Welcome to the Neon Publishing, RomCat (cdRomCatalog) program!

Licensed to: International Software Values

The RomCat Windows interface makes accessing the thousands of files on this CD quick and easy.   You can easily read Windows help files, text and docuemntation files, Write and Wordpad files and more.   Remember that no matter where you are in the program the F1 key will display context sensitive   help and clicking the Contents button will return you to this screen.   Also take note of the information window at the bottom of the main screen. Most of the time it will provide information on the next step to take.

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Quit Srch

The Quit Search button appears only when you [Search All Categories](#) or [Search Selected Categories](#)and the [Collect Results](#)option is enabled.   Clicking the Quit Search button will cause a search to end before all categories have been searched.

Note: The search will not stop until the current category has been finished.

Execute

The Execute button on the main screen will display the Execute Program window.   From this window a list of executable files will be displayed.

From the Execute Program window the Execute button will execute the currently hilited filename.   You can execute both DOS and Windows programs.   You must have a valid DOS filename hi-lited for the execute button to operate.

The only filenames that can be executed are files that end with BAT, COM or EXE.   The directory list will display only these types of files. DEL

Related Topics:

Problems Executing Programs

Install

If the selected program has an INSTALL or SETUP program this button will automatically execute it.   You can install both DOS and Windows programs from within the RomCat interface.

List Files

The List Files window allows you to view text and documentation files and run executable files.   Use the file list on the left to select a file by hi-liting and clicking the View Files button or by double clicking the filename.

Files that end with EXE, COM or BAT will be executed.   Files that end with DIZ or have the word READ in their name, will be loaded into the NOTEPAD program.   Files that end with WRI will load into the WRITE programs.   Files that end with HLP will loaded into the Windows help system.   A variety of graphic formats can be loaded into the PaintBrush program and a variety of animation and sound files can be loaded into the Media Player program.   All other types of files default to the WRITE program.

It is a good idea to read TXT, DOC and README files before trying to execute any programs. Many programs require special setup procedures before they can be used.

Related Topic:

Load Files

Close Button

The CLOSE button always exits the current window and returns control to the previous screen.

If you click the Close button on the main screen you will be prompted to exit the RomCat program.   You can bypass this prompt by double clicking the control box in the upper left-hand corner of the main screen.   You can close any window by clicking or double clicking the control box.

Copy Files

RomCat allows you to copy programs from the CD to a hard disk or floppy disk.   You have the option of having RomCat create a subdirectory when the program is copied

> [Copy To](#)
> [Drop-Down Drive List](#)
> [Copy To Subdirectory](#)
> [Directory List Box](#)
> [Copy As Archive (ZIP File)](#)
> [Copy Button](#)
> [Close Button](#)
> [Help Button](#)

Help Button

The help button always displays context sensitive help for the current topic.   This means that when you click the help button information pertaining to the current window or topic will be displayed.   You can also press the F1 key to obtain more specific help information.

Search

The RomCat search facility allow you to search the current category, tag individual categories to search or search all categories at once.   You also have the option of searching for matches individually or collecting all matches into a file for later review.

     Find What
     Search Button
     Close Button
     Help Button

     Search Descriptions
     Search Program Names
     Search Program Dates
     Search Program Filenames

     Search Selected Categories
     Search All Categories
     Case Insensitive Search
     Case Sensitive Search

     Collect Results
     Tagging Categories

Related Topic:

     Edit User Categories/Search Results

Search Next

The Search Next button will continue a running search.   If you search without using the Collect Results feature, the search will stop at the first match.   You can continue the search to the next match by clicking this button.   If you are searching multiple categories, Search Next will continue on until all categories have been searched.

Program Name

This is a scrolling window that displays the program names and versions.   You can use the ARROW keys or mouse to scroll through the list.   When you would like to copy or review a program more closely you can use the various buttons on the right side of the main screen.

If you press ENTER on, or Double-Click a program name, the **List Files** window will be displayed.

Description

The Description window is used mainly for viewing the descriptions of each program.

You can use the description text to "stuff" the <u>Find What</u> field in the search if you are looking for a specific word or phrase.   Use the mouse or keyboard to hi-lite text then select Search.

The Description box also contains additional information that will help you in deciding which programs to try.

> **Archive File Size:** This field shows the size of the program when it is archived.   On average, a archived program will be approximately half the size it will be when it is unarchived.   This information gives you a good idea of how much disk space will be required to install the program.   It is also an indication of how many features or how much data the program has.   Invariably Windows program on average are larger than DOS programs.   (Note: The Copy screen displays the actual disk space required to install the program.)

> **File Date:** The file date field shows you the date when the program was archived.   This is not necessarily the date of the program itself.   Often times a program will have files that were created on different dates.   Sometimes only one files gets updated and then the application is archived days or even months later.   While the file date is not always an acurate date for the program, it is conclusive evidence that someone has taken the time and effort to archive and distribute it.

> **File Name:** The filename displayed is the name that was used to create the archive for this program.   The RomCat program will automatically use this filename as a directory name to copy the program to if you enable the Copy To Subdirectory option.   It can also be handy to search for if you know the name of the file you are looking for.   There are no duplicate file names on the CD.

To hi-lite text using mouse: Use the mouse to position the cursor in the description field, then click and hold the left mouse button and drag the hi-lite over the text.   Release the mouse button when finished and click search.

To hi-lite text using keyboard: Use the TAB key to get to the description field then use to ARROW keys to position the cursor at the beginning of the text to hi-lite.   Press and hold the SHIFT key while pressing an ARROW key to drag the hi-lite over the text.   Use the TAB key to move to the Search Button then press ENTER.

Edit User Category/Search Results

Edit User Category/Search Results is used to "prune-down" the program listings in a user created category.   Since user categories can be saved and later appended to, this allows you to keep a collection of programs you wish to access at a later date.

When you select Edit Search Results from the pull-down menus the Program Names list box will turn Green.   As long as it is green colored, the program is in edit mode and no other feature can be accessed or activated.   You must cancel edit or save and quit to return to normal operation.

You can use the ARROW and ENTER keys or click with the mouse to select program names for delete.   When a name is selected a window will appear that allows you to delete the file, save the list, cancel the delete or quit Search Results edit.   If you double-click a program name it will be deleted from the list.

Exit/Save Search Results Edit

When you have finished editing the Search Results list you can choose this menu item to save the changes and exit Search Results edit mode.

Delete Search Results

This choice allows you to delete the Search Results file.

Notes: The Search Results file is saved automatically when a Collect Results search is performed.   The first time a Collect Results search is performed RomCat will prompt you to create a NEON subdirectory on your C:\ drive.   Search result files will be stored on in this directory and will remain until deleted.   The Search Results will be automatically retrieved if the RomCat program is exited and started again.

Shell to DOS

This option is used to exit the RomCat program into a DOS shell.   Once you execute this option you will be at a DOS prompt where you can perform any DOS commands including copying files, running programs, etc.

To return to the RomCat program type EXIT and press ENTER.   You will return to the point where you left the program at.

Exit

If you choose Exit from the main menu, you will be prompted to end the program. If you Yes, the program will end.

You can also exit the program by double-clicking the control box in the upper left-hand corner.

What is Shareware?

[A Little Shareware History Lesson..](#) .
[The Association Of Shareware Professionals](#)

What is shareware anyway?

To put it simply, shareware is computer software that you are encouraged to share. This CD-ROM is a collection of software from hundreds of different authors and companies who have released their programs into the world, free, for evaluation.   While free to evaluate, shareware is not free.   There are many individuals and compaies who make their living and pay their salaries with the money received from shareware registrations.   There are many others who's shareware products produce a supplement to their income from their "real" job, and of course there are many, who are still waiting for that first phone call or letter in the mail.

Most shareware authors take great pride in their work and find even greater satisfaction in the money received from it.   When you register a program you will most often talk directly to the guy (or gal) who wrote it.   You might hear the kids or TV in the background because chances are, the author of that great little program, wrote it in the spare bedroom, in their spare time.   Because of the sheer number of authors and programs, this is the most common case.   There are however, exceptions.   You may register a shareware program and   find at the other end of the phone a multi-million dollar company, complete with secretaries, phone messaging systems and an employee retirement plan. Many shareware compaies start small, then ease their way into commercial markets, some leaving shareware behind and some doing both.

The really neat thing about shareware is that anyone can get into the act.   To be an author all you need is some programming talent, some ideas, a computer and a little drive and determination.   As consumers we have the ultimate guarantee.   We can obtain shareware for next to nothing, try it, then pay for it only if we find it useful.   It's an all around good deal.   If you like shareware, don't forget that it's the registrations that encourage authors to continue creating and supporting good software.   If you find youself enjoying or depending on a program, you should register it.   It's the right thing to do.

As of December 1994 there are well over 100,000 shareware and public domain products available.   As you can guess, this CD-ROM contains only a small sampling of the thousands of products that continue to grow daily.   Vendors of shareware, like Neon Publishing, take the time to collect the latest versions, of the best programs from the most serious shareware authors.   We create the CD-ROM interface, then assemble our collected shareware into categories and charge a competitive price for our efforts.   The authors do not receive any money from the sale of this CD-ROM.   What they do receive, is free marketing of their programs.

Neon Publishing wishes to encourage you to register the programs you enjoy and use.   Good programs deserve the registration payments and bad program disappear from the market.   The shareware concept is good for everyone concerned, as long as serious software users pay for the programs they use and shareware developers continue to create, support and upgrade.   If everyone does their part we'll all continue to reap the benefits of sharing software.

Executable Program List

This scrolling window displays a list of all executable files for the currently selected program. Executable programs are files that have a EXE. COM or BAT extension.

To run a program double-click or one of these filenames.   If a SETUP or INSTALL program exist you should probably run it first.   It is always a good idea to read any instruction or README files before trying to execute a program.

Related Topic:

——Problems Executing Programs

Cancel

The Cancel button exits the current operation without making any changes.   If you have made changes you will be prompted to save them or exit and lose changes.

Delete

When this window appears it means that you already have a Search Results file.   The Delete button allow you to delete this file so that the new search will store the results in a new file.

Related Topic:

[Append](#)

Append

This window appears only when you already have a Search Results file.   The Append button allows you to have the results from the next search appended to the existing Search Results file.

Related Topic:

Delete

Copy To Subdirectory

When this check box is clicked you will notice a subdirectory name appearing in the Copy To field.   The Copy To Subdirectory option uses the program's archive filename as a subdirectory name to copy the program too.   You can accept this name or type in one of your choosing.   Clicking the check box off will remove the subdirectory name from the Copy To Path.

Any path you enter in the Copy To field will be automatically created if it does not exist.

Quit Edit

The Quit Edit button is used to exit the Search Results Edit mode.   If your changes have not been saved you will be prompted to save them before exiting.   You can also exit edit mode by using the Exit/Save Edit Mode option from the pull-down menu on the main screen.

Save

The save button is used to save the edits made to the Search Results list.   If you exit without saving you will lose any changes you have made.

Copy To

The Copy To field is where you should enter the destination path you would like to copy the program to.   This can be any valid DOS path.   The path will be created if it does not exist. You can also double-click on the drive and directory name using the drop-down drive box and the scrolling directory window.   If you click the Copy To Subdirectory check box a subdirectory name the same as the files name will be created.

Drop-Down Drive List

The Drive List box allows you to choose a destination drive from a list and automatically fill in the Copy To field.

Directory List Box

The Directory List Box is used to select the directory you would like to copy the currently selected program too.   Double-clicking any directory name will automatically enter it into the Copy To field.   If a directory does not exist it will be created.

Copy Button

The copy button begins the copy process.   Before copying can begin you must have entered a valid destination path and there must be adequate disk space to receive the copied program.

The copy will begin immediately after the copy button is clicked and the Copy Program window will be cleared after the copy is completed.

Find What

In this field you should enter the word or phrase you would like to find.   This can be any combination of words or letters.

You can also use the mouse to hi-lite text in the description field of the currently selected program, then click Search to have this field automatically filled in.

To hi-lite text using mouse: Use the mouse to position the cursor in the description field, then click and hold the left mouse button and drag the hi-lite over the text.   Release the mouse button when finished and click search.

To hi-lite text using keyboard: Use the TAB key to get to the description field then use to ARROW keys to position the cursor at the beginning of the text to hi-lite.   Press and hold the SHIFT key while pressing an ARROW key to drag the hi-lite over the text.   Use the TAB key to move to the Search Button then press ENTER.

Search Button

The Search Button begins the search process.   You must have entered text to search for and you must have at least one category tagged or use the Search All Categories option.

If you are not using the [Collect Results](#) option the search will stop on the first match made. You can continue the search by clicking the [Search Next](#) button on the main screen.

Collect Results

The Collect Results check box is a special Romcat search feature that allows you to collect the results of a search into a file that can be saved and reviewed at a later time.   This results file will be displayed along with all the other categories as the Search Results category.

To use this feature simply click the box to put an x in it before you begin your search.   The program will automatically search all tagged categories, then display a list of all files containing matches.

Note: You are limited to a maxium of 150 matches per search.   If the Search Results file already exist when you begin a new search, you will be given a chance to delete it or append the new results to it.

Related topics:

Search Selected Categories
Search All Categories
Tagging Categories

Search Selected Categories

When the Search Selected Categories option button is selected the program will search all categories that have been tagged for the specified word or phrase.

Related Topic:

[Tagging Categories](#)

Search All Categories

When this option is selected ALL categories will be automatically tagged when the search begins.

If [Collect Results](#) has been enabled the Search Next button will be replaced with the Quit Search button.   Quit Search allows you to exit a search without having to go through all categories.

Tagging Categories

To hi-lite categories using mouse: Use the mouse click a category then hold the left mouse button and drag the hi-lite over the categories following the first one.   To tag categories individually, press and hold the CTRL key then use the mouse to click the categories you wish to search.   To tag a range of categories, press and hold the SHIFT key then use the mouse to tag the first and last category.   Both first and last and all categories in between will be tagged.   Release the mouse button when finished and click search.

To hi-lite categories using keyboard: Use the TAB key to get to the category lsit box, then use to ARROW keys to position the cursor on the first category you wish to tag.   Press and hold the SHIFT key while pressing an ARROW key to tag categories.   When finished use the TAB key to move to the Search Button then press ENTER.

Case Insensitive/Sensitive Search

This option button allows you to choose between searching for exact matches and matches that occur no matter what the case of the letters are.

A Case Insensitive Search for the word Graphic will match these words: GRAPHIC, Graphic, graphic, graPHic.

A Case Sensitive Search for the word Graphic would match only the word: Graphic.

Search Descriptions
,Program Names
,Program Dates
,Program Filenames

The RomCat database contains four types of searchable information for each program.   You can use these check boxes to specify which parts of the data will be searched.

