

Instructions for Using CSO "Power Tools" Online and CD-ROM
(updated July 15, 1992)

Power Tools utilizes the user interface DMS (Document Management System), developed by HP Corporate ISST for the Infonet information retrieval system. The new version of DMS was released to the HP community in July 1992.

1. Navigating through the system

1. The cursor keys (including <HOME>, <END>, <PAGE UP>, and <PAGE DOWN>) can be used to highlight and select different items.
2. The <ENTER> key is generally used to open, view, or execute a given selection.
3. The <ESCAPE> key is generally used to close, stop viewing, or cancel a given selection.
4. To select or highlight a menu line, use the cursor keys to move the turquoise bar onto that line (for some commands, the bar will be red).

2. Folders

The CSO Power Tools system interface is organized under a folder system. Any menu line with an asterisk next to it is a "folder." Folders can contain other folders, or they can contain "items" such as text and graphics files. Some items may be "command lines" that perform functions such as copying packages to a local disk or printing to an HP LaserJet printer.

Folders are organized by category. For instance, opening the folder named "Product Literature" will reveal other folders related to various product groups. Opening the subsequent folder named "HP 3000 Product Literature" will reveal folders related to various HP 3000 documents. Opening the subsequent folder named "HP 3000 Computer Systems Sales Guide" will reveal the specific items associated with that document.

1. To select or highlight a folder, use the cursor keys to position the turquoise bar on that line item.
2. To open a folder, press <ENTER> or <F1> ("Display Document").
3. To close a folder, press <ESC> or <F5> ("Prev Folder"). You can also return to the main folder by pressing <F6> ("Top Folder").

3. Items and Command Files

Any menu line without an asterisk next to it is an "item" or "command file." The following are examples of items:

- Text
- Text: Table of Contents
- Text: Document
- Graphic
- Graphic: Figure 3

Pressing <ENTER> or <F1> ("Display Document") will cause an item to be displayed for online viewing.

The following are examples of command lines:

- Copy Complete Presentation
- Copy all HP Graphics Gallery Files
- Print Formatted Document

Pressing <ENTER> or <F1> ("Display Document") will cause a command line to execute.

The following sections discuss particular items and command lines, and what they do.

4. Items

Items on Power Tools are either "Text" or "Graphics." Items can be viewed, printed, or copied to local disk.

4.1. Text

"Text" items include the ASCII (unformatted) text file for a document, as well as the formatted word processing and LaserJet print files (if they exist).

4.1.1. Viewing Text

Select a "Text" item and press <ENTER> or <F1> ("Display Document") to read the corresponding text on your PC screen. The system will launch an application called "LIST" that permits online viewing of the unformatted ASCII text.

Within LIST, use the cursor keys (including <HOME>, <END>, <PAGE UP>, and <PAGE DOWN>) to scroll up and down through the document. Pressing <ENTER> will perform the same function as <PAGE DOWN>. In some text items, such as the HP 9000 Price Guide, the cursor keys are also used to scroll right and left.

Within LIST, press <F1> ("Help") to view a list of function keys. These keys permit such capabilities as keyword searching and printing text excerpts. Here are some examples of LIST functions:

- Press <I> to search for a keyword (not case sensitive)
- Press <O> to search for a keyword (case sensitive)
- Press <F3> to find the next occurrence of the keyword

- Press <ALT><M> to mark the top of a text excerpt
- Press <ALT> to mark the bottom of a text excerpt
- Press <ALT><P> to print the marked text excerpt

Again, a full list of LIST functions is available by pressing <F1> within LIST.

To exit LIST, press <ESC>.

4.1.2. Copying Text

Select a text item and press <F2> ("Copy/Print") to copy the corresponding file(s) to your local hard disk or floppy disk. Use the cursor keys to move the turquoise bar onto "Copy," then press <ENTER>.

If there is a formatted word processing file available for this document, you will be given a selection choice between "Copy ASCII text" and "Copy formatted text." The "formatted text" format is indicated in the description field for that text item. If there is no format indicated, then the formatted text file is not available.

4.1.3. Copying ASCII Text

Select the "Copy ASCII text" line to copy the ASCII text file, and press <ENTER>. You will be prompted to "Enter output file (path) name." Type in the drive, sub-directory (if one exists), and destination file name you desire. Note three things:

1. In this case only, you MUST type a destination file name
2. In this case only, you can only include a sub-directory if one already exists on your drive
3. You do not need to use the C:\ drive as your destination drive. You can type over the system prompt.

