
VISIFILE™

FLEXIBLE, EASY TO USE ELECTRONIC FILING

SETUP INFORMATION GUIDE

for the
IBM® Personal Computer



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4 VisiFile™ Setup Information Guide

This *VisiFile Setup Information Guide* contains step-by-step instructions that you *must* follow before you use the VisiFile program. This guide tells you how to:

- Set up your computer equipment.
- Initialize a data disk.
- Copy sample data files to your initialized disk.
- Make the VisiFile program self-loading (if you have only floppy drives), or install (copy) the VisiFile program on your hard disk.
- Load the program the first time.
- Set the program up for your data drives.

After you have finished with the procedures in this Setup Information Guide, go on to the *VisiFile QuickStart™ Course* to learn to use the VisiFile program.

If you are using your IBM® Personal Computer for the first time, follow the instructions on how to set it up in “Section 2. Setup” of your *IBM Guide to Operations* manual.

To run the VisiFile program, you need one of the following sets of equipment:

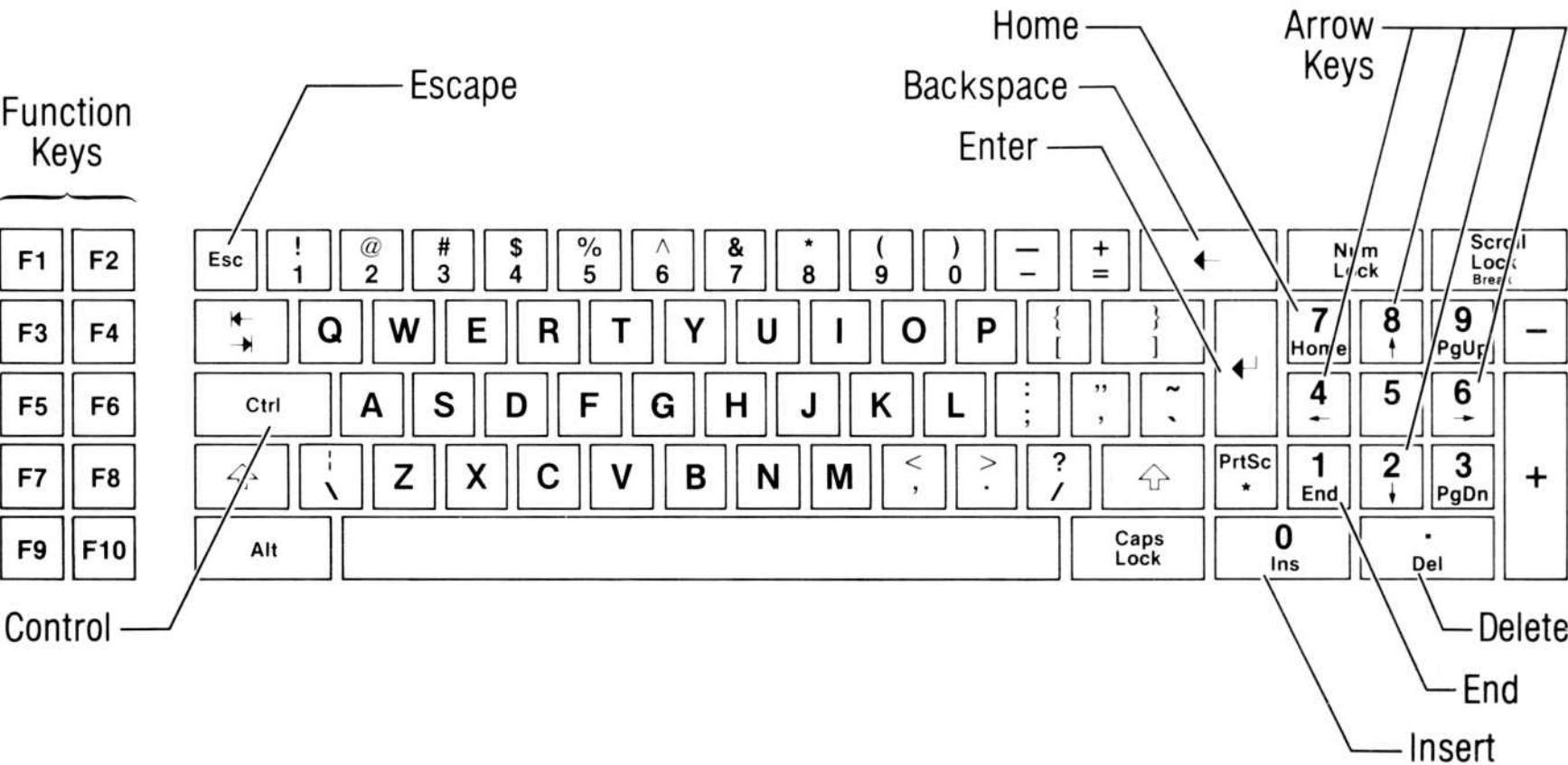
- An IBM Personal Computer with at least 128K RAM and two floppy disk drives.
- An IBM Personal Computer with at least 128K RAM, one or more floppy disk drives, and a Corvus or Davong hard disk drive.
- An IBM Personal Computer XT, which includes a floppy disk drive and a fixed (hard) disk drive.

In addition, you need an IBM DOS disk version 1.1 or 2.0, a video monitor, the VisiFile Program Disks, and a blank floppy disk.

