

Getting Started with MSTM-DOS 2



Texas Instruments Professional Computer

Texas Instruments Professional Computer
Texas Instruments Portable Professional Computer
Getting Started with MSTM-DOS 2
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This booklet contains a practice session designed to introduce you to some MS-DOS 2 concepts and procedures. Before you begin the practice session in this booklet, read the *Getting Started* booklet supplied with your computer.

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This booklet can be used by a beginner to learn some of the basics of MS-DOS 2 and by a user experienced with disk operating systems as a reference for some fundamental MS-DOS tasks. You can store the booklet with your *MS-DOS Operating System* manual or with your *Operating Instructions* manual.

**Versions of
This Booklet**

Getting Started with MS-DOS 2 is written specifically for use with version 2 of MS-DOS. A similar booklet, *Getting Started with MS-DOS 1*, may have been included with your computer.

**Purpose of This
Booklet**

This booklet is useful to you if you want to:

- Minimize the amount of time you spend learning essential MS-DOS procedures
- Learn some basic concepts about MS-DOS
- Find out how MS-DOS 2 differs from other disk operating systems you have already used
- Find out how MS-DOS procedures vary depending on the storage devices you have (one or more diskette drives or a diskette drive and a Winchester disk)
- Determine where to find information about some MS-DOS procedures not presented in this booklet

**Organization
of This
Booklet**

Each procedure in this booklet is presented in a step-by-step form. Concepts that you need to understand about a procedure are explained before the procedure is given. Separate instructions are provided when a procedure differs according to which storage devices you have.

Some sections help explain procedures used in other sections. The first time you use the booklet, you should follow the procedures in the sequence in which they are presented.

Guideposts in This Booklet

Guideposts are used in this booklet to help you find information easily and quickly.

- **Essential Concepts** guidepost—Indicates where you find important information that helps you understand procedures (After you read through the booklet the first time, you may wish to skip these sections.)
- **First Steps** and **Final Steps** guideposts—Tell you the first and final steps of a procedure that apply to every user, regardless of the storage devices installed in the computer
- **If You Have...** guidepost—Points out the steps of a procedure that differ if you have one or more diskette drives or a diskette drive and a Winchester disk

If You Encounter a Problem

When you instruct MS-DOS to perform some task and MS-DOS does not recognize the instruction or is unable to perform the task, an error message is displayed on the screen.

If an error message appears, see the appendix that lists the MS-DOS messages in alphabetical order in the *MS-DOS Operating System* manual. You can also see the chapter on problem solving or the appendix on messages in the *Operating Instructions* manual supplied with your computer.

If You Want to Stop the Session

You may want to stop the practice session at some point.

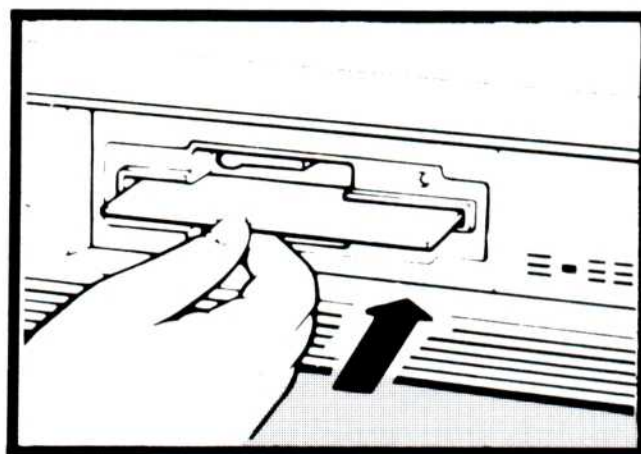
- If you want to take a break, you can leave the computer on and continue the session when you return.
- If you want to end the session, refer to the instructions on page 31.

When you turn your computer on, it looks for a disk operating system (DOS) by reading, or taking information from, available storage devices. Whether you have a Winchester disk determines where the computer looks for the DOS.

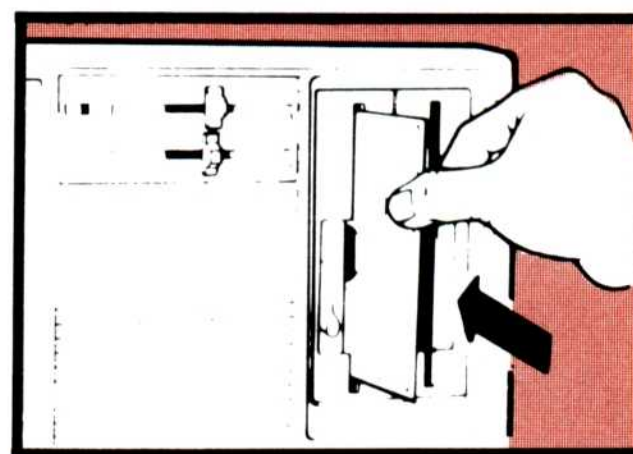
First Steps

If this is the first time you have used MS-DOS, make sure you have several blank diskettes available so you can make copies of the MS-DOS diskette. To start MS-DOS, follow these steps.

1. Make sure the computer is **OFF**.
2. Locate the MS-DOS diskette packed with the *MS-DOS Operating System* manual. (If you have not read the section about diskettes in your *Operating Instructions* manual, you should read it before you continue.)
3. Ensure that the write-protect notch on the MS-DOS diskette is covered. If the diskette has no notch, it is permanently write-protected and does not need a write-protect tab.
4. Insert the MS-DOS diskette in the leftmost diskette drive with the label positioned as shown.



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**If You Don't
Have a
Winchester Disk**

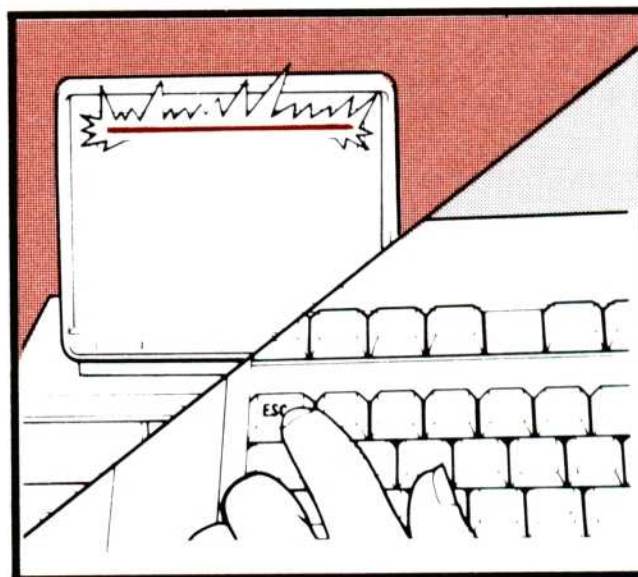
If you do not have a Winchester disk installed, follow these steps to instruct your computer to read the MS-DOS diskette.

1. Turn the computer **ON**.
2. Proceed to "Interpreting the First Screen" on the next page.

**If You Have a
Winchester Disk**

If you have a Winchester disk installed in your computer, do not turn the computer on until you have read this section.

