

## ***Introduction to Enable***

Enable is an integrated software program that combines the functions of stand-alone software packages, such as Lotus 1-2-3, dBASE or WordPerfect, into one program and provides the means to easily share information between modules. For example, you can produce form letters by combining a word processing document with mailing addresses stored in a database. Or, you can use spreadsheet functions to perform calculations on data stored in an inventory database.

Enable provides all five major business applications – Word Processing, Spreadsheet, Graphics, Database (with SQL) and Communications. Although each application appears to be a separate module, they are brought together by Enable's Master Control Module into a unified product. Enable's flexibility and consistency of design allow you to view more than one module at the same time and apply familiar procedures in one module to other modules.

In addition to the main modules, Enable offers desktop accessories such as a calculator, calendar, clock, card file and telephone book. Advanced utilities include a file manager, macro facility, menu generator and E-mail capability.

To help you learn and use the product quickly, your Enable package includes a two volume set of reference manuals as well as extensive learning aids, including on-line help and the capability to select different interfaces and user ability levels for the menus. Full customer assistance, an on-line tutorial and access to our electronic bulletin board provide added levels of support.

### **Customer Support**

Technical assistance is available to all registered users. To register your package, fill out the product registration card and return it. Upgrades are automatically registered for you. You may also register your product by calling the Customer Service Department.

A variety of yearly support plans are available. The plans include such benefits as a toll-free support hotline, extended support hours and maintenance releases. For more information on purchasing one of these premium support choices, please call our Customer Service Department.

Call one of the following telephone numbers to access our support services:

Technical Support (USA)	(518) 877-8236
Technical Support (Europe)	(49) 80-319-6046
Customer Service	(800) 766-7079
Sales	(800) 888-0684
Educational Services/Consulting	(800) 766-7079
General Offices	(518) 877-8600
Enable Bulletin Board System	(518) 877-6316

When calling for support, have ready your Enable serial number, and Enable customer support subscription number (if you are a support subscriber). If you are calling for technical

assistance, write down the manufacturer and model information for the hardware you are using, the version number of the Enable package you are using and the steps that led to the problem. Try to be at your computer during the telephone call.

### Help

Use Enable's on-line context-sensitive hypertext help any time you need assistance. To get help for the current screen, dialog box or menu option, press **F1**. Information about the current item will display on-screen. See REF2:IN:Help for more information.

### Tutorials

For users who want hands-on experience, we provide tutorials. The tutorials are short lessons that teach you to use the features in each of Enable's modules. See the Installation booklet for information on installing and using the tutorials.

### Electronic Bulletin Board

Enable maintains an electronic bulletin board system for users with modems. If you have a modem, you can access the bulletin board for the latest technical bulletins and share information with other Enable users. You can call the Enable BBS seven days a week, any hour, except 4 p.m. to 6 p.m. Eastern Standard Time (Monday through Friday), when the board is closed for maintenance. To access the BBS, dial (518) 877-6316 and use the following modem settings:

Baud	300, 1200 or 2400
Duplex	Full
Parity	None
Word size	8
Stop bits	1

## **Basic Operating Features**

To use Enable effectively, you must learn how to navigate Enable's menus, dialog boxes and prompts. In this introductory section, we will teach you how to use your mouse in Enable and how to select from Enable's menus. If you prefer to use quick keystroke commands rather than menus, you can use Enable "quick" commands. (A list of available quick commands is located at the end of each book.) Dialog boxes allow you to specify the path of action taken by the command you select from a menu.

The sign-on screen is your entry point to Enable's Main Menu. From the Main Menu, proceed into Enable's word processing, spreadsheet, database or communications modules. Once you've selected a module, open (create) a file. Use the Top Line Menu to select commands you want to perform.

If you are familiar with Enable's former menu design and want to run macros tailored to that menu design, Enable 4.5 provides the option to switch to the former menu interface. You can also adjust your screen display (graphics/nongraphics) by switching video modes.

### **Using the Mouse**

Use either the mouse or the keyboard to get around in Enable. For functions that are specific to the environment in which you are running Enable, see the Installation booklet.

