

Guide for EXTEND Programs

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Use this guide with the EXTEND program User Manual. **If instructions in the User Manual do not conform with those in this guide, follow the manual's instructions.**

Guide for EXTEND Programs will acquaint you with the computer equipment and how to run an EXTEND program, and will familiarize you with terms in the User Manual.

EXTEND is the **EXTension Educational Network and Database** of the Minnesota Extension Service, University of Minnesota. EXTEND software is designed to support quality educational programs, and provide current information and in-depth answers to client questions.

EXTEND software and manuals are written for IBM PC or Zenith portable computers with two double-sided disk drives and 256K memory. Many other IBM compatibles will also work. Some programs may require less memory or only one drive; check the User Manual for specific requirements.

If you have just purchased this EXTEND software, go immediately to page 7, "For the New Owner."

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DISKS

A disk (also called diskette or floppy disk) is shown in Figure 1. It looks like a small, thin record in a square sealed album cover with a protective envelope. The disk contains the program, which tells the computer what to do, or data, which is the information used by the program.

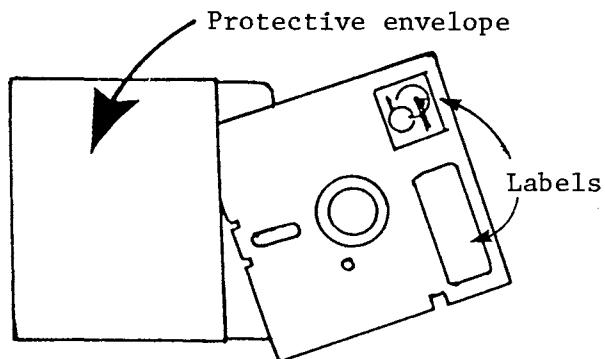
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Disks require some special care:

- Do not bend them.
- Don't write on them with pencil or ball-point (mark labels with a felt-tip pen which doesn't require as much pressure and won't damage disks).
- Keep disks away from electrical equipment and magnets.
- Keep disks at room temperature.
- Store disks in a protective envelope and a disk case when not in use.
- Do not touch the exposed areas of the disk (the windows in the black covering).
- Do not insert or remove the disk while the disk drive red light is on.
- Load disks carefully, following the instructions on page 4.

Fig. 1. A disk



THE COMPUTERS

Figures 2 and 3 show the IBM PC and Zenith portable computer. If you are using different but compatible equipment, some parts may be located in different places, but the computers should function similarly.

The disk drives on the IBM and Zenith are the two horizontal slots. Drive A: is on the left and drive B: is on the right. Each drive holds one disk, which is read by the computer to access to the program or data.

Fig. 2. IBM PC

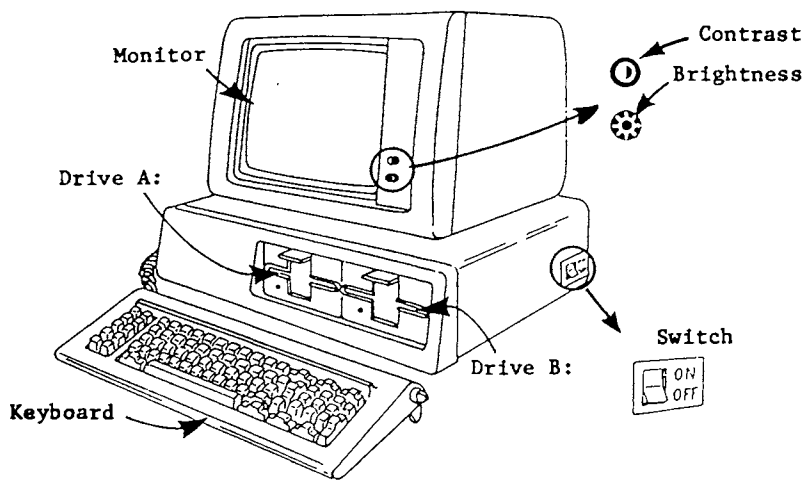
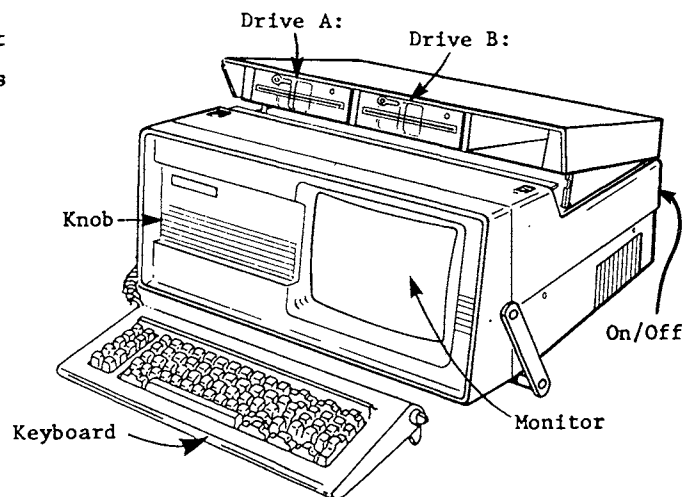