This feature can be very useful for locating specific criteria across all categories.   For example, if you knew the program you were looking for contained the word GRAP in the filename, you could turn off all search data except for Filedates.   This would prevent the program from locating the many programs that would have the words GRAPHIC or GRAPH in their descriptions.   This would make the search results much smaller and the likelyhood of your finding the program you want much greater.

The same method could be applied to retrieving all programs created during a certain date range.   For example you could turn off all search data except Date, then search for 94.   This would retrieve all files created in 1994.

A Little Shareware History Lesson...

What is Shareware?

Just how did this thing get started?

In the beginning...

The official story is a bit vague but it seems it all began as a kind of goodwill experiment.

The IBM PC hit the market in 1981.   At the time the big personal computers were Apple II's, TRS 80's and a multitude of CP/M machines.   As hobbyists began to move to the new IBM PC and "port" their programs to it, a sizable collection of public domain software came with them.   This early public domain software was most often shared through computer clubs and user groups.   As these "libraries" of free computer software began to grow, several methods of distribution came into existance.   Thanks to some very enterprising souls, the idea of connecting a computer to a phone line became reality.   Not only could messages be transmitted between two computers, but programs could be as well. From a few very important public domain programs (Ever hear of XMODEM?) the free Bulletin Board Systems came into being.   Not long after this, commercial computer systems were born.   These compaines like CompuServe and The Source, allowed users to "upload" programs to their system, where they were stored so others could download them.   And lastly, vendors came on the scene, who collected these public domain programs and would mail you a disk for a small fee.

All of these systems were in place as the first IBM PCs gained their following.   The seeds of the shareware revolution were planted in March 1982 when a practicing attorney named Andrew Fluegelman, introduced a program called PC-TALK.   The late Mr Fluegelman was working with a coauthor who had a NorthStar computer (CP/M).   At the time it was not possible for the two machines to share files and this need sparked the idea for PC-TALK. After trying to modify the code of existing programs Mr Fluegelman decided to write his own. After a bit of effort a working program emerged.   At first it was just for him but after some of his friends saw and liked it, they suggested he do something public with it.

After being in publishing for the past eight years, the idea of publishing the program through traditional methods involving advertising and marketing seemed very tiring.   In an interview Mr. Fluegelman said that PBS was having one of their pledge drives, when suddenly, in a flash, the word, "freeware" popped into his mind.   Along with the word, came the idea of sending programs out for free and encouraging people to copy and share them and to make donations if they liked them (The programs).   From this point, the idea was just too unusal not to be pursued.

Mr. Flugelman "uploaded" the program to The Source and within a week had received his first order.   Over the next few months he discovered a new world of contact as his mailbox bulged and he hired people to handle the orders. The shareware phenomemon was at hand!

What happened next...

About the time that Andrew Flugelman's disk drives were heating up, a former IBM employee from Bellevue, Washington, named Jim Button had written a general purpose database using Applesoft BASIC.   The day after the IBM PC appeared, Mr Button sold his

Apple and purchased one of the new machines.   Within a few days, his little database, that had started as a mailing label program for his local church, had been "ported" to the new IBM PC.   Many of his IBM associates were getting IBM PC's as well.

Out of a simple desire to share a good thing, Mr. Button made copies of the program (Then called Easy-File) for his comrades, telling them to feel free to share the program with others.   Very quickly the little program became a great hit and spread far in the Seattle area.

As enthusiastic users shared copies with friends and associates, new problems began to develope.   The cost, in time and money, to notify users when fixes or improvements became available steadily increased.   The big questions were how to identify the serious users who needed or desired the upgrades and how to pay for the increasing costs.

Mr. Button decided to place a message in the program that asked people to continue to use and share Easy-File and to send a $10.00 donation if they wanted to be included on his mailing list.   Almost immediately he received a phone call from a user who had seen a similar message in a program called PC-TALK.

These two shareware originators got together and decided to refer to each other in their distribution disks.   Easy File became PC-FILE and both authors decided to ask for a voluntary payment of $25.00.   In May 1983, PC-World magazine, gave PC-File a rave review. After the magazine hit the stands the mail began to arrived at the Button's, by the bag full. Eventaully, Mr. Button left IBM because of the work overload in trying to manage the growing shareware business.   As time has passed, ButtonWare, Inc., has become a multi-million dollar company competing in both the shareware and commercial markets.

Commission shareware?

Three months after the PC-World review of PC-FILE, Bob Wallace introduced PC-Write (A word processor), and the term "commission shareware".   When a user registered a copy of Mr. Wallace's program, the registration number would be displayed on the first screen. The registered user was encouraged to copy and share the registered version.   Anytime a new user registered PC-Write from a registered version, QuikSoft (Bob Wallace's company) would would ask for the registration number displayed on the first screen then send a commission check for $25.00 to the person from whom the copy originated.   New users receive their own unique registration number.   In 1983 Mr Wallace told InforWorld that he planned to continue the "commission shareware" experiment for 6 months.   In 1986 QuikSoft reported paying out commissions of $20,000 per quarter.

For QuickSoft and the PC-Write program it is difficult to say in where the success lies. PC-Write is such a super program that it's success was probably sure even without "commission shareware".   None the less, there can be no doubt that many registrations were directly attributable to this unique marketing method.

Movin on...

From a poem by Omar Khayyam, "The moving finger having writ, moves on."   In the years following these pioneers, shareware has evolved into a competitive marketing alternative, with products that compete with mega-million dollar commercial corporations. In addition, there are thousands of truly useful utilities and programs available as public domain or freeware.

A number of shareware products are rewarded each year, for their technical excellence and superior usability, often beating the commercial competition.   Many top quality commercial products find extended life in shareware when their commercial value starts to decline.   Look carefully and you'll find shareware versions of some very well know commercial products. (Xtree, Battle Chess and many more!)   Even greater is the number of shareware products you'll find shrink wrapped at your local computer store!

As the viability and effectivness of shareware as a real marketing method improves, so does the competition.   Shareware products are getting better and better and everyone stands to win.   As you review the software on this CD-ROM, remember, shareware works because authors get paid.

The grandest thing of all, is this experiment is still just beginning.   As the future unfolds we can look forward to more and more "try-before-you-buy" software.   This is the one area that everyone agrees, is a lot better than the commercial, "buy-before-you-try" method.   So, If you like shareware, support it!

Used with permission.

Michael L. Wester - January, 1995
(Author of a few shareware programs)

Categories

The Categories list displays the different categories of software available on this CD-ROM.   It will also contain the Search Results category after a Collect Results search has been performed.

Use the mouse to select a category by double-clicking or use the Arrow keys and ENTER key.

Related Topics:

[Search Selected Categories](#)
[Search All Categories](#)
[Tagging Categories](#)
[Collect Results](#)

Problems Executing Programs

When you click the Execute button a list of all the executable files associated with that program will be displayed.   Only files that have COM, EXE or BAT extensions can be executed.   If there is more than one executable file it may pay you to READ THE DOCUMENTATION.   If you want to take a chance you should try running the program that appears to be the most likely. For example: If the name of the program is Sink The Sub and you see a file named SINKSUB.EXE, odds are, it will be the one to try to execute. Sometimes it may be obvious, like when there is a file called START.BAT or GO.BAT.

Problems?

Most times you should be able to run programs directly from the CD-ROM, but occasionally you will have problems.   Because CD-ROM is a "read-only" medium and some programs must write data to operate properly, **you may need to copy a program to a hard drive** before executing.   It may also be necessary to "install" a program before executing.   If there is a file named SETUP.EXE or INSTALL.EXE (Install could also end with COM or BAT.) you should try executing these first.   Sometimes the Setup or install program will not run until it is copied to a hard drive.

If there are no executable files displayed it may be because the application is made up of macros, scripts or text files.

There are many reasons why a particular program may not run on your system.   It is *always* a good practice to read the documentation to determine any hardware requirements.   You should **Contact The Author** of the program.   They are the one who knows more about their program than anyone else.   Following are a few things you can check if you experience problems:

Common Errors:

You double click an EXE file and nothing happens.   This usually indicates the program tried to execute and failed.   Almost always this can be corrected by installing or copying the program to a hard drive then executing it from it's own directory.

One or more Visual Basic applications are running.   For reason unknown to me, some Visual Basic applications will not run together and others will.   RomCat is written in Visual Basic and you can run two copies of it simutaenously.   Go figure.   When you see this message, the only recourse we have found is copy the program to a hard disk, exit the RomCat program, and restart the selected program using File Manager or Program Manager.

File or Path not found.   This error seems to occur when a program is expecting it's files to be located in a particular directory.   You can usually fix this by installing the program to a hard disk.

Filenames that end with _.   Filenames that end with the _ character such as VBRUN300.DL_ are compressed files and must be installed to be used.   Almost without exception these files will be accompanied by a SETUP program which will decompress the files to a hard disk.

This program requires a newer version of the FILENAME.VBX.   A VBX is an external Windows control that may have been written prior to the release of your version of Windows. For whatever reasons the VBX may need to be updated to work with the latest version of Windows.   It is possible that you may already have a newer version in your Windows

directory.   If this is the case you can fix the problem by copying the program to a hard disk, then deleting the offending VBX file, then run the program from the hard disk.   If you have a newer version Windows will locate and use it, if not the program will fail.   **Your best bet is to contact the author** and explain the problem.   This problem can become very common as new versions of Windows are released.

Digging Deeper:

    1.   If you find a program that says in the description, that it is part of a multi-disk set, you will most likely need to copy each disk to a separate floppy disk.   Only those applications who's installation programs require that they be installed from floppy disk should have multi-disk sets.

    2.   Many programs, especially large games and Windows programs may have minimum memory requirements.   Make sure you have enough memory to run the application.

    3.   Some programs require a minimum number of Files and Buffers.   The number of files and buffers can be changed by editing your CONFIG.SYS file and restarting your computer.

    4.   If an application has an INSTALL, SETUP or CONFIG program, it may need to be executed before you can actually run the application.   Many times an application needs to have default configurations and preferences set before it can run.   Sometimes the INSTALL program prompts for these things.

    5.   Many programs, especially programs that store data, must be copied to a hard drive so data can be saved to a disk.

    6.   There are some installation programs that will not operate properly from within a subdirectory.   These programs usually have to be copied to floppy disk and then installed to a hard disk.   It is even sad, but true, that some install programs are Hard Coded to only install from the A: drive.

    7.   One of the most common problems for Windows applications is incompatibility with video card Device Drivers.   If you are having problem and your machine uses a special video card device driver, you might want to try removing it, trying the program again. You can change your video driver from the Windows Setup program on the Main menu. Try using standard VGA.

    8.   Often times you may be running some other device that conflicts with a partticular program.   TSR programs are also a common cause program conflicts.   You can test these solutions by removing each device driver or TSR from your CONFIG.SYS and AUTOEXEC.BAT one at the time, then restarting your computer and trying again.   If you are not an experienced computer user, you might want to think twice before trying these solutions.   If you do try, make sure you make a backup copy of your CONFIG.SYS and AUTOEXEC.BAT beforehand.

    9.   The operating system we call DOS continues to undergo revisions.   Almost every time a revision is made, small changes occur that require certain features of existing programs to be changed.   If you are having problems, you might try contacting the author of the program to see if a newer version is available.

    10.   Some programs require their installation subdirectory to be in the DOS PATH statment.   Most times the SETUP or INSTALL program will make this change.   Anytime

changes are made to the AUTOEXEC.BAT or CONFIG.SYS your computer must be restarted.

Occasionally there will be a program that simply will not run on your machine.   While unfortunate, this is almost certainly true.   There are simply so many hardware manufactures, of so many different systems and devices, all trying to conform to standards that continue to change on a daily basis.

Hard Coded

Computer slang that means a feature, option or requirement has been built into a program and cannot be changed.

Device Drivers

Device drivers are special programs that allow specific hardware to interface with other hardware and software.   If your system has a sound card or CD-ROM, (And it does because you are reading this...) you will have had to have loaded device drivers in your CONFIG.SYS file.   Some DOS programs and Windows also requires special device drivers for certain hardware products such as video cards.

TSR Programs

Terminate and Stay Resident or TSRs are programs that execute and load themselves into memory, then return control of the computer back to DOS.   After a TSR is loaded, it will monitor the keyboard for a special key combination then regain control of the system.   TSRs can also watch the system clock to pop-up at a given date or time.   Because TSRs use memory and take over interrupts, they can sometimes cause conflicts with normal programs and other TSRs.

View Files Button

The View Files button will display or execute the hi-lited file.   You can also view and execute files by double-clicking.

Help Using Shareware

Related Topics:

When you purchase a commercial program off the shelf, you'll usually find a printed manual, some disks, technical support phone numbers, some advertisements, warranty information, a registration card and maybe a "quick start" information card.   For most shareware programs, these things exist as well.   The only difference is, they exist as text files on the disk.

Getting started with and using shareware is as easy as using commercial software, once you understand the nature of the shareware industry.

The Manual or Documentation

Almost all shareware programs will have a file or files that contain instructions for use. Usually these files have a .DOC extension.   Sometimes the extension will be .MAN or .TXT. If you see a file named README, you should read it first.   The README file is what the author wants you to do.   READMEs almost always contain "getting started" information. READMEs may have other names like, READTHIS, READNOW, READ1ST and may have different extensions like, README.TXT, README.NOW, README.1ST, README.DOC.   Read the README.

The Disks

When you buy commercial software, you open the box, take out the disk and start installation.   With shareware, you may or may not have disks.   If you buy copies of shareware from a disk vendor, you'll probably receive a disk that you can install just like commercial software.   Sometimes shareware (and commercial programs as well) do not require installation.   For these programs all you would need to do, is copy it to a subdirectory on a hard disk.   Some CD-ROMs, like this one, store the programs in their native, unarchived   form.   This means that usually, the program can be installed or run straight from the CD.   If you copy shareware from this or other CD-ROMS, you'll be copying the programs to a subdirectory on your hard disk.   Once copied, you may still need to run an INSTALL or SETUP program.   If you download shareware from a BBS, you will have to unarc the program, then check it's contents for a SETUP or INSTALL program.

Technical Support

Unlike commercial software, where you have purchased your program and have a "bought and paid for" right to technical support, shareware authors and companies, usually reserve technical support as one of the "features" you recieve when you register the program. Almost all however, offer free support to help you get started.   If you are having problems getting a program to run or perform as expected, **call the author**.   They can offer the most assistance, because they know their programs better than anyone else.   If you haven't registered the program, don't expect too much.   After all, you get what you pay for.

Advertisement on Disk

Many shareware authors have more than one program and would love for you to try them all.   To encourage this, they may have files on their distribution disk(s) that describe their products and give instructions on how to obtain copies.   Look fo files like OTHPROD.TXT or CATALOG.TXT.   It is also very likely you may find advertisements in the documentation and README files.