Each time the computer is turned on, it tries to read the Winchester disk unless you instruct it to read a diskette instead. You do this by tapping the **ESC** key when you see a line flash across the top of the screen. The line appears a few seconds after you turn the computer on.



To perform the procedures in this booklet, you should instruct the computer to read the MS-DOS diskette. To instruct your computer to read the MS-DOS diskette instead of the Winchester disk, perform these steps.

1. Turn the computer **ON** and tap the **ESC** key when you see the line flash.
2. Proceed to "Interpreting the First Screen" on the next page.

Your copy of MS-DOS is one of two versions—US or International. The international version is designed for use with international keyboards. When MS-DOS starts, the contents of the first screen depend on which version you have.

A Special Note to Winchester Disk Owners

If you do not tap the **ESC** key at the right time, the following line appears on your display.

Booting Texas Instruments Winchester System V 1.1

If you see this message, your computer has read the Winchester disk instead of the MS-DOS diskette. Restart the computer by pressing and holding the **CTRL** and **ALT** keys, then pressing the **DEL** key.

International Version

The first time you start the international version of MS-DOS, the screen is similar to the one below.

```
BOOT V2.12 (C) 1983, 1984 Texas Instruments
MS-DOS BIOS version 2.12
(C) 1983, 1984 Texas Instruments

Microsoft MS-DOS version 2.11
Copyright (C) 1981,82,83 Microsoft Corp.

Command v. 2.11

A>. International Keyboard Selection
A>. Press any key to create a new MS-DOS diskette
A>PAUSE
Strike a key when ready . . . ■
```

If You Have the International Version

The international version of MS-DOS must be configured, or modified, so characters that appear on the screen are the same as those on your keyboard. If you have this version:

1. Follow the instructions in the appendix for international keyboards in the *MS-DOS Operating System* manual supplied with MS-DOS 2.
2. When you have finished the procedures in the appendix, proceed to “Viewing the Directory of a Diskette” on page 18 of this booklet.

US Version

When you start the US version of MS-DOS, the screen is similar to the one below.

```
BOOT V2.12 (C) 1983, 1984 Texas Instruments
MS-DOS BIOS version 2.12
(C) 1983, 1984 Texas Instruments

Microsoft MS-DOS version 2.11
Copyright (C) 1981,82,83 Microsoft Corp.

Command v. 2.11

Current Date is: Thu 5-17-1984
Enter new date: ■
```

**If You Have
the US Version**

If you have the US version, proceed to “Entering the Date and Time” on the next page.

When MS-DOS starts, it prompts, or provides a message, indicating it is ready for instructions from you. The first prompts that appear on the screen ask you for the current date and time. Enter this information if you want the directory to reflect accurately the date and time that you create or update files.

Essential Concepts

Concept 1—When you enter a date, the last two digits of the year you type must be between 82 and 99. You do not type the day of the week; MS-DOS calculates this automatically.

Concept 2—When you enter a date, you separate the month, day, and year with a / or a -. For example, you can enter March 5, 1985 by typing:

03/05/85	03-05-85	3/5-85
3/5/85	3-5-85	3-5-85

Concept 3—If you do not want to change the date shown on the screen, you can press the **RETURN** key without entering a date.

Entering the Date

The prompt on the initial screen asks you to enter the current date.

```
Current date is Thu 5-17-1984
Enter new date: ■
```

To enter a new date, follow these steps.

1. Type the current month, day, and year, separating each with a / or a -. (You can correct typing mistakes using the **BACK SPACE** key.)
2. Press the **RETURN** key.
 - If the date is not in a valid form, MS-DOS prompts you to try again.

```
Invalid date
Enter new date: ■
```
 - If the date you typed is in a valid form, the date is accepted and the prompt for time of day appears.

Essential Concepts

Concept 1—When you enter the time, you must enter it according to a 24-hour clock.

Example 1: To enter 8:00 AM, type **08:00**

Example 2: To enter 2:45 PM, type **14:45**

Concept 2—If you do not want to change the time shown on the screen, you can press the **RETURN** key without entering a time.

Entering the Time

After you have entered the date, MS-DOS prompts you to enter the current time.

```
Current time is 0:00:11.10  
Enter new time: ■
```

To enter a new time of day, follow these steps.

1. Type the current time.
2. Press the **RETURN** key.

- If the time is not in a valid form, MS-DOS prompts you to try again.

```
Invalid time  
Enter new time: ■
```

- If the time you typed is in a valid form, the time is accepted and a new prompt appears. This prompt indicates that MS-DOS is ready to receive further instructions from you.

```
A> ■
```

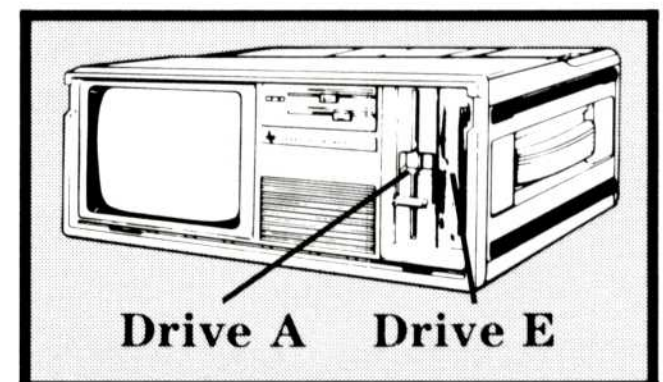
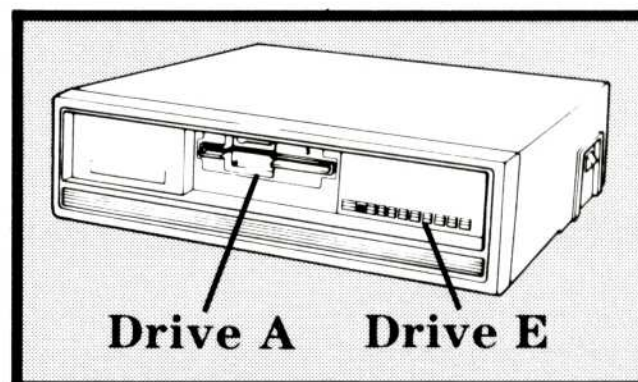
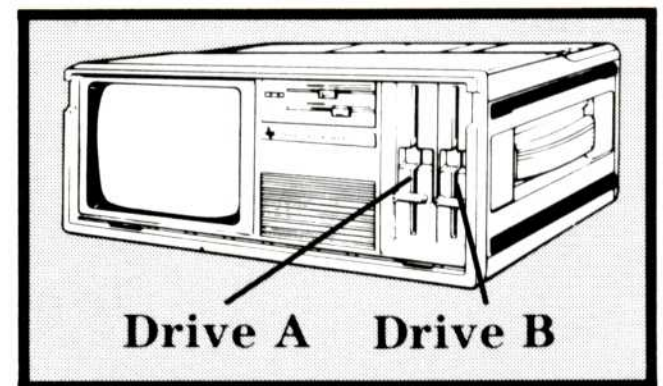
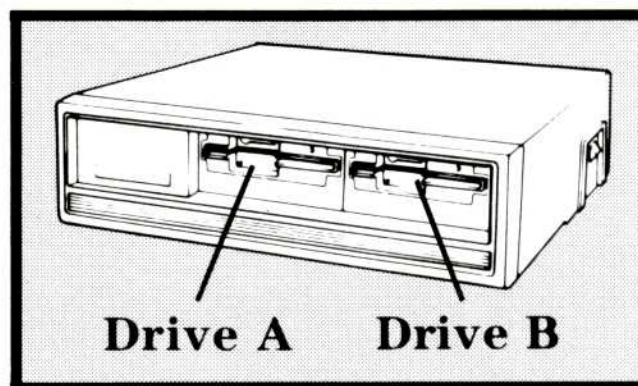
Before using MS-DOS, you need to become familiar with several concepts. These concepts include the standard MS-DOS prompt, the letters that are used to identify drives, and the way you enter commands to instruct MS-DOS to carry out a task.