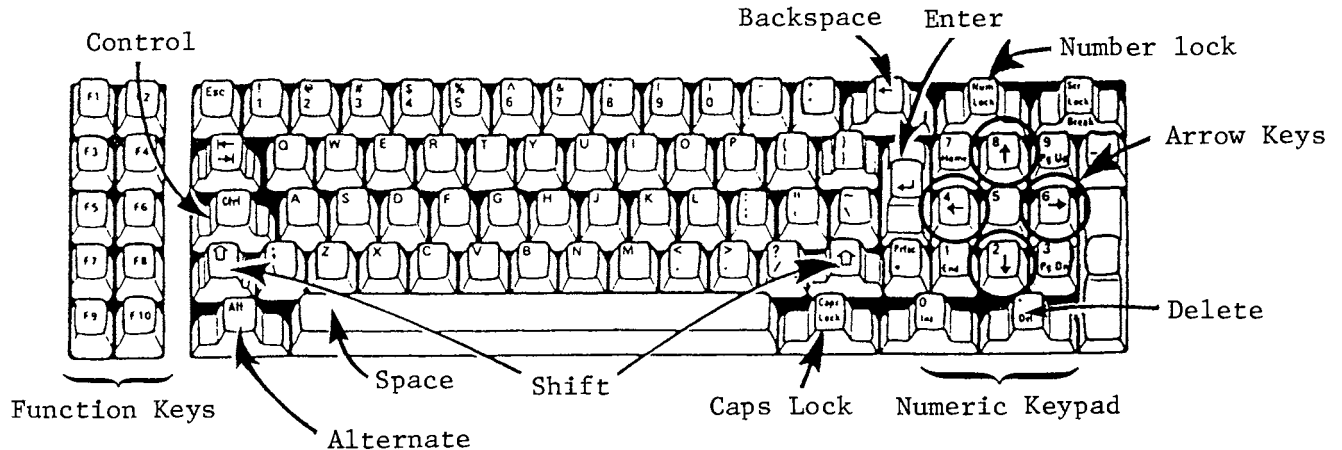
Fig. 3. Zenith Portable



The Keyboard

The keyboard is similar to a typewriter keyboard, but contains additional keys. Special keys you might use are labeled in Figure 4. Locate them on the keyboard. Some keys operate differently for each program and are described in more detail in the User Manual.

Fig. 4. The Keyboard



The User Manual refers to keys by the names below.

- <ENTER> The ENTER key is sometimes referred to as "return" or "carriage return." By pressing this key, what you have typed is "entered" into the computer. If instructions say to "enter your answer," press the <ENTER> key after typing your answer.
- <←> The backspace key often erases typing errors (by backspacing over them) if you have not already pressed <ENTER>.
- Delete sometimes erases errors similar to the backspace key.
- <Shift> The shift keys are two keys with up arrows located in the same places as on a typewriter. They act the same, capitalizing letters and providing the shifted characters.
- <Caps Lock> is a key unique to the computer. Press and release it, and all letters are capitalized, but numbers and other keys are not shifted. Press it again to stop capitalization. (If you notice shifted letters are lower case and unshifted are capitalized, the <Caps Lock> key is probably on. Press it to turn it off.)
- <Space> The space bar is the same as on a typewriter, placing spaces between characters. It may also have other uses on some programs.
- <F1> The function keys, the 10 gray keys on the left numbered F1 through F10, are sometimes used as a shortcut for entering commands. If the screen's bottom line shows the F numbers with codes, the corresponding function keys are active. For example, F1 HELP means pressing <F1> gives you a help screen. The User Manual describes the function key meanings for the program.
- <Num Lock> Number Lock activates the number keys on the numeric keypad. When deactivated, the function under the number is in effect (for example: the arrow keys).

