

# CITATIONS<sup>©</sup>

```
+-----+
: #                CITATIONS                F)unction  :
+-----+
:K1: dBase II      :K2: CITATIONS      :K3: Sample      :
:ALN:Hochschpit,  ::Hermann S., The Citations Program, :
:Kalamazoo, MI: Task Think Workshops, Inc., 1983, cover. :
:                                                         :
:                                                         :
:Citation: "CITATIONS first displays a primary screen contain- :
:ing areas for keywords and author's last name. These are used:
:as an index so you may search your database for terms and :
:names and these will in turn, refer you to citations which you:
:may then display in full. The primary screen also contains :
:areas for the footnote and the citation itself. The entry :
:screens may be used to keep and retrieve quotations, biblio- :
:graphic entries, idea notes taken from the works of others :
:and any footnotes which may be associated with these. You may:
:also keep any working notes of your own origin, using your own:
:name as the author. These may be retrieved like any other :
:citation simply by reference to your own name and/or the ::X:
+-----+
```

```
+-----+
:concept words you enter into the keyword areas at the begin- :
:ing of the first entry screen. When a citation is too long to:
:fit into the first entry screen, then another blank screen :
:appears (like this one) so that you may then complete the re-:
:mainder of the entry. Your citations may be organized into :
:any number of major topics -one per diskette. Then within that:
:topic, you may use any number of keywords to identify specific:
:entries -three per entry. Once entered, your citations may be:
:retrieved by search and display features which range from dis-:
:plays of everything on the diskette to only those citations :
:containing a given keyword or author's last name. If you make:
:errors or otherwise want to change a citation, you may edit :
:it even after you have made your entry. In addition, you may :
:print your citations directly from within the program, delete :
:any entries and make copies of your citations for merger by :
:your wordprocessor into other documents. The program is menu :
:driven and contains 10 help screens, callable at any time." :
+-----+
```



TASK THINK WORKSHOPS INC.  
P.O. Box 2363, Kalamazoo, Mi. 49003



# DBCITATIONS

## INSTALLATION AND TUTORIAL

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We are in a position to offer technical assistance by telephone at only selected times. Someone will usually be available from 9:00 A.M. to 4:00 P.M. (Eastern Time Zone) on Mondays and Fridays and 6:00 P.M. to 8:30 P.M. on Tuesday and Thursday evenings. Our phone is not answered by machine, so if you do not reach anyone, there will be no cost to you.

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## I. INSTALLATION ON THE OSBORNE COMPUTER

### A. Orientation

DBCITATIONS is provided with adequate files so that versions are possible for single and double density, 52 and 80 columns. The program diskettes supplied are single density so that they may be read by any properly functioning Osborne Computer. You must, however, make selections from the files available. The 52 and 80 column versions are mutually exclusive. Never attempt to mix these files. Some of the files are for single density applications, some for double, and still others for the Osborne Executive. Some of the files go on Program Disk A and some on DataBase Disk B. All of the feasible combinations are laid out for you in this installation document. You need only select the one that best fits your conditions and carefully do it. You may disregard all others.

This installation on the Osborne O1 will require the use of your CP/M program and utilities diskettes containing the files COPY, PIP, SETUP, STAT, and SYSGEN. On the Osborne Executive you will need to use the CP/M Plus and Osborne utilities files COPY, COPYSYS, PIP, and SHOW. Some diskette swapping is necessary during installation, but is not necessary during the actual running of the program.

Your version of dBase II must also be properly installed. Be certain that you select the full screen editing features when you are making your dBase II installation. The very core of the way DBCITATIONS operates is built on these absolutely marvelous full screen editing features. Your Osborne, dBase II and DBCITATIONS are all properly made for each other. But it is your responsibility to make certain that they mesh correctly.

Remember, the combinations are spelled out for you in this document. You need select only the one that fits your conditions and do it. You need not be concerned about the others.

What combinations should you select?

Single or double density. If you have double density available to you, by all means take that option. We have discovered no disadvantages to double density and no reasons to prefer single. So, if you have the option, choose double. Of course, choose single if that is the way your Osborne is configured.

dBase II Versions 2.3 or 2.4. Either will work fine with DBCITATIONS, but if you have both, choose 2.3 as it takes up less diskette space. Version 2.4 is not very practical in a single density Osborne environment and we have not provided installation instructions for this combination. Write us for free special instructions if this is the only way you can use DBCITATIONS.

52 or 80 column. If you do not have the 80 column option on your Osborne, then choose 52. If you have the Osborne Executive, use the 80 column version as you can't get the larger characters anyway and the 52 column display sits radically to the left of the screen. If you have the Osborne O1 and have both displays available to you, the choice is not automatically 80. The 52 column version uses less diskette space

and the display characters are 1.6X larger than on the 80 column version. Determine your choice after carefully considering your needs in relation to the following data.

### 1. System Data

The dBCITATIONS display screens use diskette space and contain data areas of the following sizes.

<u>Entry Areas</u>	<u>Number of characters per area</u>	
	52 column	80 column
Keyword 1	13	16
Keyword 2	13	16
Keyword 3	13	16
Author's Last Name	15	15
Footnote	180	228
Citation (primary screen)	589	671
Citation (secondary screen)	850	992
Total citation area	1,439	1,663
Total allocation	1,673	1,954

#### Citations per double density diskette

Primary screen only	212	181
Secondary and primary	104	89

#### Citations per single density diskette

Primary screen only	89
Secondary and primary	44

dBCITATIONS first displays a primary screen containing areas for keywords and author's last name. These are used like an index so you may search your database for terms and names and these will in turn, refer you to citations which you may then display in full. The primary screen also contains areas for the footnote, and the citation itself. If the citation is too long for the space available on the primary screen, then a secondary screen appears containing a single area to complete the citation. In choosing between 52 and 80 columns you may want to consider the sizes of the entries you are most likely to make, the number of entries you'd like to get on a diskette and the size of the display characters. (If you have an occasional very long footnote, it may be extended into the citations area, and a very long citation may be spread over two or more entries). If you like and your equipment is capable of doing so, you may set up both 52 and 80 column versions and compare them. The files are provided for you to do this.

The two distribution diskettes provided by Task Think Workshops, Inc. contain the following files.

52 column version

52AUTOST.COM	CIT52004.DBF	CIT52009.CMD	CIT52021.CMD
CT .CMD	CIT52005.CMD	CIT52010.CMD	CIT52022.CMD
CIT52002.CMD	CIT52007.FMT	CIT52011.CMD	XCT .CMD
CIT52003.FMT	CIT52008.DBF	CIT52020.CMD	

80 column version

80AUTOST.COM	CIT80004.DBF	CIT80009.CMD	CIT80021.CMD
CIT .CMD	CIT80005.CMD	CIT80010.CMD	CIT80022.CMD
CIT80002.CMD	CIT80007.FMT	CIT80011.CMD	3C .MEM
CIT80003.FMT	CIT80008.DBF	CIT80020.CMD	4C .MEM
			XCIT .CMD

**2. General File Form**

Most of these files follow a standard identifier code. You may interpret the eight character filenames as follows.

The CIT stands for the dBCITATIONS program.

The 52 or 80 identify the file as of the 52 or 80 column set.

The last two numbers of the eight character filenames is simply the file number. There is no file 006.

The extensions are either the standard CP/M file extension of COM or else they are the dBase II file extensions CMD (for command file), DBF (for database file), FMT (for format file) and MEM (for memory file).

**3. Special File Form**

52AUTOST.COM AND 80AUTOST.COM. These are public domain autostart files and are provided to you as a convenience at no charge. Each has been customized to start dBCITATIONS in the 80 column version when on the same diskette as CIT.CMD and the 52 column version when on the same diskette as CT.CMD. To function properly, the 52 and 80 prefixes will have to be removed by renaming to simply AUTOST.COM. They carry these names now, so that a person could PIP them to the same double density diskette when creating a back up diskette. These will not work on the Osborne Executive.

3C.MEM and 4C.MEM. These files contain basic housekeeping information for the (DBF) database files. 3C.MEM is used with dBASE II version 2.3 and 4C.MEM is used with version 2.4. Only one or the other of them is actually installed, depending upon your version of dBASE II. They are found on the 80 column distribution diskette only, but one or the other of them is required for both the 52 and 80 column versions of dBCITATIONS.

CIT.CMD or CT.CMD. These are the main command files for the 80 column and 52 column versions respectively.



XCT.CMD. This is an alternate main command file in 52 column format to use when installing the program in a single density version.

XCIT.CMD. This is an alternate main command file in 80 column format to use when installing the program on the Osborne Executive.

HELP FILES. Files numbered 020, 021 and 022 contain Help screens. They may be installed on either drive or eliminated completely with no harm to the system. If you do not install them or remove them after installation to save diskette space, but then select the H)elp options from within the program, they simply won't be there to offer help. No other harm is done. The instructional tutorial that follows assumes that they are installed. We suggest that you do install and use them while learning dBCITATIONS. You may then eliminate them later if you want to.

## B. Getting Ready

Note: These procedures are written at two levels. If you are experienced with the Osborne and with CP/M, you may simply follow the arrows for a quick overview of the install process. For those who need them, more detailed instructions appear in the indented sections. Osborne diskettes may be read by machines other than Osborne. If you are installing dBCITATIONS on a non-OSborne computer, these detailed instructions may not apply to your situation.

### 1. Prepare diskettes

To get started, you will need from three to seven empty diskettes - depending on various choices you make. Label these diskettes,

dBCITATIONS MASTER - Back up  
dBCITATIONS - Program Disk A  
dBCITATIONS - DataBase Disk B

This is the minimum set up. You may also want to label these diskettes single or double density, 52 or 80 column, depending on your choices. If you want to see both 52 and 80, then you will need additional diskettes A and B, and if your system is single density, another back up diskette. If you haven't already backed up your dBase II, you should do that too, requiring still another diskette and label. If you haven't backed up your CP/M SYSTEM diskette(s) then you should do that as well. Figure out just what you will need before you get into the details of installation. Everything will flow together more easily if you are prepared.

### 2. FORMAT all of the empty diskettes you intend to use.

There are several different ways to do this on Osborne computers, so refer to your own documentation for specific instructions. Select the double density CP/M version if you have it. The general procedure follows.

↓  
Format procedure for Osborne 01. Turn your computer on. Insert the CP/M SYSTEM disk in drive A and the first diskette you want



to format in drive B. Press RETURN. Wait. If your Osborne has the "Help" feature, press ESCAPE to get to CP/M. When you get to the A > prompt, type COPY, followed by a carriage return. When the menu appears select F to indicate that you want to format, and if your machine is capable of double density, select the D option when asked. Then select B since the diskette you want to format is in drive B. When the screen asks you to place the diskette in B, if you haven't already done so do it now, or just press RETURN if it is already there. When formatting is complete, remove the diskette in B, replace it with another and repeat this process until all the new diskettes you are going to use are formatted.

The format procedure on the Osborne Executive is virtually the same, except you use the arrows keys to select the formatting option and you don't have to select double density.

### 3. Make Back Up Copies

Using the CP/M COPY utility or PIP, make back up copies of the two dBCITATIONS distribution diskettes. Place these on the diskette(s) you have already formatted and labeled dBCITATIONS MASTER - Backup. If you have the Executive or a double density version of the O1, you may use PIP to place both of the single density diskettes onto a single double density diskette. Back up your dBaseII and CP/M SYSTEM diskettes if you haven't already done so. Correctly label all of these diskettes. Place original distribution diskettes in a safe place. Use only the back-ups from now on.