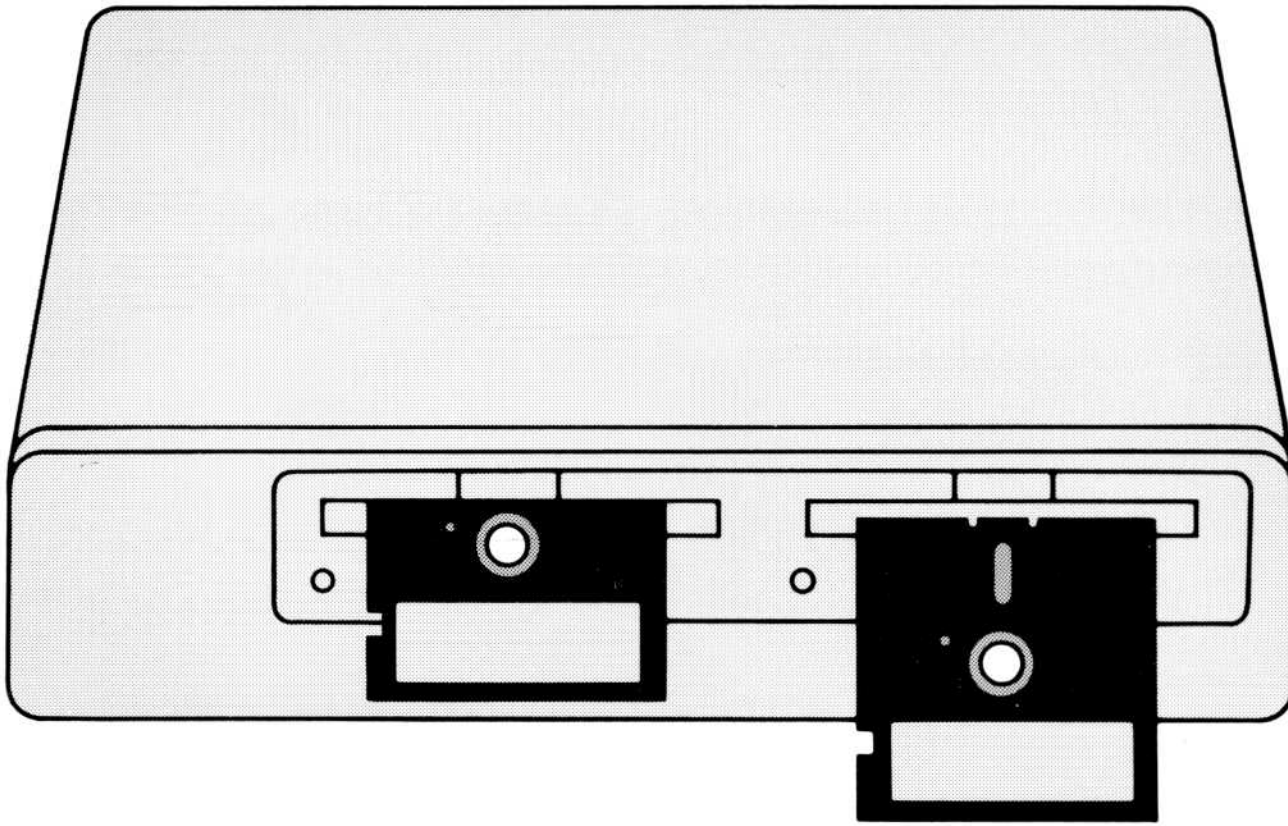
If you want to connect a printer to your computer, follow the printer manufacturer’s instructions.

If you have any trouble setting up your computer, see your dealer. Do not try to load the VisiFile program until your computer is operational; a problem in the computer could damage your program disks.

You should familiarize yourself with the IBM keyboard. You will use several of the special keys with the VisiFile program. The figure below shows where these keys are on the keyboard.



6 If You Have Only Floppy Drives






028-002

Read this section if you have only floppy disk drives connected to your IBM Personal Computer. If you have a Corvus or a Davong hard disk drive in addition to your floppy drive(s), or if you have an IBM Personal Computer XT, skip to "If You Have a Hard Disk."

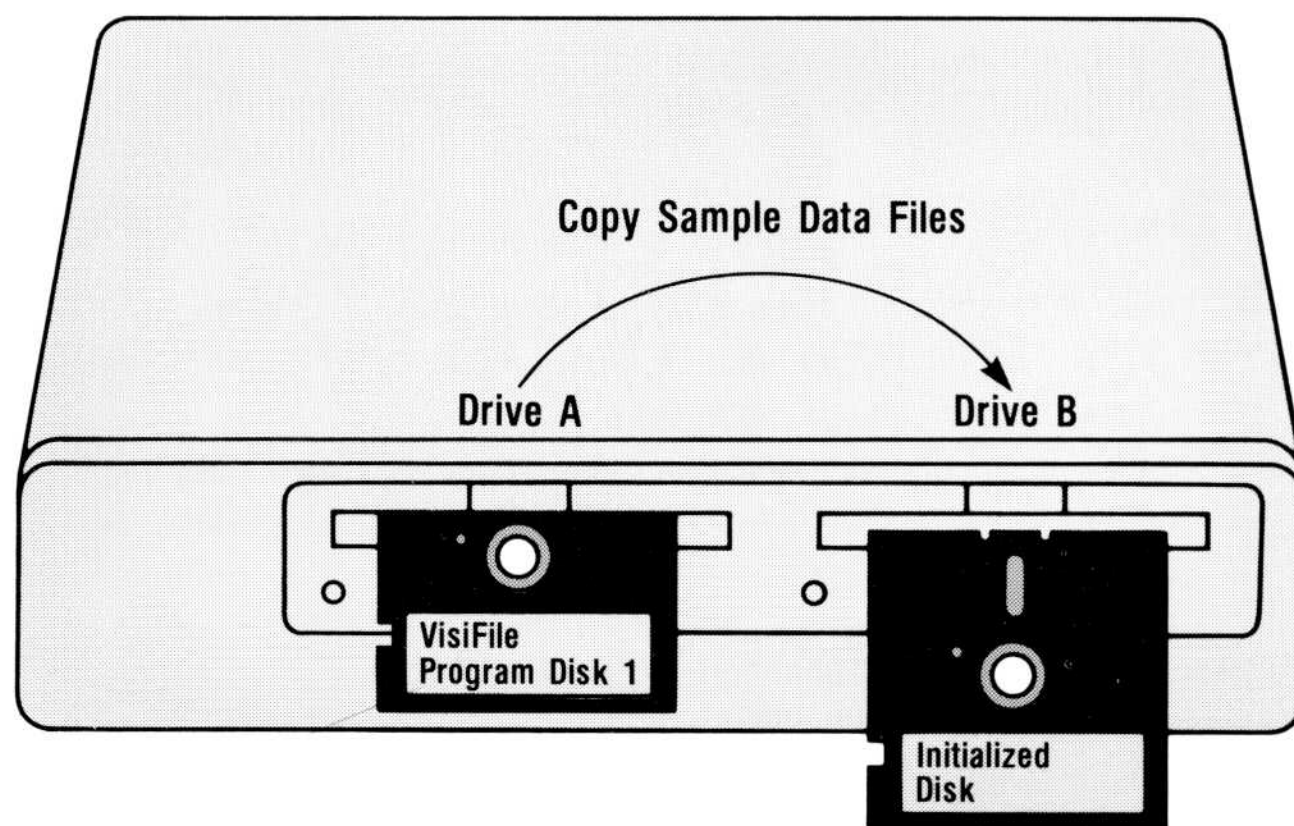
Initializing a Data Disk

The exercises in the *VisiFile QuickStart Course* use sample data files on VisiFile Program Disk 1. Before you can do the exercises, you must copy these data files to a disk that has been formatted with IBM DOS.