To use a mouse in Enable, you must install and activate a mouse driver. Include a statement in your CONFIG.SYS or AUTOEXEC.BAT file to activate the mouse driver. You can use any Microsoft or Logitech mouse with two or three buttons. When the mouse is active in Enable, you will see a mouse indicator marking the mouse position on screen. Depending on your hardware graphics capability, the mouse indicator can take the shape of a pointer or a highlighted box.

If you are planning to use a mouse in Enable, here are a few common "mouse" terms with which you should be familiar:

**Point.** Move the mouse until the mouse indicator rests on the item you wish to select.

**Click.** Quickly press and release a mouse button.

**Drag.** Press the left mouse button and hold it down while moving the mouse.

**Double-click.** Click the mouse button twice in rapid succession.

**Click left.** Click the leftmost mouse button.

**Click right.** Click the rightmost mouse button.

The mouse enables you to move around the screen quickly. If you are using the keyboard to position your cursor, you may have to press a series of keystrokes. Using the mouse, you can move your cursor to any location on screen by moving the mouse indicator to the desired position and clicking left. Your cursor will immediately be anchored at the mouse indicator.

### **Selecting from Menus**

A menu is a list of options from which you may choose. Enable's menus display the tasks you can perform in the current Enable window. By selecting a menu option, you indicate the

task you wish to perform. When you select an option, one of three actions may occur: the requested operation may be executed immediately, another menu of options may display, or a dialog box may prompt you for further information. Continue to select options from any subsequent menu levels that display and respond to all prompts until the operation is complete.

Use the keyboard or the mouse to select an option from a menu.

If you are using the keyboard:

1. Press **F10**.
2. Use the Arrow keys to position the cursor bar on the menu option, and then press **↓** to select it.

*or*

Press the option's select character. The select character is the first character of the option unless another character is highlighted.

If you are using the mouse:

1. Click the left mouse button on the letters **F10** located on the top border of the screen.
2. Point to the desired option and click left.

*or*

Click left on the option's corresponding mouse command (if one is available on screen).

To escape from a menu without selecting an option, press **Esc** or click right with the mouse anywhere on screen.

When a menu option is selected, the option displays in reverse video and the symbol **>** displays on its left.

### Quick Commands

After you have learned the menus, you may want to speed up your tasks by using quick commands from the keyboard that allow you to bypass the menus. Four types of quick commands are supported:

Expert commands

Goto commands

Function key commands

Keyboard commands

The relevant quick commands for each module or major feature are listed at the end of each book.

### Expert Commands

Enable's expert commands always begin with the F9 function key and are usually mnemonic. Each module has its own set of expert commands and some can be used across modules.

To use an expert command, first press **F9**. The Status Line displays a list of the valid keys you can press next. Select the appropriate keystroke for the operation you want to perform. The function is executed immediately or another level of valid keys displays. Continue to select an appropriate keystroke from the list until the task is complete. For example, the sequence **F9 Ins R** inserts a ruler into a word processing document. To repeat the last expert command you executed within the current module, press **F9 F9**.

### Go to Commands

Enable's "go to" commands function much like expert commands except that they begin with F2. We refer to them as "go to" commands because they move the cursor to a specific location in your file. For example, **F2 Home** moves the cursor to the beginning of a file.

To use a go to command, press **F2**. From the list of keystrokes displayed in the status line at the bottom of the screen, select the next appropriate keystroke for the task you want to perform. To repeat the last executed go to command, press **F2 F2**.

### Function Key Commands

Enable makes full use of the function keys F1 through F10. Function keys perform similar tasks among modules. Enable also recognizes function keys used in combination with the Alt, Ctrl or Shift key. For example, F1 displays context-sensitive help in any module, and Alt/F2 activates printing.

### Keyboard Commands

You can also use the Alt, Ctrl or Shift key in combination with other keys to quickly perform specific tasks. For example, **Ctrl/C** applies an attribute to a character in a word processing file.

### Dialog Boxes

When you select certain menu options, a dialog box displays. A dialog box requests that you input additional information or confirm an operation. Menu options that display dialog boxes are followed by ellipses ( . . . ) on the menu. A dialog box may contain any or all of the following features: text prompt, list box, check option, button options list, command button.