Essential Concepts

Concept 1—The A>■ prompt indicates that MS-DOS is ready for your instructions. The letter in the MS-DOS prompt indicates the drive MS-DOS uses in executing your commands.

Concept 2—Each diskette drive and Winchester disk is assigned a letter. The identifying letters are:

A–D: diskette drives
E–F: Winchester disks



**Essential
Concepts
(Continued)**

Concept 3—You give MS-DOS instructions by typing commands. A command is a word or a combination of letters. An MS-DOS command:

- Can be typed using uppercase or lowercase letters
- Is not executed by MS-DOS until you press the **ENTER** or **RETURN** key
- May be simple or complex

**Entering a
Command**

A simple command is CLS. It **CL**ears the **S**creen, or removes all characters from the screen. (You can practice using the CLS command even though the screen is clear.) To clear the screen using the CLS command, follow these steps.

1. Type **CLS** using any combination of uppercase and lowercase letters.
2. Press the **RETURN** key to execute the command.

After the CLS command is executed, the MS-DOS **A>■** prompt reappears at the upper-left corner of the screen.

Duplicating a diskette is similar to making a photocopy of an important document—the contents of one diskette are copied to a blank diskette. You should make duplicates (backups) of your diskettes because diskettes are subject to loss, wear, damage, and accidental erasure.

Essential Concepts

Concept 1—When you are making a duplicate of a diskette, the terms source and destination are used.

- The source diskette is the original, or master, diskette. This is the diskette you want to duplicate.
- The destination diskette is the diskette that becomes a copy of the original diskette.

Concept 2—The duplicating process destroys any information previously stored on the destination diskette. Be sure you use a diskette that does not contain valuable information. (Using a blank diskette is usually best.)

Concept 3—When you instruct MS-DOS to duplicate a diskette, you specify which drive holds the source and which drive holds the destination diskette.

Concept 4—If your computer has only one diskette drive, that drive is used for both the source and destination diskettes. MS-DOS provides prompts to tell you when you should insert the source or destination diskette.

Restrictions on Duplicating a Diskette

Before you duplicate a master diskette, refer to the license agreement included with its software package for any legal restrictions that may apply.

The DISKCOPY Command

You have already used a simple command (CLS). The DISKCOPY command, used to duplicate a diskette, is more complex. One way this command is used for duplicating is shown below.

DISKCOPY A: B: /F
① ② ③ ④ ⑤ ⑥

- ① The name of the command that instructs MS-DOS to copy a diskette
- ② Space required as a separator
- ③ Drive designator that indicates drive A as the drive to hold the source diskette
- ④ Another required separator
- ⑤ Drive designator that indicates drive B as the drive to hold the destination diskette (If you have only one drive, MS-DOS uses that drive for both source and destination diskettes.)
- ⑥ The part of the command that instructs MS-DOS to prepare, or format, the destination diskette before copying

Necessary Materials

Before you begin the duplication procedure, you should have the following items:

- Several blank diskettes to use as backups
- Blank labels for the destination diskettes
- A felt-tipped pen to mark the labels

Several methods can be used to duplicate a diskette. Separate instructions are given in this practice session for copying with a one-drive computer and with a two-drive computer.

First Steps

When the A>■ prompt appears on the screen, use the CLS command to clear the screen and follow these steps to begin copying your MS-DOS diskette.

1. Make sure the source (MS-DOS) diskette is inserted in drive A.
2. Type the following command.

DISKCOPY A: B:/F

3. Press the **RETURN** key.

If You Have More Than One Diskette Drive

If you have more than one diskette drive, the computer responds with the message:

MS-DOS Diskette Copy Utility version 2.12

Insert source diskette in drive A:

Insert destination diskette in drive B:

Strike any key when ready

■

Follow these steps to duplicate your MS-DOS diskette.

1. Insert the destination (blank) diskette in drive B.
(The source diskette, MS-DOS, is already in drive A.)
2. Press **RETURN** or any other key.

The drives begin to operate, as indicated by the red lights on the drives, and MS-DOS displays:

Copying 2 side(s), 9 sectors

Formatting while copying

■

3. Proceed to “Final Steps” on page 16.

If You Have One Diskette Drive

If you have one diskette drive, the computer responds with the message:

MS-DOS Diskette Copy Utility version 2.12

Insert source diskette in drive A:

Strike any key when ready



Follow these steps to duplicate your MS-DOS diskette.

1. Press **RETURN** or any other key. (The source diskette, MS-DOS, is already in drive A.)

The drive begins to operate, as indicated by the red light on the drive, and MS-DOS displays:

Copying 2 side(s), 9 sectors

Insert destination diskette in drive A:

Strike any key when ready



2. Remove the source diskette from the drive and insert the destination (blank) diskette.

3. Press **RETURN** or any other key.

The light on the drive comes on and the computer responds:

Formatting while copying



Depending on the amount of memory in your computer, the computer may prompt you to insert the source and destination diskettes several times.

4. Proceed to “Final Steps” on the next page.

Once you have made the duplicate diskette, follow the directions on the screen to complete the procedure.

Final Steps

When you have completed the steps for more than one diskette drive or for only one diskette drive, the diskette drive lights go off and this message appears:

Copy complete

Copy another (Y/N)? ■

Follow these steps to complete the procedure.

1. Type **N** for No. (You do not need to press **RETURN**.)

The computer responds with the **A>■** prompt.

2. When the diskette drive lights are off, remove any diskettes from the drives.
3. Store the source (MS-DOS) diskette in a safe place.
4. Place a write-protect tab on the new backup diskette, and label the diskette.

Protecting the Source Diskette

Follow these suggestions to minimize the possibility of losing important information.

- Use the original MS-DOS diskette only to make needed copies or backups.
- Before you make a backup, place a write-protect tab on the original (source) diskette to prevent accidental erasure.

Making a Practice Diskette

In order to have a diskette to use in the following practice exercises, make an additional backup of MS-DOS. Do not place a write-protect tab on this practice diskette.