Note: Do yourself a favor. If you are not deeply experienced with CP/M utilities, then place a write protect tab on any diskettes you wish to copy from. Obviously, do not place them on diskettes to which you want to copy.

On the Osborne O1, to simply copy dBCITATIONS, turn on the computer, place the CP/M SYSTEM Disk in drive A, press RETURN and if you have the "Help" screen, press ESCAPE to get to the A > prompt. Then type COPY followed by RETURN. When asked, choose the C option. Select A as the source drive. Place the distribution diskette you want to copy in drive A and the diskette to become the back up in drive B, then press RETURN. When the copy is completed successfully, replace diskette A with the next material you want to copy, put the diskette to receive it in B and then repeat the above procedure until you have copied all the disks you want to.

If yours is a single density system, or you are simply making copies of both versions, and you intend to adopt the 52 column format, then it is a good idea to add the C.MEM file to the 52 column back-up diskette. You do this using PIP. The 3C.MEM file is only found on the diskette containing the 80 column version, but is required by the 52 column version as well. Put 3C.MEM on your 52 column back-up by placing the CP/M SYSTEM Disk in drive A and getting to the A > prompt as before. Insert the 52 column back-up diskette into drive B. Type CTRL-C to tell CP/M that you have a new diskette in B. Then type PIP followed by RETURN. When the asterisk "\*" prompt appears, remove the CP/M SYSTEM disk

and replace it with the 80 column diskette. Then type the following command and a carriage return.

```
B:=A:3C.MEM
```

When PIP finishes its work, you will have added 3C.MEM to the 52 column back-up diskette.

On the Executive and double density O1's you may use one less diskette if you use PIP to combine the distribution diskettes onto a single one. PIP is found on the CP/M SYSTEM disk, so using that disk, get to the A> prompt as before. Put the diskette you want to receive files (dBCITATIONS MASTER - Back up) in drive B. Now you will need to tell CP/M to look for a new diskette in drive B. You do this by typing CTRL-C (hold down the Control key and press C). Now type PIP and press RETURN. When the asterisk "\*" appears, remove the CP/M disk from drive A and put in the first diskette you want to copy (say the 52 column version distribution diskette). Then type in the following command, followed by a carriage return.

```
B:=A:*.*
```

When PIP has completed its functions remove the distribution diskette and replace it with the other one. Type the same command over again, followed by a carriage return.

```
B:=A:*.*
```

When PIP finishes, both the 52 and 80 column versions of dBCITATIONS will be backed up onto the single diskette dBCITATIONS MASTER - Back up.

Now with the CP/M SYSTEM disk in drive A, check your backup(s) by placing it (them) in drive B and at the A> prompt, type CTRL-C (hold down the CONTROL key and press C), then when the A> prompt reappears type

```
DIR B:
```

followed by a carriage return. Compare the screen listing with the printed listing of what should be there (appears under I.A.1., above), just to make sure that all the necessary files have been correctly backed up.

### C. Install Procedure

**Note:** The following 4 aspects of the install procedure are mutually exclusive. Select only one, (or at least one at a time) and disregard all others. Overview -

- do 1. 52 column, single density, dBASE II-2.3 . . . page 7  
or
- do 2. 52 column, double density, Osborne 01 . . . . page 11  
or
- do 3. 80 column, double density, Osborne 01 . . . . page 16  
or
- do 4. 80 column, Osborne Executive . . . . . page 21

#### 1. 52 Column, Single Density, dBASE II-2.3

Using the dBCITATIONS - Master Back Up diskette and your CP/M SYSTEM diskette, make up the dBCITATIONS - Program Disk A and the dBCITATIONS - DataBase Disk B according to the following plan.

##### a. dBCITATIONS Program Disk A

You will need to place the CP/M systems tracks on the diskette you have labeled dBCITATIONS - Program Disk A. You will also need to perform certain SETUP operations. If you have a 52 column version of Wordstar and it and your printer function properly with each other, this will be fairly easy. Using the CP/M COPY Utility, just copy your WordStar diskette onto dBCITATIONS - Program Disk A. Then erase all the files. The system tracks will be left on the diskette, properly configured to run dBCITATIONS. (The dBCITATIONS print and screen display functions mimic WordStar). Then using SETUP, just change the arrow keys to CP/M, program function key 1 to DO CT [CR], and turn off the auto horizontal scroll.

If your WordStar is 52 column and functions correctly with your printer, copy the system tracks as follows. Turn the computer on. Insert the CP/M SYSTEM diskette into drive A. Press RETURN. If you have the "Help" screen, press ESCAPE to get to the A > prompt. Then type COPY followed by RETURN. When asked, choose the C option. Select A as the source drive. Remove the CP/M SYSTEM diskette from drive A and replace it with your WordStar diskette. Put the dBCITATIONS - Program Disk A into drive B, then press RETURN. When the copy is completed successfully, press RETURN twice to exit from the copy program. Remove the WordStar diskette from drive A and replace it with the CP/M SYSTEM diskette. At the A > prompt, type SETUP, followed by RETURN. When asked, select B as the diskette you want to configure - that is, dBCITATIONS - Program Disk A. It is located in drive B. When the screen clears, you will have a whole menu of things you can change. Do not change the settings for A, B and C. These are the ones that are successful in getting WordStar to work correctly with your printer. Tap "D" to toggle the AUTO HORIZONTAL SCROLL. It should be turned off. Tap "E" to get to the function key menu. Once there, select 1 to program func-

tion key 1 to read

1: DO CT[CR]

where [CR] means enter a carriage return. Press the ESCAPE key twice to exit. Check to see that 1 says the correct thing. Then select "X" to go back to the main menu. Now toggle "F" to set the arrow keys to CP/M. Check the whole screen for correct settings, and when satisfied, press "X" to exit. Select B as the destination. When the drives stop running remove your CP/M SYSTEM diskette from drive A and move the dBCITATIONS - Program Disk A into drive A. Press the RESET button. When the Osborne logo appears, press the RETURN key. WordStar should appear on the screen. When you get to the nofile menu, press "X" to get to the system. When the A> prompt appears, type

ERA \*.\*

followed by a carriage return. You will be asked if you want to erase all. You do so just type Y followed by RETURN. When the A> prompt returns, type

DIR

followed by a carriage return. You should get the indication that there are no files on this disk. That's just as you want it for now. The all important system tracks are on there, correctly configured for dBCITATIONS. To check, see if the diskette will produce a cold boot. Hit the RESET button. When the logo appears, tap RETURN. You should get the A> prompt indicating the system tracks are on the diskette.

**Note:** Put the system tracks of dBCITATIONS - Program Disk A by the foregoing method or the following method. Do not try to do both.

If, on the other hand, your WordStar/printer interface is not reliable, you will still need to add the system tracks to dBCITATIONS - Program Disk A. Additionally, you will need to perform the SETUP operations of selecting a printer protocol and the baud rate at which your printer is to receive output from the computer. These are hardware considerations and if you don't know these for your printer, you will need to find them out and enter them correctly for the print functions of dBCITATIONS to operate correctly. The systems tracks are essential to dBCITATIONS. If you don't want to print from within dBCITATIONS, then you may consider the SETUP operations that deal with printing to be optional. You will, however, need to do some minimal SETUP operations to change the arrow keys to CP/M, turn off the auto horizontal scroll and program function key 1 to DO CT [CR].

To add the system tracks, you need to use the CP/M program called SYSGEN. To SYSGEN dBCITATIONS - Program Disk A turn on the computer. Place the CP/M SYSTEM disk in drive A and press RETURN. If necessary, press ESCAPE to get past the Help feature. When you get to the A> prompt type SYSGEN followed by a carriage return. When asked for the source drive, type A and then press RETURN. You will be asked to put the source diskette in drive A. You are going to use your CP/M SYSTEM diskette as the

source, so it is already there. Just press RETURN. Select B as the destination diskette and when asked put the diskette labeled dbcITATIONS - Program Disk A into drive B. Press RETURN. SYSGEN operates quickly and tells you when it is finished. Press RETURN to exit from the SYSGEN program.

Now at the A> prompt type SETUP followed by RETURN. Select B as the disk you want to configure since dbcITATIONS - Program Disk A is in drive B. When the screen clears, the current setup listings will appear. If these are not correct for your printer (get correct settings from your printer manual) change them to conform to what is needed. Tapping A will produce a menu of printer options. Select from this menu and then press "X" to return to the main menu. Toggle B to switch between 300 and 1200 baud. Make sure that selection C is set to 128. Toggle D to turn OFF the AUTO HORIZONTAL SCROLL. Tap E to get to the function key menu. Select 1 to program function key 1 to

```
1: DO CT[CR]
```

where [CR] means enter a carriage return. Press the ESCAPE key twice to exit. Check to see that function key 1 is correct. Then press "X" to return to the main menu. Tap F to toggle the arrow keys to CP/M. Select B as the destination drive. When the drives stop, remove the CP/M diskette from drive A. Place the dbcITATIONS - Program Disk into drive A. Press the RESET button. When the Osborne logo appears, press the RETURN key. You should be able to make a cold boot with this diskette and get the A> prompt of CP/M. If so, all is well with the system tracks.

With the system tracks correctly configured, add the necessary files to dbcITATIONS - Program Disk A. Use PIP to make the diskette contain the following files.

Proper files for single density, 52 column, dBASE II-2.3  
dbcITATIONS - Program Disk A

CT	.CMD	CIT52009.CMD	DBASEAPP.OVR	DBASEMSG.COM
CIT52002.CMD		CIT52010.CMD	DBASEMAI.OVR	DO .COM
CIT52003.FMT		CIT52011.CMD	DBASEMSC.OVR	STAT .COM
CIT52007.FMT				

Turn the computer on. Place the CP/M SYSTEM diskette in drive A and dbcITATIONS - Program Disk A into drive B. Press RETURN. Then press CTRL-C. Press the ESCAPE key to get past the Help screen and at the A> prompt type PIP followed by a carriage return. When the asterisk "\*" prompt appears, type

```
B:=A:STAT.COM
```

followed by a carriage return. When the asterisk prompt reappears, remove the CP/M SYSTEM diskette from drive A and replace it with dbcITATIONS MASTER - Back Up (52 column version). Now type the following commands one-at-a-time, each followed by a carriage return and waiting between each for the asterisk prompt

to reappear.

```
B:CT.CMD=A:XCT.CMD
B:=A:CIT52002.CMD
B:=A:CIT52009.CMD
B:=A:CIT5201?.CMD
B:=A:CIT5200?.FMT
```

Now remove the dbcITATIONS MASTER - Back Up from drive A and replace it with your dBASE II back-up, version 2.3. At the asterisk prompt type each of the following commands, one-at-a-time, each followed by a carriage return and waiting for the asterisk prompt to reappear between each.

```
B:=A:DBASEAPP.OVR
B:=A:DBASEMAI.OVR
B:=A:DBASEMSC.OVR
B:=A:DBASEMSG.COM
B:DO.COM=A:DBASE.COM
```

Replace the diskette in drive A with your CP/M System diskette and exit from PIP with a carriage return. Then type

```
DIR B:
```

followed by a carriage return and then confirm that dbcITATIONS - Program Disk A contains the files listed as correct for it at the beginning of this section. If any are missing, go back and retrace your steps until you have them all.

**b. dbcITATIONS - DataBase Disk B**

Use PIP to make this diskette contain the following files.