**Mouse**

1. Click left on the text area.
2. Type the new information.
3. Click left.

**Keyboard**

1. Position the cursor on the text area.
2. Type the new information.
3. Press **Enter**.

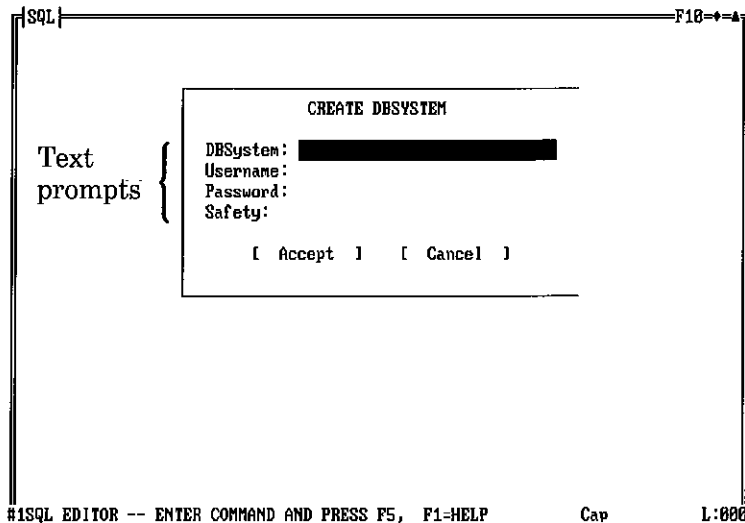


Figure 2: Dialog box with text prompts.

**List Box**

A list box contains a list of items; you may choose one. Enable highlights the currently selected item. You can change the highlighted item in the box by selecting another item. If the list box has a scroll bar, you can scroll the items in the list to find the item you need.

You can use the mouse or the keyboard to select an item in a list box:

**Mouse**

1. Point to the list box.
2. Click left on the desired item.
3. Click or drag on the Arrow keys.

### Keyboard

1. Move the cursor to the list box.
2. Highlight the desired item and press **Enter**.
3. Press the Up and Down scroll bars to view any additional items.

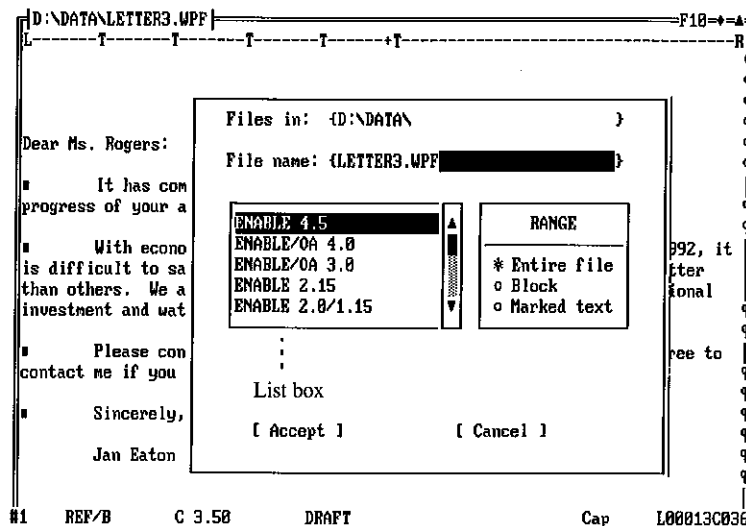


Figure 3: Dialog box with a list box.

### Check Option

A check option is a toggle which you can turn on or off by selecting it. If you select a check option that is already turned on, it will be turned off, and vice versa. A check mark next to a check option means that the option is turned on. No check mark means that the option is turned off. You can check more than one check option from a list of check options in a dialog box.