This is a summary of the basic steps for duplicating diskettes. The same procedure can be used to duplicate many diskettes that contain valuable information. Some software diskettes, however, have been copy-protected by the manufacturer and cannot be copied.

Summary of Steps

To copy a diskette, follow these steps.

1. Read the appropriate software license to determine your rights and duties in copying software.
2. Place a write-protect tab on the source diskette if it is not already protected.
3. Make sure the destination diskette is blank or contains no important information.

Note: The DISKCOPY command destroys any information on the destination diskette.

4. Place an MS-DOS diskette (preferably a backup) in diskette drive A.
5. Make sure the A>■ prompt is on the screen. (If you are not familiar with how to start MS-DOS, refer to “Starting MS-DOS 2” on page 4.)
6. To enter the command to copy a diskette, type the following line:

DISKCOPY A: B:/F
7. Press the **RETURN** key.
8. Follow the screen prompts until copying is finished.
9. When copying is finished and the diskette drive lights go off, remove any diskettes from the drives.
10. Store the source diskette in a safe place and put a write-protect tab on the backup diskette (unless you plan to put additional information on the diskette).

The **DIR** command displays a list of the names of files on a diskette or Winchester disk. In this exercise, you use the **DIR** command to view the list of files on your practice diskette.

Essential Concepts

Concept 1—The directory is a special file that contains a list of the names of files on a diskette. It is automatically updated whenever you add, delete, or make changes to a file. There can be more than one directory on a diskette.

Concept 2—A typical file name listed in a directory is similar to the following:

<u>COMMAND</u>	<u>COM</u>	<u>15957</u>	<u>11-17-83</u>	<u>11:00a</u>
①	②	③	④	

- ① Name of the file
- ② Extension, an additional part of the file name that may be assigned
- ③ Number of characters in the file
- ④ Date and time of either the creation or the last update of the file

Concept 3—When a command displays information on the screen, you can control the rate at which the information is displayed. You can temporarily stop the display by pressing **BRK/PAUS**.

Concept 4—You can cancel a command by holding down **SHIFT** and pressing **BRK/PAUS**.

Using the Directory Command

To use the DIR command in its simplest form, follow these steps.

1. Make sure the A>■ prompt is on the screen; then insert the diskette whose directory you wish to view. (Use your practice diskette.)
2. Type **DIR**.
3. Press the **RETURN** key.

MS-DOS responds by displaying the list of file names on the screen.

Pausing the Display

When you view a long list of file names, you may want to pause the display long enough to read the first names. You can use the **BRK/PAUS** key to do this by following these steps.

1. When the A>■ prompt is on the screen, type **DIR**.
2. Press the **RETURN** key.
3. Press the **BRK/PAUS** key momentarily when the display begins. This temporarily stops the display and enables you to examine the file names.
4. When you are ready to view the remaining list of files, press **BRK/PAUS** or any other key.

Cancelling the Command

You may want to cancel, or stop, the DIR command (or other commands) before it is finished. To stop the command:

1. Press and hold one of the **SHIFT** keys.
2. While holding the **SHIFT** key, press the **BRK/PAUS** key. This cancels the command and returns you to the A>■ prompt.

MS-DOS gives you several ways to control the action of a command. By using the /P (pause) and /W (wide) switches with the DIR command, you can change the way MS-DOS displays the directory of a diskette.

Essential Concepts

Concept 1—A switch is a way to specify how a command performs the requested action. (You have already used the /F switch with the DISKCOPY command.) Switches consist of a single letter preceded by a slash. Most commands have switches that can be used with them, and each switch has a unique meaning with the command.

Concept 2—If you specify an incorrect switch, you get an error message; this happens to everyone occasionally. An error usually occurs when you:

- Make a typing mistake
- Misunderstand how to use a command

See the appendix that lists the MS-DOS messages in alphabetical order in the *MS-DOS Operating System* manual. You can also see the chapter on problem solving or the appendix on messages in the *Operating Instructions* manual supplied with your computer.

Using the /P Switch

The /P switch causes the directory listing to pause automatically when the screen is filled with file names. This switch prevents you from having to press the **BRK/PAUS** key to halt the display. To use the /P switch:

1. Type **DIR/P**.
2. Press **RETURN**.
3. Press any key to view the remainder of the directory.

Using the /W Switch

The /W switch is used with the DIR command to display the directory in a wide (thus /W) format. This wide format enables you to view all the file names listed on a large directory at one time.

For example, the command DIR/W (used with your practice diskette) displays a screen similar to this:

```
A>DIR/W

Volume in drive A has no label
Directory of A:\

COMMAND  COM      EDLIN    COM      CHKDSK   COM      RECOVER  COM      MORE     COM
DEBUG    COM      PRINT    COM      CONFIG   COM      FORMAT   COM      WFORMAT  COM
DISKCOPY  COM      DISKCOMP COM      EMULATE  COM      SYS      COM      FIND     EXE
FILCOM    EXE      EXE2BIN  EXE      LINK      EXE      LIB       EXE      SORT     EXE
BACKUP    EXE      TREE     EXE      FILATR    EXE      SIZE      EXE      RAMDISK  DEV
PRTSCRN   DEV      LIBRARY  DOC

      27 File(s)  49152 bytes free

A>■
```

Making a Deliberate Error

If you type a command that the computer does not recognize, the computer responds with an error message. To give you practice handling errors, follow these steps.

1. Type **DER/W**.
2. Press **RETURN**.

The computer responds:

```
Bad command or file name
A>■
```

3. You can either type the DIR/W command correctly or you can proceed with other commands.

The files stored on a diskette are similar to the files in a filing cabinet. Both types of files can contain a variety of information and can be viewed as you need them. Each file—whether on paper or a diskette—should have a unique name.

Essential Concepts

Concept 1—All information you store on a diskette or Winchester disk is organized by MS-DOS as a series of files.

Concept 2—Each file must have a name, and no two files in a directory may have exactly the same name. If you use the name of one file for another file on the same diskette, the original file is destroyed and replaced by the new file.

Concept 3—Two types of files are:

- Data files that are similar to files you might find in a file cabinet (They include such things as reports, memos, and spreadsheets.)
- Program files that contain instructions for the computer (Generally, there is little reason to view this type of file when using MS-DOS.)

Concept 4—You do not type the name of a file exactly as it appears in a directory listing; you use a period to separate the first part of the name from the extension. For example, the file typed as **FORMAT.COM** is listed as **FORMAT COM**.

Viewing a Data File

You can view the contents of a file by using the **TYPE** command. A data file named **LIBRARY.DOC** is already on your MS-DOS diskette. To view the **LIBRARY.DOC** file, follow these steps.

1. Make sure the **A>■** prompt is on the screen, and then type the following line:

TYPE LIBRARY.DOC

**Viewing a
Data File
(Continued)**

2. Press the **RETURN** key.
3. The computer responds with the following screen that shows the contents of the **LIBRARY.DOC** file.