Proper files for Single Density, dBase II version 2.3  
dbcITATIONS - DataBase Disk B

```
CIT52004.DBF          CIT52008.DBF          CIT52021.CMD          C.MEM
CIT52005.CMD          CIT52020.CMD          CIT52022.CMD
```

With the computer turned on, place the CP/M SYSTEM diskette in drive A and the dbcITATIONS -DataBase Disk B in drive B. Press RETURN and when the A> prompt appears Press CTRL-C to tell CP/M to look for a new diskette in drive B. Then type PIP followed by a carriage return. When the asterisk prompt appears, remove the CP/M SYSTEM diskette from drive A and replace it with dbcITATIONS MASTER - Back Up. Then type the following commands, one-at-a-time, each followed by a carriage return, and waiting for the asterisk prompt to reappear between each.

```
B:=A:CIT5200?.DBF
B:=A:CIT52005.CMD
B:=A:CIT5202?.CMD
B:C.MEM=A:3C.MEM
```

Remove the dBCITATIONS MASTER - Back Up from drive A and replace it with the CP/M SYSTEM diskette. Exit from PIP with a carriage return and at the A> prompt type

DIR B:

followed by a carriage return. Check to see if dBCITATIONS - DataBase Disk B contains the files listed above. If not, retrace your steps until you get the diskette correctly configured. (Remember, the 3C.MEM file is only on the 80 column distribution diskette. If you didn't move it to the 52 column back-up when you made it, then it won't be on dBCITATIONS - DataBase Disk B. Use PIP to get it there, else dBCITATIONS won't run correctly).

Note: dBCITATIONS has been designed so that you may have any number of databases, each organized around a particular topic. Each topic requires its own diskette B. Anytime, you may make up additional copies of diskette B. The program diskette A controls all of these, so only one copy of it is needed no matter how many versions of diskette B you have.

Note: In single density applications, the command files that produce the Help screens are installed on drive B. There is simply not room for them on drive A. The effect of this is to reduce the number of citations you can put on the database disk. If this is annoying to you, the file numbers 020, 021 and 022 that are placed on drive B may be erased at any time you want. If you leave them on, you can get 70 primary screen citations on the disk before it is full. By this time you should not need the Help screens and could remove them, making room for an additional 19 entries.

If disk A and disk B of dBCITATIONS contain the correct files, you are now ready to start the first "run through" of the program. Remove all disks from the computer and except for disks A and B, put them in a safe place. Do not place a write protect tab on dBCITATIONS - Program Disk A or on dBCITATIONS DataBase Diskette B. Both of these diskettes need to be written to. Press the RESET button to give yourself a fresh start. You may turn to the tutorial section of this booklet and begin using dBCITATIONS right away.

## 2. 52 Column, Double Density, Osborne 1

Using the dBCITATIONS - Master Back Up diskette, the CP/M SYSTEM diskette that is configured for double density and your dBASE II Master Back-Up, make up the dBCITATIONS - Program Disk A and the dBCITATIONS - DataBase Disk B according to the following plan.

### a. dBCITATIONS Program Disk A

You will need to place the CP/M systems tracks on the diskette you have labeled dBCITATIONS - Program Disk A. You will also need to perform certain SETUP operations. If you have a 52 column version of Wordstar and it and your printer function properly with each other, and if it is configured to produce double density this will be fairly easy. Using the CP/M COPY Utility, just copy your WordStar diskette onto dBCITATIONS - Program



Disk A. Then erase all the files. The system tracks will be left on the diskette, properly configured to run dBCITATIONS. (The dBCITATIONS print and screen display functions mimic WordStar). Then using SETUP, just change the arrow keys to CP/M, program function key 1 to DO CT [CR], and turn off the auto horizontal scroll.

If your WordStar is 52 column, double density and functions correctly with your printer, copy the system tracks as follows. Turn the computer on. Insert the CP/M SYSTEM diskette into drive A. Press RETURN. If you have the "Help" screen, press ESCAPE to get to the A> prompt. Then type COPY followed by RETURN. When asked, choose the C option. Select A as the source drive. Remove the CP/M SYSTEM diskette from drive A and replace it with your WordStar diskette. Put the dBCITATIONS - Program Disk A into drive B, then press RETURN. When the copy is completed successfully, press RETURN twice to exit from the copy program. Remove the WordStar diskette from drive A and replace it with the CP/M SYSTEM diskette. At the A> prompt, type SETUP, followed by RETURN. When asked, select B as the diskette you want to configure - that is, dBCITATIONS - Program Disk A. It is located in drive B. When the screen clears, you will have a whole menu of things you can change. Do not change the settings for A, B and C. These are the ones that are successful in getting WordStar to work correctly with your printer. Tap "D" to toggle the AUTO HORIZONTAL SCROLL. It should be turned off. Tap "E" to get to the function key menu. Once there, select 1 to program function key 1 to read

```
1: DO CT[CR]
```

where [CR] means enter a carriage return. Press the ESCAPE key twice to exit. Check to see that 1 says the correct thing. Then select "X" to go back to the main menu. Now toggle "F" to set the arrow keys to CP/M. Check the whole screen for correct settings, and when satisfied, press "X" to exit. Select B as the destination. When the drives stop running remove your CP/M SYSTEM diskette from drive A and move the dBCITATIONS - Program Disk A into drive A. Press the RESET button. When the Osborne logo appears, press the RETURN key. WordStar should appear on the screen. When you get to the nofile menu, press "X" to get to the system. When the A> prompt appears, type

```
ERA *.*
```

followed by a carriage return. You will be asked if you want to erase all. You do so just type Y followed by RETURN. When the A> prompt returns, type

```
DIR
```

followed by a carriage return. You should get the indication that there are no files on this disk. That's just as you want it for now. The all important system tracks are on there, correctly configured for dBCITATIONS. To check, see if the diskette will produce a cold boot. Hit the RESET button. When the logo appears, tap RETURN. You should get the A> prompt indicating

the system tracks are on the diskette.

**Note:** Put the system tracks of dBCITATIONS - Program Disk A by the foregoing method or the following method. Do not try to do both.

If, on the other hand, your WordStar/printer interface is not reliable, you will still need to add the system tracks to dBCITATIONS - Program Disk A. Additionally, you will need to perform the SETUP operations of selecting a printer protocol and the baud rate at which your printer is to receive output from the computer. These are hardware considerations and if you don't know these for your printer, you will need to find them out and enter them correctly for the print functions of dBCITATIONS to operate correctly. The systems tracks are essential to dBCITATIONS. If you don't want to print from within dBCITATIONS, then you may consider the SETUP operations that deal with printing to be optional. You will, however, need to do some minimal SETUP operations to change the arrow keys to CP/M, turn off the auto horizontal scroll and program function key 1 to DO CT [CR].

To add the system tracks, you need to use the CP/M program called SYSGEN. Be certain to use the version that is suitable to double density. To SYSGEN dBCITATIONS - Program Disk A turn on the computer. Place the CP/M SYSTEM disk in drive A and press RETURN. If necessary, press ESCAPE to get past the Help feature. When you get to the A> prompt type SYSGEN followed by a carriage return. When asked for the source drive, type A and then press RETURN. You will be asked to put the source diskette in drive A. You are going to use your CP/M SYSTEM diskette as the source, so it is already there. Just press RETURN. Select B as the destination diskette and when asked put the diskette labeled dBCITATIONS - Program Disk A into drive B. Press RETURN. SYSGEN operates quickly and tells you when it is finished. Press RETURN to exit from the SYSGEN program.

Now at the A> prompt select the double density SETUP utility and type SETUP followed by RETURN. Select B as the disk you want to configure since dBCITATIONS - Program Disk A is in drive B. When the screen clears, the current setup listings will appear. If these are not correct for your printer (get correct settings from your printer manual) change them to conform to what is needed. Tapping A will produce a menu of printer options. Select from this menu and then press "X" to return to the main menu. Toggle B to switch between 300 and 1200 baud. Make sure that selection C is set to 128. Toggle D to turn OFF the AUTO HORIZONTAL SCROLL. Tap E to get to the function key menu. Select 1 to program function key 1 to

1: DO CT[CR]

where [CR] means enter a carriage return. Press the ESCAPE key twice to exit. Check to see that function key 1 is correct. Then press "X" to return to the main menu. Tap F to toggle the arrow keys to CP/M. Select B as the destination drive. When the drives stop, remove the CP/M diskette from drive A. Place the dBCITATIONS - Program Disk into drive A. Press the RESET button. When the Osborne logo appears, press the RETURN key. You should be able to make a cold boot with this diskette and get the

# A> prompt of CP/M. If so, all is well with the system tracks.

With the system tracks correctly configured, add the necessary files to dBCITATIONS - Program Disk A. Use PIP to make the diskette contain the following files.

Proper files for double density, 52 column, dBASE II-2.3  
dBCITATIONS - Program Disk A

AUTOST .COM	CIT52007.FMT	CIT52021.CMD	DBASEMSC.OVR
CT .CMD	CIT52009.CMD	CIT52022.CMD	DBASEMSG.COM
CIT52002.CMD	CIT52010.CMD	DBASEAPP.OVR	DO .COM
CIT52003.FMT	CIT52011.CMD	DBASEMAI.OVR	PIP .COM
CIT52005.CMD	CIT52020.CMD		STAT .COM

Or, if your version of dBASE II is 2.4, set the diskette up as follows.

Proper files for double density, 52 column, dBASE II-2.4  
dBCITATIONS - Program Disk A

AUTOST .COM	CIT52005.CMD	CIT52011.CMD	DBASEOVR.COM
CT .CMD	CIT52007.FMT	CIT52020.CMD	DO .COM
CIT52002.CMD	CIT52009.CMD	CIT52021.CMD	PIP .COM
CIT52003.FMT	CIT52010.CMD	CIT52022.CMD	STAT .COM

Turn the computer on. Place the CP/M SYSTEM diskette in drive A and dBCITATIONS - Program Disk A into drive B. Press RETURN. Then press CTRL-C. At the A> prompt type PIP followed by a carriage return. When the asterisk "\*" prompt appears, type

B:=A:STAT.COM

when the asterisk prompt reappears, type the following

B:=A:PIP.COM

followed by a carriage return. When the asterisk prompt reappears, remove the CP/M SYSTEM diskette from drive A and replace it with dBCITATIONS MASTER - Back Up. Now type the following commands one-at-a-time, each followed by a carriage return and waiting between each for the asterisk prompt to reappear.

B:=A:CT.CMD  
 B:=A:CIT520???.CMD  
 B:=A:CIT520???.FMT  
 B:AUTOST.COM=A:52AUTOST.COM

Now you will need to add the dBASE II program files to dBCITATIONS - Program Disk A. Which ones you add depends on whether you have version 2.3 or 2.4. Determine which you have and then continue the installation process using the part that is applicable to you.

**aa. Installation using dBASE II, version 2.3**

Now remove the dBCITATIONS MASTER - Back Up from drive A and replace it with your dBASE II back-up, version 2.3. At the asterisk prompt type the following commands, one-at-a-time, each followed by a carriage return and waiting for the asterisk prompt to reappear between them.

```
B:=A:DBASEAPP.OVR
B:=A:DBASEMAI.OVR
B:=A:DBASEMSC.OVR
B:=A:DBASEMSG.COM
B:DO.COM=A:DBASE.COM
```

Remove the dBCITATIONS MASTER - Back Up from drive A and replace it with the CP/M System diskette. Press a carriage return to exit from PIP. Then type

```
DIR B:
```

followed by a carriage return and then confirm that dBCITATIONS Program Disk A contains the files listed as correct for version 2.3 at the beginning of this section. If any are missing, go back and retrace your steps until you have them all.