- ▶ 1. Put your IBM DOS disk into drive A (the left one), and turn on the computer's power switch. It may take more than one minute for the computer to load DOS.
- ▶ 2. When a date appears on the screen, enter today's date in the same numerical form, but do not spell out the day of the week. Press . The VisiFile program takes the date you enter here and uses it to keep track of when you enter or change a file.


- ▶ 3. The time appears on the screen. Enter the correct time (in 24-hour notation) in the form shown. It is necessary only to enter the hour and minute. Press . The VisiFile program uses the time you enter here with the ALARM option, and the date and time are displayed at the top of each VisiFile screen.
- ▶ 4. After the A> prompt appears, type **format b:** and press . Follow the instructions on the screen, using a blank disk (or a disk that contains information you no longer need). This disk is your data disk. When the disk is formatted, type **n** to return to DOS.

Copying the Sample Data Files

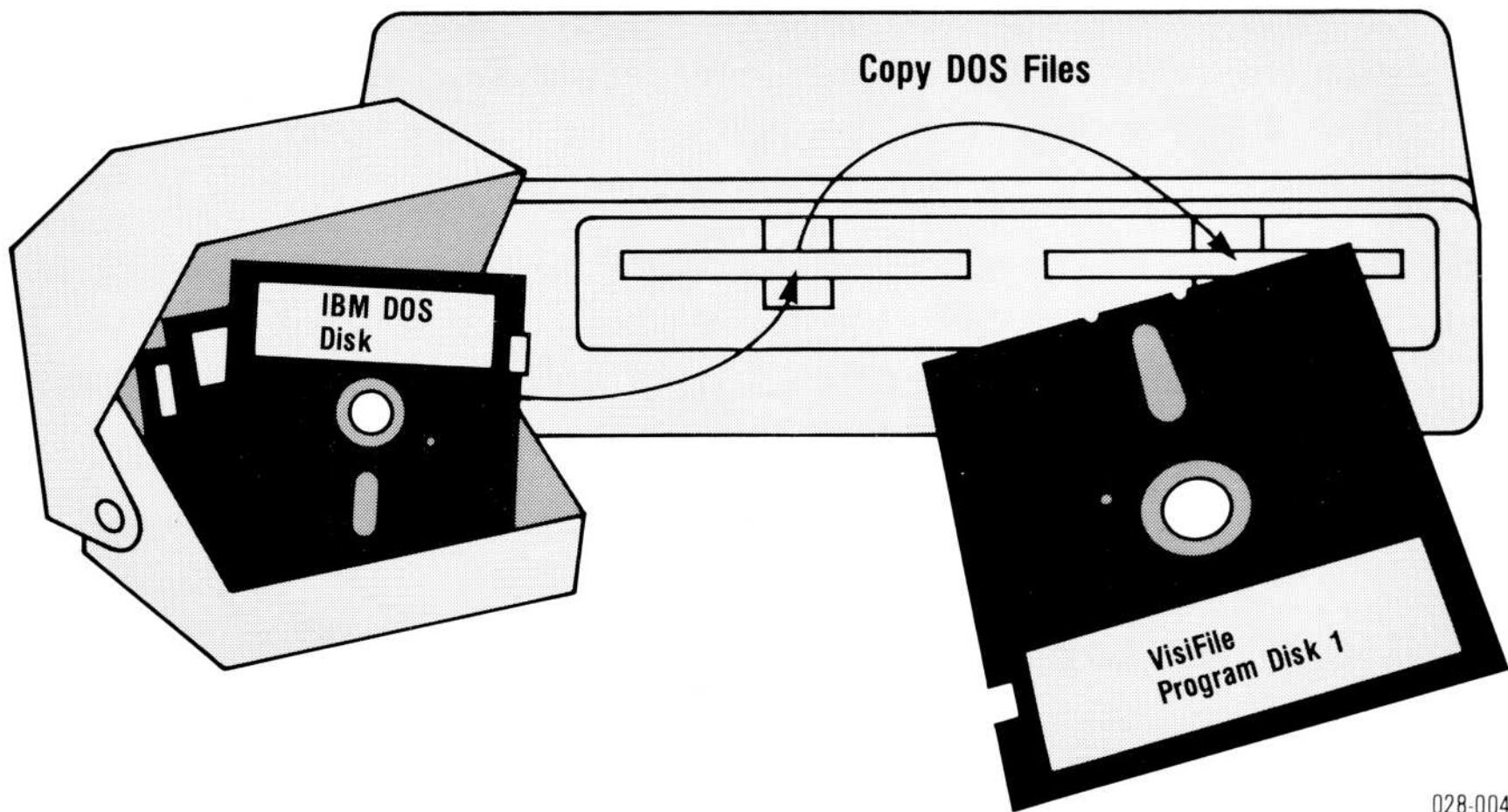


028-003

Now that you have initialized a data disk, you can copy the sample data files onto it:

- ▶ 1. Remove the DOS disk from drive A and replace it with VisiFile Program Disk 1.
- ▶ 2. Type **copy vf0*.* b:** and press . Wait while the sample data files are copied onto your data disk. If you get the message "File cannot be copied onto itself," retype the copy command exactly as you see above. Note that there is a space between the second asterisk and the b.




Making the VisiFile Program Self-Loading



028-004




Before you load the VisiFile program, you should make it self-loading (containing DOS). Making your VisiFile program self-loading saves you from having to load the DOS disk before each time you load the VisiFile program.

You only have to do this operation once. Follow this procedure:

- ▶ 1. Put your IBM DOS disk into drive A.
- ▶ 2. Remove the write-protect tab from VisiFile Program Disk 1, and put the disk into drive B.
- ▶ 3. Type **sys b:** and press  to copy the necessary parts of IBM DOS to the program disk.
- ▶ 4. Type **copy command.com b:** and press  to copy the DOS command file to the program disk.
- ▶ 5. Type **copy basic.com b:** and press  to copy the Basic program to the program disk. *Do not copy Basica.com. Your VisiFile program will not operate with the Basica.com file.*
- ▶ 6. Remove the IBM DOS disk from drive A, and put VisiFile Program Disk 1 in that drive. Put the data disk you just prepared into drive B.