LIBRARY OF COMMONLY USED MS-DOS COMMANDS		
Command	What it's used for	Internal (I) or External (E)
DIR	lists all the files on a disk	I
TYPE	shows the contents of a file	I
DATE	changes the current date	I
TIME	updates the current time	I
COPY	copies a file to any disk	I
RENAME	changes the name of a file	I
ERASE	removes a file from a disk	I
FORMAT	prepares a disk to accept information	E
DISKCOPY	makes a backup disk	E
DISKCOMP	determines if two diskettes have the same data	E
A>■		

You can read about internal and external commands under “Working With MS-DOS” in the *MS-DOS Operating System* manual.

Reminder

When viewing a large file, you can use the **BRK/PAUS** key to stop the screen temporarily or **SHIFT BRK/PAUS** to cancel the command.

You may find it useful to make a copy of a particular file. For example, if you revise a draft of a report, you may want to copy the original and to make all revisions on the copy. In this exercise, you make a copy of **LIBRARY.DOC** so you can perform some MS-DOS commands without altering the original file.

Essential Concepts

Concept 1—There are several ways to copy files with MS-DOS. Copying a file so that it appears twice on the same diskette is only one of these ways.

Concept 2—When you copy a file onto the same diskette, you must give the new file a different name from the original. (As mentioned earlier, no two files on a diskette may have the same name.)

Concept 3—The MS-DOS command you use to copy a file is shown below.

<u>COPY</u>		<u>LIBRARY.DOC</u>		<u>NEWFILE.DOC</u>
①	②	③	④	⑤

- ① Name of the command
- ② Space required as a separator
- ③ Name of the file to be copied (If that file has an extension as part of its name, you must include the extension here.)
- ④ Another required separator
- ⑤ Name chosen for the new file (If it is the name of a file that already exists on the diskette, the original file is destroyed.)

Making a Copy

To make a copy of the LIBRARY.DOC file on your practice diskette, follow these steps.

1. Make sure the A>■ prompt is on the screen and then type:

COPY LIBRARY.DOC NEWFILE.DOC

2. Press the **RETURN** key to execute the command.
3. After a few seconds, MS-DOS responds with this message:

1 File(s) copied

Reminder

If you want to make sure the file was copied, you can use the **TYPE** command to view the new file.

You can also use the **DIR** command to check for the name of the new file in the diskette directory.

When you make a new file, you choose a name that reflects the file's contents. As you change the contents of a file, the old name may no longer be appropriate. MS-DOS has a **RENAME** command that enables you to change the name of any file.

Essential Concepts

Concept 1—The rules that apply to naming a file also apply to renaming a file.

Concept 2—When you choose a name for a new file, you should keep the following in mind.

- Use a name that helps you recall the contents of the file.
- Do not use the name of another file in the directory; this destroys the original file of that name.

Concept 3—Earlier you saw file names and extensions listed in the directory. You may include extensions in your file names. Extensions are:

- Used to help identify what is in the file
- Used by MS-DOS to recognize certain types of program files (For example, the extension **EXE** indicates that the file is an executable program.)

Concept 4—You type file names in the following format.

file name.extension

Concept 5—Only certain characters may be used in a file name. The characters you can use are:

- Letters A through Z
- Digits 0 through 9
- The symbols \$ # ! @ % & () ' { } - ~ _ ^ `

Essential Concepts (Continued)

Concept 6—The rules for naming a file differ slightly from the rules for naming an extension.

	Required?	Number of Characters
File name	Yes	As few as 1 As many as 8
Extension	No	As few as 0 As many as 3

Using the RENAME Command

On the previous pages, you used the COPY command to make a copy of LIBRARY.DOC with the name NEWFILE.DOC. To change the name of NEWFILE.DOC, follow these steps.

1. Make sure the A>■ prompt is on the screen and type the line:

```
RENAME NEWFILE.DOC NEWNAME.DOC
```

2. Press the **RETURN** key to execute the command.

When the file has been renamed, the A>■ prompt appears on the screen again.

Reminder

You can use the DIR command to confirm that the file has been renamed NEWNAME.DOC.

At times you may suspect that two files on a diskette have the same content and differ only in name. The **FILCOM** command enables you to compare the contents of two files.

Essential Concepts

Concept 1—To save you the effort of examining the files on a diskette, you can use a simple MS-DOS command—the **FILCOM** command—that allows you to compare files.

Concept 2—The **FILCOM** (**FILE COM**pare) command can be used in other ways.

Using the **FILCOM** Command

Earlier, you made a copy of **LIBRARY.DOC** named **NEWFILE.DOC**. You then used the **RENAME** command to rename the new file **NEWNAME.DOC**. To compare the renamed file with the original **LIBRARY.DOC**, follow these steps.

1. Make sure the **A>■** prompt is on the screen and type the line:

FILCOM LIBRARY.DOC NEWNAME.DOC

2. Press the **RETURN** key to execute the command.

MS-DOS responds with one of two messages.

- If the two files have the same contents, MS-DOS displays the **A>■** prompt.
- If the files do not match, MS-DOS indicates that differences exist.

As you store files on a diskette, the available space on the diskette diminishes. The **CHKDSK** command enables you to check the amount of space remaining on the diskette and to find any areas on the diskette that are damaged or unusable.

Essential Concepts

Concept 1—The **CHKDSK** (**CHeck DiSK**) command displays several items of information. To determine the available space on the diskette, look for a message similar to the one below.

```
49152 bytes available on disk
```

Concept 2—If any areas of the diskette are damaged or unusable, a message similar to the following is displayed.

```
1024 bytes in bad sectors
```

Using the CHKDSK Command

To use the **CHKDSK** command to check your practice diskette, follow these steps.

1. Make sure the **A>■** prompt is on the screen and type **CHKDSK**.
2. Press the **RETURN** key.

MS-DOS responds with a message similar to the one below. (Your screen may be slightly different.)

```
362496 bytes total disk space
 29696 bytes in 2 hidden files
283648 bytes in 27 user files
 49152 bytes available on disk

262144 bytes total memory
226288 bytes free
```

The last two lines of the display refer to the computer's internal memory, not the diskette space. (For more information about the **CHKDSK** command, see the *MS-DOS Operating System* manual.)

Just as you might discard an unneeded file from a file cabinet, you can erase unneeded files from a diskette. Use the ERASE command to delete files from a diskette.

Essential Concepts

Once a file is erased from a diskette, it cannot be recovered. Therefore, always make sure you specify the correct file name when you use the ERASE command.

Using the ERASE Command

During the practice exercises, you have created a file on your practice diskette named NEWNAME.DOC. Because this file is a copy of LIBRARY.DOC, you can erase NEWNAME.DOC without losing any information. To erase this file, follow these steps.

1. Make sure the A>■ prompt is on the screen and type the line:

ERASE NEWNAME.DOC

2. Press the **RETURN** key to execute the command.

The A>■ prompt reappears on the screen.

Reminder

You can use the CHKDSK command to confirm that the space previously occupied by the file is now available.

You can use the DIR command to confirm that the file NEWNAME.DOC is no longer in the directory.