Warranty Information

Most shareware authors and compaines offer some type of warranty.   At a minium, most offer free technical support.   Unlike commercial products, which may offer money-back, satisfaction guarantees, shareware goes a step futher and offers the ultimate, no-risk guarantee.   Pay for it after you've used it and decided it works for you.   Most shareware authors are quite willing to offer help in getting setup and started with their programs.   Feel free to contact them if you need help.   While many shareware authors and companies, earn their living from shareware and work it as a full-time job, there are many others that write and support shareware part-time, and may not be available until after normal working hours. Most, will at a minium, have answering machines or a willing spouse to take a messages.

The Registration Card

When you buy a commercial product, the registration card is what you send back to the manufacture, so they can put your name on their mailing lists.   This supplies them with marketing information and allows the company keep you informed of updates and new products.

With shareware, the term "register" has a much different meaning.   Simply put, when you "register" a shareware program, you pay for it.   You may ask, why should I pay for what I already have?   The **first answer** is, that authors deserve compensation for their work. Authors spend a lot of time creating their works, then take a chance, letting you evaluate it freely.   The bottom line is you should pay for what you use.   The **second answer** is that most times, you'll receive additional value for your registration.   This can be printed manuals, additional features, upgraded "PRO" versions, unlimited technical support, free upgrades, additional shareware products and more.   Registering your shareware product is guaranteed to buy you more than sending in the registration card from a commercial product.

"Quick-Start" Information

Almost always, the "getting started" information is in a file named README.   You should always look for this file and read it first, before trying to run a new program.

Help Using DOS

Related Topic:

DOS is an acronymn that stands for Disk Operating System.   DOS is the software that gives you machine the similis of intelligence.   Without a disk operation system your machine would just sit there, burning electricity, unable to access the disk drives, unable to respond to the keyboard and unable to make anything appear on the monitor.

DOS is what allows programs to access the different hardware components of you computer system.   Programs are what allows users (Like us) to get useful work or entertainment from a computer.

When your computer system starts, the first program loaded is called COMMAND.COM.   This program is started automatically by DOS and is what sits there blinking the cursor, waiting for you to enter a command (Hence, COMMAND.COM).   COMMAND.COM is a program that "launches" other program.   If you type the name of a program and press ENTER, COMMAND.COM will search the currently "logged" directory.   If it finds the filename you entered, it will start the program.   It has many other capibilities as well.   Some of the commands that COMMAND.COM will accept are COPY, RENAME, DELETE and TYPE.   These are considered "internal" DOS commands because they are built into COMMAND.COM. There are many other DOS commands that are considered "external" commands because they are actually small programs that DOS uses as part of itself.   Some "external" commands are XCOPY, MEM, CHKDSK and others.

When you enter a file name at a DOS prompt, COMMAND first checks to see if what you entered is an internal command, if not it then check to see if the filename exist in the current directory, if not it will then check to see if you have a PATH set and if you do it will check every directory listed in the path.   If it still cannot find the command you entered it will report, Bad command or filename.
If multiple files with the same name but different extensions exist, DOS will execute them in this order, COM files first, EXE files second and BAT files last.

While DOS has been upgraded extensively in the last few years, it is destined to be completely replaced by more capable operating systems such as OS/2, Windows NT and Windows 95.   In the meantime a wealth of software exist that requires DOS to run.

Windows is a massive program that uses the DOS operating system for it's interaction with computer hardware.   While it may appear to be an operating system within itself, it is still bound by many of DOSs limitations.

Following are some helpful tips for working with DOS programs:

Make a Backup copy!   If you have recieved a shareware (or commercial) program on floppy disk it is always an intelligent move to make a backup copy, then run or install from the backup.

Look for README or files that end with .DOC or .TXT.   These files contain instructions for using or installing your new program.

Directories - Files can be stored in directories to keep them separate from other programs.   When you "do" a directory, by typing DIR and pressing ENTER, you will see

somthing like this:

```
DIRNAME1        <DIR>           01-23-90
DIRNAME2        <DIR>           01-24-90
DIRNAME3        <DIR>           02-25-91
FILENAME.EXE         9767 02-31-89
                1 File(s)     65734 bytes free
```

The <DIR> indicates a subdirectory name.   To change to a subdirectory, type CD DIRNAME and press ENTER (CD stands for Change Directory) where DIRNAME is the name of the directory you wish to change to.   A list of directory commands follow:

  MD DIRNAME - Creates a new directory, using the name FILENAME.
  RD DIRNAME - Remove directory, using the name "FILENAME". (Must be empty of all files and subdirectories before it can be removed.)
  CD DIRNAME - Change to a directory.
  CD\DIRNAME - Change to a directory that is off the "Root" directory
  CD\ - Change to "Root" directory.
  CD.. - Move back one directory.

  NOTE: By using the PROMPT command, you can have the prompt display the current directory.

Viewing Files - DOS has two methods for reviewing text files, both of which have limitations.
The first and oldest is the TYPE command.   If you enter TYPE FILENAME.TXT, where FILENAME.TXT is the name of the file you wish to view, the contents of the file will be scrolled across the screen.   Unfortunately, if the length of the file is greater than the screen, it will scroll off the screen so fast that you will not be able to read it.   You can get around this by using the PAUSE KEY (upper right hand corner) and ENTER key to stop and start the scrolling.   (Really lousy, but will work in a pinch.)   You can also redirect the output from the TYPE command into the MORE command which will cause the scroll to pause after each screen full.   Example: TYPE FILENAME.TXT | MORE.   This works OK, but you can't scroll the text back and forth, it only goes forward. (Still lousy, but better than nothing.)

Another method to view text files is to load them into the DOS EDIT program. In the editor you can use the PgUp and PgDn keys to scroll through the document. This works fine except the EDIT program is limited to 128k files.   This is a real limitation when you want to review a long documentation file.

There are a number of shareware and public domain utilities that allow you to review text files.   An all time favorite is the shareware LIST program from Vern Buerg and the fine suite of simple utilities from PC-Magazine.   The LIST program is available almost everywhere shareware is available, possibly on this CD-ROM.   Unfortunately the excellent, free utilities from PC-Magazine have copyrights that prohibit their distribution by anyone other than PC-Magazine.   You can however, obtain them via Compuserve or by buying a subscription to PC-Magazine.

Printing Files - DOS supplies some very easy methods for printing text files.   The easist is the COPY command.   If your printer is attached to your LPT1 printer port (Most people's are) you can enter the command, COPY FILENAME.TXT LPT1.   This will copy the text file to the printer.   Before doing this you must be sure your printer can handle standard ASCII characters. (Most printers will)   Some printers, like postscript printers, will not print plain text.   Most dot matrix and LaserJet printers will.

There are many shareware and public domain utilities that allow you to spool a text file to the printer.   Spooling programs are TSRs that feed the text to the printer in the background allowing you to continue working.

File Names - As you review the programs on this CD-ROM you will find many types of files.   Almost always the extension will lend a clue as to what the file is for.   Following is a list fo file types and their usual purpose.

FILENAME.EXE - EXE is short for executable.   EXE files will load and "run" on your computer system.   You do not need to include the EXE extension when you type the filename.   Most often you will need to find the correct EXE file to start a program.

FILENAME.COM - COM is short for command.   COM files are jsut like EXE files and will run on your system.   COM files are usually limited to 64k and most often are used for small utility programs.

FILENAME.BAT - BAT is short for batch.   Batch file are named thusly because they can be used to execute a series or batch of DOS commands.   Batch files can also incorporate rudimentary programming to allow them to perform very powerful tasks. When you create batch files you must use a text editor, you cannot use a standard word processor.   The EDIT program included with DOS works fine.   Many times batch files will be used to start programs or display messages.   Tip: A very handy use for batch files is to create a bat directory, then add the C:\BAT to your PATH, then create batch files to start all your programs and store them in the BAT directory.   This will allow you to start any program from any drive or directory on your system by typing a single command.   For more information you should read your DOS manual.

FILENAME.ZIP - ZIP files are just one of many archive formats.   An archive file is a single file that has been compressed   and can contain many files.   Archive files usually require a special program to be de-arced.   On average an archive file will decompress to about twice it's archived size and can contain from 1 to an unlimited number of files and subdirectories.   Other archive formats use the extensions ARC, PAK, ARJ, LZH, SQZ, SDN and others.

FILENAME.DOC - DOC is short for documentation.   DOC files almost always contain text instructions or documentation for the use of a particular program.   See the section above for methods of viewing text files.   Other filenames and extensions that denote text files are .TXT, .MAN, README, READNOW, FILE_ID.DIZ, VENDINFO,DIZ. Sometimes .BAT files may contain instructions as well.

FILENAME.PCX - PCX is the extension for a particular graphics file format.   There are many different graphics formats.   Graphics formats, are not compatible with each other, although most graphics programs will support a variety of different formats and there are many utilities that will convert one format into another.   Some of the other extensions used for graphics files are GIF, PIC, IMG, JPG, RLE, BMP, WMF, CDR, SHG, ICO, TGA, TIF, SEP, CPT, EPS, DXF, GEM, PLT, PIF, PCT, CMX, CCH, DIB, CGM, JFF, JTF, CMP, PCD, SCT, CT, VDA, ICB, VST, DRW, PS, AI, SAM, XLS AND WPG.   There could be others as well.

As you review the many programs on this disk you will find all kinds of different filename extensions.   Usually the extensions will be associated with the program being used and are of little interest to be viewed.

The Path

The path to a file, is the drive and subdirectories it is located in.   Programs on this CD-ROM are always located in the FILES directory and underneath that a CATEGORY directory. Category directories are named after the type of programs they contain.   For example: Arcade games would be located in the D:\FILES\GAMES\ directory. (Where D: is the drive letter of your CD-ROM drive.)

The PATH command is a DOS feature that allows the operating system to locate files or programs in more than one directory.   Entering a drive and subdirectory in the path allows you to be on any drive or in any subdirectory and still access the directories in the path.

To view the path, type, at a DOS prompt, PATH and press ENTER.   The PATH will be displayed.
To change the path type SET PATH = (whatever you want the path to be.)

One of the most common uses of the PATH is to create a path statement like this: PATH = C:\ DOS;C:\UTIL;C:\BAT.   When you type a command, the command processor would first check the current directory, then the C:\DOS directory, then the C:\UTIL directory, then the C:\BAT directory before giving up.   This would allow you to access any of the programs stored in these directories from any other drive/directroy.

The Root Directory

The "Root" directory is the first directory on a disk.   If your [Prompt](#) shows C:\ >, you are logged to the "root" directory.

The Prompt

The prompt is the blinking cursor that "prompts" you for commands after your computer is started.   The appearance and function of the prompt can be changed by using the PROMPT command.

If the the PROMPT command is entered in the AUTOEXEC.BAT file the command will take place each time the computer is started.

The most common use of the prompt command is to have it display the drive and current directory.   The command for this is PROMPT = PG.   The prompt can also be used to display any text, the time and date, different colors and more.   See you DOS manual for more details.

The Execute Window

The Execute window is displayed when you click the Execute button from the main screen. This window displays only files that can be executed.   Programs can be executed from the List Files window as well.

To execute a program, hi-lite the filename and press ENTER or double-click with the mouse on a filename.

See Also:

> [Execute](#)
> [Problems Executing Programs](#)
> [Executable Program List](#)
> [Help Button](#)
> [Close Button](#)

Related Topic:

> [List Files](#)

The List Files Window

From this window you can review the various files associated with each program.   Use the Arrow keys to select a filename then click the View FIles button or use the mouse to double-click a filename.

See Also:

    List Files
    View Files Button
    Help Button
    Close Button

Related Topic:

    Execute
    Problems Executing Programs

Load File Into Notepad Program

The Notepad program is a simple ASCII text editor that is included with Microsoft Windows. Loading a file into Notepad will allow you view the file.   Use the Arrow keys and PgUp/PgDn keys to scroll the document.

As long as you are reviewing files from the CD-ROM you will not be able to make changes to them.   In order to save changes you should use the Notepad, Save As option, from the File menu.

The Notepad program is limited to files 64k or less.

See Also:

Load Files

Load File Into Write/WordPad Program

The Write program is a multi-featured word processor that is included with Microsoft Windows 3.x. WordPad is the replacement word processing program that is included with Windows 95. Loading a file into either program will allow you view the file.   Use the Arrow keys and PgUp/PgDn keys to scroll the document.

If the document you load into Write is not a Write or Word file (.WRI/.DOC), you will be prompted to convert the file to the write format or load it as is.   If you intend to make changes to the file, it might be a good idea to save it as a WRI file.   If you are only viewing the file, then choose "No Conversion".

As long as you are reviewing files from the CD-ROM you will not be able to make changes to them.   In order to save changes you should use the Write, Save As option, from the File menu.

Note: The RomCat program defaults to the Write/WordPad program for and file formats it does not recognize.

See Also:

Load Files

Load File Into Paint Brush Program

The Paint Brush program is a graphics editing program that is included with Microsoft Windows.   Graphic files whose extension's are BMP, DIB, MSP or PCX can be loaded into Paint Brush and edited.   Any changes made will not be saved unless you choose the Save As option from the File menu.

See Also:

Load Files

Load File Into Media Player Program

Media Player is a sound and animation program that is included with Microsoft Windows. Media Player allows you to listen to sound clips and view animation files.   Media Player also gives you a certain amount of control, such as speed and quality.

The Media Player program will accept files whose extensions are MID, RMI, WAV and AVI.

See Also:

Load Files

Load File

At the top of the Load File window the name of the currently hi-lited file is displayed.

The Load File button loads the currently hilited file into the selected program.   RomCat allow you to load text, help, write, graphics, animations and sound clips into various windows utility programs.

[Load File Into Notepad](#)
[Load FIle Into Write/WordPad](#)
[Load File Into Paint Brush](#)
[Load File Into Media Player](#)
[Close Button](#)
[Help Button](#)

The Search Window

The RomCat search facility allow you to search the current category, tag individual categories to search or search all categories at once.   You also have the option of searching for matches individually or collecting all matches into a file for later review.

You can review context sensitve information on every object in the RomCat program, by pressing the F1 key when the object is selected.

You can also have the Find What field automatically filled in by hi-liting text within the description field and then clicking the Search button.   For more information see also Description.

> Find What
> Search Button
> Close Button
> Help Button
>
> Search Descriptions
> Search Program Names
> Search Program Dates
> Search Program Filenames
>
> Search Selected Categories
> Search All Categories
> Case Insensitive Search
> Case Sensitive Search
>
> Collect Results
> Tagging Categories

The Copy Window

At the top of the Copy Window the full path of the currently selected file is displayed.   All of the files in this directory will be copied.

To the right of the Drop-down Drive List and the Directory List Box is a window displaying the total number of files to be copied and the total amount of disk space required.   (Note: Sometimes, programs that have to be installed, are compressed and will be decompressed as they are installed.   The number of bytes displayed here is what is required to copy the program from the CD-ROM to a hard disk, not necessarily the number of bytes needed to install the program.)