Loading the VisiFile Program

Follow these instructions to load the VisiFile program for the first time:

- ▶ 1. Type **autoexec** and press .
- ▶ 2. The screen displays the date you entered previously. Press  to accept it. When the time is displayed, press  to accept that, too.
- ▶ 3. Because this is the first time you are loading the VisiFile program, the screen displays the VisiFile Disk Drive Configuration menu. Skip to the section "Setting Up For Your Data Drives" for instructions on using the Disk Drive Configuration menu. Each time you load the VisiFile program from now on, the Main menu appears on the screen immediately after you enter the date and time.

10 If You Have a Hard Disk Drive

Read this section if you have a Corvus or a Davong hard disk drive in addition to your floppy drive(s), or if you have an IBM Personal Computer XT, which has a fixed (hard) disk.

If you haven't yet used your hard disk, set it up and initialize it according to the manufacturer's instructions. For the Corvus hard disk, follow the instructions in the *Installation Guide*. For the Davong hard disk, read the "Care and Handling" section in the *DSI-5xx Documentation*; then follow the instructions in the "Hardware Installation" and "Software Installation" sections. For the IBM Personal Computer XT, follow the instructions in Chapter 4, "Preparing Your Fixed Disk" in the *IBM Disk Operating System* manual for version 2.00.

Depending on how you initialize your hard disk, your hard disk volumes may be assigned different drive letters. For example, a Corvus hard disk system is often set up in the following way:

Drive A = Floppy disk drive

Drive B = Floppy disk drive

Drive C = Hard disk drive

Drive D = Hard disk drive

Whenever you turn on the computer, the program in drive A is the one that is loaded. If the program you use most often is on your hard disk, you may want to make drives C and D the floppy drives, and drives A and B the hard disk drives. Likewise, the Davong hard disk system is often set up as:

Drive A = Hard disk drive

Drive B = Floppy disk drive

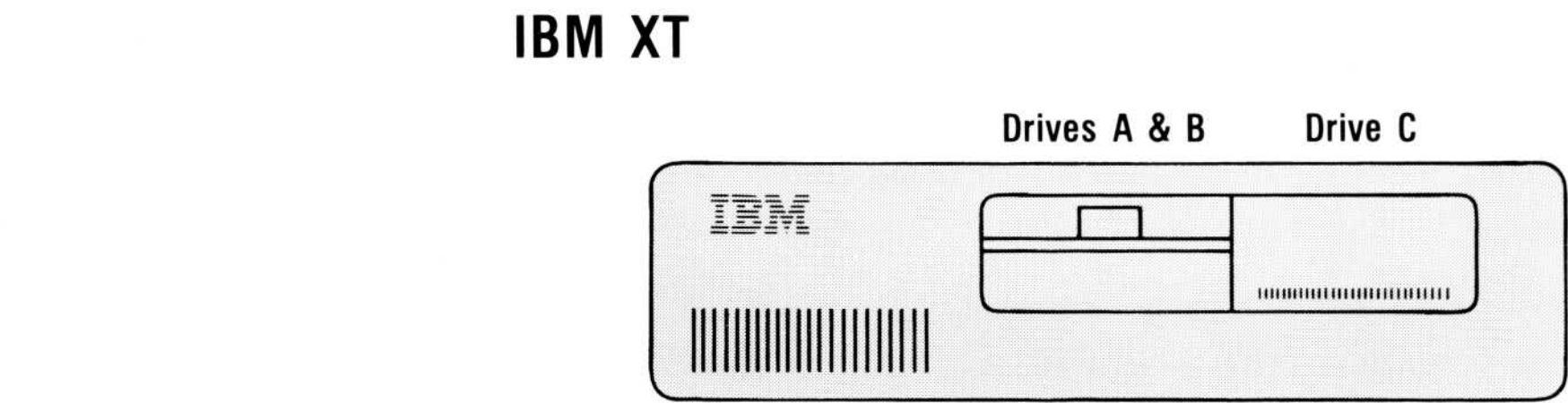
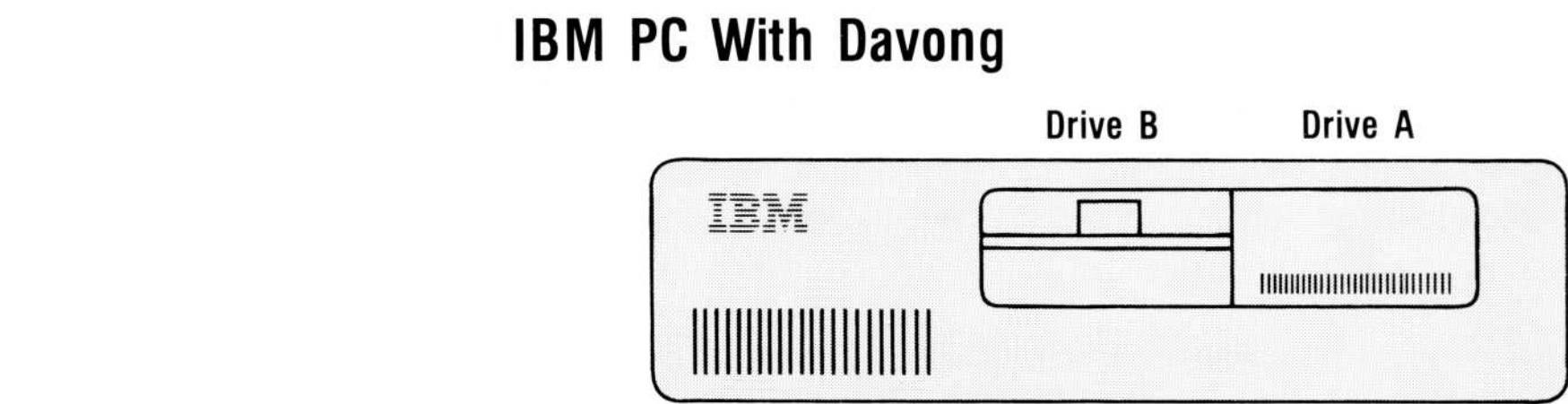
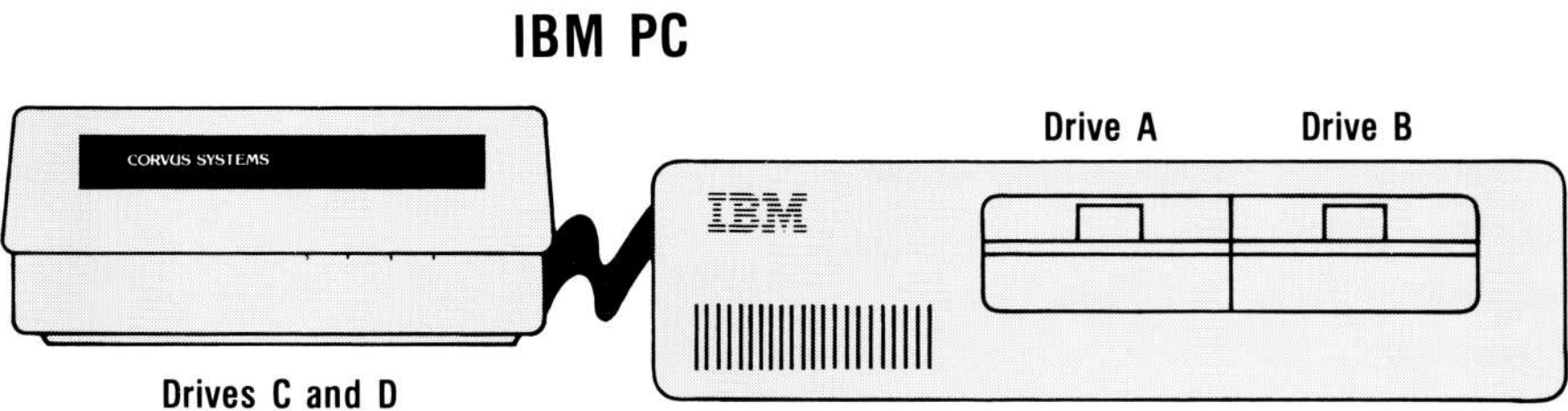
The IBM Personal Computer XT is usually set up as:

Drives A and B = The one floppy disk drive (messages on the screen tell you when to switch disks for drives A and B)

Drive C = Hard disk drive formatted with DOS

Drive D-F (optional) = Hard disk drives formatted with other operating systems

The figure below shows the most common configurations for the hard disk drives you can use with the VisiFile program.



028-005

Because of the number of drive-naming possibilities, from now on we will refer to the floppy drive that you use to load floppy-based programs as the *first available* floppy drive.





Initializing a Data Disk

The exercises in the *VisiFile QuickStart Course* use sample data files on VisiFile Program Disk 1. Before you can do the exercises, you must copy these data files to a disk that has been formatted with IBM DOS.

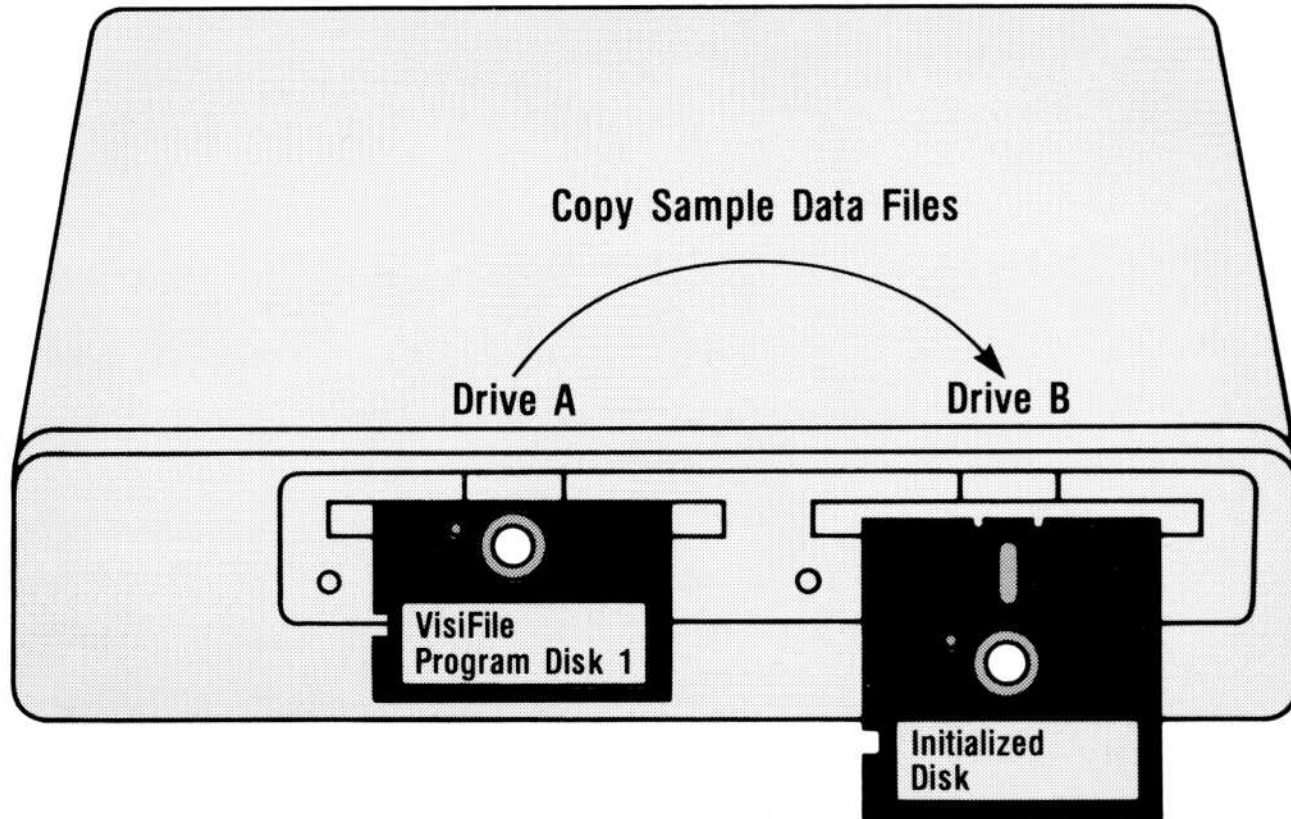
If you later want to copy the sample files to your hard disk drive, you should use the VisiFile COPY option. It is explained in Chapter 4 of the *VisiFile User's Guide*. For now, follow these instructions:

- ▶ 1. If you have a Corvus or Davong hard disk, turn on the hard disk's power switch and wait 30-45 seconds for the hard disk to warm up.