**ab. Installation using dBASE II, version 2.4.**

Now remove the dBCITATIONS MASTER - Back Up from drive A and replace it with your dBASE II back-up, version 2.4. At the asterisk prompt type the following commands, one-at-a-time, each followed by a carriage return and waiting for the asterisk prompt to reappear between them.

```
B:=A:DBASEOVR.COM
B:DO.COM=A:DBASE.COM
```

Replace the dBCITATIONS MASTER - Back Up diskette with your CP/M System diskette and exit from PIP with a carriage return. Then type

```
DIR B:
```

followed by a carriage return and then confirm that dBCITATIONS - Program Disk A contains the files listed as correct for version 2.4 at the beginning of this section. If any are missing, go back and retrace your steps until you have them all.

**b. dBCITATIONS - DataBase Disk B**

Use PIP to make this diskette contain the following files.

Proper files for Double Density, Osborne 01  
dBCITATIONS - DataBase Disk B

CIT52004.DBF

CIT52008.DBF

C.MEM

With the computer turned on, place the CP/M SYSTEM diskette in drive A and the dBCITATIONS -DataBase Disk B in drive B. Press RETURN and when the A > prompt appears Press CTRL-C to tell CP/M to look for a new diskette in drive B. Then type PIP followed by a carriage return. When the asterisk prompt appears, remove the CP/M SYSTEM diskette from drive A and replace it with dBCITATIONS MASTER - Back Up. Then type the following commands, one-at-a-time, each followed by a carriage return, and waiting for the asterisk prompt to reappear between each.

```
B:=A:CIT5200?.DBF
```

```
B:C.MEM=A:3C.MEM (if dBASE II, version 2.3) or
```

```
B:C.MEM=A:4C.MEM (if dBASE II, version 2.4)
```

Remove the dBCITATIONS MASTER - Back Up from drive A and replace it with the CP/M SYSTEM diskette. Exit from PIP with a carriage return and at the A.. prompt type

```
DIR B:
```

followed by a carriage return. Check to see if dBCITATIONS - DataBase Disk B contains the files listed above. If not, retrace your steps until you get the diskette correctly configured. (Remember, the C.MEM file is only on the 80 column distribution diskette. If you didn't move it to the 52 column back-up when you made it, then it won't be on dBCITATIONS - DataBase Disk B. Use PIP to get it there, else dBCITATIONS won't run correctly).

Note: dBCITATIONS has been designed so that you may have any number of databases, each organized around a particular topic. Each topic requires its own diskette B. You may now or any time later make up additional copies of diskette B. The program diskette A controls all of these, so only one copy of it is needed no matter how many versions of diskette B you have.

If disk A and disk B of dBCITATIONS contain the correct files, you are now ready to start the first "run through" of the program. Remove all disks from the computer and except for disks A and B, put them in a safe place. Press the RESET button to give yourself a fresh start. Do not write protect dBCITATIONS - Program Disk A or dBCITATIONS DataBase Diskette B as both of these need to be written to. You may now turn to the tutorial section of this booklet and begin using dBCITATIONS right away.

### 3. 80 Column, Double Density, Osborne 01

You will need to place the CP/M systems tracks on the diskette you have labeled dBCITATIONS - Program Disk A. You will also need to perform certain SETUP operations. If you have an 80 column version of Wordstar, it is double density and it and your printer function properly with each other, this will be fairly easy. Using the CP/M COPY Utility, just copy

your WordStar diskette onto dBCITATIONS - Program Disk A. Then erase all the files. The system tracks will be left on the diskette, properly configured to run dBCITATIONS. (The dBCITATIONS print and screen display functions mimic WordStar). Then using SETUP, just change the arrow keys to CP/M, program function key 1 to DO CIT[CR], and turn off the auto horizontal scroll.

If your WordStar is 80 column, double density and functions correctly with your printer, copy the system tracks as follows. Turn the computer on. Insert the CP/M SYSTEM diskette into drive A. Press RETURN. If you have the "Help" screen, press ESCAPE to get to the A> prompt. Then type COPY followed by RETURN. When asked, choose the C option. Select A as the source drive. Remove the CP/M SYSTEM diskette from drive A and replace it with your WordStar diskette. Put the dBCITATIONS - Program Disk A into drive B, then press RETURN. When the copy is completed successfully, press RETURN twice to exit from the copy program. Remove the WordStar diskette from drive A and replace it with the CP/M SYSTEM diskette. At the A> prompt, type SETUP, followed by RETURN. When asked, select B as the diskette you want to configure - that is, dBCITATIONS - Program Disk A. It is located in drive B. When the screen clears, you will have a whole menu of things you can change. Do not change the settings for A, B and C. These are the ones that are successful in getting WordStar to work correctly with your printer. Tap "D" to toggle the AUTO HORIZONTAL SCROLL. It should be turned off. Tap "E" to get to the function key menu. Once there, select 1 to program function key 1 to read

1: DO CIT[CR]

where [CR] means enter a carriage return. Press the ESCAPE key twice to exit. Check to see that 1 says the correct thing. Then select "X" to go back to the main menu. Now toggle "F" to set the arrow keys to CP/M. Check the whole screen for correct settings, and when satisfied, press "X" to exit. Select B as the destination. When the drives stop running remove your CP/M SYSTEM diskette from drive A and move the dBCITATIONS - Program Disk A into drive A. Press the RESET button. When the Osborne logo appears, press the RETURN key. WordStar should appear on the screen. When you get to the nofile menu, press "X" to get to the system. When the A> prompt appears, type

ERA \*.\*

followed by a carriage return. You will be asked if you want to erase all. You do so just type Y followed by RETURN. When the A> prompt returns, type

DIR

followed by a carriage return. You should get the indication that there are no files on this disk. That's just as you want it for now. The all important system tracks are on there, correctly configured for dBCITATIONS. To check, see if the diskette will produce a cold boot. Hit the RESET button. When the logo ap-

↓ appears, tap RETURN. You should get the A> prompt indicating the system tracks are on the diskette.

**Note:** Put the system tracks of dBCITATIONS - Program Disk A by the foregoing method or the following method. Do not try to do both.

If, on the other hand, your WordStar/printer interface is not reliable, you will still need to add the system tracks to dBCITATIONS - Program Disk A. Additionally, you will need to perform the SETUP operations of selecting a printer protocol and the baud rate at which your printer is to receive output from the computer. These are hardware considerations and if you don't know these for your printer, you will need to find them out and enter them correctly for the print functions of dBCITATIONS to operate correctly. The systems tracks are essential to dBCITATIONS. If you don't want to print from within dBCITATIONS, then you may consider the SETUP operations that deal with printing to be optional. You will, however, need to do some minimal SETUP operations to change the arrow keys to CP/M, turn off the auto horizontal scroll and program function key 1 to DO CIT[CR].

To add the system tracks, you need to use the CP/M program called SYSGEN. Be certain to use the version that is suitable to double density. To SYSGEN dBCITATIONS - Program Disk A turn on the computer. Place the CP/M SYSTEM disk in drive A and press RETURN. If necessary, press ESCAPE to get past the Help feature. When you get to the A> prompt type SYSGEN followed by a carriage return. When asked for the source drive, type A and then press RETURN. You will be asked to put the source diskette in drive A. You are going to use your CP/M SYSTEM diskette as the source, so it is already there. Just press RETURN. Select B as the destination diskette and when asked put the diskette labeled dBCITATIONS - Program Disk A into drive B. Press RETURN. SYSGEN operates quickly and tells you when it is finished. Press RETURN to exit from the SYSGEN program.

Now at the A> prompt select the double density SETUP utility and type SETUP followed by RETURN. Select B as the disk you want to configure since dBCITATIONS - Program Disk A is in drive B. When the screen clears, the current setup listings will appear. If these are not correct for your printer (get correct settings from your printer manual) change them to conform to what is needed. Tapping A will produce a menu of printer options. Select from this menu and then press "X" to return to the main menu. Toggle B to switch between 300 and 1200 baud. Make sure that selection C is set to 128. Toggle D to turn OFF the AUTO HORIZONTAL SCROLL. Tap E to get to the function key menu. Select 1 to program function key 1 to

1: DO CIT[CR]

↓ where [CR] means enter a carriage return. Press the ESCAPE key twice to exit. Check to see that function key 1 is correct. Then press "X" to return to the main menu. Tap F to toggle the arrow keys to CP/M. Select B as the destination drive. When the drives stop, remove the CP/M diskette from drive A. Place the dBCITATIONS - Program Disk into drive A. Press the RESET button. When the Osborne logo appears, press the RETURN key. You



↓ should be able to make a cold boot with this diskette and get the A> prompt of CP/M. If so, all is well with the system tracks.

With the system tracks correctly configured, add the necessary files to dBCITATIONS - Program Disk A. Use PIP to make the diskette contain the following files.

Proper files for double density, 80 column, dBASE II-2.3  
dBCITATIONS - Program Disk A

AUTOST .COM	CIT80007.FMT	CIT80021.CMD	DBASEMSG.COM
CIT .CMD	CIT80009.CMD	CIT80022.CMD	DO .COM
CIT80002.CMD	CIT80010.CMD	DBASEAPP.OVR	PIP .COM
CIT80003.FMT	CIT80011.CMD	DBASEMAI.OVR	STAT .COM
CIT80005.CMD	CIT80020.CMD	DBASEMSC.OVR	

Or, if your version of dBASE II is 2.4, set the diskette up as follows.

Proper files for double density, 80 column, dBASE II-2.4  
dBCITATIONS - Program Disk A

AUTOST .COM	CIT80005.CMD	CIT80011.CMD	DBASEOVR.COM
CIT .CMD	CIT80007.FMT	CIT80020.CMD	DO .COM
CIT80002.CMD	CIT80009.CMD	CIT80021.CMD	PIP .COM
CIT80003.FMT	CIT80010.CMD	CIT80022.CMD	STAT .COM

Turn the computer on. Place the CP/M SYSTEM diskette in drive A and dBCITATIONS - Program Disk A into drive B. Press RETURN. Then press CTRL-C. At the A> prompt type PIP followed by a carriage return. When the asterisk "\*" prompt appears, type

B:=A:STAT.COM

when the asterisk prompt reappears, type the following

B:=A:PIP.COM

followed by a carriage return. When the asterisk prompt reappears, remove the CP/M SYSTEM diskette from drive A and replace it with dBCITATIONS MASTER - Back Up. Now type the following commands one-at-a-time, each followed by a carriage return and waiting between each for the asterisk prompt to reappear.

B:=A:CIT.CMD

B:=A:CIT800??.CMD

B:=A:CIT800??.FMT

B:AUTOST.COM=A:80AUTOST.COM

Now you will need to add the dBASE II program files to dBCITATIONS - Program Disk A. Which ones you add depends on whether you have version 2.3 or 2.4. Determine which you have and then continue the installation process using the part that is applicable to you.

**Note:** Do section aa. or ab. Do not do both.

**aa. Installation using dBASE II, version 2.3**

Now remove the dBCITATIONS MASTER - Back Up from drive A and replace it with your dBASE II back-up, version 2.3. At the asterisk prompt type the following commands, one-at-a-time, each followed by a carriage return and waiting for the asterisk prompt to reappear between them.

```
B:=A:DBASEAPP.OVR
B:=A:DBASEMAI.OVR
B:=A:DBASEMSC.OVR
B:=A:DBASEMSG.COM
B:DO.COM=A:DBASE.COM
```

Now replace the diskette in drive A with your CP/M System diskette and exit from PIP with a carriage return. Type

```
DIR B:
```

followed by a carriage return and then confirm that dBCITATIONS Program Disk A contains the files listed as correct for it at the beginning of this section. If any are missing, go back and retrace your steps until you have them all.