When you are ready to end the practice session, you can turn the computer off or you can continue to use MS-DOS to perform other tasks, such as running an application program.

Turning the Computer Off

If you are finished using the computer, follow these steps to turn the computer off.

1. Wait for the A>■ prompt to appear on the screen. This ensures that any MS-DOS commands have been completed.
2. After making sure the diskette drive lights are off, remove all diskettes and store them in protective envelopes.
3. Turn off any external devices, such as a printer or an external modem.
4. Turn the computer **OFF**.

Continuing with MS-DOS

If you want to end the practice session but continue to use MS-DOS, follow these steps.

1. Wait for the A>■ prompt to appear on the screen. This ensures that any MS-DOS commands have been completed.
2. You can now use MS-DOS to:
 - Run an application program (For instructions, refer to the documentation supplied with the program.)
 - Perform other tasks using MS-DOS (Refer to the *MS-DOS Operating System* manual.)

Finding Out More about MS-DOS 2

This chart lists the skills you have practiced in the order that they occurred in the booklet. It distinguishes between each skill you have practiced and other related skills that you will need to learn as you expand your knowledge of MS-DOS. The chart also provides a guide to learning more about each skill.

What You Have Practiced

What You Have Not Practiced

You have used MS-DOS commands with a diskette that contains MS-DOS.

You have not used MS-DOS commands with a diskette that does not contain MS-DOS.

You have made a backup of a diskette that contains MS-DOS.

You have not copied a diskette that has only part (or none) of MS-DOS.

You have viewed a simple directory.

You have not used the MS-DOS tree-structured directory to build subdirectories.

You have copied a file on the same diskette.

You have not copied a file to a second diskette or to a Winchester disk.

Where to Find More Information

Some of the MS-DOS commands must be read from the disk before they can be executed. These are called external commands and they might not reside on each diskette you make. Read about internal and external commands under “Working With MS-DOS” in the *MS-DOS Operating System* manual.

Copying MS-DOS and an application program onto the same diskette can minimize the need to swap diskettes. Some application programs are so large that the same diskette cannot contain both the entire application program and all of MS-DOS. In this case, you may be able to use a diskette that contains only part of MS-DOS. Refer to the documentation supplied with the application program for information on how to do this.

A diskette that does not contain programs or any of MS-DOS is called a data diskette. A data diskette has a large amount of available storage space, but it has some limitations. Refer to the FORMAT command in the *MS-DOS Operating System* manual for more information on this.

The tree-structured directory makes it easier to keep track of a large number of files, such as those on a Winchester disk. Refer to “Managing the Information in Your Computer” in the *MS-DOS Operating System* manual.

This procedure differs depending on your computer’s configuration. If you have a computer with one diskette drive, you use a version of the COPY command that prompts you to insert each diskette as it is needed. Refer to “Disk Drives and the MS-DOS Prompt” and the COPY command in the *MS-DOS Operating System* manual for more information on this.

If you have a Winchester disk, you use a version of the COPY command that enables you to copy all of the files on a diskette onto the Winchester disk. Refer to “Wild-Card Characters” in the *MS-DOS Operating System* manual.

What You Have Practiced

You have compared two files on a disk that contains MS-DOS.

What You Have Not Practiced

You have not done the following:

- Compared two files on a disk that does not contain MS-DOS
- Compared files on two separate diskettes
- Compared the entire contents of one diskette to another

You have checked a diskette to determine what amount of space is available when MS-DOS was on the diskette.

You have not checked a diskette when MS-DOS was not on the diskette.

You have encountered a few MS-DOS error messages in this practice session.

You have not:

- Encountered all the types of errors
 - Used the resources available for interpreting and correcting problems
-

Where to Find More Information

External commands, such as the FILCOM command, must be read from the disk before they can be executed. Read about internal and external commands under “Working with MS-DOS” in the *MS-DOS Operating System* manual, and then refer to the FILCOM command in the *MS-DOS Operating System* manual for more information about comparing two files on separate diskettes. Refer to the DISKCOMP command in the *MS-DOS Operating System* manual for more information on comparing diskettes.

This procedure differs depending on your computer’s configuration. One-drive owners use a version of the CHKDSK command that requests each diskette as it is needed. Refer to “Disk Drives and the MS-DOS Prompt” and the CHKDSK command in the *MS-DOS Operating System* manual for more information on this.

As you use MS-DOS, you can expect errors. You can usually correct these errors quickly and easily.

If an error message appears, see the appendix that lists the MS-DOS messages in alphabetical order in the *MS-DOS Operating System* manual. You can also find information on how to solve problems in the *Operating Instructions* manual.

At some point, you may need to use MS-DOS with an application program, a Winchester disk, or a serial device (such as an external modem). In these cases, you may need to refer to additional sources of information.

If You are Using an Application Program

Copying MS-DOS and an application program onto the same diskette can minimize the need to swap diskettes. For information, refer to the documentation supplied with the application program.

If You Have a Winchester Disk

The following three commands are of special interest if you have a Winchester disk.

- WFORMAT prepares the Winchester disk for use and can be used to copy MS-DOS onto the Winchester disk.
- COPY copies files onto the Winchester disk.
- BACKUP saves selected files from the Winchester disk onto diskettes.

See the *MS-DOS Operating System* manual for details about these commands.

If You Have a Serial Device

If you have a serial device such as a printer, an external modem, or a plotter, you should refer to:

- The CONFIG command in the *MS-DOS Operating System* manual
- The specific commands in the *MS-DOS Operating System* manual that relate to your device (For example, refer to the PRINT command for a printer, the CTTY command for a modem, etc.)
- The manual for your particular device

Your computer can read the MS-DOS operating system from the Winchester disk more quickly than from a diskette. This appendix explains how to transfer MS-DOS 2 from a diskette to a Winchester disk. You should complete all the practice exercises in this booklet before you follow the instructions in this appendix.

Introduction

The process you use to transfer MS-DOS 2 to your Winchester disk depends on:

- Whether the Winchester disk already contains a version of MS-DOS
- Which version of MS-DOS may be on the Winchester disk
- Whether you have files on your Winchester disk that you need to save
- Which version of MS-DOS 2 you are transferring to the Winchester disk

The process involves several procedures, but you should only have to go through them once. You can simplify your efforts by making a separate list of the required procedures and checking them off as you progress.

Organization of This Appendix

To cover the different situations that are possible, this appendix is divided into two sections.

- The first section begins on the next page and contains a sequence of steps that you follow to determine which procedures you need to perform. In this section, you will find a specific list of procedures to be used for your particular situation.
- The second section begins on page 44 and contains all procedures that may be needed. Each procedure is identified by a letter (A-J). You do not perform all the procedures--only those that are contained in your specific list.

This section of the appendix contains steps that help you determine the present status of your Winchester disk. By following these steps, you arrive at a specific list of procedures--tailored for your situation--that you perform to transfer MS-DOS 2.

**Determining if
Your Winchester
Disk Has MS-DOS**

The procedures for transferring MS-DOS 2 differ according to whether your Winchester disk already contains a version of MS-DOS.