If you have an IBM Personal Computer XT, turn on the monitor, remove any disk that may be in the floppy drive, and skip to step 3.

- ▶ 2. If you have a Corvus™ or Davong™ hard disk, put your IBM DOS disk into the first available floppy drive.
- ▶ 3. Turn on the computer's power switch.
- ▶ 4. When a date appears on the screen (it may take more than a minute), press  to accept it. When the time appears, press  to accept it, too.
- ▶ 5. Type **format b:** and press . Follow the instructions on the screen, using a blank disk (or a disk that contains information you no longer need). This disk will be your data disk. When the disk is formatted, type **n** to return to DOS.
- ▶ 6. If you have an IBM Personal Computer XT, type **a:** and press .

Copying the Sample Data Files



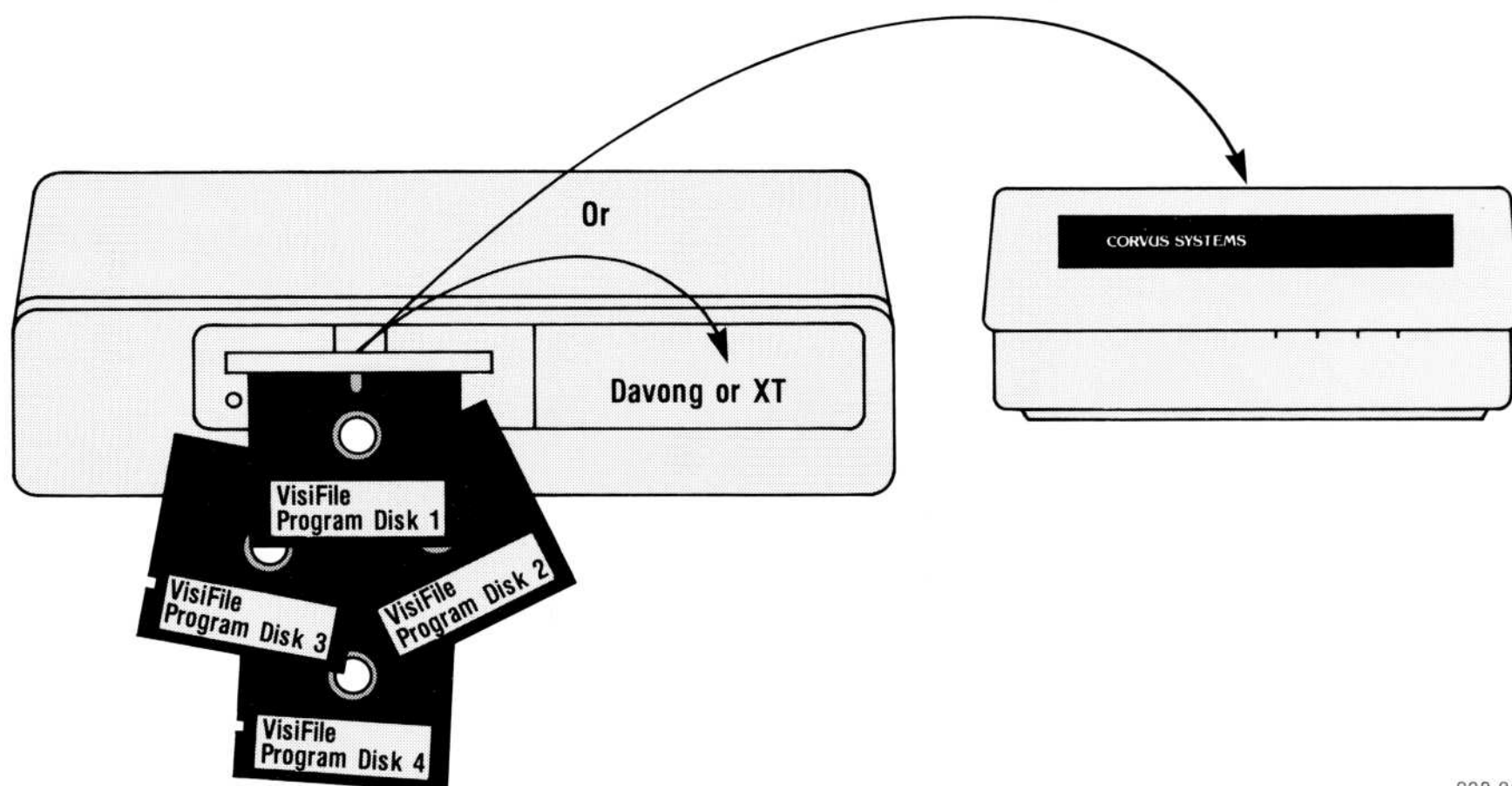
028-003

Now that you have initialized a data disk, you can copy the sample data files onto it:

- ▶ 1. Remove the DOS disk from the first available floppy drive and replace it with VisiFile Program Disk 1.
- ▶ 2. Type **copy vf0*.* b:** and press . If you want to copy to another floppy drive than drive B, substitute that drive letter for b in the copy command. Wait while the sample data files are copied to your data disk. If you have only one floppy drive, follow the instructions on the screen to switch disks. In this case, the "disk for drive A" is VisiFile Program Disk 1, and the "disk for drive B" is the disk you just initialized.

If you get the message "File cannot be copied onto itself" retype the copy command exactly as you see above. Note that there is a space between the second asterisk and the b.

Installing the VisiFile Program on Your Hard Disk




028-006

Next, you should install (copy) the VisiFile program on your hard disk. The program will run faster, and you won't have to keep switching VisiFile program disks in and out of the floppy drive.

- ▶ 1. If you have a Corvus or Davong hard disk, insert into your first available floppy drive your Corvus 1B Utility disk Vol. 1, or the Davong Hard Disk System floppy disk you created in the course of the software installation. You must load the hard disk version of the IBM DOS program to be able to use your hard disk drive.