**ab. Installation using dBASE II, version 2.4**

Now remove the dBCITATIONS MASTER - Back Up from drive A and replace it with your dBASE II back-up, version 2.4. At the asterisk prompt type the following commands, one-at-a-time, each followed by a carriage return and waiting for the asterisk prompt to reappear between them.

```
B:=A:DBASEOVR.COM
B:DO.COM=A:DBASE.COM
```

Now replace the diskette in drive A with your CP/M System diskette and exit from PIP with a carriage return. Type

```
DIR B:
```

followed by a carriage return and then confirm that dBCITATIONS Program Disk A contains the files listed as correct for it at the beginning of this section. If any are missing, go back and retrace your steps until you have them all.

**b. dBCITATIONS - DataBase Disk B**

Use PIP to make this diskette contain the following files.

Proper files for Double Density, Osborne 01  
dBCITATIONS - DataBase Disk B

```
CIT80004.DBF          CIT80008.DBF          C.MEM
```

With the computer turned on, place the CP/M SYSTEM diskette in drive A and the dBCITATIONS -DataBase Disk B in drive B. Press RETURN and when the A> prompt appears Press CTRL-C to tell CP/M to look for a new diskette in drive B. Then type PIP followed by a carriage return. When the asterisk prompt appears, remove the CP/M SYSTEM diskette from drive A and replace it with dBCITATIONS MASTER - Back Up. Then type the following commands, one-at-a-time, each followed by a carriage return, and waiting for the asterisk prompt to reappear between them.

```
B:=A:CIT8000?.DBF
B:C.MEM=A:3C.MEM (if dBASE II, version 2.3) or
B:C.MEM=A:4C.MEM (if dBASE II, version 2.4)
```

Remove the dBCITATIONS MASTER - Back Up from drive A and replace it with the CP/M SYSTEM diskette. Exit from PIP with a carriage return and at the A> prompt type

```
DIR B:
```

followed by a carriage return. Check to see if dBCITATIONS - DataBase Disk B contains the files listed above. If not, retrace your steps until you get the diskette correctly configured.

**Note:** dBCITATIONS has been designed so that you may have any number of databases, each organized around a particular topic. Each topic requires its own diskette B. You may now or any time later make up additional copies of diskette B. The program diskette A controls all of these, so only one copy of it is needed no matter how many versions of diskette B you have.

If disk A and disk B of dBCITATIONS contain the correct files, you are now ready to start the first "run through" of the program. Remove all disks from the computer and except for disks A and B, put them in a safe place. Press the RESET button to give yourself a fresh start. Do not write protect dBCITATIONS - Program Disk A or dBCITATIONS DataBase Diskette B as both of these need to be written to. You may now turn to the tutorial section of this booklet and begin using dBCITATIONS right away.

#### 4. 80 Column, Osborne Executive

You will need to place the CP/M systems tracks on the diskette you have labeled dBCITATIONS - Program Disk A. You will also need to perform certain SETUP operations. If you have a version of Wordstar that functions properly with your printer, this will be fairly easy. Using the CP/M COPY Utility, just copy your WordStar diskette onto dBCITATIONS - Program Disk A. Then erase all the files. The system tracks will be left on the diskette, properly configured to run dBCITATIONS. (The dBCITATIONS print and screen display functions mimic WordStar). Then using SETUP, just change the arrow keys to CP/M, select the normal video attribute, the steady underline cursor and program function key 1 to DO CIT[RET].

**Note:** Put the system tracks of dBCITATIONS - Program Disk A by the foregoing method or the following method. Do not try to do both.

You will need the CP/M utility called COPYSYS. With the computer turned on, insert the CP/M SYSTEM Disk into drive A. Place the diskette you have labeled dBCITATIONS - Program Disk A into drive B. Press RETURN. When the A> prompt appears, type COPYSYS. Press RETURN. When the menu appears, select "Get System from Drive A" and then press RETURN. When the operation is complete press RETURN again. When the next menu appears, select "Save System to Drive B," then press RETURN. When the system has been successfully transferred, you are finished with the system copying process.

Your task here is to put your WordStar printer settings onto dBCITATIONS Program Disk A, program one of the function keys, set the arrow keys to CP/M, set the diskette to the produce normal background attribute and set it to produce the steady underline console parameter.

With the computer on, insert the CP/M Plus System Disk in drive A and the dBCITATIONS - Program Disk A in drive B. Press RETURN. At the A> prompt type SETUP and press RETURN. Use the arrow keys to select "FROM DRIVE B" and press RETURN. Use the arrow keys to select "KEY DEFINITIONS" and press RETURN. When the function key change screen appears, define key 1 to read

DO CIT[RET]

(where [RET] means strike the RETURN key), then hold down the CTRL key and press RETURN. Then press the ESCAPE key to return to the SETUP menu.

Using the arrow keys, move the cursor to CONSOLE PARAMETERS and press RETURN. Check the current settings. If the Cursor type is not STEADY UNDERLINE, use the arrow keys to move the cursor to the Cursor Type position and press RETURN. When the select cursor screen appears, move the cursor to the Steady Underline position and press RETURN. If the background attribute is not NORMAL, use the arrow keys to move to the Background Attributes position and press return. This changes the setting to normal. Check to see if the arrow keys are set to CP/M. If they are not, use the arrow keys to move the cursor to the Arrow Keys position. Press RETURN. This will change them to CP/M.

Using the arrow keys, move the cursor to "PRINTER PO" and press RETURN. Check the "BAUD RATE" setting. If it is not the same as the baud rate needed by your printer, press RETURN. When the baud rate selection screen appears, use the arrow keys to select the correct one (you need to determine this by reference to the manual that goes with your printer). Press ESCAPE to move to the "Select Protocol" screen. Make the protocol option conform to the one that matches your printer. Similarly, make the device selection conform to the needs of your printer. When you have made the necessary changes, return to the main selections menu, place the cursor on "EXIT TO SAVE MENU" and press RETURN. When the destination menu appears, move the cursor to "TO DRIVE B" (this is where dBCITATIONS - Program Disk A resides) and press RETURN. When you get the message that the configuration has been saved, press ESCAPE to exit from SETUP.

By placing the CP/M utilities SHOW and PIP on the dBCITATIONS - Program Disk A, you can make this into a very powerful disk aiding you to transfer citations from your database onto diskettes you are editing with WordStar. You can also check from within the program whether or not you have space available on your diskettes to perform these transfers. Use PIP to transfer SHOW and PIP to dBCITATIONS - Program Disk A.

With the computer turned on, insert the CP/M Plus System Disk into drive A and put the dBCITATIONS - Program Disk A into drive B. Press RETURN. Press CTRL-C to tell CP/M to look for a new diskette in drive B. At the A> prompt, type PIP and press RETURN. When the asterisk appears, type

```
B:=A:PIP.COM
```

and press RETURN. When the asterisk appears again, type

```
B:=A:SHOW.COM
```

and press RETURN. SHOW and PIP will now have been added to dBCITATIONS - Program Disk A. Leave both diskettes in the computer and proceed.

From the dBCITATIONS MASTER Back Up (80 column version) that you made just previously above, copy the CIT800??.CMD and CIT800??.FMT files to dBCITATIONS - Program Disk A. Also copy, by renaming it just plain CIT, the XCIT.CMD file. Do not use the plain CIT.CMD file as this is for the Osborne O1 and won't work correctly with the Executive.

The asterisk prompt should still be on the screen waiting for commands from you. The dBCITATIONS -Program Disk A should still be in drive B. Replace the disk in drive A with dBCITATIONS MASTER - Back Up (80 column version) and type .

```
B:CIT.CMD=A:XCIT.CMD
```

and press RETURN. When the asterisk prompt reappears type

```
B:=A:CIT800??.CMD
```

and press RETURN. When the asterisk prompt reappears, type

```
B:=A:CIT8000?.FMT
```

and press RETURN. When the asterisk prompt reappears this time, all of the dBCITATIONS files needed to run the program will have been copied to the dBCITATIONS - Program Disk A. Leave this diskette in drive B, but remove the dBCITATIONS MASTER -Back Up from drive A and put it in a safe place.

The job now is to copy the necessary dBase II files to the dBCITATIONS - Program Disk A. dBCITATIONS does not make use of some of the files on your dBASE II back up diskette. Besides that, dBCITATIONS places different demands on version 2.4 than it does on version 2.3. Consequently, you will need to selectively copy files from your dBASE II back up diskette. Determine which version of dBASE II you have and then do one or the other of the

following two PIPings. Note that in both cases, DBASE.COM is renamed DO.COM.

If your's is version 2.3, place it in drive A. Then type the following commands at the asterisk prompt, one-by-one waiting for the asterisk prompt to reappear between each, and with each followed by a carriage return.

```
B:=A:DBASEAPP.OVR
B:=A:DBASEMAI.OVR
B:=A:DBASEMSC.OVR
B:=A:DBASEMSG.COM
B:DO.COM=A:DBASE.COM
```

Now exit from PIP with a carriage return. Type

```
DIR B:
```

followed by a carriage return and confirm that dBCITATIONS Program Disk A contains the following files. If any are missing, go back and retrace your steps until you have them all.

Proper files for Executive, 2.3  
dBCITATIONS - Program Disk A

CIT .CMD	CIT80009.CMD	CIT80022.CMD	DBASEMSG.COM
CIT80002.CMD	CIT80010.CMD	DBASEAPP.OVR	DO .COM
CIT80003.FMT	CIT80011.CMD	DBASEMAI.OVR	PIP .COM
CIT80005.CMD	CIT80020.CMD	DBASEMSC.OVR	SHOW .COM
CIT80007.FMT	CIT80021.CMD		

If your's is version 2.4 place it in drive A. Then type the following two commands, each followed by a carriage return and waiting for the asterisk prompt to reappear between them.

```
B:DO.COM=A:DBASE.COM
B:=A:DBASEOVR.COM
```

Now exit PIP with a carriage return. Type

```
DIR B:
```

and a carriage return and confirm that dBCITATIONS Program Disk A contains the following files. If not, check your work and using the PIP process, make the diskette conform.

Proper Files for Executive, 2.4  
dBCITATIONS - Program Disk A

CIT .CMD	CIT80007.FMT	CIT80020.CMD	DO .COM
CIT80002.CMD	CIT80009.CMD	CIT80021.CMD	PIP .COM
CIT80003.FMT	CIT80010.CMD	CIT80022.CMD	SHOW .COM
CIT80005.CMD	CIT80011.CMD	DBASEOVR.COM	

**B. dBCITATIONS - DataBase Disk B**

Use PIP to make this diskette contain the following files.