RomCat allows you to copy programs from the CD to a hard disk or floppy disk.   You have the option of having RomCat create a subdirectory when the program is copied.

> Copy To
> Drop-Down Drive List
> Copy To Subdirectory
> Copy As Archive (ZIP File)
> Directory List Box
> Copy Button
> Close Button
> Help Button

Add Search Results To Selected Category

RomCat allows you to create your own categories using the Search Results file.   This makes a very conveinent method of running selected programs from the CD-ROM.

This option becomes available only when a category has been selected.   You can select a category by using the Arrow   and ENTER keys to hi-lite a choice or by double-clicking. When you click this button the contents of the search results will be added to the category text.

Note: A category can not contain more than 150 program descriptions.   The Add Search Results is prompted for automatically when you create a new category.   You must add results or the category cannot be created.

Edit Selected Category

RomCat allows you to edit Search Result files and "user created" categories.   This allows you to tailor the program listings for your selected categories.

This option becomes available only when a category has been selected.   the selected category will be displayed in the text boxes near the bottom of the screen along with "what to do next" instructions.   When you click this button, the Category Edit screen will disappear and the RomCat main screen will appear in Edit mode.   In Edit Mode the Program name list box will be colored green with black text.

Each time you click a program name the Edit User Category window will be displayed.   You can click the delete button to delete the hi-lited program name.   You can also double-click a program name to delete it immediately without displaying the Edit User Category window.

Related Topics:

    Collect Results
    Edit Search Results
    Save/Exit Category Edit

Delete Selected Category

This option becomes available only when a category has been selected.   the selected category will be displayed in the text boxes near the bottom of the screen along with "what to do next" instructions.   When you click this button, the selected category will be removed from the list.   There is no way to recover a deleted category once you answer yes to the "Are You sure?" prompt.

Create New Category

When you click this button the cursor will appear in the text box.   You should now enter the text you wish to use as your category's title.   If the length of your category title exceeds the list box width, it will not be displayed.   When you are ready, click the Accept button and you will be prompted to <u>Add The Search Results to the New Category</u>.   After the results are added the new category is created and the main screen is redisplayed.

Note: You must add the <u>Search Results</u> to a new category or it will not be displayed.

Accept Button

The Accept Button "accepts" the text you have entered for a new category, then creates the category.

Related Topic:

New Category Text Box

User Category List Box

This list box displays the currently existing user created categories.   You can select a category for edit or delete by using the Arrow and ENTER keys or by double-clicking with a mouse.   Once you have selected a category the various options will become available.

New Category Text Box

When you choose the <u>Create New Category</u> option the cursor will appear in this text box to allow you to enter the title for the category you are creating.   After you have entered the title you should click the <u>Accept Button</u>.

Note: Do not use commas in the category title.

Create/Edit/Delete User Categories

The RomCat program allows you to create your own categories by adding the results of a search to a user category file.   You may have up to 10 user categories, plus the Search Results category.   You must have a Search Results file for this window to display.

Begin by choosing Create A Category, then enter the title, then choose Accept.   When you are prompted to add the search results to the new category, choose Yes and the new category will appear on the main menu.   RomCat will detect user categories and retrieve them automatically.

Additional information:

      User Category List Box
      Add Search Results To Selected Category
      Edit Selected Category
      Delete Selected Category
      Create New Category
      Edit Search Results
      Accept Button
      Close Button
      Help Button

Related Topics:

      Collect Results
      Edit User Category/Search Results

Copy As Archive (ZIP File)

Note: This option appears only when RomCat is being used to access a CD-ROM that contains archived files.

RomCat has the ability to copy files either in their unarchived form or archived, as a ZIP file. Archive files are compressed files that may contain one or many additional files.   To unpack an archive file you will need Pkware's UNZIP program.   Because the RomCat decompression abiltiy is programed in, it does not require UNZIP.

The advantage to copying the archive file is that you will have a single file that can contain a complete application and it will generally be about half it's decompressed size.   See the Glossary for more information.

Related Topic:

Help Using DOS

Quick Help

As you move the mouse over the different objects in the RomCat program or tab from object to object, a help message will be displayed at the bottom of the screen.   You can disable this item by checking or unchecking this menu item.

The Association Of Shareware Professionals

Shareware is an exciting marketing method which allows you to try top-quality software before you pay the author.   With Shareware, you cannot be dissappointed, spending money on a program that's not right for you.   The small fee you pay for this CD-ROM covers only the duplications and distribution costs, and permits you to evaluate the programs.

If you you continue to use the program, you must send the author an additional payment which may entitle you to technical support, printed manual, bonus programs, and more. You payment supports the authors, enabling them to continue writing newer and better Shareware programs.

When you see the word ASP or <ASP> in the description of a program, this indicates the author is a member of the Association Of Shareware Professionals.

"Neon Publishing Inc. is an Approved Vendor and a member of the Association of Shareware Professionals (ASP).   ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI USA 49442-9427, Fax 616-788-2765, or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536."

ASP MEMBERSHIP REQUIREMENTS

The following are the general standards that ALL ASP authors (full members) have agreed to follow.   Each was passed by at least a 2/3 vote of those members voting and is binding on all authors.   They consist of a support policy, a policy on payments, a policy on no crippled software, an Ombudsman policy and some miscellaneous items:

ASP SOFTWARE SUPPORT POLICY

1. All ASP members' shareware products must provide support (included in the purchase price) for a minimum of three months from the date of registration. If the support is by telephone, there may be a limitation on BOTH the total connect time and the period after purchase during which it is available without additional cost so long as the connect time is at least 30 minutes during the required three months.   Support may be provided for a fee after this initial period has elapsed. The support policy must be clearly stated in the shareware documentation.

2.   Support during the initial period may be one or more of the following:

   - mail support

   - telephone support (if this is the only support provided, at a minimum an answering machine must be available 4 hours per day; this support may be limited to thirty minutes of connect time at the option of the author)

   - for communications products, or ones associated to a communication product by BBS or major communications service

   - by any alternate method approved by the Board of Directors by a two thirds vote (of

those directors voting)

3.   The minimum level of support required by this policy involves answering questions and fixing serious bugs during the minimum three month period.   For problems involving a specific hardware or software environment or feature, the author may choose not to modify the program.   In that case, if the report is within three months after purchase, then the author shall offer to refund the user's purchase price.

4. Any money sent to an author to register an unsupported product shall be promptly returned with an explanation that the product in question is no longer supported.

5.   Known incompatibilities with other software or hardware and major or unusual program limitations are noted in the documentation that comes with the shareware (evaluation) program.

ASP REGISTRATION PAYMENT POLICY

1. The Documentation must clearly describe how to register the product and what goods and/or services the user will receive for registering.

2. Fees must be expressed in fixed monetary amounts.   Voluntary payments or contributions may not be solicited, although phrasing such as "if you use and like this product, please register" is allowed.

3. Multiple levels of registration may be set, as long as each level individually satisfies the above two requirements.

ASP POLICY ON NO CRIPPLING

The principle behind shareware is "try before you buy."   ASP believes that users have a right to try a fully functioning shareware program in their regular computing environment. Accordingly, ASP authors agree that:

   (1) The executable files (and/or items linked in with executables) in their shareware and registered versions will be the same (with the exceptions noted below)

   (2) All the program's features will be fully documented.⌷

   (3) Registration encouragement procedures which in the judgment of the Board are either unreasonable or unprofessional are not allowed.

Registration Reminder Screens should (if used):

   1) be displayed no more than twice each time the program runs (or twice per day for long-running programs such as TSR's).

   2) not require more than two keystrokes to bypass.

   3) not have a forced minimum display time of more than three seconds.   In other words, the RRS itself should not take control of the computer away from the user for more than three seconds.

      Practices such as creating undocumented hidden files or printing a registration form without the user's knowledge or consent are prohibited.   It is NOT necessary to have

any of the above as a simple "Strike Any Key To Continue" is the least objectional to the user.

(4)   Solicitation of sales of a non-shareware version (NSV) of a shareware program may be made in the evaluation version only if it meets the following guidelines:

(a) Features of the NSV not in the shareware version must not be detailed in the body of the documentation. An appendix or separate file listing the features may be used.

(b) The shareware version may not present any features of the NSV during its operation such as in stubbed-out menus or in on-line help. A solicitation of the NSV and its features may be presented in any Registration Reminder Screens and on order forms.

(c) The names of the NSV and the shareware program must be distinctly different. Suffixes such as 'Plus', 'Pro', 'Gold', 'LAN', etc. meet this distinction. Numeric version or suffix numbers do not meet this distinction.

(d) The shareware version may not be designed or implemented in such a fashion that, in the opinion of 60% of the Board of Directors, it gives the user the impression that the shareware version's major purpose is to sell copies of the NSV.

Exceptions to a strict interpretation of this policy are as follows:

- to save disk space, tutorial and additional explanatory material may be left out of the shareware documentation.

- the shareware version may have registration encouragement procedures absent from the registered version (or which can be disabled with a code only provided to registered users).

- the registered version may include sample files not included in the shareware version.

- if source code is offered with the registered version, it may be withheld from the shareware version.

- the author may provide two shareware versions: one a small version which the author designates the distributed version in normal circumstances (e.g. language tools in C only available in one model) so long as the full shareware version is available from some public source (possibly for a small distribution fee) and may be copied for trial purposes. The small version's documentation must clearly describe how users may obtain the full shareware version.

- registered users may be provided bonus utilities unrelated to (and which do not change) the basic functionality of the program.

- registered users may be given utilities which provide a convenience but which are not essential.

- exceptions approved by the ASP board of directors by a 60% vote of those voting.

- It is an acceptable registration incentive to market the first product of a series as shareware and use the remaining products as registration incentives, so long as the

remaining products are merely "more of the same" when compared to the first product. The author may charge a single registration fee for the set, or may use varying levels of registration to allow customers to obtain the original product and/or remaining products.

ASP MISC STANDARDS

The program has been thoroughly tested by the author and should not be harmful to other files or hardware if used properly.

Any discussion of the shareware concept and of registration requirements is done in a professional and positive manner.

The program author will respond to people who send registration payments, as promised in the program's documentation.   At a minimum, the author will acknowledge receipt of all payments.

The author will keep the ASP apprised of changes in mailing address and of any changes in the status of his/her programs.

Rosenthal Uninstall

Rosenthal Engineering P.O.Box 1650, San Luis Obispo CA USA 93406
U.S. Patent No. 5,359,659, Copyright 1994 all rights reserved.

Rosenthal UnInstall (tm)

Automatically remove unwanted Windows and DOS programs, files, directories and restore the system's AUTOEXEC.BAT, CONFIG.SYS, WIN.INI, SYSTEM.INI and disk boot sector system tracks. Run Rosenthal UnInstall before you add anything new to your system. New programs can then be added and, at your option, kept, or deleted, and the system completely returned to normal.

For complete online help press the H key after Rosenthal Uninstall has loaded, then use the arrow keys to scroll the help file.

Single systems, as well as networks with multiple and even removable drives are supported. Safeguards provide display of all directories and files (including hidden and duplicate ones) for review and confirmation.   Accept additions, or safely delete them.

The best way to determine if any program will satisfy your needs is to try it for yourself. Rosenthal UnInstall makes trying new software more attractive by eliminating the aggravation normally associated with removing unwanted software and restoring the system. Unwanted software is removed and the system restored safely and automatically. All modifications, additions and deletions made to the AUTOEXEC.BAT, CONFIG.SYS, WIN.INI and SYSTEM.INI can be restored.

How to use Rosenthal UnInstall

Rosenthal Uninstall will work in both a DOS or MS-Windows environment.   That's an important feature, because if for some reason you install a new program that causes Windows to crash, you'll need Rosenthal UnInstall to remove it and restore your system files even though Windows is inoperative. Rosenthal UnInstall can remove some very nasty installations.

If you use your Windows program manager to add Rosenthal UnInstall (NEW), an icon will be displayed. Although this program has a MS-Windows file format, it forces the system into the DOS mode when in Windows or OS/2. Rosenthal UnInstall is designed to remove Windows software; however it is not dependent on Windows functioning and will work independent of your memory, network and multitasking managers, mouse and graphics drivers.

It's important that your system's time and date are correctly adjusted, so please take a moment to make any corrections before proceeding.

The first time you run Rosenthal UnInstall, it will prompt you to enter your full name, and your registered serial number. Don't take shortcuts when entering your real name correctly. You will need to know exactly how it was entered should you require technical support and upgrades.

This software may be used without a serial number for a limited evaluation period before paying the required registration fee. If you have a registered copy, enter the serial number exactly as it appears printed on the distribution diskette when prompted. To try this software without a registered serial number, just press ENTER at the serial number prompt.

Registered users will receive the latest version of this program and the unregistered software to evaluate listed in the TRY_THIS.DOC. See the ORDER.FRM file for details. Additionally, users receive the very useful bonus utility "Rosenthal History (tm)" free with their paid registration or upgrade.

Rosenthal Uninstall will map each disk drive as it is logged. Any drive with read and write access will work including network, fixed, removable, PCMCIA, ram-card and an unlimited number of floppy diskettes.

Accepting added software with the "U - update" option also displays any identical copies on the same disk that may already exist. "U - Update" or "P - Purge" software before adding anything new. Software that has been added to the map using the "Update" function can later be removed selectively by file name using the "P - Purge" function.

To remove unwanted software, the "P - Purge" function must be displayed. To display the function, first log (or re-log) the disk drive using the "L - Logged drive change" function.

Newly created files display their date and time stamps. You may selectively "E -Exempt" files from the removal list. If you elect to
exempt a file from being purged that resides in a directory that is listed for removal, the directory is automatically exempted as well.

When you elect to "P - Purge" newly installed software that has modified the AUTOEXEC.BAT, CONFIG.SYS, WIN.INI or SYSTEM.INI files (or in rare cases the boot sector), they will be restored automatically.

When software has been added using the "U - Update" function, it can latter be removed selectively by file name, again using the "P - Purge" function. Enter a file name associated this the application. Wild cards "*" can be included in the file name and no drive or path name should be included. For example "FILE*.*" will search every directory on the logged drive. When a match is found it will be displayed along with the date and time of when it was added to the map. "D - Display" will show all the files added at that session. Again, you can "E - Exempt" any you want to keep. This is especially true of files that are shared by other programs like run time libraries and .DLL's.

Software that has not yet been added to the map using the "U-Update" function can be completely uninstalled and the systems files restored automatically. When software is selectively purged at a latter date by file name, the system files may need to be restored manually using your ASCII file editor. The program "Rosenthal History (tm)" will show the changes that were made to your system files so editing system files becomes very straight forward and quite simple.