Arrow keys (on numeric keypad keys 2,4,6, and 8) move the cursor (the flashing line or square) around the screen: down, left, right, up.

<Ctrl> The Control key is always pressed at the same time as one or two other key(s) to change the function of the second key. Its use varies with the program.

<Ctrl> <Alt> Simultaneously pressing the Control, Alternate, and Delete keys is called a "warm boot" or a system reset, similar to turning on the computer.

The Monitor

Monitors are labeled in figures 2 and 3. The monitor is sometimes called the display, video screen, or CRT. Its screen is the window through which the operator communicates with the program. Anything entered on the keyboard, as well as information from the program, appears on the screen.

When the screen is full and the top line moves off to make room for more information at the bottom, this is called scrolling.

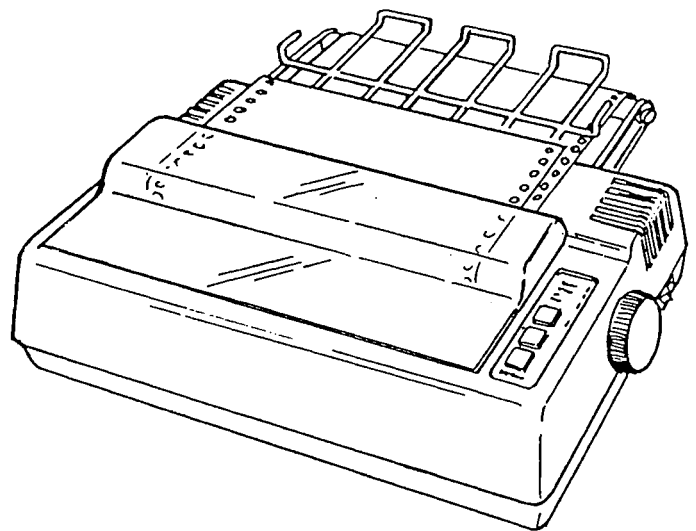
If the computer is on, but nothing is on the screen, pressing the shift key may bring an image to the screen. The knob(s) by the screen control contrast and brightness; adjusting them may return the screen or improve the image. In addition, some monitors have their own on/off switches.

The Printer

The printer (Figure 5) can give you paper "hardcopy" or "printout" if the program contains that option. Your printer may look different.

Roll the paper so the top of a sheet is aligned with the ribbon on the print head. Find the ON/OFF switch (usually located on the back or side) and turn on the printer. Lights labeled "on line," "ready," or "power" indicate it's ready to print. If not, push the button next to the light, or a button marked "reset."

Fig. 5. A draft quality printer



GETTING READY TO USE THE PROGRAM

Open the drive A: door by pulling forward on the black flap or lifting the lever covering the slot, depending on the type of drive. If a disk is in the drive, remove it. Check the manual to see which disk goes in drive A:, the EXTEND disk or a commercial program such as SuperCalc3 or dBase II.

Remove the disk from its envelope, but do not touch exposed areas of the disk. Hold it so the label is facing up and the elongated window (exposed area) points toward the drive, as shown in Figure 6. (If the disks are inserted incorrectly or up-side-down, the program doesn't work.)

Slide the disk all the way into the drive, being careful not to bend or force it. Close the drive door. If the program requires a second disk, follow the same procedure for the B: drive.

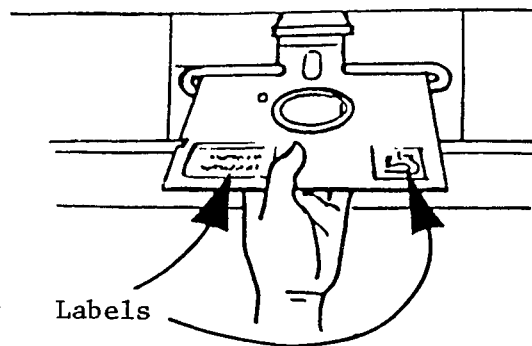


Fig. 6. Loading a disk

Booting the Disk

Don't let the computer scare you. It's just a machine. Take your time answering questions or entering data. The computer will wait. Do not worry that you will hurt the computer or disk. Read and follow the instructions, and everything should work as described.