Press <ENTER> to copy the ASCII text file. If you change your mind, press <ESC> to cancel the file copy.

4.1.4. Copying Formatted Text

If the original word processing source document is available, you can copy it as well. Select "Copy formatted text" and press <ENTER>. You will be prompted for "Directory path for the output." Type in the drive and sub-directory as desired. Note three things:

1. Since the file will be unarchived to your destination drive, you do NOT need to include a destination file name. The system will use the same file name as the original file. As the file is unarchived, the words "Melting" and "Melted" will appear on your screen.
2. If the sub-directory you specify does not already exist, the system will ask if you want to create it.
3. You do not need to use the C:\ drive as your destination drive. You can type over the system prompt.

Press <ENTER> to copy the ASCII text file. If you change your mind, press <ESC> to cancel the file copy.

Generally, formatted text files will be in "MS Word for DOS 5.0" format, in compliance with Corporate and Proposal Generation System standards.

4.1.5. Printing Text

Select a text item and press <F2> ("Copy/Print") to print the corresponding text to your printer. Use the cursor keys to move the turquoise bar onto "Print," then press <ENTER>.

If there is a formatted HP LaserJet print file available for this document, you will be given a selection choice between "Print ASCII text" and "Print formatted document." The availability of a formatted LaserJet print file is also indicated in the description field for that text item. If there is no such document indicated, then the formatted text file is not available.

4.1.6. Printing ASCII Text

Select the "Print ASCII text" line to print the ASCII text file, and press <ENTER>. You will be prompted to "Choose an output device for printing." Move the red bar to the appropriate selection. If you are unsure of your printer port, select "PRN."

Press <ENTER> to print the ASCII text file. If you change your mind, press <ESC> to cancel the print.

NOTE: ASCII text can be printed to any printer that recognizes ASCII text. It does not have to be an HP LaserJet printer.

4.1.7. Printing Formatted Document

If a LaserJet print file for the document is available, you can print it as well. LaserJet print files contain formatting, columns, fonts, and illustrations in addition to the ASCII text. Generally, a LaserJet print file will be identical to the original hard-copy version of the document, but in 300 dpi resolution.

Select "Print formatted document" and press <ENTER>. You will be prompted to "Choose an output device for printing." Move the red bar to the appropriate selection. If you are unsure of your printer port, select "PRN."

Press <ENTER> to print the formatted file. If you change your mind, press <ESC> to cancel the file print.

NOTE: Formatted files can only be printed to an HP LaserJet printer or compatible. Power Tools requires at least a LaserJet Series II or higher. Some documents, such as Proposals Database boilerplates, require a LaserJet Series III. Refer to the description field for a particular text item for specific requirements.

NOTE: LaserJet print files are VERY slow. Depending on the type of LaserJet and your network connection, it may take up to several minutes PER PAGE to print a formatted document (keep in mind that some documents are over 50 pages long). Since your Power Tools system will be unavailable while a document is printing, use discretion when executing this function. Some suggestions:

1. Print large formatted documents right before you go home at night, and retrieve them the next morning.
2. When you "choose an output device for printing," select "DISC." This will copy the LaserJet print file to a local disk instead of to the printer. You can then take the file to another PC for printing, or print several documents later in batch, using the MS-DOS "COPY /B" command.

If the package consists of more than one LaserJet print file, you will be prompted for the destination name of each file.

3. If you begin to print a formatted document and change your mind, you can press the <ESC> key to cancel the print job.

4.2. Graphics

"Graphics" items include the online viewable graphic, as well as the source file (which can be copied to local disk for editing).

4.2.1. Viewing a Graphic

Select a "Graphic" item and press <ENTER> or <F1> ("Display Document") to view the corresponding graphic on your PC screen. The system will launch an application called "VIEWPIC," that permits viewing of the graphic in EGA (16 color) resolution quality.

To exit VIEWPIC, press any key.

4.2.2. Copying a Graphic

Select a graphic item and press <F2> ("Copy/Print") to copy the source graphic file to your local hard disk or floppy disk (it is not possible to copy the VIEWPIC file).