Other Products & Opportunities

Neon Publishing is the producer of these and other fine CD-ROM products.   We continually update our shareware libraries and are always looking for new CD-ROM products.

The Win95 Shareware Disc

Win95 programs offer improved stability, speed and features.   The Win95 Shareware Disc offers over 300 Win95 programs selected from the latest and best available.   This disc is BBS compatible and comes with a super easy Win95 32 bit interface.

Addresses Across America

Ever felt like writing a letter to the President or your favorite musician?   Ever wonder where Patrick Stewart or Jane Fonda lives?   This CD is the most awesome collection of addresses ever assembled!   Contains address for nearly 20,000 places, persons and things.   Includes alphabitized topics in the following categories: Club & Associations, Fan Clubs, Government 104th Congress, Government Free Stuff, Magazines & Newspapers, Celebrities, Singers, Movie Stars, Bands, Presidents/Kings/Queens, Authors and Writers, Sports Players, Musicians, Mail order Companies, National Parks, TV Networks & Studios, Garden Societies, Sports Teams and State Tourism.   Easy to use graphical interface with powerful search features.

The Education Disc

Educational programs for all ages! This CD-ROM contains over 1500 of the   most interesting and educational programs available.   Categories include   Computers, Astronomy, Educational Games, History, Math, Music, Pre-School,   Science, Spelling, Teachers, Engineering, Medical/Health, Food/Nutrition,   Legal, Religion, Special Interest, Windows, and More!   Over 35 categories!   Includes both a DOS and Windows interface that runs from the CD,   no   installation required.

The Windows Disc

One of the, most "up-to-date",   collections of Windows programs available!   Categories include Games, Business, Utilities, Desktop Publishing, Fonts,   Communications, Graphics/CAD, Sound/Music, Word Processors and many more!   Our easy to use, Windows interface executes most programs directly from the   CD, using no hard disk space.   A powerful search option can search the entire library, making it easy to find what you need. We're so sure you'll like our   shareware discs, we offer a 30 day money-back gaurantee!

The Game Disc

One of the finest libraries of game and entertainment programs anywhere!   Includes the entire collections of both Apogee and Impulse, two of the best shareware game companies. Categories include Arcade, Adventure, Educational,   Card, Board, BBS games, DOOM utilities and WAD files, Windows games (All   Kinds!) and more!   This disc contains all the best game programs available in the shareware market today. With your PC and this CD-ROM you'll find enough entertainment to last for years!   Includes both a DOS and Windows interface that runs from the CD-ROM without having to be   installed.

Jokes & Quotes

Jokes & Quotes is a collection of over 10,000 jokes, quotes, maxims,   parables, and more

selected from nearly 60 categories.   Contains   quotations from some of the greatest minds in human history (And a few   questionable minds as well) concerning virtually every topic imaginable.   Guaranteed to keep you occupied and totally oblivious to any useful   work. Easy interface runs for the CD allowing you to cruise the wit and   wisdom of the ages using a mouse or keyboard.   Many features including   print quotes to printer or file, set colors, random select and much   more!   All data used in Jokes & Quotes has been censored to exclude   sexually explicit material and vulgar language.   Jokes & Quotes should   be suitable for all ages.

Eight High Quality Trivia Games On Two CD-ROMs.

All Quid Pro Quo Trivia games have excellent VGA graphics, SoundBlaster   support, full mouse support, online instructions and allow up to four   players.   Both CDs come with four complete trivia games and four strategy games.

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VGA Solitaire - A board game where you must eliminate as many pegs as possible by jumping them.
Fox & Goose   - A VGA hunt game where you play the Geese trying to surround the fox.
VGA Ultra   - A code cracking game.   Use logic and reasoning to crack   the code.

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Copyrights & Warranty

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Using The Keyboard

RomCat for Windows has been designed to be most efficient with a mouse, but if you do not have a mouse you can still make quick and easy use of RomCat with a keyboard.

Use the TAB key or SHIFT-TAB to move from object to object.

Use the up and down ARROW Keys to scroll lists.   Use the left and right ARROW Keys or TAB/SHIFT-TAB key to move from button to button.

To select the pull-down menu, press the ALT key, then the ENTER key.

Anytime you see a letter on a button or object that has an underline under it, you can press the ALT-LETTER combination to activate the feature.   Example: Close.   Pressing the ALT-C combination would activate the Close button.

The F1 key displays help for whatever object is currently selected.

The help button displays help for whatever screen is displayed.

C> (PROMPT) - The disk drive identifier displayed by DOS to show the currently logged drive.

ABSOLUTE REFERENCE - A term in spreadsheet usage which refers to a cell which, when replicated or copied, never changes its specific location.

ACOUSTIC COUPLER - A device which allows you to connect a modem to a telephone line through the normal handset rather than by using a normal telephone jack.   The handset usually fits into a couple of rubber cups.   This device has long been replaced by modular phone jacks which allow a computer to blug directly into the phone line.

ALGORITHM - Normally thought of as a formula but can also be considered to be a specific set of instructions with a beginning and ending point to instruct the computer to do something or allow it to solve a specific problem.

ALPHANUMERIC - Refers to the letters of the alphabet, numbers and special characters. Also used to indicate any string of data which can not or is not used in mathematical calculations. For example, a Social Security Number is normally stored as a alphanumeric rather than as a numeric.

ANALOG - Refers to continuous reading such as a watch with a second hand which sweeps around, but never really identifies a particular point in time. Analog is important in understanding different types of display moniters. Analog monitors use a increase in a signal to trigger various intensity levels. Television sets use analog signals. Computer monitors normally use digital signals. However the newer high resolution computer monitors are again using analog signals.

ANSI.SYS - A special device driver loaded during booting by the config.sys file which extends the number of screen commands available for programs to use.

APPLE - A major manufacturer of microcomputer hardware.

APPLE DOS - A term to differentiate the DOS used by APPLE and IBM.   APPLE DOS is not compatible with IBM or MS DOS.

APPLICATION - A specific process or program which does a specific task or set of tasks. Application can refer to a single repeatable function such as processing salary reviews each month, or a single program which does a single function such as a program which is a HRIS.

ARCHIVAL STORAGE - When things are placed in archival storage, they are normally stored on permanent media and moved away from the computer so that a disaster (natural or otherwise) will not destroy those data.   The data could be reconstituted and/or recovered.

ARGUMENT - Refers to any response to a query or logic statement of the computer.   In many cases, argument refers to the potential responses available.

ASCII - Refers to the character definitions set by the American Standard Committee for Information Interchange.   This represents the first 127 characters which can be formed by the first 7 bits of an 8 bit byte.

ASCII FILES - Refers to a file which contains only the ASCII character set. These type of files are normally able to be transmitted without error checking protocols.

ASPECT RATIO - The relationship of a video display in width and length in pixels.   Changing to a monitor with a different aspect ratio than the program suspects may cause circles to appear as ellipses and squares to appear as rectangles.

ASHTON-TATE - One of the major publishers of microcomputer software.   dBASE III PLUS, ULTIMATE, and FRAMEWORK are their most popular products.

ASSEMBLY LANGUAGE - is a low-level programming language specific to each type of computer.   Each single instruction corresponds to a single machine language statement and is represented mnemonically rather than in binary. Low level means that it is closer to the actual binary machine code which the computer uses than is a higher level language and therefore is considered less user-friendly and harder to use.

ATTRIBUTES - Identifying flags which can be appended to files, characters, fields and other data elements.   Common attributes identify, to DOS, whether a particular file is a system file, has been backed-up, is read- only, and/or is hidden from view by DOS.   Attribute is a term also used to identify the type of data in a data base or spreadsheet such as numeric or alphanumeric to identify data types.

AUTOEXEC.BAT - A special BATCH file which DOS runs automatically when the computer is first booted.   The AUTOEXEC file can be used to start up TSR programs, set system attributes and even run programs automatically.

BACKUP - A DOS program which will backup files from one disk to another. Many users feel that the DOS BACKUP program is neither fast nor complete so there are a variety of BACKUP programs available which work from menus, have special compression techniques to get more information on floppy disks, work with a variety of devices such as cartridge drives and tape drives in addition to floppy drives, all of which are said to overcome the limitations of the DOS BACKUP program.   Starting with DOS version 6.0 a full featured backup program was included.

BACKUP (FILES) - A technique which computer users develop to insure that problems with hardware and software do not result in lost information. When to back up (or make copies of) your files is a personal consideration.   Many programs make backups as they work.   Many users backup their work files every night.   Some folks backup once a week.   In any case, backups should be made as appropriate to you individual work situation.

BANDWIDTH - A measure of the rate that a monitor can handle information from the computer in terms of millions of cycles per second.   The wider the bandwith, the more information which is generated and the highter the resolution which is achieved.

BASIC - A computer language.

BAT FILES - Also called BATCH files.   In the IBM PC world, it stands for files which have an extension of ".BAT" and which can control the activities of the computer.   BAT files act as if they were program files. The most common BAT file is the AUTOEXEC.BAT file which the PC will run automatically upon booting.

BATCH PROCESSING - Is a data processing term in which data are grouped and worked on in batches rather than processed interactively as entered into the computer.

BAUD - A term used to express the speed at which a computer sends data through an interface.   It is roughly ten times the actual character rate. 1200 baud transmits about 120 characters a second.

BBS and RBBS - Common usage for a Bulletin Board System

BIDIRECTIONAL PRINTING - Refers to the ability of some printers to print in both directions thereby speeding up the printing process by not having the printer have to wait for the print head to return to the far left of the next line before printing resumes.   Problems may exist, however, in aligning vertical columns of numbers or letters when using bidirectional printing.

BIN - A tray attached to a printer which can handle individual sheets. Printers with multiple bins normally handle different sizes of paper and envelopes all being kept ready for use in various bins.   When a Laser Printer can accept only a single paper tray at a time the bin normally refers to using the single sheet mode of that printer.

BINARY - The math system composed of 1 and 0 by which computers keep track of and store data.   All computers talk binary to themselves.

BINARY FILES - As differentiated from ASCII files, a BINARY file has any allowable character which can be created by a program.   It may contain the lower part of the ASCII character sets as well as specific HEX characters which have no identifiable screen display characters. Binary files normally require error checking protocols to be transmitted by modem.   A program file, for example, is an example of a binary file.

BIT - Shorthand for a single binary digit.

BIX - A major electronic information service and network that provide bulletin boards, electronic mail services, and access to databases and other services all of which are accessed through telecommunications networks.

BIOS - The Basic Input and Output System which controls how the computer interacts and controls each of the peripherals which are connected to it. This includes the keyboard, the screen, as well as any other devices which are connected.

BLOCK - A term used in word processing to identify a section of text which has been marked so that it can be worked on, moved, copied, deleted, or written to another file as a whole.

BOLDFACE - A term used in word processing and data bases to identify text which, when printed, will be printed using the double strike or bold face modes of the printer so that the text will standout visually from the rest of the text in the document.   For example, each of the alphabetic terms in this document are produced in boldface.

BOOLEAN LOGIC - Refers to the logic which is used by computers.   Boolean operators refer to the following comparisons: equal to, not equal to, greater than, less than, equal to or greater than and equal to or less than.

BOOT - Shorthand for BOOTSTRAP.   It means to start up your computer and automatically load the operating system.   Common meaning also is to run a program.

BORLAND INTERNATIONAL - A major publisher of microcomputer software.   Most popular products are Sidekick, Turbo Pascal and Reflex. (408) 438 - 8400

BOURBAKI - Publisher of 1DIR Plus, one of the more popular DOS shell programs which also has a number of file management features.

BUFFER - An area of memory normally reserved as a holding place for information.   The most typical use is as a holding place for information waiting to be sent to a printer and would be called a Print Buffer.   DOS also has buffers which it uses to store information during file operations.   The BUFFER= command in the config.sys file specifies the number of buffers DOS is to use for internal operations.

BUG - an error in a program. The term was coined when a moth was actually found in a physical relay preventing it from closing and thereby keeping the computer from working. Grace Hooper (now a retired Admiral) was the person to actually find the bug and coin the phrase.

BYTE - Refers to a single definable character composed of 8 bits.   The first 7 bits make up the ASCII character set.   The eighth bit is used differently by many programs but in most cases now represents the popular IBM extended graphic character set.

BYTE - One of the first and still very popular magazines which specializes in the world of small systems and micro computers.

C - A computer language.

CACHE - Normally refers to a special area of memory physically located next to the CPU. This memory is used to hold data headed towards the CPU so that the processor appears to be working faster since the data is available quicker since it is already in memory and may not have to be read from a disk.

CARD - A printed circuit board which inserts into the motherboard and adds memory and/or other special peripherals and devices to the computer. Common cards are memory cards, video cards, communication cards, clock cards, speed-up cards.

CARTRIDGE - A special type of hard disk drive which is removable.   Cartridges may be floppy based or be a normal hard drive platter.   The most popular floppy based cartridge is produced by IOMEGA and is called a BERNOULLI CARTRIDGE.   SYQUEST produces the more normal hard drive cartridge.

CD - A DOS command which allows you to change from one logged directory to another.   CD is shorthand for change directory.

CHAIN - A term used when a program is split into segments on the disk rather than a single contiguous file.   The program then chains to the appropriate segment or other program to do the required activity.

CHARACTER WIDTH - A term used in word processing to refer to the size of the character which will be produced by the printer.   When working with advanced daisy wheel printers, the character width refers to the amount of movement the print head will move between characters.   Many of the word processing programs now use the traditional character width command to call up various sized fonts in laser printers.

CHIP - An integrated circuit.   CHIP refers to all types and sizes of chips.

CHKDSK - A DOS program which gives specific information about the disk as well as make certain repairs for specific problems.

CLOCK - Refers to the speed at which the CPU chip and motherboard operate. Also refers to a battery power chip which keeps track of the time of day and date for the computer.

COBOL - A computer language most commonly used for business applications such as accounting on mainframe computers.

COLD BOOT - A term which means to reboot or boot the computer by actually turning the power off and then back on again.

COM - A file extension which is used to indicate a program capable of being run directly by the user and is sometimes called an executable program file.

COMMA DELIMITED - Is a type of file which stores data on the disk with individual fields separated by commas and each record terminated with a line feed and a carriage return.   It is also a typical file format which programs use to exchange data between themselves.

COMMAND.COM - The DOS command processor. It is a required file on all bootable disks along with the various system files. Many programs will automatically rerun the command.com program upon completion. The DOS environment should normally contain a path statement which points to the physical location of the command.com file.

COMMAND (DOS) - There are two types of DOS commands.   One is resident in the command.com file and is considered a resident DOS command while others come with the DOS program but are separate programs in themselves and are considered external to DOS.