You can easily determine if the Winchester disk contains MS-DOS because each time the computer is turned on it tries to read the Winchester disk first. To see if your computer starts by reading the Winchester disk or the MS-DOS 2 diskette, follow these steps.

1. Make sure the computer is **OFF**.
2. Insert your MS-DOS 2 diskette (preferably a backup of the original diskette) into the diskette drive.
3. Turn the computer **ON**.
4. When the initial MS-DOS screen appears, ignore any error messages about the Winchester disk and press the **RETURN** key twice to bypass the date and time prompts.
5. Note the MS-DOS prompt that appears.
 - If the prompt is **E : █** or **E>█**, your computer has read MS-DOS from the Winchester disk. Proceed to “Checking the Winchester Version of DOS” on page 41.
 - If the prompt is **A>█**, your computer has read MS-DOS from the MS-DOS 2 diskette, indicating that the Winchester disk does not contain MS-DOS. Proceed to the next page.

Checking the Wincheser Disk for Other Files

Although the A>■ prompt indicates your Winchester disk does not contain MS-DOS, it is possible that the Winchester disk contains other valuable files. To determine if the disk has any files, follow these steps.

1. Type the following command.

```
DIR E:/W
```

2. Press the **RETURN** key.

The computer responds in one of two ways.

- If a list of files is displayed, your Winchester disk contains files that you may want to save before you transfer MS-DOS 2. For further instructions, proceed to page 40.
- If an error message is displayed, your Winchester disk does not contain any files. (If you receive the **Abort, Retry, Ignore?** error message, respond by typing A.) Transfer MS-DOS 2 to your Winchester disk by performing, in sequence, only the procedures listed below.

- ☐ Procedure E (page 48)
- ☐ Procedure F (page 50)
- ☐ Procedure J (page 53)

Checking the Diskette Version of DOS

Because the DIR E:/W command shows that there are files on the Winchester disk, you need to know the exact version of MS-DOS 2 you are transferring to the Winchester disk.

To determine the version of MS-DOS 2 you are transferring, follow these steps.

1. Look for the word “Version” on the label of the MS-DOS 2 diskette. (If you are using a backup copy, read the label on the original MS-DOS 2 diskette.)
2. Note the version number on the label.
 - If your version number is 2.11, transfer MS-DOS 2 to the Winchester disk by performing, in sequence, only the procedures listed below.
 - ☐ Procedure A (page 44)
 - ☐ Procedure B (page 45)
 - ☐ Procedure D (page 47)
 - ☐ Procedure E (page 48)
 - ☐ Procedure F (page 50)
 - ☐ Procedure H (page 51)
 - ☐ Procedure J (page 53)
 - If your version number is 2.12 or later, transfer MS-DOS 2 to the Winchester disk by performing, in sequence, only the procedures listed below.
 - ☐ Procedure A (page 44)
 - ☐ Procedure B (page 45)
 - ☐ Procedure C (page 46)
 - ☐ Procedure E (page 48)
 - ☐ Procedure F (page 50)
 - ☐ Procedure G (page 51)
 - ☐ Procedure J (page 53)

Checking the Winchester Version of DOS

The E : ■ or E>■ prompt that you see when you start the computer indicates that the Winchester disk already contains a version of MS-DOS. You need to know if the version is MS-DOS 1 or a version of MS-DOS 2.

To determine the version of MS-DOS already on the Winchester disk, follow these steps.

1. Locate the line on the screen that begins “MS-DOS BIOS . . .”.
2. Note the version number in the line.
 - If the version number is 2.11 or a later version, proceed to “Ensuring Compatibility of MS-DOS 2 Files” on page 43.
 - If the version number is 1, proceed to “Replacing MS-DOS 1” on the next page.

Replacing MS-DOS 1

The method you use to replace MS-DOS 1 depends on the exact version of MS-DOS 2 you intend to transfer to the Winchester disk.

To determine the version of MS-DOS 2 you are transferring, follow these steps.

1. Look for the word “Version” on the label of the MS-DOS 2 diskette. (If you are using a backup copy, read the label on the original MS-DOS 2 diskette.)

2. Note the version number on the label.

- If you are replacing MS-DOS 1 with MS-DOS 2.11, perform, in sequence, only the procedures listed below.

- ☐ Procedure A (page 44)
- ☐ Procedure B (page 45)
- ☐ Procedure D (page 47)
- ☐ Procedure E (page 48)
- ☐ Procedure F (page 50)
- ☐ Procedure H (page 51)
- ☐ Procedure J (page 53)

- If you are replacing MS-DOS 1 with MS-DOS 2.12 or a later version, perform, in sequence, only the procedures listed below.

- ☐ Procedure A (page 44)
- ☐ Procedure I (page 52)
- ☐ Procedure J (page 53)

Ensuring Compatibility of MS-DOS 2 Files

The version number shown on the screen indicates that you already have a version of MS-DOS 2 on the Winchester disk. You need to ensure that the version on the Winchester disk is the same as the version on the MS-DOS 2 diskette.

To check the version number on the MS-DOS 2 diskette, follow these steps.

1. Look for the word “Version” on the label of your original MS-DOS 2 diskette.
2. Note the version number on the label.
 - If the version number on the screen is lower than the version number on the diskette, replace the Winchester disk version with the diskette version by performing, in sequence, only the procedures listed below.
 - ☐ Procedure A (page 44)
 - ☐ Procedure I (page 52)
 - ☐ Procedure J (page 53)
 - If the version number on the diskette matches the version on the Winchester disk, ensure that all MS-DOS 2 files are transferred to the Winchester disk by performing the procedure below.
 - ☐ Procedure J (page 53)
 - If the version number on the screen is higher than the version number on the diskette, follow the procedure for replacing MS-DOS 1 with MS-DOS 2.11.

The procedures in this section of the appendix make use of some commands that are not explained elsewhere in this booklet. Although instructions are included here on how to type each command, you can gain a better understanding of the commands by reading about them in the MS-DOS Operating System manual.

Procedure A

This procedure tells you how to restart the computer and instruct it to read the MS-DOS 2 diskette instead of the Winchester disk.

To restart the computer and instruct it to read the MS-DOS 2 diskette, perform these steps.

1. Press and hold both the **CTRL** and **ALT** keys.
2. While holding the **CTRL** and **ALT** keys, press the **DEL** key. When you see the line flash (as described on page 5), tap the **ESC** key.
3. To ignore both the date and time prompts, press the **RETURN** key twice.
4. Observe the MS-DOS prompt that appears on the screen.
 - If you tapped the **ESC** key at the right time, the **A>■** prompt appears, indicating that the computer has read the MS-DOS 2 diskette.
 - If you did not tap the **ESC** key at the right time, the **E>■** or **E : ■** prompt appears, indicating that the computer has read the Winchester disk instead of the MS-DOS 2 diskette. Repeat the restarting procedure.

This concludes Procedure A.