Use the cursor keys to move the turquoise bar onto "Copy," then press <ENTER>. You will be prompted for "Directory path for the output." Type in the drive and sub-directory as desired. Note three things:

1. Since the file will be unarchived to your destination drive, you do NOT need to include a destination file name. The system will use the same file name as the original file. As the file is unarchived, the words "Melting" and "Melted" will appear on your screen.
2. If the sub-directory you specify does not already exist, the system will ask if you want to create it.
3. You do not need to use the C:\ drive as your destination drive. You can type over the system prompt.

Press <ENTER> to copy the source graphic text file. If you change your mind, press <ESC> to cancel the file copy.

Generally, graphic files will be in "HP Graphics Gallery" format, in compliance with Corporate and Proposal Generation System standards. Some graphics are not compatible with HP Graphics Gallery, and will be in .TIF or .CGM format. The specific file format is indicated in the description field for that graphic item.

NOTE: The quality of the online viewable graphic is not necessarily the same as the quality of the source graphic file. All online viewable graphics have been rendered at EGA resolution. However, the source file can be viewed with better resolution using HP Graphics Gallery on a VGA monitor. Similarly, .TIF file resolution depends on the application and system being used.

4.2.3. Printing a Graphic

Power Tools allows you to print a quick and simple output of the online viewable graphic. Select a graphic item and press <F2> ("Copy/Print") to print the corresponding graphic to your printer. Use the cursor keys to move the turquoise bar onto "Print," then press <ENTER>.

You will be prompted to "Choose an output device for printing." Move the red bar to the appropriate selection. If you are unsure of your printer port, select "PRN." Press <ENTER>.

You will be shown the "ViewPic Print Setup" screen. This screen allows you to select options, such as printing multiple graphics to page, or printing in reverse (white-on-black instead of black-on-white). Generally, you should keep the default options. Press <F1> ("Begin Printing") to print the graphic.

Note that the output will be a fairly low resolution print. This print feature is not intended to take the place of HP Graphics Gallery or more sophisticated output. The purpose of the ViewPic print facility is to provide a quick and simple output directly from Power Tools. If a higher output quality is required, copy the graphics source file to a local disk and use the appropriate application to print it.

NOTE: ViewPic graphics can be printed to any PC-compatible printer. It does not have to be an HP LaserJet printer.

4.2.4. Printing Multiple Graphics Per Page

Using the ViewPic print facility, it is possible to print multiple graphics on a single page. The following example prints four graphics on a page.

1. Select the first graphic, and press the appropriate soft keys to print it.
2. At the ViewPic Print Setup screen, change "Size" to "2" (1/4 page). Change "Page Eject" to "0" (No). Leave "Page Quadrant" at "1." Press <F1> ("Begin Printing").
3. From the Power Tools menu, select the second graphic, and press the appropriate soft keys to print it.
4. At the ViewPic Print Setup screen, change "Page Quadrant" to "2." Press <F1> ("Begin Printing").
5. Repeat the process for the third graphic, changing "Page Quadrant" to "3."
6. For the fourth graphic, change "Page Quadrant" to "4." Change "Page Eject" to "1" (yes). After you press <F1> to begin printing, the page should eject with all four graphics on one page.

5. Command Lines

Command lines on Power Tools are menu items that begin with an action verb, such as "Copy" or "Print." In these cases, pressing <ENTER> or <F1> ("Display Document") will not display anything, but instead carry out the command indicated.

5.1. Copy Complete Presentation

This menu item appears in large slide presentations (select the "CSO Slide Hotline" folder for examples).

Use the cursor keys to select "Copy Complete Presentation," then press <ENTER> or <F1> ("Display Document"). You will be prompted for "Directory path for the output." Type in the drive and sub-directory as desired. Note three things:

1. Since multiple files will be unarchived to your destination drive, you do NOT need to include a destination file name. The system will use the same file names as the original files. As the files are unarchived, the words "Melting" and "Melted" will appear on your screen.
2. If the sub-directory you specify does not already exist, the system will ask if you want to create it.
3. You do not need to use the C:\ drive as your destination drive. You can type over the system prompt.

5.2. "Copy all <XXXX> Files"

This menu item appears in documents that have more than one "Text" or "Graphic" file associated with them. Rather than make you select each file individually for copying, you are given the option of copying them all.

These may be ASCII text (.TXT), HP Graphics Gallery (.GAL), or Tagged Image Format (.TIF). Additionally, HPGL (.HPGL or .PLT) files of corresponding graphics are available for HP Proposal Center use.