COMMAND DRIVEN   - Refers to a program which is not controlled through a menu but which allows the user to give it commands which then control the program.   WordStar and XYWRITE are examples of command driven word processors

COMPATIBLE - Refers to hardware which will run programs specifically written to run on IBM computers using IBM PC DOS.   In a larger sense, it refers to the ability to transfer programs and data from one machine to another or from one program to another.

COMPAQ - A major manufacturer of IBM compatible hardware.

COMPILER - A program that translates a high level language written program into machine language.

COMPRESSED PRINT - A type font normally found on dot matrix printers which will print more than the normal 10 or 12 characters per inch.   Many of the compressed print fonts will allow 132 characters to be printed on the short width (portrait mode) of 8 and 1/2 by 11 inch paper.

COMPUSERVE - A major electronic information service and network that provide bulletin boards, electronic mail services, and access to databases and other services all of which are accessed through telecommunications networks.

COMPUTED FIELD - Normal usage is as a field in a data base, either for data entry or during report production, which holds data which is computed as the result of some formula or logic statement rather than is inputted by an operator or is found in a file.

CONCATENATE - To join together.   This term is used in data base work to refer to keys consisting of two or more fields.   It is also used in Mail Merge activities to combine fields into a single entry such as concatenating the first name field and the last name filed so that they print as a single field.

CONFIGURATION - Refers to the specific setup of hardware and peripherals attached to the computer.   The configuration includes the way in which the DIP switches are set, the type and amount of memory, the type of and number of disk drives, the type of and number of monitors, the type of a number of ports attached, as well as other items such as mice, and light pens.

CONFIG.SYS - A special file which DOS uses during booting to set certain parameters, operating conditions, and install select device drivers which are not normally part of the BIOS or DOS.

CONTINUOUS-FEED PAPER - Normally refers to computer paper which comes out of a box with tractor feed holes along each side and performations to determine the actual paper size.

CONTROL-BREAK - Specifies a field which will cause a data base to stop operations on a set of data, prepare summary statistics which belong in the page footer, and then advance to a new page to continue the report.

CONTROL-C - A keystroke which tells DOS to stop the execution of the current activity. This works in batch files and some programs.   In a program it would be software controlled.

CONTROL CHARACTER - A keystroke in which the control key and one other key are pressed simultaneously sucn has a Control-A.   Common notation normally shows the control key as ^B which would mean press the control key and the B key together.

CONTROL-S - A keystroke which DOS recognizes and stops or freezes the screen display. Pressing a Control-S again will allow the display to resume. Most commonly used stopping text which has been typed to the screen.

CONTROL CODES - A term used to explain particular sequences of characters preceded with an ESC or a Control which are placed in files normally to provide information for a particular printer.   For example, the control code to produce an emphasized type face might be an "ESC E".   Control codes are entered into LOTUS, for example, in the setup string menu function.

CONVENTIONAL MEMORY - The 640K of memory which can normally be addressed by MS or PC DOS.   Although coventional memory is notated as 640k, there actually is somewhat more since DOS reserves specific memory addresses above 640K for things like memory mapped video, hard dis operating system, and even the BASIC ROMS.   Conventional memory is also referred to as System memory.

COPROCESSOR CHIP - This is a special type of chip which adds additional capabilities to the CPU chip.   Most typically a coprocessor adds increased mathematic speed and capability to the computer.   Common chip id numbers are 8087, 80287, 80387.

COPY - A DOS command which makes copies of all files.

CORE - An older term which refers to the main RAM memory of the computer.   It was originated when the computer memory was composed of small metallic donuts which were threaded with wires and hung in planes to physically make up the memory.

COPY PROTECTION - A variety of methods by which a publisher of software attempts to use nonstandard disk formats and/or other means to prevent a user from copying software and giving it to another user in violation of the copyright agreement.

CPM - Shorthand for Control Program for Micro Processors.   CPM is one of the earliest operating systems which is still in use for Z80 processors. Many folks feel that MS and PC DOS are attempts to preserve the better features of CPM while changing the features of CPM which made it difficult to use for non computer oriented business users.

CPS - Characters per second.   This term is used to gauge a printer's speed.

CPU - Stands for Central Processing Unit.   In micro computers, the CPU normally stands for the brand identification of the integrated circuit chip which controls the computer.   With the variety of computers now on the market, the code number for the particular chip is becoming more important.   Common CPU chips are the 8088, 8086, 6300, 6302, 68000, 80286,and 80386.

CRASH - In computer jargon, means to have a unrecoverable type or problem in either software or hardware.   Originated with disk drive heads "crashing" into disk drive media.

CRT - The video screen which the computer uses to display data.   Shorthand for Cathode Ray Tube.

CURSOR - A blinking or solid underline or square of light on the screen which shows where you are currently working.

CUT-SHEET FEEDER - Also called a BIN.   It is a device which feeds single sheets of paper into a printer.

CYGNET - The publisher of a popular address book and dialer program called Little Black Book.   (408) 734 - 9946

CYLINDER - A term to define a vertical set of tracks through one or more hard disk platters. For example, there may be 4 hard disk platters in a hard disk.   Each platter can be used on both sides.   That gives 8 sides for storing information.   The read/write heads move together.   When writing or reading track one, the heads are position on track one on all the platters.   These 8 sides make up the first cylinder.   Disks are measured by cylinders, tracks and sectors.

DAISY WHEEL - Refers to a printer which uses a wheel which contains spokes, each of which has a printable character or characters and, when hit against the paper, appears as if it had been typed rather than formed by a computer.   Also the device which causes true letter quality printing.

DATABASE - Refers to the collection of files which may be combined into a single application.

DATABASED ADVISOR - A popular magazine which features micro computer based data bases. The emphasis is normally on dBASE III but all popular data bases are reviewed and featured from time to time.

DATA ENTRY - Refers to the section of a data base program in which the operator may enter and edit data.

DATE - A DOS command which changes and sets the date function of DOS.

DCE - Data Communications Equipment - Defines the pin arrangement in a RS232 interface. Pin 2 is used to receive data and pin 3 is used to transmit data.   Most modems are configured as DCE devices.

DEFAULT - Has a number of meanings in microcomputer jargon.   It normally refers to preset (but changeable) attributes of programs.   For example, a standard default for page size is 66 lines long, with a 4 line top margin and a two line bottom margin.   It also can define things such as whether the program boots in color or black and white, or defines other things such as AREA codes which can be set by an applications developed as a normal default in a data base but which can be changed by the data entry operator as necessary.

DEL - A DOS command used to delete files.

DELETE - As a function, refers to deleting information from the current data set and is used in all environments such as word processing and data base management.

DESKTOP PUBLISHING - This term has come to define the use of page description software in combination with graphic capabilities of programs and laser printers which allow the microcomputer user to create camera ready copy in a publishing-like environment.   The most popular desktop publishing system is the Macintosh computer with the LaserWriter printer, both by APPLE.   However, the most popular of the desktop programs are available in the IBM PC world as well.

DEVICE DRIVER - A DOS level program which controls a specific device.   Device drivers are normally invoked at the system level through the CONFIG.SYS file which is loaded as part of the booting process.

DIF - Data Interchange Format - A special file format developed by the publishers of VisiCalc which allows programs to interchange data.

DIGITAL - Refers to discrete numbers, such as a watch which shows the seconds, one by one in a LCD display rather than using hands which sweep around.

DIGITAL PLOTTER - A output device like a printer which uses a pen and produces graphics which are similar to pen and ink drawings.

DIP SWITCH - Shorthand for Dual Inline Package.   These are switches, normally found in banks which control hardware functions.   For example, the way in which a DIP SWITCH is set will determine the BAUD rate for some digital plotters.

DIR - A DOS command which shows a directory of the logged disk, subdirectory or designated disk or directory.

DIRECTORY - A separate area on a disk which contains programs and which may contain other directories which are called sub-directories.   Directory is used interchangeably with root directory and subdirectory and refers to where ever the user currently is logged.

DISK - The rotating magnetic media which stores programs and data files.   May also be called a DISKETTE or a FLOPPY DISK.

DISK CACHE - Also called simply a CACHE.   An area of memory physically close to the CPU memory where information about to be needed by the CPU is stored so as to facilitate the speed at which the computer appears to operate.

DISK DRIVE - The physical device which read and writes on floppy disks. Generically, it refers to both fixed or hard drives as well as floppy drives, although common usage normally means the floppy drive.

DOCUMENT - A term popularized by the original WordStar program which refers to a word processing file that contains all of the control codes necessary to have the special effects such as underlining and boldfacing and which contains all of the hidden codes which the word processor uses for its own purposes.

DOCUMENTATION - The instructions and explanations which normally come with computer hardware and software.   It also refers to the notes and instructions which are left by the creator of an application to help understand the thinking and logic which derived the application.

DOS - Disk Operating System.   The software which, along with the BIOS, controls how the computer works with disk drives.

DOS SHELL - A term to describe a program which manages DOS for the user so that the user can use a menu type of system to interact with DOS rather than remember and key in the DOS commands directly.

DOT COMMAND - A computer instruction which is formed by placing a dot in the far left column of a word processing document or a data base report which controls how the program will process that following information.

DOT MATRIX - Refers to characters which are formed by a number of small wires striking in a matrix which forms the characters.

DOWNLOAD - To copy a file from one computer to another such as from a mainframe computer to a micro computer or between two micros.

DPI - Dots Per Inc.   A measurement term used in defining the capability of laser printers. Most typically it is used in conjunction with the graphics ability of the laser printer.   The most common is 300dpi for full page graphics on most laser printers.   DPI is closely associated with memory requirements in both the computer and the printer to hold the information necessary to print at the maximum resolution of the plotter and the computer.

DRAFT MODE - A mode which has lower quality but higher speed in dot matrix printers.

DRIVPARM - A special device command which is loaded through the config.sys file in DOS 3.2 which gives the ability to tell DOS what type of drive is located in all positions.   Most commonly used to specify that a 3.5" disk drive is located in the system and that it should be formatted at 720K rather than the normal 360K.   The command would look as follows: drivparm=/d:1 /f:2.

DTE - Data Terminal Equipment - Defines the pin arrangement in a RS232 interface.   Pin 2 is used to transmit data and pin 3 is used to receive data.   Can normally be connected directly to a DCE configured equipment. The standard IBM communications port (COM 1) is normally configured as a DTE.

EDIT - Refers to changing a file.   It can refer to program files, data base files, data base instruction and command files, word processing files, and anything else which can be changed by the user.   Starting with DOS 5.0 an ASCII text editor named EDIT was added to the DOS operating system.

EDIT MASK - Is a term used to identify specific characters which are displayed on the screen and sometimes stored on the disk but which do not have to be entered by the operator.   For example: (   )   -   is an edit mask for a telephone number field where the () and - are the mask. Placing commas and decimal points in numeric fields can also be considered part of an edit mask.   dBASE III plus uses the term PICTURE instead of EDIT MASK.

ELECTRONIC MAIL - Software controlled mail systems which exist in national networks or local networks or LANs so that users may send and receive mail electronically rather than having to print out the text and send it physically.

EEMS - Acronym for Enhanced Expanded Memory Specification.   This is a "superset" of the EMS specfications which allow DOS to access memory above the normal conventional memory of 640K.   This specification was developed by AST and Quadram to give enhanced capabilities to the original EMS specifications.   Other companies supporting EEMS specifications are Ashton-Tate, Quarterdeck, Borland and Digital Research.

ENVIRONMENT - Refers to the entire configuration of the system.   This includes both hardware and software.

ENTER KEY - Also called the Return key.   And also called the Carriage Return key.   This is the keystroke normally used to tell the computer and/or the software that you are finished typing on that line.

EPROM - Erasable Programmable Read Only Memory

ESC - Refers to the ESC or escape key on the computer keyboard.

EXPRESSWARE - A major publisher of Share Ware products such as File Express, Express Graph and Express Calc.   (206) 481 - 3640

EXE - A file extension which is used to indicate an program capable of being run directly by the user and is sometimes called an executable program file.

EXPANDED MEMORY - The memory above 640K which is not normally available for use by PC DOS programs.   The EXPANDED memory is a bank switched memory using specifications developed by LOTUS, INTEL and MICROSOFT.   It is normally designated as EMS memory.

EXPANDED PRINT - The print font in dot matrix printers which gives large than normal characters.

EXTENDED MEMORY - Refers to memory above the 640K limit which is normal for the PC computers.   Some programs can use this extended memory as if it were part of the normal memory system of computer.   Extended memory specifically refers to the memory above the current 640K limit which can be addressed by the 80286 and the 80386 CPU chips.

EXTENSION - Refers to the 3 characters which can appear to the right of the decimal point or dot in naming files.

EXTERNAL DOS COMMANDS - Programs which come with the DOS when purchased which add features to DOS but are not internal to DOS and loaded during the booting process.

F1 - A function key.   When controlled by DOS, F1 will repeat the last entered command, character by character.

F2 - A function key.   When controlled by DOS, F2 will repeat the last entered command up to a character which you specify.

F3 - A function key. When controlled by DOS, F3 will repeat the entire previous command.

F4 - A function key.   When controlled by DOS, F4 will repeat the last command starting with the character you specify.

F5 - A function key.   When controlled by DOS, F5 will move the cursor down one line to allow you to edit the command before pressing return and invoking the command.

FAT - File Allocation Table - A place on the disk where DOS keeps track of files, their attributes and locations.

FDISK - A DOS program which controls certain attributes of the disk. Fdisk allows the user to define the usable partitions of a hard disk and allows switching between these partitions. Fdisk only allows one DOS partition on a single disk drive.

FIELD - Normally refers to a single identifiable element in a data base record.   Last Name, for example, would define a field as would First Name, Salary, Comparatio and others.   For example, in a rectangular matrix, the columns would be considered fields and the rows would be considered records while the entire matrix would be considered to be the file.   It is a section of a single record designated for storing a specific piece of information.

FILE - Is a collection of records which are kept together in a named unit. It also refers to any separate program or collection of data which can be identified by a unique name out on the disk drive.   For example, in a rectangular matrix, the columns would be considered fields and the rows would be considered records while the entire matrix would be considered to be the file.

FILE ATTRIBUTES - Are assigned by DOS to show the status of the particular file to the operating system.   Attributes are System, Hidden, Read-only, and Archive.

FILE NAME - The file name convention used for DOS is XXXXXXXX.EEE where there are 8 characters allowed in the name with no spaces and up to three characters allowed for the file name extension.

FIRMWARE - Another term for ROM which refers to entire programs which are available in the form of a CHIP(s).

FIXED DISK - A term used by IBM literature to refer to a hard disk.

FIXED FORMAT - Is a file format which stores the data on the disk with each field occupying a fixed amount of space regardless of the actual data in the field.   Depending on the program, each record may or may not be ended with a carriage return or a line feed.   These types of files are a common way in which data may be interchanged between programs.