Use the mouse or the keyboard to turn check options on and off:

#### Mouse

1. Point to the option you want to turn on or off.
2. Click left.

#### Keyboard

1. Move the cursor to option you want turned on or off.
2. Press **Enter**.

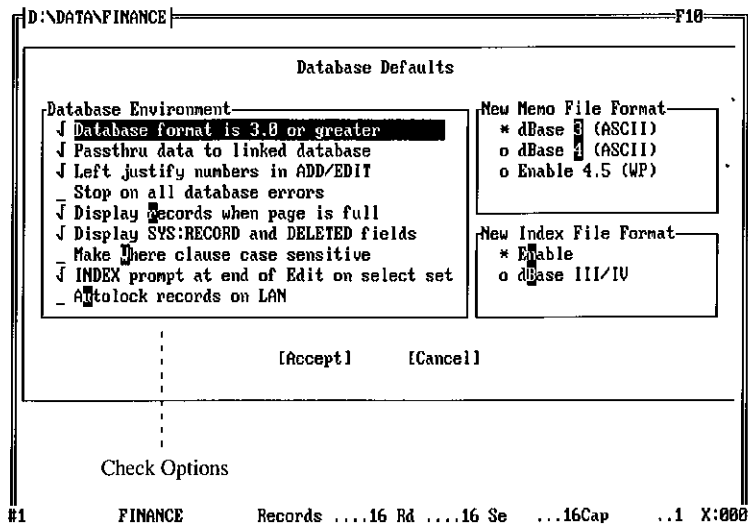


Figure 4: Dialog box with check options.

### Button Options List

A button options list is a set of two or more items, from which you may select only one item. Each item in the list has its own button. The currently selected item in a button options list is marked by an asterisk (\*).

Use the mouse or the keyboard to select a button option:

#### Mouse

1. Point to the option you want to select.
2. Click left.

#### Keyboard

1. Move the cursor to the option you want to select.
2. Press **Enter**.

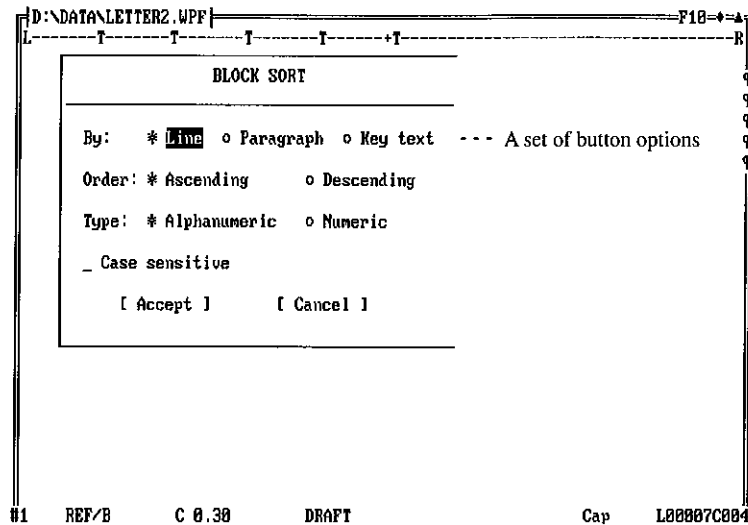


Figure 5: Dialog box with button options.

### Command Button

At the bottom of each dialog box are command buttons you select to tell Enable what action to take with the settings in the dialog box. Command buttons are surrounded by brackets ([ ]). Most dialog boxes have just two buttons, Accept and Cancel. Select **Accept** to execute the settings in the dialog box. Select **Cancel** to remove the dialog box without implementing the settings.

Use the mouse or the keyboard to select a command button:

#### Mouse

1. Point to the command button you want to select.
2. Click left.

#### Keyboard

1. Move the cursor to the command you want to select.
2. Press **Enter**.

### Cancel or Accept a Dialog Box

To remove a dialog box from the screen, you must either cancel or accept the settings in the dialog box. You can cancel or accept a dialog box before or after you have adjusted the settings.

To cancel a dialog box:

1. Select the **Cancel** command button.  
*or*  
Click right with the mouse anywhere on screen.  
*or*  
Press **Esc**.

Once you are satisfied with the settings in a dialog box, implement the settings by accepting the box:

1. Select the **Accept** command button.  
*or*  
If the Open File dialog box is displayed, double-click left with the mouse on the name of the file you want to open.