Use the cursor keys to select "Copy all <XXXX> Files," then press <ENTER> or <F1> ("Display Document"). You will be prompted for "Directory path for the output." Type in the drive and sub-directory as desired. Note three things:

1. Since multiple files will be unarchived to your destination drive, you do NOT need to include a destination file name. The system will use the same file names as the original files. As the files are unarchived, the words "Melting" and

"Melted" will appear on your screen.

2. If the sub-directory you specify does not already exist, the system will ask if you want to create it.
3. You do not need to use the C:\ drive as your destination drive. You can type over the system prompt.

NOTE: Occasionally, the "Copy all <XXXX> Files" command line will be contained under a sub-folder named "Copy bulk files to local disk."

5.3. Print Formatted Document

There are some documents on Power Tools for which the viewable ASCII text is not available, but a LaserJet print file is. Since there is no "Text" line item associated with these documents, the "Print Formatted Document" command line is used to print formatted output on a LaserJet printer.

Select "Print Formatted Document," and press <ENTER> or <F1> ("Display document"). Follow the same instructions as for section 4.1.7. ("Printing Formatted Document") above.

6. Keyword Search

In addition to a simple keyword search utility within an ASCII text file (see 4.1.1. "Viewing Text" above), Power Tools also permits a simple keyword search of folders and items. This utility will search for non-case-sensitive matches of text strings within the "Title Bar" and "Full Description" fields of Power Tools items.

There are two ways to begin a keyword search:

1. Press <F4> ("Keyword Search"). You will be prompted to "Enter Keyword."
2. Simply begin typing the keyword from any Power Tools menu. The Keyword Search utility will automatically start.

You are not limited to a single keyword. The search utility will find matches for any text string that you input, regardless of upper or lower case letters. Note that a Boolean ("and" or "or") search is not allowed.

Press <ENTER> to begin the search. You can also press <ESC> to cancel it. If you press <F8> ("Exit"), you will be completely logged off of Power Tools. The <F1> soft key ("Display by Date") is explained below.

The system will find any folders or items which contain the text string in either the "Title Bar" or "Full Description" fields, and display them as if they were menu items. The search string will be in yellow type. The following soft keys are available:

<F1> "Display Document" is the same as for normal menu selections

<F2> "Copy Document" is the same as for normal menu selections

<F3> "Print Document" is the same as for normal menu selections

<F4> "New Keyword" discontinues the previous search, and allows you to begin a new search. Note that the new search will encompass the ENTIRE Power Tools database. It will not begin a subsearch within the previous keyword match list.

<F5> "Go to Folder" allows you to see the selected item in its normal Power Tools folder. If you are unclear from the Title/Description what the item is, you can press this key to locate the item in the context of its normal folder structure. Once there, you can select higher or lower-level folders, as well as related menu items, as needed. To return to the keyword match list, press <F4> ("Back to Keywords").

<F6> "End Keywords" takes you out of the keyword match list, and takes you to the selected folder/item in the context of its normal Power Tools folder structure.

7. Display By Date

NOTE: Due to the fact that Power Tools was recently converted to the new DMS Document Management System release, ALL items have a recent date of last update. For this reason, the "Display by Date" function is not currently useful. This situation will be corrected as more items are added to the Power Tools database.

This utility allows you to view ALL Power Tools folders/items in reverse chronological order, begin with the most recent date. The date indicated is the last date that the Folder or Item was updated on Power Tools. Note that this is NOT the date that the item was created, or even necessarily the date that it was first loaded onto Power Tools.

To use the Display By Date function, initiate the keyword search using one of the two methods explained in 6. "Keyword Search" above. Press <F1> ("Display by Date") to generate a reverse-chronological menu listing.

The subsequent soft keys function in the same manner as for Keyword Search (see 6. above). To exit the display by date, press <F6> ("End Date Display").

8. Help

From any menu listing within Power Tools, you can call up this text file by pressing <F7> ("Help"). Since this text file is accessed using LIST, you can keyword search to locate a particular term or function. Refer to section 4.1.1. "Viewing Text" for more information about using LIST.

9. Exiting

From any menu listing within Power Tools, you can exit the program and return to MS-DOS by pressing <F8> ("Exit Program").

Additional Help

For additional help or information about CSO Power Tools Online and Power Tools CD-ROM, you can call telnet/408-447-5145 or send an HP Desk message to Russell LEE/HP6650/25.

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