Proper files for the Osborne Executive  
dBCITATIONS - DataBase Disk B

CIT52004.DBF

CIT52008.DBF

C.MEM

With the computer turned on, place the CP/M SYSTEM diskette in drive A and the dBCITATIONS -DataBase Disk B in drive B. Press RETURN and when the A> prompt appears Press CTRL-C to tell CP/M to look for a new diskette in drive B. Then type PIP followed by a carriage return. When the asterisk prompt appears, remove the CP/M SYSTEM diskette from drive A and replace it with dBCITATIONS MASTER - Back Up. Then type the following commands, one-at-a-time, each followed by a carriage return, and waiting for the asterisk prompt to reappear between them.

```
B:=A:CIT8000?.FMT
```

```
B:C.MEM=A:3C.MEM (if dBASE II, version 2.3) or
```

```
B:C.MEM=A:4C.MEM (if dBASE II, version 2.4)
```

Remove the dBCITATIONS MASTER - Back Up from drive A and replace it with the CP/M SYSTEM diskette. Exit from PIP with a carriage return and at the A> prompt type

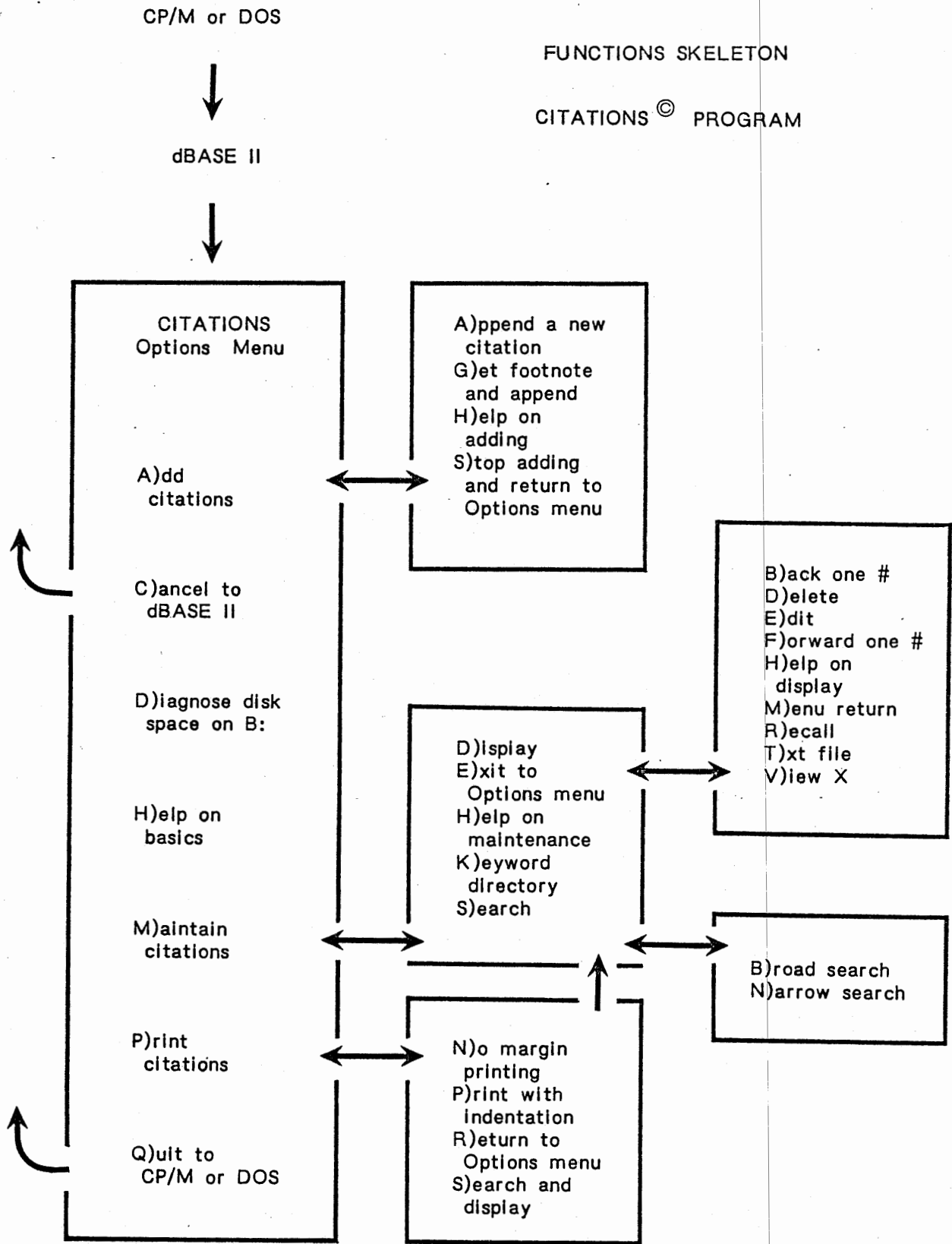
```
DIR B:
```

followed by a carriage return. Check to see if dBCITATIONS - DataBase Disk B contains the files listed above. If not, retrace your steps until you get the diskette correctly configured.

Note: dBCITATIONS has been designed so that you may have any number of databases, each organized around a particular topic. Each topic requires its own diskette B. You may now or any time later make up additional copies of diskette B. The program diskette A controls all of these, so only one copy of it is needed no matter how many versions of diskette B you have.

If disk A and disk B of dBCITATIONS contain the correct files, you are now ready to start the first "run through" of the program. Remove all disks from the computer and except for disks A and B, put them in a safe place. Press the RESET button to give yourself a fresh start. Do not write protect dBCITATIONS - Program Disk A or dBCITATIONS DataBase Diskette B as both of these need to be written to. You may now turn to the tutorial section of this booklet and begin using dBCITATIONS right away.






## DBCITATIONS TUTORIAL

### A. OVERVIEW

This tutorial takes you through every aspect of the dBCITATIONS program. Later, you may skip around through the tutorial if you want to, but to begin with, we suggest that you just follow it step-by-step.

You may get a visual overview of the program by studying the Functions Skeleton on the facing page. What the tutorial does is simply start the program from CP/M or DOS, take you to the Options Menu and then in and out of that menu to the various sub-parts of dBCITATIONS. The tutorial terminates with a return to CP/M or DOS.

It is assumed that the program is properly installed and that your computer and peripherals are properly interfaced. The screen displays that follow are from the 80 column, CP/M version of dBCITATIONS. What you see on the screens will be slightly different for other versions.

If your particular computer uses the ENTER key or  instead of the RETURN key, then press that key when you are asked to press RETURN in the following instructions.

### B. The Tutorial

Make the normal start up for your computer using dBCITATIONS - Program Disk A in drive A and dBCITATIONS - DataBase Disk B in drive B. There are three different ways to get the program started, but they all amount to the same thing. At the A> prompt you have to issue the command DO CT or DO CIT, depending upon your particular version of dBCITATIONS. This may be done automatically with an AUTOST, BAT or SUB file. It may be done with a function key. Or you may have to type this command in by hand. During the installation, you will learn which of these is suitable to your system. Once the program has this command, there will be some disk activity and you will see a sign-on screen describing the program and showing the Task Think Workshops, Inc. copyright. Read the screen and press any key to go on.

Since this is the first time you have used the particular data diskette (B), you will need to identify it as to whose disk it is and what general topic you are assigning to it. When asked, just type your name. When asked for the topic, give this some thought. You may have any number of databases - one per diskette. Enter the name of a topic that is broad enough to cover many entries. But remember, it does not have to be so broad as to cover everything you might want to enter as you may have any number of other databases. When finished, dBCITATIONS presents a data screen, showing a profile of this database. Press any key to proceed and the main options menu appears. This is Figure 1 on the following page. Study this screen a moment. You may think of it as the trunk of a tree with different branches going off here and there. To get from one branch to another, you must first return to the trunk.

Note: Every time you start a new dBCITATIONS - DataBase Diskette B, you will need to go through this little initialization routine.

```

+-----+
:                   dBCITATIONS           Options Menu           :
+-----+
:
:      A)dd a new Citation...includes retrieving a               :
:      footnote from a previous Citation                         :
:
:      C)ancel to dBASE II                                       :
:
:      D)iagnose space on B:                                     :
:
:      H)elp                                                       :
:
:      M)aintain Citations...includes KeyWord search,           :
:      Edit, Delete, Recall, and Making TXT file                :
:
:      P)rint Citations                                           :
:
:      Q)uit to CP/M                                             :
+-----+
Select A, C, D, H, M, P or Q
    
```

Figure 1

When ready, press H or h (on menu selections, either lower or upper case entries will work). The screen that appears simply tells you that help screens are spread throughout the program and that each is associated with the part of the program on which you are working at the time. Press 2 for more help and the following screen appears.

```

+-----+
: #                   dBCITATIONS           Options H)elp       :
+-----+
: Keyword 1:           Keyword 2:           Keyword 3:         :
: Author's Last Name: Footnote starts here and :
: :continues on as much of the next three lines as needed. :
: :                                                         :
: Citations starts here:                                     :
: :                                                         :
: This is the way the CITATIONS entry screen                 :
: looks. There are three places to enter key                 :
: words, a place for the author's last name                   :
: and places for the footnote and citation.                  :
: Think of the keywords and author's name as                 :
: an INDEX which allows you to quickly find                  :
: the citation. You may index an additional                  :
: author by using the name as a KeyWord. You                 :
: may enter your own original works by using                 :
: your own name as the author.                               :
: :X:                                                         :
+-----+
Press any key to continue. . .
    
```

Figure 2

This displays the layout of the dBCITATIONS primary entry screen. Each database entry carries its own unique number. This appears at the number sign (#) in the upper left corner. The program goes into several different modes - such as display, edit, etc. These modes always appear at the upper right corner. If you ever get confused, just look in the upper right corner to find out where you are. Just below are the data entry areas. On the first line are places for three key words. Think of these as ways you may index your entry. The next line has a space for an author's last name. This gives four ways you can retrieve your citation. (It's like looking in the back of a book for a topic or name, finding a page and turning immediately to that page). With dBCITATIONS you search for the keyword or name, find the citation number, and then display that citation. Each of these areas is called a field. It's a good idea to not enter anything else in these fields except topical terms and last names.

The footnote starts further along on line 2. Put the author's first name and the remainder of the footnote entry here. Use as much of the next three lines as you need to for completion of the footnote. Begin entering the citation itself in the space on line 6. After studying this screen a bit press any key to return to the main options menu. What you have done is looked at the help screens branching from the main options menu, and then returned back to it. Study the options menu a moment to see what produced this effect.

Now select A (remember, it could be A or a). Now you have a menu of choices for the A)dding mode. Note the upper right hand corner.

```

+-----+
:                   dBCITATIONS                   A)dding :
+-----+
:
:   A)ppend . . . a Citation to the database           :
:
:   G)et . . . the footnote from a previous           :
:   Citation, edit for new conditions                 :
:   and append it to the database                   :
:
:   H)elp . . . on adding a Citation                 :
:
:   S)top . . .the addition of Citations and         :
:   return to the Options Menu                       :
:
+-----+
:
:   Choose A, G, H or S . . .

```

Figure 3

Press H to get to the help screens for the adding mode of the program.

```

+-----+
:                   dBCITATIONS                   Adding H)elp :
+-----+
:
:   You have reached the portion of the program       :
:   that is for making entries to the CITATIONS      :
:   DataBase file. You will automatically append     :
:   new Citations to those previously added. The    :
:   dBASE II full screen editing features may be    :
:   used. These are explained in the dBASE user's    :
:   manual or you may see a brief description of    :
:   them on these help screens. To reduce typing    :
:   the footnote may be copied from any previous    :
:   entry onto the one on which you are currently   :
:   working. In most cases, you need only edit     :
:   it slightly to fit your new conditions.         :
:
+-----+
:
:   Select 1) to return to the Adding mode, or      :
:   press 2) for more help . . .