NOTE: The majority of EXTEND programs can be started by following the instructions below. Exceptions may include (but are not limited to) EXTEND templates or data disks that are used with commercial software such as SuperCalc or SuperFile. If you follow these instructions and you do not see a DISK MENU as described in step 3 below, refer to the EXTEND software's User Manual for further instructions.

If the computer is off, flip the ON/OFF switch to on (see Figures 2 or 3). If the switch is on but the computer is off, check to see whether it's plugged into a power strip that needs to be turned on. When the computer is on, go to step 1 below.

If the computer is on but the screen is blank, try the suggestions described under "The Monitor" (page 4). When you have an image, get to the A>. If unable to, simultaneously press the <Ctrl>, <Alt>, and keys then release them. Then go to step 1 below.

If the computer is on, and an A> is the last thing on the screen, type **menu** and press <ENTER>. Then skip to step 3 below.

1. The computer responds in a few seconds with a beep. If the screen asks you to "Enter new date:", type the correct date using the format MM/DD/YY (for example, 11/30/86) and press <ENTER>.
2. The screen may ask you to "Enter new time:". Type the hour and minutes in the format HH:MM. Use military time, so that 1:00 p.m. is 13:00, or 2:00 p.m. is 14:00. Press <ENTER>.
3. The next screen should be the DISK MENU which lists the program(s) or options with a brief explanation of each. The A> is waiting for your response.

Setting up the Printer

If the program uses a printer, the last menu choice on the DISK MENU is <PRINTER>. Turn on the printer as described on page 4.

The program is designed to work with a printer connected to the parallel port. If that is how your printer is connected (it is if you have a matrix printer such as an Epson or Okidata), skip to "Running EXTEND Software."

If you don't know how your printer is connected, remove the disk from the drive and look at the label. It may say, "Printer:_____." If the blank says "parallel," skip to "Running EXTEND Software." If it says something else, note that so you can select the correct choice on the PRINTER MENU described below. Return the disk to the drive and close the door.

If no printer/port is indicated on the disk, and no one can tell you what it is, see "Configuration for Printer" on page 8.

When you know your printer/port, select the <PRINTER> option on the DISK MENU by typing **printer**. Press <ENTER> and the PRINTER MENU appears.

Follow the instructions on the screen. You must either:

- a. Type the letter(s) or number(s) preceding your printer and port configuration. Press <ENTER>. The DISK MENU appears again.
- or
- b. Type **SETP** <Space> then the letter(s) preceding your printer/port configuration. Press <ENTER> and the DISK MENU appears again.

Running EXTEND Software

Once the program is configured for the printer, you can start by typing the command from the DISK MENU for the program you want to run. It doesn't matter if you type in capital or lower case letters. Press <ENTER>.

The next screen(s) displays the program title and some copyright information. You may be instructed to press "any key" or <ENTER> a few times before you get to the MAIN MENU. Refer to the program's User Manual for more explanation of each of the MAIN MENU options and all the instructions you'll need to use the program.

If you do not have a User Manual, you may want to start with Overview or Instructions on the MAIN MENU or DISK MENU. Printing them will confirm your program is correctly configured for the printer, and will also tell you about the program.

When using a program, brackets <...> indicate either what to type, such as <**Your Name**>, or a key to press such as <**Alt**>. Do not type the brackets themselves. In the manual, **bold** indicates what you are to type. For example, <C> on the screen or C in the manual means to simply press the C key; <4.5> or 4.5 means type the number; and <ENTER> means press the enter key.

FOR THE NEW OWNER

This section explains how to make a backup of your EXTEND disk, what the "Install" procedure does, and how to configure the program for the printer. If you are not the owner of the software, skip to "Finding Help," page 8.

Making Backup Copies

Before you do anything else, make a backup copy of the EXTEND program disk. A backup is especially important for an educational program that may be used by people who might not be familiar with computers or disks.

Never use the original disk in daily use; store it in a safe place. If something happens to your backup copy, you can make another copy from the original.