Procedure B

This procedure tells you how to prepare blank diskettes to receive information so that you can save important files from your Winchester disk. If you do not have any files that you wish to save, skip this procedure.

To prepare diskettes to receive information, follow these steps.

1. Make sure you have a sufficient amount of blank diskettes.
2. With the MS-DOS 2 A>■ prompt on the screen, type the following command.

FORMAT B:
3. Press the **RETURN** key.
4. Respond as required to the computer's prompts until formatting is completed.
5. Repeat these steps as necessary for each additional diskette you wish to format.

This completes Procedure B.

Procedure C

This procedure is used only with MS-DOS 2.12. It tells you how to use the MS-DOS 2.12 BACKUP command to save all files and tree-structured directories from your Winchester disk to formatted diskettes. If you do not wish to save files from your Winchester disk before transferring MS-DOS 2.12, skip this procedure.

To use the MS-DOS 2.12 BACKUP command, follow these steps.

1. Insert a formatted diskette in the diskette drive.
2. With the A>■ prompt on the screen, type the following command.

BACKUP E: A:/B/S
3. Press the **RETURN** key.
4. Respond as required to the computer's prompts until the BACKUP procedure is completed.

This concludes Procedure C.

Procedure D

This procedure tells you how to use MS-DOS 2.11 to save important files from your Winchester disk to formatted diskettes. If you do not wish to save files from your Winchester disk before transferring MS-DOS 2.11, skip this procedure.

To save files from your Winchester disk, follow these steps.

1. Make sure you have a sufficient number of formatted diskettes.
2. Use the DIR command to check the files on your Winchester disk.
 - If you do **not** have a file larger than 360K bytes, proceed to step 3.
 - If you have a file larger than 360K bytes, use the BACKUP command to save that file and then use the CHKDSK command to verify that the destination diskettes are free of errors.
3. Use the **COPY E:FILENAME A:** form of the COPY command to copy each file you wish to save to a diskette.

An **Insufficient disk space** message indicates that the file being copied is larger than the free space remaining on the diskette. If you see this message, remove the diskette from the diskette drive and insert another formatted diskette. Then recopy the file you were copying when the message appeared.

This concludes Procedure D.

Procedure E

This procedure tells you how to run the Winchester Format/Surface Analysis Test from the Diagnostics diskette. This test, which takes 1 1/2 hours for each 10M bytes of disk capacity, thoroughly checks the recording surface of your Winchester disk and ensures that only those areas of the surface that are reliable will be used to store data.

If you have recently performed this test, you do not need to perform it again.

Note: This procedure destroys any information already stored on the Winchester disk. Before continuing with this procedure, make sure you have copied any valuable files to diskettes.

To test the recording surface of your Winchester disk, follow these steps.

1. Remove the MS-DOS 2 diskette from the diskette drive and insert either the Diagnostics diskette that was supplied with your Winchester disk or a later version of this diskette.
2. Restart the computer and instruct it to read the Diagnostics diskette. (If you do not know how to do this, read Procedure A.)
3. When you see the diagnostic menu, use the cursor-control keys to select a NO response to the Overall Unit Test and a YES response to the Winchester Format/Surface Analysis Test.
4. Press the **ENTER** key to begin the test.

**Procedure E
(Continued)**

5. When prompted to enter a drive to test, type either **5** or **E**.
6. Press the **RETURN** key.
7. When prompted to do so, enter the number that corresponds to the type of Winchester disk you have.

If you do not know this number, press the ? key to see a list of Winchester drive types. To determine the number (0 through 9), find the description on the screen that matches the description recorded in the back of your Winchester installation manual.
8. The computer displays an appropriate message when the test is completed. If an error message appears, your Winchester disk requires service.

This concludes Procedure E.

Procedure F

This procedure tells you how to format the Winchester disk (prepare it to receive information) and copy certain MS-DOS 2 files to it that cannot be copied with the COPY command.

To format the Winchester disk, follow these steps.

1. Make sure the MS-DOS 2 diskette is in the diskette drive.
2. Restart the computer and instruct it to read the MS-DOS 2 diskette. (If you do not know how to do this, read Procedure A.)
3. After entering the date and time, type **WFORMAT E:/C/S**, making sure to include the /C and /S switches.
4. Press the **RETURN** key.
5. When prompted to do so, enter the number that corresponds to your type of Winchester disk.
6. Press the **RETURN** key and respond as required to any other prompts until formatting is completed.

When formatting is completed, you may see a message indicating that some areas of the Winchester disk are unusable. If the unusable space is more than 5% of the total disk space shown on the screen, the Winchester disk should be replaced. Otherwise, you can use the Winchester disk normally; MS-DOS 2 ensures that the bad areas are not used.

This concludes Procedure F.

Procedure G

This procedure tells you how to restore to the Winchester disk any files saved on diskettes with the MS-DOS 2.12 BACKUP command. If you did not save any files with this command, skip this procedure.

To restore the saved files, follow these steps.

1. Type **BACKUP A: E:/R/S**
2. Press the **RETURN** key and respond as required to any prompts until all files are restored.

This concludes Procedure G.

Procedure H

This procedure tells you how to restore to the Winchester disk any files saved on diskettes using MS-DOS 2.11. If you did not save any files on diskettes, skip this procedure.

To restore the saved files, follow these steps.

1. Use the MKDIR command to create any desired subdirectories.
2. Including the pathname where necessary, use the appropriate command to restore saved files to the Winchester disk.
 - If you saved the files with the BACKUP command, use **BACKUP A: E:/R**.
 - If you saved the files with the COPY command, use the **COPY A:FILENAME E:** form of the COPY command.

This concludes procedure H.

Procedure I

This procedure tells you how to copy to the Winchester disk certain essential MS-DOS 2 files. These files, executed when you start or restart the computer, cannot be copied with the COPY command.

To transfer the essential MS-DOS 2 files to your Winchester disk, follow these steps.

1. Make sure the A>■ prompt is on the screen.
2. Type the following command.

SYS E:

3. Press the **RETURN** key. The computer displays an appropriate message when the transfer is completed.

This concludes Procedure I.

Procedure J

This procedure tells you how to transfer all remaining files from the MS-DOS 2 diskette to the Winchester disk, and how to verify that the transfer is successful. If your Winchester disk already contains versions of these files, the versions on the Winchester disk are replaced by those on the diskette.

1. Make sure the **A>■** prompt is on the screen.
2. Type **COPY A:*. * E:**
3. Press the **RETURN** key.
4. The computer displays an appropriate completion message when all files are copied.
5. Restart the computer by pressing **CTRL ALT DEL**.
6. When the computer prompts you to enter the date, look for the line that begins with the words “MS-DOS BIOS . . .”. Verify that the MS-DOS version number in this line matches the version number on the label of your MS-DOS 2 diskette.
 - If the version numbers do **not** match, repeat the instructions beginning on page 37.
 - If the version numbers match, you have successfully transferred MS-DOS 2 to the Winchester disk, and you are finished with this appendix.

This concludes the procedures for transferring MS-DOS 2 to a Winchester disk.