```

Figure 4

Study this screen a moment. The word append means that new entries will be at the back of the database, behind previous entries, and will carry successively higher numbers. The full screen editing features of dBASE II means that the complexities of text entry and change are almost totally concealed from you. You may enter, edit, insert, delete and write over text with almost the same abandon as you would with a high quality

text editor. As a work saver, it is assumed that sometimes you will take several citations from the same source. When that happens, you can get the footnote portion of a previous citation and have it automatically appear on the new entry. When you have digested the significance of this, press 2 for more help.

```

-----+-----
:                               dBCITATIONS          Adding H)elp :
-----+-----
:                               :
:   Cursor controls in the adding mode.                   :
:                               :
:   CTRL-E,A - Backs up a field or line.                  :
:   CTRL-X,F - Advances a field or line.                  :
:   CTRL-S   - Backs up one character.                     :
:   CTRL-D   - Advances one character.                     :
:   CTRL-Y   - Clears a field or line to blanks.          :
:   CTRL-G   - Deletes character at cursor.                :
:   CTRL-V   - Switches between overwrite and             :
:               insert modes.                             :
:                               :
:   dBASE II uses many other Control character functions. :
:   Be careful to not accidentally use these when all you :
:   are trying to do is move the cursor around. They are  :
:   not needed in CITATIONS and will just cause problems. :
:                               :
-----+-----
:   Select 1) to return to the Adding mode, or           :
:   press 2) for more H)elp. . .

```

Figure 5

This screen shows you how to move the cursor around the screen, how to delete and how to switch between the insert and the overwrite modes. dBCITATIONS defaults to the overwrite mode, so you must deliberately turn on insert. (WordStar users will note that except for CTRL-A and CTRL-F, the effects are quite predictable). Press 2 for more help.

```

-----+-----
:                               dBCITATIONS          Adding H)elp :
-----+-----
:   Some Rules . . .                                       :
:   KeyWord number 1 is the MASTER key word. Choose      :
:   this word so that it has the broadest meaning and    :
:   still indicates a particular Citation. Leaving       :
:   this field blank will abort the appending process    :
:   and you may do this on purpose if you change your   :
:   mind and want to do something else after entering   :
:   the A)dding mode.                                     :
:   :
:   When you choose to G)et . . . a footnote from a     :
:   previous entry, you may select the previous one     :
:   or any other, if you know its number. It is then   :
:   copied onto the blank entry screen, and you need    :
:   only edit it a little to fit your new conditions.   :
:   :
-----+-----
:   Select 1) to return to A)dding mode, or             :
:   press 2) for more H)elp. . .

```

Figure 6

This screen tells you that you must have at least one key word (at position K1) for an entry to be appended. This is an easy escape if you change your mind while adding. Just delete any contents from the KeyWord 1 data field and nothing at all will be appended from that entry. Also note that when you are copying a footnote over from an earlier entry, you can get the one just previously entered or any other. If it's not the one just previous, then you have to know its number. Press 2 for more help.

```

+-----+
:          dBCITATIONS          Adding H)elp      :
+-----+
: Citation too long to fit available space ?      :
:                                                  :
: Notice the X in the bottom right corner        :
: of this and the entry screens of the pro-      :
: gram. This is a real data field to show        :
: that an EXTRA screen was needed to hold        :
: the complete text. If you do not need the      :
: extra screen, leave that field blank. But      :
: for longer entries, just place an X in        :
: that field, press RETURN and a completely      :
: blank screen will appear. Finish the re-      :
: mainder of the citation on this screen and    :
: close be pressing the RETURN key as usual.    :
:                                                  :
:                                                  :X:
+-----+

Press RETURN to continue. . .
    
```

Figure 7

This is what you do when you have an extra long citation. Leave that X spot blank if you can get the full citation on the primary screen. When ready, press RETURN to return to the A)dding menu. (See Figure 3) Study that menu a moment to see what produced these help screens.

Now let's actually append a citation to the database. Choose A. Now you will see a screen that looks something like this.

```

+-----+
: #          dBCITATIONS          A)dding        :
+-----+
K1:.....:K2:.....:K3:.....:
ALN:.....:.....:
:.....:
:.....:
:.....:
Citation:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
:.....:
+-----+

Enter text and or press RETURN to exit
    
```

Figure 8

Notice that you are in the A)dding mode and that this is citation number 2. There is already a number 1 in the database. (The dots are of course, not on the screen). The cursor is positioned at the first character position after K1. Quickly make an entry by filling in the following "junk." Don't worry, were going to delete it later. Use the cursor controls to move around inside the screen area. Refer to Figure 5 since the help screen showing the cursor movements is not available to you right now. Of course, you could go back to it if you wanted to.





Be sure that you place an X in the bottom right corner. Then press RETURN until the drives start. When the next screen appears, it will be the secondary entry screen for citation #3. Type in the following and then hold down the RETURN key.

```

+-----+
:                                     :
:                                     :
:"This is the secondary screen for entry #3" :
:                                     :
:                                     :
:                                     :

```

When the next screen appears, both the primary and secondary entries will have been appended to the database and you will have the option to append, get, help or stop. If you are not quite sure what you have been doing, select the H option and look at the help screens again.

When you are ready to go on, select the G option to get a footnote. When asked which footnote you want, choose B. When the screen clears, you will be asked the number of the citation from which you wish to obtain a footnote. Choose 2 as this is not the one most previously entered.

The new screen will have blank key word and citation areas, but the footnote you typed in at #2 will be on the screen. This allows you to avoid the extra typing, even if your entries are not in sequence. Now type the following.

```

K1:hhhhhhhhhhhhhhhhhh:K2:iiiiiiiiiiiiiiiiiii:K3:jjjjjjjjjjjjjjjjj:
ALN:ddddddddddddd:eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee:
:eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee:
:eeeeeeeeeeee, p. 187. :
: :
Citation: :
: :
:"This is citation number 4." :
: :

```

Now with CTRL-E or CTRL-A move the cursor back to key word field K1. With CTRL-Y delete the contents of that field. Now hold down the RETURN key until the drives start. What is going to happen to number 4?

When the adding menu reappears, choose the S)top option to leave the adding mode and return to the main options menu. Now you are back at the main trunk of the tree (See Figure 1). Choose A to go out to the A)dding branch and once there, choose S)top to come right back again. See, it really is easy to go out to a branch of the program and come right back again. Take a moment to go back to the Functions Skeleton to ponder what you have been doing.

Now from the Options Menu, select M to go out to the M)aintain branch. Look at the Functions Skeleton again to see the wide range of things that happen on this branch. The menu that appears is shown as Figure 10 on the following page. Take a moment to study the various options that appear in this part of the program.

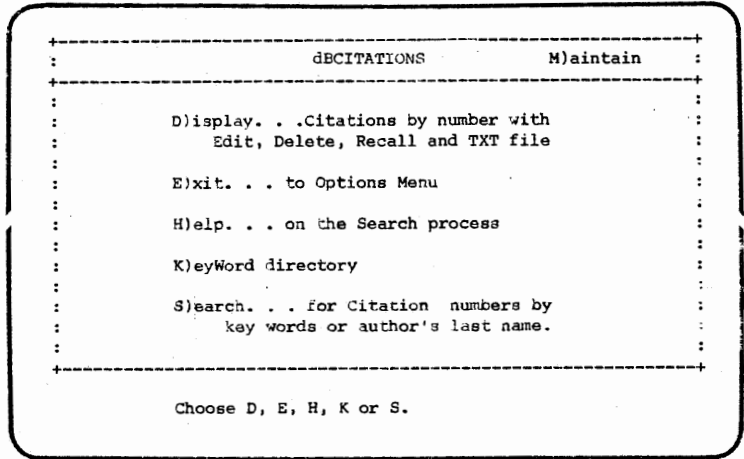


Figure 10

Press K to look at the keyword directory. If you typed in the "junk" citations exactly as given above, this is what you should see.

```

00002  aaaaaaaaaaaaaaaaaa  bbbbbbbbbbbbbbbbbb  cccccccccccccccc  dddddddddddddddd
00003  aaaaaaaaaaaaaaaaaa  ffffffffffffffff  gggggggggggggggg  dddddddddddddddd
WAITING

```

On the left you have the number of the citation, then the three key words. and on the right the author's last name. What happened to citation #4 that you entered? Remember, you deleted the contents of of K1. There simply is no citation #4 in the database. What about #1? We'll get to that later. Note the "WAITING" message. This puts dBCITATIONS into a "holding pattern." When you have many entries in your database, the keyword directory choice will allow you to "page" through these fifteen at a time. Waiting allows you to study the screen until you press any key to go on. When you come to the end of the entries, you just return to the M)aintain menu. Do that now. Press any key.

What if you would like a printed "hard" copy of all the citation numbers, keywords and author's last names? Let's do that now so you will know how it works. When you are at the M)aintain menu - that's where you are now isn't it - just do the following. Turn on your printer and make any preparations necessary and position the paper as needed. Hold down the CONTROL key and also press P. [On the IBM, hold down the CTRL key and press PrtSc]. Then press K. Now whatever goes to the screen also goes to the printer. If your printer installation was done properly, you'll have a hard copy of the keyword directory. To stop this function, hold down the CONTROL key and press P again, [PrtSc on the IBM]. Now turn off your printer. Is WAITING still on the screen? Get yourself back to the M)aintain menu.

Now back at the M)aintain menu (See Figure 10), what else is on this branch? This whole section of the program is involved with searching your database for entries, then displaying them and then performing certain operations on them - such as editing. Type H so that we may look at the various help screens that deal with maintenance. The first such screen appears as Figure 11 on the following page.

```

+-----+
:                   dBCITATIONS          Maintain H)elp       :
+-----+
:
: Citations stores your entries by number. The                 :
: following features all require that you know                 :
: the number.                                                  :
:
: C)opying a footnote from a previous Citation                 :
: onto a new one, D)elete, D)isplay Citations,                 :
: E)dit, P)rint, R)ecall(un-delete), and making               :
: a TXT file for WordProcessor editing.                        :
:
: If you do not know the Citation number, you                 :
: may use the S)earch option to find it. When                 :
: CITATIONS displays the number for you, there                 :
: will be leading zeroes. When you go to enter                 :
: the number, you may disregard these zeroes.                 :
:
+-----+
:
: Select 1) to RETURN, or                                     :
: press 2) for more H)elp. . .

```

Figure 11

Now you know why the citation number is so important. Check all the functions for which you need to know that number. Don't panic though. The numbers are easy to find. Remember, they were listed when you did the keyword directory operation. You may also use the search function to find them. This doesn't require that you page through the whole database. Note what the screen says about zeros. Then type 2 to see this screen on the details of the search function.

```

+-----+
:                   dBCITATIONS          Maintain H)elp       :
+-----+
:
: The seach feature has broad and narrow                       :
: capabilities.                                               :
:
: Broad - you enter a term and CITATIONS                       :
: puts on the screen the numbers                             :
: of all Citations that have the                             :
: term as a KeyWord or author's                             :
: last name.                                                  :
:
: Narrow - you enter a term and author's                       :
: last name - CITATIONS puts on                             :
: the screen the numbers of only                             :
: those Citations conforming to                             :
: the combination.                                           :
:
: CITATIONS pauses with a WAITING message. When this         :
: appears, just press RETURN to go on.                       :
+-----+
:
: Select 1) to RETURN, or press 2) for more H)elp. . .

```

Figure 12

Use the broad search when you want to find out what your database contains on a single topic or by a single author. Use the narrow search when you want to find a particular topic by a given author. Press 2 to get the next help screen that appears here as Figure 13 on the following page. It will explain how to copy a citation to a separate file that you may then merge into your wordprocessor text. You may place this file on any drive that has space available and you may name it anything you want so long as your name is within the name conventions of your operating system. Once you have a citation typed into your database, you don't have to retype it when you want to insert it into some document on which you are working.