### The Enable Screen

Although Enable screens are not all the same, they do share some common characteristics:

**File Name Position.** If a file is displayed on screen, the name of the file is displayed in the far left of the top screen border.

**Cursor Position.** Unless insert mode is turned on from your keyboard, the cursor position in a file is indicated by a blinking underscore ( \_ ). If insert mode is turned on, then the cursor is indicated by a blinking vertical bar.

**Status Line.** At the bottom of each Enable screen is the status line. The status line displays mode indicators as well as messages that pertain to the current window or operation. Regardless of the type of file that is open, the status line always displays the following:

- Cap** Indicates the Caps Lock key is turned on.
- Num** Indicates the Num Lock key is turned on.
- #n** Where n is the window number relative to other open windows. Figure 6 shows a sample Enable screen with a word processing file displayed.

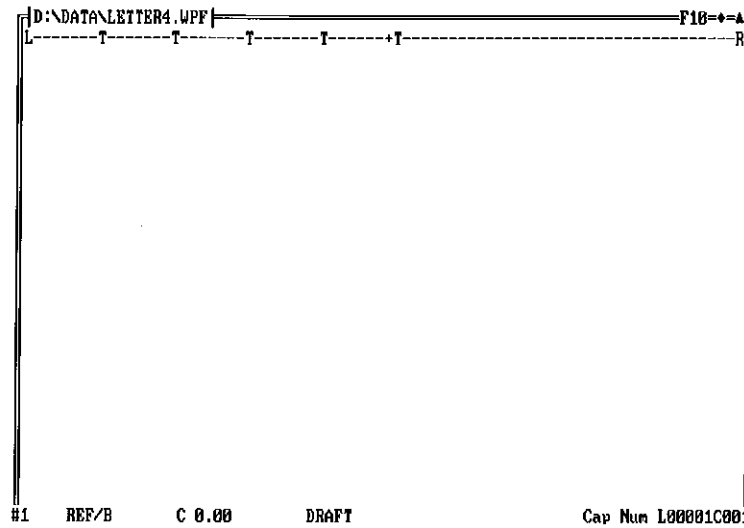


Figure 6: A sample Enable screen.

### Scroll a File

In some environments, the Enable screen displays with scroll bars. By manipulating the scroll bars with the mouse you can quickly display off-screen portions of your file. Even if no scroll bars are present, you can use the following keyboard commands to scroll a document within an Enable screen:

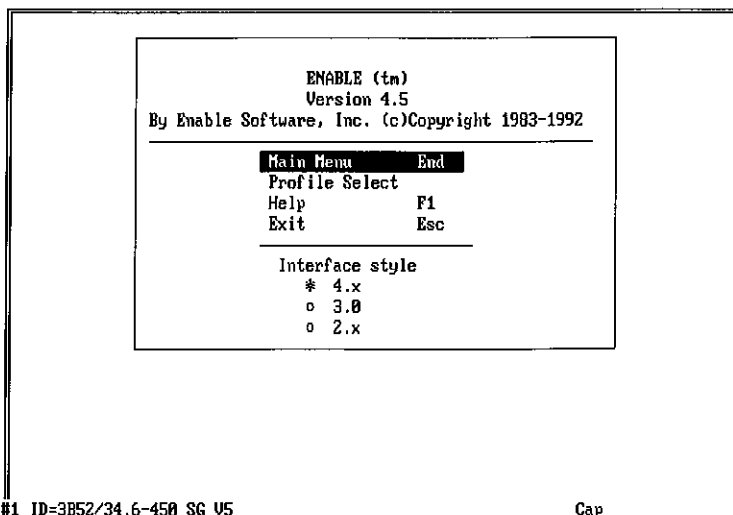
Function	Keyboard Command
Down one line	↓
Up one line	↑
Up Half Screen	PgUp
Down Half Screen	PgDn
Up one screen	Ctrl/PgUp
Down one screen	Ctrl/PgDn
Top of screen	Home
Bottom of screen	End
Top of Document	Ctrl/Home
End of Document	Ctrl/End

## Sign on to Enable

Before you can use Enable, you must sign on to the system.