FLOATING CHARACTERS - Are characters which float either to the right or left of a field.   An example is floating the $ sign so that it is always next to the left most number rather than at the end of a field such as " $7.98" rather than "$ 7.98".

FOOTER - Refers to the information found at the end of something.   There are page, record and report footers.   Most commonly found in word processing where the page footer contains textual information as well as the page number.

FLOPPY DISK - A type of disk drive made out of flexible magnetic media.

FONT - In dot matrix printing (including laser printgers) a font is a collection characters with a consistent size and style.

FORM FEED - A specific command which, when given to a printer, causes it to eject the current page and go to the next page.

FORMAT DISK - In relation to a disk, refers to drawing the electronic grid on the disk so that it may be used by DOS.

FORMAT SPREADSHEET - In the spreadsheet environment, refers to the way in which the data in a cell or the entire worksheet appears.   For example, cells can be formatted to display only whole numbers, to display using 2 decimals, to display as a percentage.

FORTRAN - A computer language most commonly used for scientific and engineer ing applications on mainframe computers.

FRICTION FEED - A term used by printers to refer to a method of having the paper flow through the printer using friction rather than tractors.

FUNCTION KEY - Are special keys on the KEYBOARD which can be assigned specific instructions or macros.   The assignment of meanings to function keys is controlled by software.

FUNCTION KEY DRIVEN - Refers to programs which have the commands to control the activities as MACROS assigned to function keys so that when you press a particular function key, a command or string of commands are given to the computer.   Word Perfect is an example of a program which uses function keys to control most activities.

GLOBAL EDIT - The ability of a data base to update any single field through the entire data base based on information supplied by the operator or by another database.

GOLDEN BOW SYSTEMS - Publishers of VOPT software, among others, which optimizes a hard disk.   (619) 298 - 9349

GRAPHIC DISPLAYS - CGA, PGA, EGA, VGA & HERCULES are all various graphic dis play formats for PC displays.

GRAPHIC CHARACTERS - Most common usage is as shorthand to refer to the IBM Graphics Character set which are composed of the 127 bit patterns which are formed using the 8th bit.   These graphic characters are used to form boxes and windows in text based applications.   Windows does not support the high [ASCII](#) characters.

HACKER - A term which refers to computer users who understand the computer in the computers own terms.

HANDSHAKING - Refers to the method which a computer and a device use to communicate with each other.

HARD CARD - A copyrighted term which refers to a hard disk drive which is completely self-contained on a single card which is inserted into a slot on the motherboard.

HARD DISK - A disk drive made out of rigid material which normally can contain much more data than floppy drives.

HEADER - Information which appears before something.   Common locations are as Page, Record and Report headers.   Most commonly used in word processing to refer to information which appears at the head of every page.

HEX - Shorthand for hexadecimal.   A base 16 numbering system which keeps track of binary numbers using two 4 BIT clusters, each of which has 16 possible configurations.

HIDDEN FILES - Files which are physically located on a disk drive but which have their attribute set to system and hidden so that they do not appear when a directory of the disk is entered.

HOT KEY - The key or keystrokes which are pressed to call up a TSR program.

HRIS - Shorthand for a Human Resource Information System.

IBM - A major manufacturer of microcomputer hardware.   International Business Machines.

ICON - A representation on a screen of a specific action which the computer should take.

INCREMENTAL SPACING - Refers to the ability of a printer to move the print head in small units so that it can be positioned anywhere on a page rather than just in specific character or pitch units.   Printers which are capable of incremental spacing are normally capable of proportional printing.

INDEX - Are special fields designated to be used to keep track of the record in a database.

INDEX FILES - Is the special file which keeps track of the pointers which are created using the designated KEY and INDEX fields in a data base.

INFOWORLD - One of the most popular weekly newspapers which covers the world of micro computers.

INK-JET PRINTER - A type of dot matrix printer which forms the characters with small dots of ink blown onto the paper.

INSERT - A term used to say that the program will insert characters at the cursor position and push the current characters away.

INTEGRATED SOFTWARE - A term to describe software which does a multitude of functions. Normally refers to software which does Spreadsheet, Word Processing, Graphics, Database and Telecommunications from a single programming interface.

INTERFACE - The point at which two different systems are linked or connected. The common usage in computers is to describe the ports where the various peripherals are connected to the computer.   In relationship to people and computers, the user interface is critical.

INTERNAL FONT - A font which is contained in firmware inside the printer rather than downloaded into the printers memory for use during a single printing session.

INTRINSIC DOS COMMAND - A DOS function which is loaded as part of the boot process and can be invoked at any time.   Commands such as TYPE and COPY are intrinsic to DOS.

IRON - A older term used by main frame computer types to refer to the physical computer.

INSTAPLAN - The publisher of a excellent project planning program called InstaPlan.

INTERACTIVE MICROWARE - Publishers of Curve Fitter and Scientific Plotter. (814) 238 - 8294

I/O - Shorthand for Input / Output.   I/O is used to describe the interfaces which control where data gets into the computer or gets output from the computer.

JOY-STICK - A device for controlling the cursor on the screen.   Usually used in games, but can also be used in place of a mouse with appropriate software.

KERMIT - An error checking protocol used in telecommunications to prevent transmission errors.

KEY - Is a special field or fields which are identified in a database as used to keep track of the records.   Another name for a key is an INDEX.

KILOBYTE or K - 1024 bytes of data. Normally rounded to 1000 bytes.

LAN - LOCAL AREA NETWORKS - Refers to connecting computers together so that they share common peripherals and is normally the correct term to use when working with micro computers.

LANDSCAPE - The ability of a laser printer or digital plotter to print text and graphics using the wide part of the normal piece of paper rather than the narrow part as the correct orientation.

LASER PRINTER - A very high resolution Dot Matrix type of printer which can produce NEAR LETTER QUALITY characters using xerox-type of copier technology and a laser to draw the image on the photosensitive drum.

LCD - LIQUID CRYSTAL DISPLAY - A type of flat display screen in which the characters are from a liquid crystal matrix rather than on a cathode ray tube.

LED - Light Emitting Diode.   A popular device for indicator lights used on micro computers and disk drives.

LOG - To instruct the operating system so that it now works from a new drive. For example, you log from the A drive to the B drive.

LOGGED DRIVE - The drive to which the operating system has been instructed to look to first for programs and data.

LOG ON - Refers to gaining entry to a telecommunications network, by following the sign on protocols and usually responding with a name and a password.

LOOKUP - A term used in spreadsheets to indicate an area of the worksheet where information is stored and which can be accessed by the results of activities in other cells. An example would be to look up the appropriate salary grade of a job based on the total number of points which the job receives as the result of job evaluation activities.

LOTUS DEVELOPMENT CORPORATION - A major publisher of micro computer software. The most popular products are LOTUS 123, SYMPHONY, FREELANCE PLUS, and GRAPHWRITER.

LPM - Lines Per Minute.   A measure of printer speed and output.

LPT - A DOS term which refers to where the printed output of a program will be directed by DOS.

LQ MODE - A term used by dot matrix printers which prints slowly but with higher density characters, so that the characters appear to have been typed by a daisy wheel or typewriter rather than by a dot matrix printer.

MACHINE LANGUAGE - Programs written in the binary language which is directly understood by the computer.

MACRO - Refers to assigning one or more characters to a single key so that when the key is depressed the macro is initiated and multitudes of steps can be carried out with no keystrokes.   A very common usage today is in reference to the MACRO language capabilities of LOTUS 1-2-3.   Many programs, however, have macro capability as part of their capabilities.

MAIL MERGE - A term used in word processing which refers to extracting data from one file and entering it automatically in another file or document. Most typically creating customized personal letters in a word processor using the information stored in a data base.

MAIN FRAME - Refers to the large warehouse computer with large memory and storage requirements which operates in a true multi-user environment.

MD - A DOS command to create a subdirectory.   MD is shorthand for make directory.

MEGABYTE - A million bytes of data.   Precisely it is 1,048,576 bytes.

MEMORY - The amount of storage space in RAM which can be used by the computer.

MEMORY ADDRESS - a specific location in RAM.

MEMORY RESIDENT - Refers to a program which loads into memory and is normally available for use while other programs are in operation.   Also called TSR programs.   Also called RAM RESIDENT.

MENU DRIVEN - Refers to a program which allows you to select the appropriate commands from a menu.   LOTUS 1-2-3 is an example of a program which uses the menu type of system.

MICRO COMPUTER - A term which refers to the personal desktop computers which have taken over the direct computing marketplace.   They are limited in memory size and operating speed and connectivity when compared to main frame and mini computers.

MICROPRO - A major publisher of microcomputer software.   The most popular products are WordStar 4.0 and WordStar 2000.

MICROSOFT - A major publisher of microcomputer software.

MINI COMPUTER - A term used to refer to the intermediate size multiuser computers which exist between the micro and the main frame environments.

MIPS - Millions of Instructions Per Second.   MIPS is used as a measure of CPU spped and capability.

MODE - A DOS program which allows the user to control the activities of the various PORTS in the computer.

MODEL - Popularly used to define solutions which have been derived in terms of programs or spreadsheets.   It also refers to the entirety of a solution to a particular problem in terms of the algorithms used and their relationship to each other.

MODEM - A device which allows computers to communicate with each other over telephone lines.   It is shorthand for modulator-demodulator.

MONITOR - The display screen used by the computer.

MOTHERBOARD - The large printed circuit board that contains the slots which hold the external cards.   It also holds the chips which control the computer and contain the original RAM and ROM memory chips.

MOUSE - A device which, with proper software, controls cursor movement on the screen.

MULTIPLE PASS PRINTING - A specific method with some dot matrix printers which form higher quality characters by printing each character (or line of characters) two or more times, each time filling a little more of the desired font.

MS-DOS - IBM PC compatible DOS.

NEST - To embed inside in programming or arithmetic logic so that the instructions will be carried out in the correct order.   Nesting is normally done with the use of parentheses in databases when working with mathematics and spreadsheets and with specific loops within programming languages.

NETWORK - Refers to connecting computers together so that they share common peripherals.

NON-DOCUMENT - A term popularized by the original WordStar program which refers to a file which can be processed by the word processor but which contains no control codes of any kind.   A non-document file can also be called a straight ASCII file.

NON-IMPACT PRINTERS - A printer which forms its charcters by a thermal or electrosensitive method rather than by striking the characters agains a ribbon which then strikes the paper.

NORTON UTILITIES - A program (or set of programs) which provide a multitude of functions and information about disk drives and the files located on the drives.

NULL MODEM - Refers to a cable or connector which is configured to cross over DTE and DCE lines, so that two DTE or two DCE devices can be configured to communicate with one another.

NUMERIC - Numbers only along with "+", "-" and "." When identified as numeric, those numbers can be used in numeric calculations.

OCR - Optical Character Reader - A device which will process a printed page of text and convert it into alphanumeric data.

ON-LINE - Indicates that the peripheral is awaiting signals from the computer.   Most often used as a printer term and indicator to show that the printer is waiting to receive data from the computer.   When the printer is taken OFF-LINE, then the printer controls, such as form feed, will work from the main printer control panel.

OPEN a FILE - A term used to indicate that a file has been created and/or read into the program so that it is now available for use.

OPERATING SYSTEM - Is the software which controls the computer and peripheral devices. Common usage has operating system and DOS meaning the same thing.   Most appropriately the operating system includes both DOS and the BIOS.

OPTICAL MOUSE - A type of mouse which uses a special pad and optics to determine the location of the cursor on the screen.

OPTIMIZE - To rearrange files on a disk so that they all occupy contiguous space thereby allowing the disk drive to appear to work faster since the files are located together and the drive heads to not have to spend time looking for file fragments scattered all over a hard disk.

OVERWRITE - A term used to indicate that the program will cause the characters to be overwritten, starting at the cursor location during data and text entry.

PADDING CHARACTERS - Are characters which automatically appear in the blank spaces in a field.   An example is having "*" automatically placed in a numeric field which is going to be used for check writing so that a 10 byte numeric filed will appear as "******7.98" rather than "   7.98"

PAGE BREAK - A designation placed into a file which tells the computer to start printing a new page either immediately or based on a logical condition.

PAGE DESCRIPTION LANGUAGE - A term derived from desktop publishing which refers to the ability of a program to describe a page of text and graphics to a laser printer to allow typesetting capabilities in the microcomputer environment.   The most popular of the page description languages is postscript.

PAGE ORIENTATION - Refers to the direction of printing on a page, either portrait or landscape.

PARALLEL - A type of port on the computer which normally conforms to the CENTRONICS standard.   In a parallel port, the data byte is transmitted along 8 wires and the entire byte runs parallel with each other. Parallel ports are normally faster but are used for shorter distances than SERIAL ports.

PARENT DIRECTORY - A parent director is one in which there are subdirectories.   A parent directory may also be a subdirectory of another directory.

PASCAL - A computer programming language.

PATH - A DOS command to set the relationships between the subdirectories so that DOS will know how to find certain specific files.

PC - Shorthand for Personal Computer.   Most common usage, today, refers specifically to
IBM and compatible micro computers.

PC-DOS - IBM DOS.

PC MAGAZINE - A popular monthly magazine devoted to IBM pc and compatible computers.

PC WEEK - A popular weekly magazine available free to corporate computer users and purchasers which is devoted to IBM and compatible computers and systems.

PCSG - Portable Computer Support Group is the publisher of a popular disk cache program called Lightening and a speedup 286 board for IBM and compatible computers.   (214) 351 - 0564

PERIPHERAL - Anything which is connected to the computer by some sort of port is often called a peripheral.

PERSONAL COMPUTER - Means the computer you have on your desk which is probably not connected to any other computer.   It also means microcomputer.

PIN FEED - A paper tractor type of device in which the pins which go through the holes in continuous feed paper are mounted at the ends of the paper platen and pulls the paper through the printer.

PITCH - The number of characters which can be printed per horizontal inch. Non-proportional sapced fonts are measured in pitch since each character prints in exactly the same horizontal space as any other character.   A 10 pitch font (which is considered normal by most dot matrix and daisy wheel printers) prints 10 characters per inch.

PIXEL - A dot on a screen.   It is short hand for picture element.   In some literature it is referred to as a PEL.

PLOTTER - A special type of output device which produces graphic and text output which looks like it was drawn by a pen.   Sometimes called a PEN PLOTTER or DIGITAL PLOTTER.

POINTS - Proportional spaced type faces are measured in points which indicate the height of the typeface.   It is not measured horizontally, since each character in a proportionally spaced type font takes only the space necessary to print that character.

PORT - A way of getting data into or out of the computer.   A Port is normally controlled by the BIOS.   A parallel printer connection is a PORT as is the keyboard and the screen.

PORTRAIT MODE - Means the ability of a digital plotter or laser printer to rotate text and graphics so that they print across the smaller width of a normal sheet of computer paper.

POSTSCRIPT - The most popular of the page description languages used in desktop publishing.