Just use this feature to get it out of your database and use the insert feature of your wordprocessor to get it into your document. Study this screen a bit to grasp its significance to your own work.

```

+-----+
:                               dBCITATIONS          Maintain H)elp      :
+-----+
:   You may make a separate file of any Citation.                :
:   This allows you to edit it with your Word-                  :
:   processor. You may then reformat it, change                  :
:   margins, enter special print instructions,                   :
:   underline titles or use any other features of                :
:   your text editor.                                           :
:                                                                 :
:   To do this, simply D)isplay the Citation, and                :
:   select the T)XT option. You will be asked to                 :
:   specify a name for the file and indicate the                 :
:   drive on which the file is to be placed. The                 :
:   original is left in your DataBase, but a copy                :
:   with the .TXT extension is created outside of                :
:   the DataBase. Enter this file and edit it as                :
:   you would any other file. Do not try to edit                :
:   files within the DataBase.                                   :
+-----+
                                Press ANY key to return. . .

```

Figure 13

Now let's try the search feature. Press RETURN to leave the H)elp screen and return to the M)aintain menu (See Figure 10). Imagine that you have 156 entries in your database, not just the two "junk" ones you just made. Let's see if you have anything on the topic "ggggg." Type S to select the search feature. Now you will see this screen.

```

Select from the following.

B)road search . . . for Citations containing
  a particular term or author's last name.

N)arrow search. . . for Citations on a given
  topic by a particular author.

Enter B or N:

```

Figure 14

Type B to indicate that you want a broad search. When asked for the term, type "GgGgGg" as your search term. Press RETURN. When the screen clears you will see

00003 aaaaaaaaaaaaaaaaaa ffffffffffffffff gggggggggggggggggg dddddddddddddd

Citation #3 contains that term as a keyword. Notice that dBCITATIONS is not sensitive to the upper and lower case distinction. You don't have to enter your keywords in any particular way, and you don't have to remember how you did it either. dBCITATIONS will find them. Notice too

that you don't have to enter the full term. You do however, have to spell it correctly as far as you go. "GgGgGx" would not have produced a match. Press any key to return to the M)aintain menu. (Figure 10).

Now let's try the narrow search. Press S to get to the search option (Figure 14). Now choose N for the narrow search. Suppose you had 22 entries for author ddddddddddddddd, but you want only those entries for topic bbbbbbbbbbbbbbb by this author. When asked for the search term, type BbBbBbbB and press RETURN. When asked for the author's name, type DdDDDDddd and press RETURN. When the screen clears you will see

```
00002 aaaaaaaaaaaaaaaaaa bbbbbbbbbbbbbbb ccccccccccccccc dddddddddddd
```

This is the one citation in your database that meets the combined conditions. You may be very selective in your searching. Press any key to return to the M)aintain menu. (Figure 10).

What would happen if you selected E right now? Try it if you don't know and then find you way back to the M)aintain menu.

Are you there? When you are, select D to explore the display features. This opens up a wide range of actions you may take on your entries. When you are asked to enter the citation number, enter number 3 and press RETURN. dBCITATIONS will now go to the database, retrieve the primary screen portion of entry #3 and display it exactly as you typed in in. This simple display feature allows you to survey any particular citation, long after you have forgotten what is actually contained there. It may be that someone else actually types these in for you. The display allows you to view the actual entry at any time.

Something new has been added to the display. Note the bottom two lines.

```
B)ack one #, D)elite, E)dit, Forward one #,  
H)elp, M)enu, R)ecall, T)xt file, V)iew X
```

These are not part of your citation. They are just different actions you can take from this display mode. Press B. Citation #3 was being displayed, so what happens if you go back one number? That's right, entry #2 will be displayed. . So what happens if you press D? Try it. You have now marked citation #2 for deletion. A screen will come on explaining that this is not an irreversible action and that there are ways to "un-delete." Press any key and BCITATIONS will then take you back to the M)aintain menu.

Now let's edit what #3 has to say. What keys would you press to put dBCITATIONS into the editing mode for entry #3? That's right. You would first display #3 and then select E for editing. When you make these actions, #3 will be on the screen and the cursor will be at keyword 1. Use the cursor control keys (See Figure 5) to move to the Citations area and add the following passage.



```

+-----+
:                   dbcITATIONS                   P)acking :
+-----+
:
:   Do you want to remove from the DataBase         :
:   Citations that are marked for deletion?         :
:
:   ((( If so, type the word  PACK  )))             :
:   ((( followed by a carriage return )))           :
:
:   If not, just press RETURN to continue          :
:   with the Quitting process.                     :
:
:   *****      BE CAREFUL      *****           :
:
:   You CANNOT recall any Citations once           :
:   they have been PACKed.                         :
+-----+

If you are uncertain about PACKing your
Citations, just press RETURN. . .
    
```

Figure 15

For right now, let's not actually PACK citation #2. (Remember, that's the one marked for deletion). Just press RETURN. dbcITATIONS will shut itself down and you will be back to the system prompt A>. Always leave the program with the Q option. You may now actually stop the tutorial or go on.

\*\*\*\*\*

O.K., let's resume. How do you get the program started again? Remember, at the system prompt A> you have to get the message to the program DO CT or DO CIT. Which message and how this is done depends upon which version and how you installed the program. You can of course, type this in. Figure out how to do it and get yourself to the Options menu. (See Figure 1) So far, we have examined the A)dd, H)elp, M)aintain and Q)uit features. Let's try some others. Press C. This sends you out of the program and into dBASE II. The dBASE II "dot" prompt will be on the screen. This is a powerful and dangerous feature of the program. You can do all sorts of beneficial and/or evil things to your database with the dBASE II commands available to you from that dot prompt. We considered not having this feature in the program at all due to its potential for destruction. But we knew that experienced dBASE II users would want it. If that's not you, don't ever choose this option.

Well, here you. You've done it. Now what? Here's how to get back on track if you should accidentally wind up at the dot prompt. Just type DO CT or DO CIT (whichever you installed). Go ahead. Do it. Alright, back at the options menu, all is well. Whew!! That was a close one. You could have typed QUIT and that would have safely gotten you out of trouble. If you don't know what you are doing in the world of dBASE II, then avoid that C choice. If you should ever get there by mistake, at least you know a couple of ways to get out of trouble. Either QUIT or go back into the program.

Now select the D option. Watch carefully as the data doesn't stay on the screen very long. Why would you want to diagnose the space available on drive B? Well, the most important reason is to make sure you have space

for the TXT files the program builds. When your database becomes large, this may be a problem. Remember the help screen on TXT files? If not, go back to Figure 13 and refresh yourself on what these are. They could, of course, go on any available drive and your operating system gives you other ways to check the space available. But once you are inside DBCITATIONS, this is at least one way to check for available space.

[Note to users of DOS 2.0. If you have used the ASSIGN feature to send references to drive B: to some other drive, then it is that drive that will be diagnosed].

Now let's check the print feature. This is an easy way to make a "hard" copy of your entries. You don't even have to copy them out of the database or make TXT files of them. You are at the Options menu arn't you? Press P to get to the P)rinting menu.

```

+-----+
:                dBCITATIONS                P)rinting :
+-----+
:
:           N)o margin indent printing.           :
:
:           P)rint Citations with left margin     :
:           indented 12 spaces.                   :
:
:           R)return to the Options Menu.         :
:
:           S)earch and display Citations, if you :
:           do not know the number(s) of the    :
:           Citation(s) you want to print.       :
:
:   ***** If you choose N or P, make certain that ***** :
:   ***** your printer is on and ready to run.   ***** :
:
+-----+
:
:                               Select N, P, R or S. . .

```

Figure 16

Think a moment about how your printer works. The N and P options mean exactly what they say. Choose the one that best suits your equipment. Also realize that you will need to know the number of the citation you are going to print. That's easy now since you only have three. Usually you will know the number, but if you should ever get to this point and then wonder "what number?" you can take the S option and find it. Turn your printer on and prepare it as necessary. Then choose N or P. When asked for the number, choose #1 and press RETURN. Now you are going to learn what #1 is all about. Suppose that you have 57 entries in your database, but when asked for the number you typed in 75. There isn't any 75, so DBCITATIONS gives you this error message on the screen instead. In the process of learning about #1 you've also learned how the print function works, so find your way back to the Options menu.

Up to now you have been through the A)dd, C)ancel, D)iagnose, H)elp, P)rint and Q)uit functions. Take a moment and go back to the Functions Skeleton. Examine the arrows to see all of the program parts you have been through. Is the design of the program beginning to make sense to you? Those arrows suggest all the ways you can go in, out and around the entire program. You have just about done it all at this point.

There is a little bit more of the maintain function that we need to



examine. From the Options menu, select M to go back to the M)aintain menu. Select K to look at the keyword directory again. Notice the asterisk by citation #2. That signal indicates #2 as marked for deletion. Press any key to get back to the menu. Now display #2. You do know how to do it, don't you? When #2 appears check the options at the bottom of the screen and press R to R)ecall (i.e., un-delete) this entry. Now from the menu, select the keyword directory again and notice the asterisk is gone from #2. It is no longer marked for deletion. If at any time you decide you don't really want to delete something, that is how you reverse yourself.

Now test yourself. What would you need to do to mark #3 for deletion? Go ahead and do it, then check the directory again to make sure that the asterisk is now on #3.

Pressing any key will get you back to the M)aintain menu. From there, let's check out what remains of the options from the display feature. Check yourself. What would you do to display #2? Go ahead and do it. Get #2 on the screen. We have now tested all of the options shown at the bottom of the screen except H)elp and T)xt file. The H choice would just produce the help screens that we have already examined by a different route. Let's concentrate on the T)xt file process.

Start by going back and examining Figure 13. That's the help screen for the TXT file process. Since you already have #2 displayed, all you need do is tap "T." A new screen will appear that asks you to specify the drive and filename for this file. You will have to insert that colon between the letter of the drive and the filename. Your filename will also have to be legal for your particular operating system. When asked to insert the drive and filename, place the TXT file on drive B and make up some name such as

B:CITATWO

then press RETURN. The screen will say that a TXT file is being made and when finished will return you back to the M)aintain menu. That's all there is to it.

You've been through all the functions of the program now, so let's get rid of those "junk" files. You have #3 marked for deletion already - right? How could you find out? That's right - an asterisk by #3 when you display the keyword directory. O.K., so mark #2 for deletion too. Check your directory if you want to make sure they both carry an asterisk. Now get yourself back to the O)ptions menu and select Q to quit. This time when the PACK option appears (see Figure 15), do type PACK. Your typing won't show on the screen anyplace, so do it carefully and then press RETURN. If you didn't make any typing mistakes, a message will come on the screen telling you what is happening. Just wait. dBCITATIONS will do some internal house keeping and then shut itself down, taking you back to the system prompt. Now type

DIR B:

and press RETURN. In addition to the files you place on diskette B during installation, there will now be a file with the TXT extension. It's a standard ASCII version of citation #2 - the one you just made with the "T" choice under maintain above. You may enter this file directly with your word processor or use PIP [COPY with DOS] to move it to some other

diskette. Do not try to enter you database directly with your wordprocess. That produces great evil. Use this TXT file process to copy entries out of the database. It only takes a moment. When you tire of checking you file, erase it from diskette B.

There are two little things you need to be concerned about on this TXT file process. If you have several of these to do, give them all unique names. Otherwise, one or more of them will be overwritten. Also remember that dBASE II puts a carriage return at the end of each line. If you are going to change margins, these will have to be removed by your wordprocessor.

That's it. You've been all the way around the program. Next time you start up the program you'll be entering your own materials - for real. Enjoy.

CP/M or DOS

FUNCTIONS SKELETON

CITATIONS © PROGRAM

↓  
dBASE II  
↓