To sign on to Enable:

1. Start up Enable from your operating system. Enable's Sign-On Screen, shown in Figure 7, displays.



#1 ID=3B52/34.6-450 SG U5

Cap

Figure 7: The Sign-On Screen.

2. Use your cursor or mouse pointer to select an option, or press the equivalent keyboard command displayed on the right. For example, pressing the End key is the same as selecting the Main Menu option.

**Main Menu.** Display Enable's Main Menu, the doorway to all of Enable's features and functions. This option allows you to immediately begin working in Enable.

**Profiles.** Access environment settings you can turn on for your current Enable session. For example, in any one session, you may want to use a particular set of screen colors. Select this option to select one of the profiles from the list. If you sign on to Enable without specifying a profile, the system's Default profile is used. For more information on using profiles, see REF2:IN:Profiles.

**Help.** Access Enable's on-line documentation, referred to as hypertext. See REF2:IN:Help for information on using Enable's Hypertext Window.

**Exit.** Quit the Sign-On Screen and return to your operating system.

**Interface styles.** Determine how the menus will display once you start your Enable session. You can choose an interface style from one of three versions of

Enable: 4.x, 3.0 and 2.x. If you do not set an interface style, the default interface style is version 4.x.

### Main Menu

Enable's Main Menu gives you access to all the functions and features available in Enable. Select from one of seven main options:

**Use System.** This is the doorway to Enable's four major modules: Word Processing, Spreadsheet (with Graphics), Database (with SQL and Graphics) and Communications. You can also select this option to access the Mail Merge and Print Form features.

**Print.** Print Enable print files from the Main Menu and activate the Print Queue. For more information on print files, see REF2:PR:Enable Print Files.

**Files.** View and manipulate files that are stored on your fixed-disk and floppy disk drives. Display file names by type, or view all files at once.

**MCM.** Enable's Master Control Module is a supervisory or control program similar to those that run large mainframe computers. Select this option to access several system-wide services and facilities.

**Tools.** Use Enable's system-wide utilities. These include macros, a menu generator, a user-defined dictionary, and the Enable accessories (calculator, calendar, card file, clock and telephone book).

**Help.** Display information on external aspects of Enable, such as the tutorials, customer assistance, operating systems and hardware, and the Enable Bulletin Board System.

**Return.** Quit Enable's Main Menu and return to your operating system.

### Opening a File

You must use the Open File dialog box to create or review a file in Enable. The Open File dialog box automatically displays on screen when you select a menu option that requires you to open a file. For example, if you select **D**atabase, **D**esign Database from the Main Menu, the Open File dialog box displays so you can enter the name of an existing database definition file you want to review or the name of a new database definition file you want to create.

If the file name you enter already exists, the existing file displays. If the file name you enter does not exist within your current directory path, a new file is created with that file name.

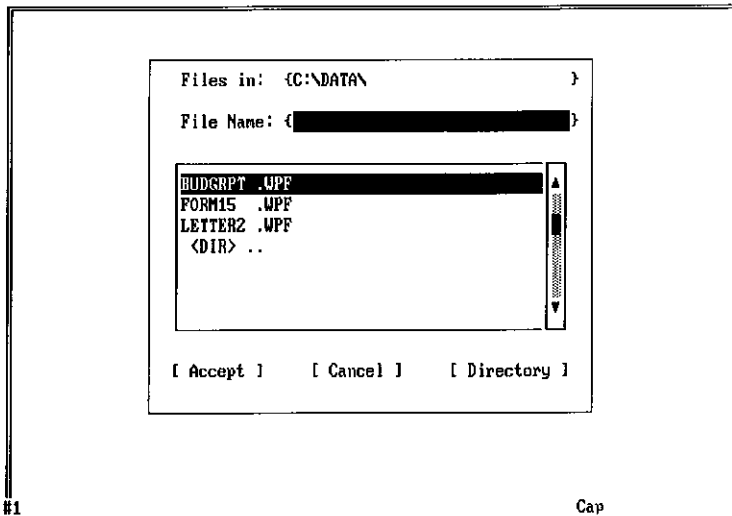


Figure 8: The Open File dialog box.