PRECEDENCE - The order in which programs process data.   Some programs, process all arithmetic data from left to right regardless of sign and nesting.   Others do all operations contained within parenthesis before those outside, and do division and multiplication before addition and subtraction.

PRINT DENSITY - In laser printing, it refers to the relative darkness of the printed charcters on the page.

PRODOS - A DOS used on the APPLE 2 series of computers.

PROLOG - A computer language mostly used for artificial intelligence applications.

PROM - Programmable Read Only Memory.

PROMPT - A DOS command to control how the prompts are displayed on the screen.

PROPORTIONAL PRINTING - A printing and word processing term which prints the document using a character set in which each character takes up a different space on the paper, rather than each character taking up the same space.   If proportional printing is desired, both the hardware and the software must support it.

PROTOCOL - Refers to the methodology and signals which are used to control specific ports. Also refers to various software methods which allow data to be transmitted between computers through telephone and serial lines and insures that there have been no errors in the transmission.

PSEUDO-CODE - A method of writing out logical programming steps before designing an application.

QUICKSOFT - Publishers of the popular shareware program: PC WRITE (206) 282 0452

RAM - Random Access Memory - The volatile memory in which the computer loads programs and works with data.

RAM DISK - An area of memory which is configured specifically as if were a normal floppy or hard disk drive so that programs may work much faster.

RANGE - A term used mainly in spreadsheets to refer to a group of cells rather than a single cell.   Ranges can be defined either horizontal or vertically as single rows or columns, or from top left to bottom right as a rectangle of data.

RD - A DOS command to remove a directory from the disk.   RD is shorthand for remove directory.

RECORD - Is a definable set of fields which are associated together by the data base.   The set of fields which make up a single employee's information make up the record about that employee.   A record is a single unit of information which is made up of logically related fields.   For example, in a rectangular matrix, the columns would be considered fields and the rows would be considered records, while the entire matrix would be considered to be the file.

RELATIONAL DATA BASE - In microcomputer terms, the type of data base which allows access to multiple files during processing by using identical fields in each file to relate to one another.

RELATIVE REFERENCE - A term in spreadsheet usage which refers to a cell which, when replicated or copied, changes its location as the process takes place.

RESOLUTION - For dot matrix printers, resolution is expressed as dots per inch.   Laser printers such as the HP Laserjet Series II have a 300 dpi resolution.   Resolution when expressed about video terminals, is in terms of pixels across by pixels downward.

RENAME - A DOS command which will rename files.   REN will work as well.

ROM - Read Only Memory.   Unlike RAM memory which allows you to save and retrive data, ROM memory has data that is permenatly stored and cannot be changed.

ROOT DIRECTORY - The main directory of the disk from which all other directories and subdirectories originate.   A disk can have only one root directory.

SCANNER - Covers both OCR and bit mapped devices.   Bit mapped devices are used to input digital data such as pictures and other graphics from hard copy to computer format.

SCRIPT FILES - Defines a file in a telecommunications program which contains the log on sequence for a particular telecommunications network.   The script file will wait for the network to send certain messages, then will respond appropriately to the message to accomplish the log on sequences.

SCROLL - To cause the text display to move upward, downward or sideways in a number of programs.

SECTOR - Refers to a section of a track created during the formatting process.

SERIAL - A type of port on the computer which uses the RS232 standard of transmitting data. In a serial port, the data bytes are transmitted singly down a single line.

SHADOW PRINT - Printers which support microspacing can printer a character, then move the typehead slightly, then print the character again giving a shadow look to the result.

SHAREWARE - A marketing technique used by some software publishers where the software is distributed free of charge with the documentation contained on the disk.   Users are encouraged to give copies to everyone.   The publisher requests that if you find the software useful, you should send in a suggested fee.   When the fee is received, the publisher will normally send the registrant the latest version of the program along with printed documentation.   In some cases, the documentation which is distributed free is not complete and the only way in which the user can gain full knowledge of the program functions is to register those functions.   Popular shareware products are PC-WRITE, FILE-EXPRESS, PROCOMM, EXPRESS CALC, and EXPRESS GRAPH.

SHELL - A special device command which is available in DOS 3.2 and which allows the user to modify the environment area of DOS for programs which need a larger environment space.   The shell command also sets the location of the command.com program used by DOS.   A typical shell command is as follows: "shell=c:.com /e:256 /p".

SIDEKICK - A popular TSR program published by Borland.

SIDEWAYS - A program, and also a generic term, to which allows spreadsheets and other documents to be printed sideways down continuous feed paper by dot matrix printers.

SLASH COMMAND - A common term and command normally used by Spreadsheets and other programs to call up menus.

SOFT FONT - A soft font is one which is stored as software and is loaded into a printer for use during a single printing session.

SLOTS - Refers to the sockets on a computer motherboard into which external cards are inserted.

SORT - To arrange the file in some logical order.

SOURCE - A major electronic information service and network that provide bulletin boards, electronic mail services, and access to databases and other services, all of which are accessed through telecommunications networks.

SOURCE CODE - When programmers write programs, they create the source code by wrtiting each step of the programs action using a computer programming language.   This "human readable" text is then compiled into the computer readable EXE files we call programs.

SPELL CHECK - A term used in word processing which refers to the software and which checks the spelling of the document and also offers potential correct spellings to words which are not found in the dictionary.   Some spell checkers also look for doubled words such as "AND AND" or "TO TO".

SPREADSHEET - A popular type of program which works with row and columnar data.

SPOOL - A term used in printing.   Spooling allows files to be printed automatically while the computer goes on with other work.   Sometimes called Background Printing. Many spooler programs create print buffers to store the information while it is waiting to be fed to the printer.

SQL - Structured Query Language - a specific syntax and methodology for developing reports and queries from databases.   Popularized by IBM in the mainframe world, SQL is attempting to become a standard methodology for these type of database activities in the micro environment.

STATGRAPHICS - A popular and competent statistics program.   (301) 984 - 5428

STRING - Normally means a sequential linear grouping of alphanumeric or numeric data.   In its most common usage it refers to a string or list of characters which may be alphabetic, or numeric, or both, but which is treated as if they were an alphabetic group regardless. Numeric data are sometimes converted to string data for certain operations.

SUBDIRECTORY - A separate file on a disk which contains information about other files and operates as a directory for those files.   A subdirectory is a directory which is located within another directory which is called the parent directory.

SYNTAX - The rules for the language or program which help control precedence and operations.

SYS - A DOS command which transfers the operating system to a new disk so that it can become a bootable disk.

SYSTEM MEMORY - The normal 640K of memory which can be addressed by PC and MS DOS. It is also referred to as Conventional Memory.

TANDY - A major supplier of microcomputer hardware.

TELECOMMUNICATIONS - Refers to communicating with other computers through telephone lines.

TELENET - A international telecommunications network of telephone lines by which you can access many of the major information providers such as THE SOURCE and THE WELL. (800) 336 - 0437

TEMPLATE - A blank spreadsheet which has been designed with formulas but which has no data entered yet.   Also a database which has been designed but has no data entered.

TEXT - A term used to refer to alphanumeric data.

TEXT FILE - A file which contains only the ASCII character set and can be typed to the screen by DOS.

THERMAL PRINTER - A type of dot matrix printer which forms the characters with small wires which are heated before striking the ribbon and the heat transfers the ink from the ribbon to the paper.   Many older printers were thermal printers which pressed the heated wires directly against special heat sensitive paper to form the characters.

THESAURUS - Normally a TSR type of software which allows the user to call up synonyms for a particular word shown on the screen and offers other words with similar meanings.

TIME - A DOS command which changes and sets the time function of DOS.

TIME SHARING - A older term which indicates that there are multiple terminals connected to the computer and all of the terminals appear to work with the computer simultaneously. Although each of the terminals is only addressed singly by the central computer, the speed of the computer makes them appear as if they are all working in real time.

TOGGLE - A toggle is normally a keystroke or set of keystrokes which will turn particular features on and off in both data bases and spreadsheets. In word processing, for example, WordStar uses a Control-K-V to toggle between insert and overwrite modes.

TRACTOR FEED   - Terms used by printers to refer to a method of having the paper pulled through the printer using a tractor which fits into holes along the sides of the continuous feed paper.   Tractor feeds are normally mounted as a device to the printer and can, in the most expensive printers, pull the paper both forward and backward through the printer.

TRACK - Refers to the circle of information drawn on the disk during the formatting process.

TREE or DIRECTORY TREE - The logical structure of a hard disk.   Refers to the Root directory, and sub-directories which can be created by DOS.   Also a DOS command which displays the tree structure on the screen as a set of branch and limb relationships.

TRUNCATE - To strip away.   When a numeric field is truncated, it is not rounded.

TSR PROGRAMS - A program which loads itself into memory and then terminates its operation but can be called upon during the use of other programs. Most TSR programs will appear as windows when called upon by other programs.   The most popular TSR program is SideKick.

TYMNET - A international telecommunications network of telephone lines by which you can access many of the major information providers such as THE SOURCE, THE WELL, or COMPUSERVE.

TYPE - A DOS command which will display the ASCII files to the screen as if you had just typed the file to the screen.   The type command does not work with non-ASCII files.

UNDELETE - In word processing, it is the ability of the program to call back the last deletion which was made.   Starting with DOS version 6.0 an undelete command was included that allows you undelete deleted files.

UPLOAD - To send a file from one computer to another.

USER INTERFACE - Refers to how the program interacts with the user of the program.

VAPORWARE - A derogatory term used to define software and hardware which are announced, marketed and sold, but never actually exist.

VARIABLE - A variable is usually a word to which different values are assigned.   For example, a program may print a variable called NAME to the screen each time the page down key is pressed.   While the program would print NAME to the screen each time, NAME's value would change each time so that a different name would be seen on each page.   Variables are used in programs and databases to temporarily store, manipulate, and otherwise control data.

VER - A DOS command which displays the current DOS version to the screen.

VOL - A DOS command which displays the current volume label which was given the disk when it was first formatted, or was changed using one of the utility programs which give access to the label.

VOPT - A disk optimizer program published by Golden Bow Systems

WARM BOOT - On an IBM PC or compatible, pressing Control-ALT-DELETE together causing the computer to reboot without physically turning the computer off and then on again.

WELL - A major electronic information service and network that provides bulletin boards, electronic mail services, and access to databases and other services, all of which are accessed through telecommunications networks.

WILD CARD - A terms used to tell DOS or the Program to accept anything in that position during a search.   Typical wild cards are * and ?

WINDOW - A display which opens up on a screen and contains different data or programs than what is currently being worked on.   In spreadsheets, it refers to the ability to create different views of the same spreadsheet on the screen.   Many programs have the ability to display multiple windows on the screen at a single time.

WINDOWS - A most popular. graphics based program from Microsoft.

WORD WRAP - A term used in word processing to refer to the fact that whole words are automatically moved to the next line when the right margin is reached and there is no more room for the completed word.

WORM - Stands for Write Once Read Mostly drives (Optical) which are used for massive storage devices. The WORM drive uses a laser to write once on the disk, but the nature of the process prevents the disk from being reused once data has been written on a particular track and sector.

WRITE PROTECTION - Physically covering the cut out hole on the side of a disk so that the computer will not be able to write data on that disk.   Also a DOS attribute which can designate a file as READ-ONLY, thereby not allowing anyone to write to or change data in that file.   On the newer 3.5 inch drives, write protection is normally a plastic tab which can be placed or moved into position.

ZMODEM - An error checking, streaming, protocol used in telecommunication to prevent transmission errors.

YMODEM - An error checking protocol used in telecommunication to prevent transmission errors.

XMODEM - A public domain error checking protocol used in telecommunication to prevent transmission errors.

XON/XOFF - A typical form of handshaking protocol used by communication programs.

Glossary

A

ABSOLUTE REFERENCE
ACOUSTIC COUPLER
ALGORITHM
ALPHANUMERIC
ANALOG
ANSI.SYS
APPLE
APPLE DOS
APPLICATION
ARCHIVAL STORAGE
ARCHIVE FILE
ARGUMENT
ASAD
ASCII
ASCII FILES
ASPECT RATIO
ASHTON-TATE
ASP
ASSEMBLY LANGUAGE
ATTRIBUTES
AUTOEXEC.BAT

B

BACKUP
BACKUP FILES
BANDWIDTH
BASIC
BAT FILES
BATCH PROCESSING
BAUD
BBS and RBBS
BIDIRECTIONAL PRINTING
BIN
BINARY
BINARY FILES
BIT
BIX
BIOS
BLOCK
BOLDFACE
BOOLEAN LOGIC
BOOT
BORLAND INTERNATIONAL
BOURBAKI
BUFFER
BUG

N

O

P

JUMPER - Small, plastic coated, metal connectors that are used to complete a circuit on computer hardware.

SIMM - Single Inline Memory Module.

SIPP - Single Inline Pin Periphial.   A compact memory module.

ESCAPE SEQUENCE - A code or set of codes sent to a printer preceded by the ESC character. The ESC character tells the printer that printer codes and not text are following.

Neon

To the vast majority of the world, Neon is known for a company who's high quality and "state of the art" CD-ROM products, continue, as a trend-setting phenomenon in the computer industry.   To a lesser degree, neon is known for the gaseous element (Symbol NE), occurring in the atmosphere in small amounts, that is used to produce the bright colors in "neon signs".

VIRUS

A virus in computer terms, refers to a program that "infects" other programs by replacing or adding to valid program code with virus code.   In this manner, a virus can replicate itself from one program to another.   Many times a virus will do nothing other than reproduce itself as many times as possible until some special date, then perform some malicious function such as deleting or corrupting data.   Some viruses corrupt data a little at the time, so as not become noticed while others will destroy entire hard drive partitions.   There was a virus reported for the Macintosh that did nothing but , say in an audible voice, "Don't panic!", every few seconds.   While annoying, it did no harm.

The chances of encountering a "live" virus are remote, but real.   There are a number of virus protection programs that can seek out and remove viruses.   If your system is accessible to software from other systems, you are at risk of "contracting" a virus.

The only "sure fire" defense against any kind of data corruption is a current valid backup.   If you restore a system after a virus attack, be sure to run a virus removal program on the restored system before executing and program.

Archive File

An archived file is a single file that may contain one or many files.   Archived files usually employ some form of compression to make them smaller.   Many of the popular archive formats create files with these extensions: ARC, LZH, ZIP, ARJ, PAK, SQZ and others.

ASAD   -   The Association of Shareware Authors and Distributors.   A shareware professional group dedicated to the futher developement and marketing of shareware.

ASP   -   The Association of Shareware Professionals.   A shareware professional group
dedicated to the futher developement and marketing of shareware.

CD-ROM   -   Compact Disc Read Only Memory.   A form of media utilizing a laser to store up to 720 megabytes of data of a single 5 1/4 inch disc.