If you have the IBM Personal Computer XT, skip to step 5.

- ▶ 2. If you have a Corvus or Davong hard disk, hold down **CTRL** and **ALT** while you press **DEL**.
- ▶ 3. When a date appears on the screen (it may take more than one minute), type today's date in the same numerical form, but do not spell out the day of the week. Press **↵**. The VisiFile program takes the date you enter here and uses it to keep track of when you enter or change a file.

-
- 4. The time appears on the screen. Enter the correct time (in 24-hour notation) in the form shown. It is necessary only to enter the hour and minute. Press . The VisiFile program uses the time you enter here with the ALARM option, and the date and time are displayed at the top of each VisiFile screen.
 - 5. If you have a Corvus or Davong hard disk, skip to step 6. If you are using the IBM Personal Computer XT, you can create a tree structure of directories and subdirectories on your hard disk.

- a. If you want to create a VisiFile directory on your hard disk, type **mkdir visifile** to create the directory. Then type **chdir visifile** to transfer into that directory. The MKDIR and CHDIR commands are explained in the *IBM Disk Operating System* manual.

If you create a VisiFile directory, all of the data files must be in the same directory as the program itself.

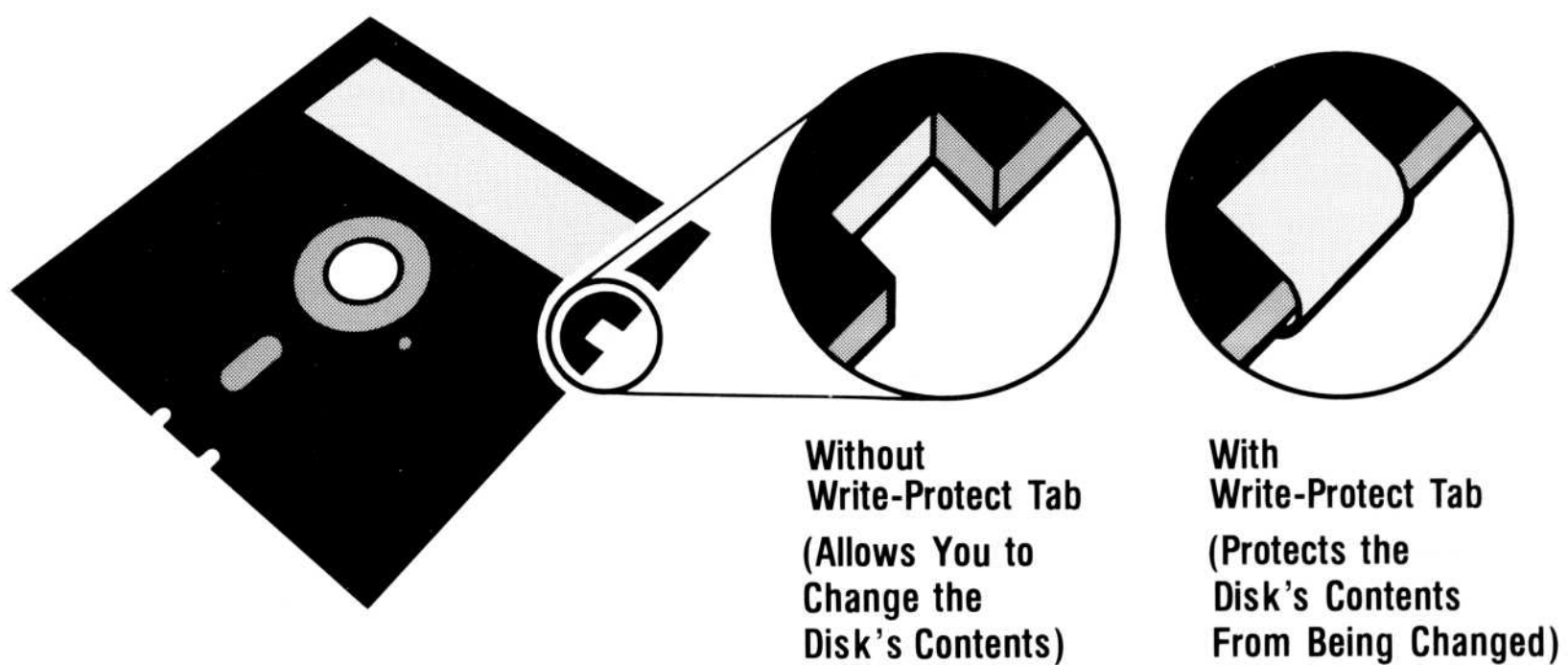
- b. While you are in the new directory you created for VisiFile, you need to copy two DOS files, called **COMMAND.COM** and **BASIC.COM**, to the directory. If your new directory is called **visifile** and the hard disk drive letter is **C**, type **copy c:/COMMAND.COM c:/visifile** and press . Then type **copy c:/BASIC.COM c:/visifile** and press .

If you gave your new directory another name than **visifile**, substitute that name for **visifile** in the copy commands. If you are using a hard disk with a drive letter other than **C**, substitute that letter for **c** in the copy commands.



- c. Type **dir** to make sure that the files were copied correctly. Your screen should display the following file names in the directory:

```
..  
COMMAND.COM  
BASIC.COM
```

- ▶ 6. Put VisiFile Program Disk 1 into one of your floppy drives if it is not already there. Depending on the equipment you have, you may have to remove a disk from the drive first. As a precaution, make sure that the write-protect tab is still on Program Disk 1. The figure below shows the location of the write-protect tab.






028-007

- ▶ 7. Type **x:** where x is the drive letter of the floppy disk drive that contains VisiFile Program Disk 1. For instance, if you put Program Disk 1 in drive A, type **a:**. Then press .
- ▶ 8. Type **install y:** where y is the drive letter of the hard disk drive onto which you want to install the VisiFile program. For example, if you want to install the VisiFile program onto drive C, type **install c:**. Be sure to type this command exactly as shown. Press .
- ▶ 9. Several messages appear confirming that you entered the **vfirst** command correctly. The last message tells you to which hard disk drive the VisiFile program will be copied. If the correct drive is noted, press any key. Press **CTRL** **BREAK** if you do not want to copy to the drive noted; then type **y** in response to the Terminate batch job (Y/N)? message and start again from step 8.

