
- switching between programs 1-6, 3-8, 3-25
- symbol
  - asterisk 3-22, 3-24, 5-4
  - block 3-3, 3-9, 3-10, 3-24
  - dash 3-16, 3-24
  - question mark 5-4, 6-6
- system keyboard buffer areas 6-13
- system memory 6-8
- system reset C-2, C-4, C-8
- system setup 2-3
- system setup, hardware 1-10

## T

- Tab key 6-4
- target diskette C-3
- temporarily stopping a program 3-22
- text, scrolling 3-12
- things to know B-1-B-11
- tips B-1
  - memory management B-4
  - running programs B-6
  - using a mouse B-1
- title, program 6-5
- toggle key 3-5
- TopView
  - features and your programs 3-9
  - menu 3-5, 3-10, 3-11
  - menu chart 3-29
  - mode 3-7
    - cursor control keys 3-3
- TopView menu features 3-12-3-28
  - exit 3-28
  - help 3-21
  - programs 3-26
  - quit 3-23
  - scissors 3-17
  - scroll 3-12
  - suspend 3-22
  - switch 3-24
  - window 3-14
- tutorial 2-11-2-13
  - adding to start a program menu C-3, C-6, C-8
  - diskette based C-3
  - features 2-11
  - fixed disk C-6
  - help 2-11

- printing screens 2-13
- starting 2-12
- switching out 2-13
- using your pointing device 2-11

TYPE, DOS Services 5-4

- viewing hidden programs 3-16, 3-25

- viewing programs in the background 3-8

## U

- unzoom 3-15
- user options B-9
- using DOS commands with TopView 2-12, 5-7
- using more than one program 1-5, 1-8, B-6
- using the Alarm Clock program 4-20
- using the calculator 4-23
- using the color change program 5-9
- using your pointing device
  - keyboard 3-4
  - mouse 3-7

## W

- warning message, user options B-11
- warranty vi
- welcome window 4-4, 4-6
- window 1-7, 1-9, 3-14
- window borders 3-8
- window options
  - hide 3-16
  - move 3-14
  - size 3-15
  - unzoom 3-15
  - zoom 3-15
- window size 6-3, 6-10
- windowing 1-7, 3-14
- write to disk B-11
- writing to the screen 6-13

## V

- valid diskette drives 6-7, B-6
- video pages 6-10
- video types 6-9, B-9

## Z

- zoom 3-15





**Reader's Comment Form**

**TopView User's Guide**

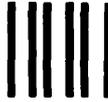
1502480

Your comments assist us in improving the usefulness of our publication; they are an important part of the input used for revisions.

IBM may use and distribute any of the information you supply in any way it believes appropriate without incurring any obligation whatever. You may, of course, continue to use the information you supply.

Please do not use this form for technical questions regarding the IBM Personal Computer or programs for the IBM Personal Computer, or for requests for additional publications; this only delays the response. Instead, direct your inquiries or request to your authorized IBM Personal Computer dealer.

Comments:



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**  
FIRST CLASS PERMIT NO. 321 BOCA RATON, FLORIDA 33432

POSTAGE WILL BE PAID BY ADDRESSEE

IBM PERSONAL COMPUTER  
SALES & SERVICE  
P.O. BOX 1328-W  
BOCA RATON, FLORIDA 33432



.....  
Fold here



The Personal Computer  
Productivity Family

## **Reader's Comment Form**

**TopView User's Guide**

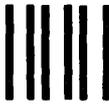
1502480

Your comments assist us in improving the usefulness of our publication; they are an important part of the input used for revisions.

IBM may use and distribute any of the information you supply in any way it believes appropriate without incurring any obligation whatever. You may, of course, continue to use the information you supply.

Please do not use this form for technical questions regarding the IBM Personal Computer or programs for the IBM Personal Computer, or for requests for additional publications; this only delays the response. Instead, direct your inquiries or request to your authorized IBM Personal Computer dealer.

Comments:



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**  
FIRST CLASS PERMIT NO. 321 BOCA RATON, FLORIDA 33432

POSTAGE WILL BE PAID BY ADDRESSEE

IBM PERSONAL COMPUTER  
SALES & SERVICE  
P.O. BOX 1328-W  
BOCA RATON, FLORIDA 33432



.....  
Fold here



## **Reader's Comment Form**

**TopView User's Guide**

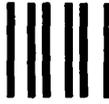
1502480

Your comments assist us in improving the usefulness of our publication; they are an important part of the input used for revisions.

IBM may use and distribute any of the information you supply in any way it believes appropriate without incurring any obligation whatever. You may, of course, continue to use the information you supply.

Please do not use this form for technical questions regarding the IBM Personal Computer or programs for the IBM Personal Computer, or for requests for additional publications; this only delays the response. Instead, direct your inquiries or request to your authorized IBM Personal Computer dealer.

Comments:



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**  
FIRST CLASS PERMIT NO. 321 BOCA RATON, FLORIDA 33432

POSTAGE WILL BE PAID BY ADDRESSEE

IBM PERSONAL COMPUTER  
SALES & SERVICE  
P.O. BOX 1328-W  
BOCA RATON, FLORIDA 33432



.....  
Fold here

Tape

Please do not staple

4

10



The Personal Computer  
Productivity Family

## **Reader's Comment Form**

**TopView User's Guide**

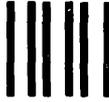
1502480

Your comments assist us in improving the usefulness of our publication; they are an important part of the input used for revisions.

IBM may use and distribute any of the information you supply in any way it believes appropriate without incurring any obligation whatever. You may, of course, continue to use the information you supply.

Please do not use this form for technical questions regarding the IBM Personal Computer or programs for the IBM Personal Computer, or for requests for additional publications; this only delays the response. Instead, direct your inquiries or request to your authorized IBM Personal Computer dealer.

Comments:



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

# BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 321 BOCA RATON, FLORIDA 33432

POSTAGE WILL BE PAID BY ADDRESSEE

IBM PERSONAL COMPUTER  
SALES & SERVICE  
P.O. BOX 1328-W  
BOCA RATON, FLORIDA 33432



.....  
Fold here

Limited Warranty for 90 days.  
For IBM service information, see  
program specifications inside.

© IBM Corp. 1984  
All rights reserved.

International Business  
Machines Corporation  
P.O. Box 1328-S  
Boca Raton, Florida 33432

Printed in the  
United States of America

1502480

**IBM**  
®