NOTE: Some EXTEND software is copy-protected and these backup instructions won't apply. Instead, look for special instructions on how to replace or backup a disk. (If the disk is copy-protected, skip to "Install," page 8.)

To make a backup copy of a disk that is not copy-protected, you need:

- the original EXTEND disk(s)
- an IBM PC, or Zenith, or other compatible computer
- the DOS disk
- one or two blank disk(s) for every original
- a label for each blank disk
- a felt-tip pen

Copy the program title (and in some cases, the disk name) onto label of your blank disk(s) using the felt-tip pen (a ball-point pen may damage your disk). Also write the date; the words "Working Copy" to differentiate it from the original; and "Printer: _____." You will fill in the blank later.

Put the DOS disk into drive A:, and close the drive door. At the A>, type: **FORMAT B:/S** and you are asked to "Insert new diskette for drive B: and strike any key when ready." Place the blank "Working Copy" disk into drive B:. Make certain that you are using the disk you just labeled, not the original EXTEND program disk. Press any key.

When the last line on the screen asks, "Format another (Y/N)?" type **Y** but do not press <ENTER>. Replace the disk in drive B: with the next blank disk. Then press <ENTER>. Repeat this process until all your blank disks are formatted. Then type **N** for no. Remove the DOS disk from the A: drive and put it away in its protective envelope.

Put the original EXTEND disk in drive A: and the formatted disk with the matching label in drive B:. At the A> type: **COPY *.* B:** (Leave one space before and after *.* but nowhere else.) Press <ENTER>. The contents of the A: disk copy onto the B: disk. When the copying is finished, the number of files copied is displayed and the A> appears. Repeat for the rest of your copies. Remove the original disk and place it in its protective envelope.

Install

Your EXTEND packet may have separate Install Instructions describing other preparations necessary to make the working copy work. These include putting DOS on your disk so you can start (boot) the computer with it, and adding commercial programs like SuperFile. You must do the INSTALL procedure before your disk will work properly.

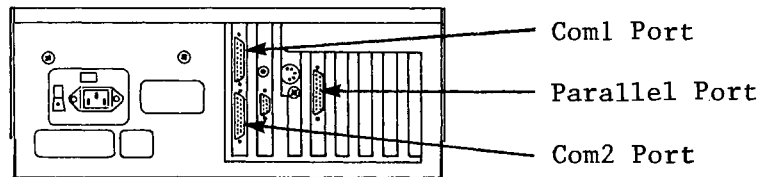
Configuration for Printer

Put the working copy of the EXTEND program in the A: drive. Type **menu** and the DISK MENU screen appears. If the program uses a printer, the last menu choice is <PRINTER>.

If you are using the Zenith portable computer, compare Figure 7 with where the printer connects to the computer to determine which port is used. If you are using an IBM computer, the instructions below may help determine the printer/port connection.

Fig. 7

Zenith
Rear
Panel



The program is designed to work with a printer connected to the parallel port. If that is how your printer is connected (it probably is if you have a dot matrix printer such as an Epson or an Okidata), write "parallel" after "Printer:" on the disk label.

If you have a letter quality printer, it is probably connected to a serial port, either COM1 or COM2. If you have a modem attached to the computer, the printer is probably connected to COM2. If there is no modem, the printer is probably connected to COM1.

If your printer is connected to COM1 or COM2, type **PRINTER**, and press <ENTER>. The screen will change to the PRINTER MENU. Follow the instructions on the screen. You must either:

- a. Type the letter(s) or number(s) preceding your printer and port configuration. Press <ENTER>. The DISK MENU appears again.
- or
- b. Type **SETP** <Space> then the letter(s) preceding your printer/port configuration. Press <ENTER> and the DISK MENU appears again.

When you have the correct printer/port configuration, write the correct option (with a felt-tip pen) on the label where you left a blank. This will help someone unfamiliar with the computer. Now you can run your EXTEND software as described on page 6.

FINDING HELP

If this Guide for EXTEND Programs doesn't solve your problems, refer to your computer's Operations Guide or the "Trouble-shooting" section in the EXTEND User Manual. If you still can't solve your problem, call (612) 624-7767 during working hours and ask for the EXTEND Help Line.