-
- ▶ 10. Wait while the files are copied. Follow the instructions that appear on the screen to insert the remaining VisiFile Program Disks (2-4).
 - ▶ 11. If you get the message 0 files copied, check to see if your disk is full or damaged.
 - ▶ 12. When the DOS prompt appears (the hard disk drive letter followed by >), remove VisiFile Program Disk 4 from the drive. Put the sample data disk you created in either of your floppy drives.

Loading the VisiFile Program

Now that you have installed the VisiFile program onto the hard disk, you can load the program from the hard disk drive.

- ▶ 1. Type **visifile** and press .
- ▶ 2. The screen displays the date you entered previously. Press  to accept it. When the time is displayed, press  to accept that, too.
- ▶ 3. Because this is the first time you are loading the VisiFile program, the screen displays the VisiFile Disk Drive Configuration menu. Go on to the next section, "Setting Up For Your Data Drives" for instructions on using the Disk Drive Configuration menu. Each time you load the VisiFile program from now on, the Main menu appears immediately after you enter the date and time.

18 Setting up for Your Data Drives





The first time you load the VisiFile program, the Disk Drive Configuration menu, shown below, appears on the screen. This menu lets you tell the program which drives you are using and whether they are floppy drives or hard disk drives.

DRIVE	TYPE
A	
B	
C	
D	
E	
F	
G	
H	

TYPE
F=Floppy disk drive
H=Hard disk drive

Specify available disk drives F3=Cancel F4=Accept

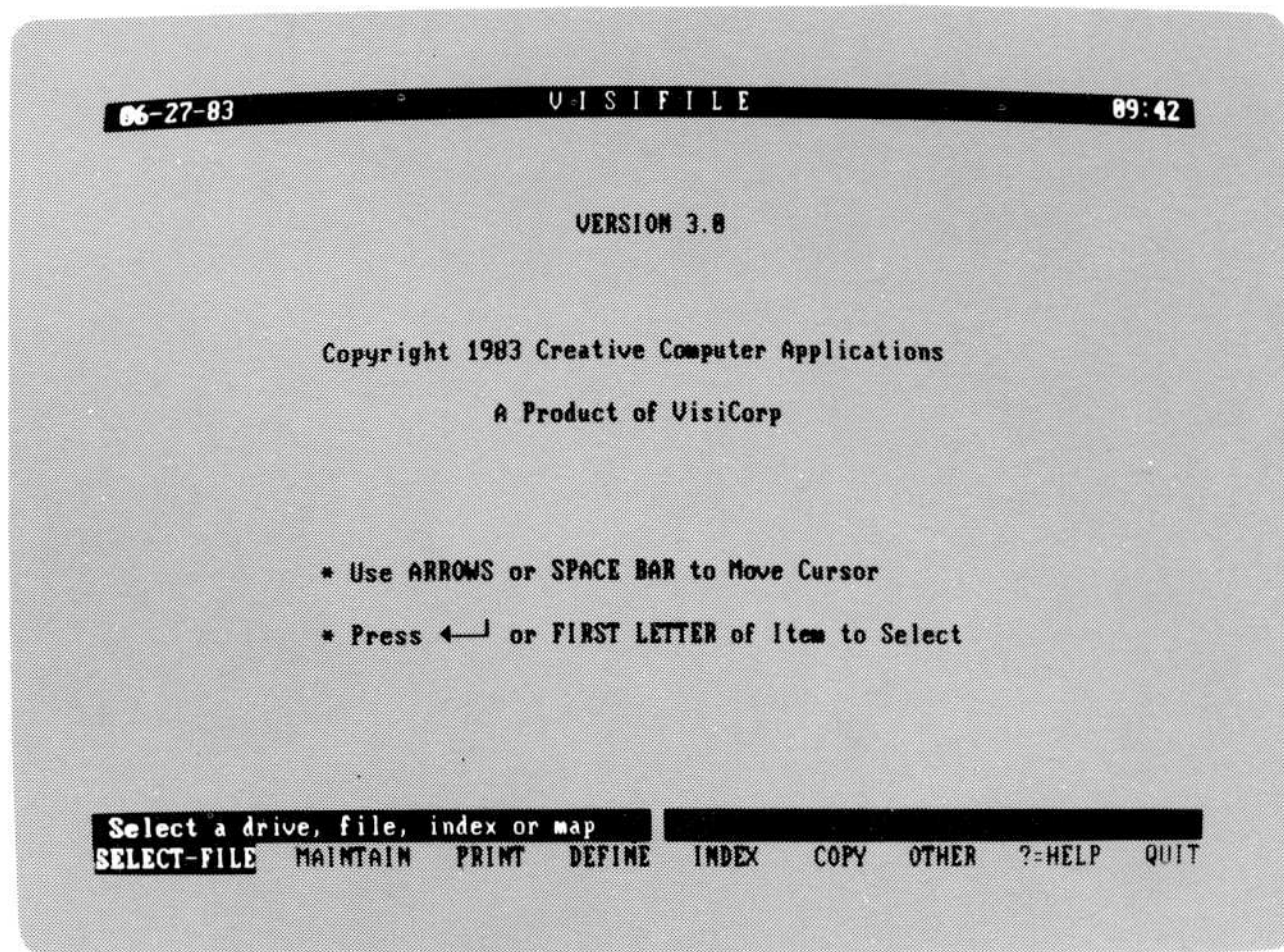
028-001/P

Type **F** for floppy or **H** for hard disk in the box next to each drive letter and press  after each entry. If you make a mistake, use  or  to move the cursor back to the box that contains the mistake. Then type the correct letter and press .

If you have the IBM Personal Computer XT, do not specify more floppy drives than you physically have. For instance, if drives A and B refer to the same physical floppy drive, type **F** next to Drive A and leave the box next to Drive B blank.

Make sure that the floppy drive into which you inserted the sample data disk is listed as a floppy drive in the Disk Drive Configuration menu.

When you are finished, press **F4** to accept your entries. If you have only floppy drives, a message appears prompting you to replace the write-protect tab on Program Disk 1. The Main menu appears, shown below.



028-002/P

What To Do Next

You have set up your equipment and prepared the VisiFile program disks or your hard disk. Save this *VisiFile Setup Information Guide* in case you need to reinstall the program on your hard disk, or if you want to recopy the sample data files from VisiFile Program Disk 1.

Now turn to the *VisiFile QuickStart Course* to start using the VisiFile program itself.

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