The Open File dialog box has four major components:

**File Name.** The `File Name` prompt shows the currently selected file name. Enter the name of the file you wish to create or review. You may include the full path and file name extension with the file or enter the individual file name only.

If no path is included with the file name, the path defaults to the current path (shown at the `Files In` prompt).

Include an extension with the file name only if you wish to use an extension other than the default extension for the type of file. For example, if you are creating a new spreadsheet, a `.SSF` extension is automatically assigned.

Refer to BA:File Names for information on valid Enable file names and for a list of the default file name extensions by file type.

**Path.** The `Files In` prompt shows the current directory path (and disk drive if running in DOS). Change this path if you want your new file to be created in a different directory, or if the file you wish to review is located in another path. Refer to File Names in this topic for more information on file paths.

**List of Files.** The list box in the Open File dialog box shows all the files in the current path that have the default file extension for the type of file you are revising. For example, if you are revising a word processing file, all the files in the current path with a `.WPF` file name extension are displayed. Instead of entering the name of the file you want to review, you can select it from the list.

To list files in a different path, enter the new path at the `Files In` prompt. To list files with a specific file name extension or that have similar names, use wild cards to

specify search criteria at the File Name prompt. For example, enter `C*.SPS` to have the list box display all files in the specified path that begin with the letter C and have a .SPS file name extension. Once the new files display, select the one you want to view.

**Directory.** The Directory command button at the bottom of the Open File dialog box allows you to display the files that match your specified path and search criteria in Enable's File Manager. From this screen you can perform certain extended file functions, such as scanning text in a file before you open it. You can still open a file from this screen by selecting the file name. See REF2:IN:File Manager for more information.

Once you are satisfied with the file name and directory path you entered, accept the Open File dialog box. If you are reviewing an existing file, the file displays on screen. If you are creating a new file, follow any on-screen directions that appear and then enter information that is appropriate for the type of file you are creating.

Note that your new file will not be stored on disk until you save the data you enter in it.

## File Names

When you create a file in Enable, you must assign it a unique name. After you enter information into the file, save it under this name so you can retrieve or reference it later.

A file name has several components: the disk-drive identifier, the directory path, the individual file name, and the file name extension.

**Disk-Drive Identifier.** In DOS, a disk-drive identifier is part of a file name. The disk-drive identifier consists of a single letter denoting the drive where the file is located. This letter is always followed by a colon (:).

**Directory Path.** The directory path shows how to access the file from the disk drive or root directory. A file may be stored in a root directory or in a subdirectory. If the file resides on a subdirectory, the directory path must first show the name of the directory that contains the subdirectory, and then the subdirectory name. If your file was stored on the ROUND1 subdirectory which was in the QUEST directory, the directory path would be \QUEST\ROUND1\. Note that the total length of the directory path cannot exceed 65 characters.

**Individual File Name.** The individual file name is the name you use to distinguish the file from all other files in the same path. Enable only recognizes file names that contain no more than eight characters. Except in the DBMS module, you can use any combination of letters (A-Z), numbers (0-9) and the following special characters: & \$ # % @ ! ' ' ( ) - { } \_ ^ ~. An individual file name cannot contain colons, commas, periods or spaces. If you include a period in a file name, it will be treated as the end of the individual file name, and characters following the period will be treated as the file name extension.

DBMS file names must begin with a letter and can contain only alphanumeric characters and the underscore (\_).

If you do not want a file name to have a file name extension, place a period (.) at the end of the individual file name when you name the file.

### File Name Syntax

When you name or reference a file, the individual file name is always required. In some instances, you may need to include other components of the file name, such as the directory path and the file name extension. If the directory path is not included, the current directory path is assumed. If the file name extension is not included, the default extension for the current module is assumed. The syntax for a complete file name in Enable is:

X:\DIR\FILENAME.EXT where X is the drive, DIR is the directory path, FILENAME is the individual file name and .EXT is the file name extension.

If you do not include the disk drive, directory path or file name extension, the system assumes you want to use the current drive, path and default file name extension. For example, if you started up Enable from the FORMS directory and you create a word processing file with only the individual file name, a .WPF file extension is assigned to the file and it is stored in the FORMS directory path.

