3. FILE COMMANDS

     RGB^TechWriter is invoked by typing TW in response to the
DOS prompt. Once the program has been loaded, RGB^TechWriter
will display an introductory title screen. This screen includes
a message to remind you to prepare your file storage disk before
continuing. If you have a fixed disk, and the default path is
set to drive C:, then no action is needed. Otherwise, insert the
appropriate diskette in the designated drive. To proceed, press
Enter (carriage return). You will now be presented with the file
screen menu, and RGB^TechWriter will list a directory of the
files in the appropriate directory on the default drive.
RGB^TechWriter files are listed without their extension, which is
always .TWF (for RGB^TechWriter File). Whenever you refer to a
file and don't provide an extension, RGB^TechWriter assumes you
are referring to an RGB^TechWriter file. To refer to a file that
does not have an extension, you must enter the period which
normally separates the file name from its extension, but nothing
after it. To exit RGB^TechWriter and return to DOS, use the X
command. If you have altered the length of the file in memory
without saving it, a warning is issued and you must confirm your
desire to exit, because the text in memory will be lost.

3.1 Directories

     The files listed on the menu screen are those found in the
current directory on the current drive. RGB^TechWriter files are
shown first, followed by as many other files as will fit on the
screen. If there is still room, any subdirectories within the
current directory are listed. The following file commands are
available for controlling the directory listing:

L - List Directory. If you want to get a listing of the files on
a new diskette using the same drive, this command simply updates
the directory information on the screen to match the diskette
currently in place. This is necessary because RGB^TechWriter has
no way of knowing that you have changed the diskette until you
issue this command.

N - New Directory Path. Use this command if you want to change
either the drive or the directory which RGB^TechWriter uses to
save and retrieve files. To change to another drive, simply
enter the drive letter followed by a colon. To change
directories, enter the path specifier for the new directory.
Details on path specifiers can be found in your DOS manual. Or,
you can change to a specified directory on a new drive by
entering the new drive letter, a colon, and the path specifier.
If the specified path does not exist, a warning is issued and the
directory remains unchanged. If you attempt to use a drive which
does not have a diskette in place, a time delay is provided to
allow you to insert the disk. If no action is taken, the program
will issue a warning and proceed with the new drive as the
default. If the directory change is successful, a listing of the

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files in the new directory is displayed.

3.2 Retrieving Files

     Before you can edit or print a document, it must be resident
in the computer's memory. Once a file is in memory, it is
referred to as the current "text", rather than a "file." You can
retrieve any of the files listed in the directory shown on the
screen which are either RGB^TechWriter files or standard ASCII
files. Executable program files are also listed (extensions .EXE
and .COM), but RGB^TechWriter is not designed for them. ASCII
files are the type created by the DOS program EDLIN and several
other word processors. ASCII files are what most compilers
expect for input. RGB^TechWriter files look a lot like standard
ASCII files except that at the end of the file an extra section
is appended which contains the color information for the special
symbols in the text. The following commands are provided for
retrieving files:

G - Get a File. This command allows you to specify the file to
be read into memory. If there is already text in memory, and it
has been altered in length since the last time it was saved,
RGB^TechWriter will issue a warning and ask for confirmation.
This is because reading a new file into memory will erase the
previous contents. If the new file is an RGB^TechWriter file
then the margins, pitch, line length, and tabs are set as they
were when that file was last saved. If the new file is an ASCII
file, this additional information is not stored with the file.
The line length is set to 80 columns initially, but is expanded
if any lines are found to be longer than this. The tabs for
ASCII text are set at intervals of 4 columns. If the file is
longer than the maximum text length allowed, only the first part
is read in and the file in memory is assigned the name ERROR to
prevent inadvertent revision of the file.

C - Clear Text. The "Get a File" command assumes that the file
you want to work on already exists in some form. But every file
has to start sometime. If you want to start fresh and there is
something else in memory, this command will clear the text memory
and leave you with a blank slate. Think of this as "getting" a
file which happens to be empty and has no name. If the text in
memory has been altered in length since the last time it was
saved, RGB^TechWriter will issue a warning and ask for
confirmation before clearing it out.

3.3 Saving Files

     When you create or edit text using RGB^TechWriter, the
information resides only in the computer's memory until you
direct RGB^TechWriter to record the information on a fixed disk
or diskette. It is a good idea to save your text in this way
every 15 to 30 minutes. That way a power outage or accidental

erasure won't set you back more than that amount of time.
RGB^TechWriter uses two different commands for saving files to
disk. This approach insures that you don't erase a file on the
disk by mistake, and also makes it easy to revise your disk file
at frequent intervals. The two commands provided are:

S - Save a File. If you are saving the file for the first time,
you are immediately prompted to provide a name for the file.
This name can have up to 8 characters. Letters, numbers, and
several other symbols are permitted. If the file is to be an
ASCII file, then you must also specify an extension which is a
period followed by from zero to three characters. If the name
given is acceptable, the text in memory is stored on the current
disk in the current directory. The settings for margins, tabs,
and line width are stored with the file if it is an
RGB^TechWriter file.

     If the text in memory is from an existing file, you are
asked if you want to save the current text under the same file
name and create a backup copy. If this is your intent, the
previous contents of the file are renamed to make the backup and
the current text is saved under the current file name. The
renamed backup file will have the same name but a different
extension. The extension is .TWB for RGB^TechWriter files, or
.BAK for ASCII files. If you don't want to save the text under
its original name, respond to the backup question by hitting the
"N" key.   You will then be asked for a new file name. If a file
already exists with the new name given, a warning is issued and
no action is taken. This prevents you from overwriting another
file with the same name you may have forgotten about. If there
is not enough room on the disk for your file, the disk is write-
protected, or there is no disk in the drive, a warning is issued
and the file is not saved.

R - Revise a File. Once you have saved a file for the first time
and given it a name using the Save a File command, following
further modifications you may just want to replace the old
version with the new version and not bother with a backup copy.
This command does just that. It uses the same name you gave when
you got the file into memory, and saves the current memory
contents back under that same name. If RGB^TechWriter can't find
the original file (perhaps you changed directories or diskettes),
a warning is issued and no action is taken. If there is not
enough room on the disk for your file, the disk is write-
protected, or there is no disk in the drive, a warning is issued
and the file is not updated. Pay particular note to the
insufficient disk space warning, because the old version of your
file will be erased when this occurs, leaving you with only the
text in memory.

3.4 Deleting Files

     Eventually you will generate more files than you know what
to do with. DOS provides a way of erasing unwanted files, but
RGB^TechWriter also provides this service as a convenience:

D - Delete a File. You are asked for the name of the file you
wish to delete. If that file does exist in the current directory
on the current disk drive, then you are asked for a confirmation
before the file is erased from the disk.

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