### Default File Name Extensions

When a file is saved in Enable, a specific file name extension is added to the file name you assign. The file name extension identifies each type of file and the Enable module which created it. The most common (default) file name extensions are listed below; see REF2:APP:Enable File Name Extensions for a complete listing.

Word processing file	.WPF
Spreadsheet file	.SSF
Database definition file	.\$BF
Database record file	.DBF

### Change the Enable Interface

Enable's menus are versatile. Choose how you want the menus to display and what skill level of options you want to view.

### Change Menu Presentation

Choose from one of three menu styles. Display the menus in the current 4.x style, or have them resemble the style of the menus in earlier Enable versions 2.x or 3.0.

To change the menu presentation style:

1. From Enable's Sign-On screen, select the version number that corresponds to the menu style you want to use. The menu style you select will apply to all windows for the current session.

*or*

From the Word Processing, Database or Spreadsheet Top Line Menu, select **D**isplay, **M**enus. From the Menu Display Options dialog box, select the version

number (Enable 4.x, Enable 3.0 or Enable 2.x) of the menu style you want to use. The menu style you select, which applies only to the current window, displays.

To return to the 4.x menu style:

1. Select **D**isplay, **M**enus, Enable 4.x from the Top Line Menu of any module.

*or*

From Enable's Main Menu, select **M**CM, **M**enus, Enable 4.x.

### Change Menu Level

If you are using the 4.x menu style, you can set the level of menu options you want to display in the Database, Spreadsheet and Word Processing modules. You can choose between three skill levels – Advanced, Intermediate and Novice. For example, if you select Novice level, the Top Line Menu for each of the three modules will display only the most basic features.

To change the menu options level

1. From the Top Line Menu of the Database, Spreadsheet or Word Processing module, select **D**isplay, **M**enus.
2. From the Menu Display Options dialog box, select the menu level you wish to use for the current module.

When you next display the Top Line Menu for the specified module, only the options that are available for the menu level you selected will display.

### Top Line Menu

The Top Line Menu is the first level of interactive menus for all Enable screens for which menus are available. Enable's major applications – DBMS, Word Processing, Spreadsheet, Communications and SQL – share similar Top Line Menus.

To display the Top Line Menu for an Enable screen:

1. Press **F10**.

*or*

Click the left mouse button on the letters **F10** located on the top border of the screen.

Each Top Line Menu option is a pull-down, which means that a second level of menu options drops down when an option is selected. Options may be selected with the mouse or the keyboard.

To see what suboptions are available for a Top Line Menu option, position your cursor on the option. If you are using the keyboard, you must select an option before you can select one of its suboptions, even if the suboptions are visible on screen. See BA:Basic Operating Features:Selecting from the Menus for more information.

### Video Modes

Depending on your hardware, you can change your screen display from graphics mode to nongraphics mode, or from one nongraphics mode to another. Some computers are equipped

with adapters (boards) that allow more than one screen mode. Other systems have multiple adapters and/or monitors. If you have a color monitor and graphics capability, you can display your screen in color, black and white, or graphics mode. If you have a gray scale monitor and graphics capability, you can switch between black and white mode and graphics mode.

Switch the display mode to graphics in order to view graphs that are copied into word processing files or that are telecommunicated through the Communications module. Graphics mode also allows you to display any special attributes you apply to text in word processing documents. Graphics mode is automatically turned on whenever you display a graph in the Graphics module. If you open a window from a displayed graph, the new window displays in graphics mode unless you change the mode. The default screen mode at all other times is the default video mode for the monitor you are using. Therefore, if you are using a color monitor, unless you select another video mode, the color video mode is automatically used. You can change your video mode from the Main Menu or from the Database, Word Processing or Spreadsheet Top Line Menu.

To select another video mode:

1. From the Main Menu, select MCM, Video mode.

*or*

From the Word Processing, Database or Spreadsheet Top Line Menu, select Display, Video mode.

2. Select the video mode you wish to turn on. Be sure to select a mode that your hardware supports.

Note that graphics mode is primarily for display purposes. We do not advise that you work in this mode, since it is not as efficient as a nongraphics mode.

