

*enable*TM

2.14



ADVANCED TOPICS

H A R L E S S P E Z Z A N O

317
5752
9760750

CHARLES SPEZZANO

enableTM



2.14

ADVANCED TOPICS



E9760750



WILEY

JOHN WILEY & SONS

New York • Chichester • Brisbane • Toronto • Singapore

Copyright © 1990 by John Wiley & Sons, Inc.

All rights reserved. Published simultaneously in Canada.

Reproduction or translation of any part of this work beyond that permitted by Section 107 and 108 of the 1976 United States Copyright Act without the permission of the copyright owner is unlawful. Requests for permission or further information should be addressed to the Permissions Department, John Wiley & Sons, Inc.

Library of Congress Cataloging in Publication Data

Spezzano, Charles.

Enable 2.14—advanced topics / Charles Spezzano.

p. cm.

Updated ed. of: Using Enable. 2nd ed. © 1987

Includes bibliographical references.

1. Integrated software. 2. Enable (Computer program)

I. Title.

QA76.76.I57S73 1990

650'.028'55369—dc20

89-78203

CIP

ISBN 0-471-51914-6

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

贈 送

✓
enableTM



2.14

ADVANCED TOPICS

Preface

OVERVIEW

Enable 2.14: Advanced Topics is a textbook, a reference, and a tutorial. It is written for students familiar with Enable (from having studied the *Fundamentals* companion volume to this book) who want to improve their skills in writing, analyzing, organizing, graphing, and telecommunicating with an Enable-equipped personal computer to a high level of sophistication.

Widely recognized by computer journalists as the best blend of power and ease-of-use in the integrated software marketplace, Enable has, more importantly, won over several hundred thousand users in government and the corporate world—without the intensive advertising campaigns mounted by the publishers of competing programs. The resounding success of the program has been due to its offering five modules which hold their own when compared with the leading stand-alone word processing, spreadsheet, database, graphics, and telecommunications software, while at the same time seamlessly integrating these modules into a single unit which allows smooth and easy movement of data among them. As easy as Enable is to use, no program with its capabilities is completely self-evident. This book gradually builds on the basic skills of the user and introduces the full range of power-features which has made Enable such a widely acclaimed productivity tool in the professional and Fortune 1000 markets.

Benefits of *Enable 2.14: Advanced Topics* include:

- A clear, conversational tone that encourages students to read each chapter thoroughly.
- A user-oriented approach that presents the program as a tool with which useful work is easily accomplished in a logical and step-by-step fashion, rather than as a mystifying piece of technology that the student must struggle to master.
- A manual that is organized and illustrated to allow a student to learn about Enable and how to work productively with a personal computer, even if no software is purchased or lab work done.

- A comprehensive package that is equally well suited for self-paced independent learning or thorough classroom and laboratory instruction.
- A versatile educational version of Enable or the powerful commercial version of Enable 2.14; either one is a real software package with which students can do productive work throughout their college careers.
- A spreadsheet that functions so much like Lotus 1-2-3 that by learning Enable, students are virtually learning 1-2-3 at the same time—while acquiring a word processor, database, spelling checker, and telecommunications program.
- Coverage of every key Enable feature not covered in *Fundamentals*.

Because the book and the software cover every major computer application, they can be used in any type of introductory computer course and with students from any program within the university.

WHAT'S NEW IN THIS RELEASE

Both the book and the software have undergone significant revisions. Perhaps the most dramatic change to the program itself has been the addition of true multi-tasking capability. Multi-tasking refers to the ability of a computer system to perform multiple operations simultaneously. Its promised ability to multi-task is one of the reasons OS/2 has drawn so much attention as a potential successor to DOS, but Enable 2.14 provides multi-tasking *under DOS*! As just one example, you can be on-line in one window with the telecommunications module and, simply by pressing Alt/Tab, open a word processing, spreadsheet, or database window and work in those modules to find information you need for your on-line call or while sending or receiving a long file in the telecommunications window.

The major change to this book is its division into two volumes: *Fundamentals* and *Advanced*. This offers greater flexibility in matching student educational needs and financial considerations with the assignment of one or both volumes. The *Advanced* volume is not only updated for Version 2.14 of the software, but provides coverage of topics not included anywhere in previous one-volume editions of the manual. These include: advanced start-up options; combining spreadsheets; applying rulers to headers and footers; advanced database commands; complete coverage of "Put it here!" reports and a complete chapter devoted to dot command (procedural language) reports; advanced graphics; advanced windowing techniques; a complete chapter devoted to macros; thorough instruction in all aspects of telecommunicating with Enable; and complete coverage of the Master Control Module for file management and windowing.

ORGANIZATION

Enable 2.14: Advanced Topics is organized into ten chapters. With minor exceptions, the chapters can be covered in any order suitable to the class for which the book has been adopted. But the book has an overall order which works smoothly if followed:

- **Chapter 1—Starting Up Enable** contains all new material. It explains start-up parameters; path commands; batch files; and other advanced options.
- **Chapter 2—Advanced Word Processing Features and Procedures** covers the ins and outs of Enable 2.14's new tab system; the sorting of lines and paragraphs; applying rulers to headers, footers, and footnotes; special characters; embedded commands; calculations; outline assist; user-defined shorthand; multiple columns and the column calculator; and other advanced features including the creation of a table of contents and an index.
- **Chapter 3—Advanced Spreadsheet Features and Procedures** covers protection of data in cells and ranges; transposing rows and columns; sorting spreadsheet rows and columns; listing spreadsheet formulas and settings; highlighting related cells; range data fill; the MCM in the spreadsheet; combining spreadsheets; copying data from the database to the spreadsheet; using macros in a spreadsheet; advanced techniques for using spreadsheets created with other programs; expanded coverage of complicated functions, such as the date function, beyond the basic introduction in *Fundamentals* book.
- **Chapter 4—Advanced Database Management Techniques** combines some information previously in the advanced database chapter of the one-volume manual with new material. Advanced commands, such as Update and Copy, are covered here. Thorough treatment of "Put it here!" reports is provided. Students also learn how to create custom input forms.
- **Chapter 5—The Procedural Language** covers one of the most complex and powerful of Enable's features. Students will learn the complete set of Enable dot commands. They will be given sufficient conceptual and background material to get comfortable in Enable's procedural language environment. Then they are guided through the writing of a procedural language report.
- **Chapter 6—Mail Merge** builds on the knowledge of the word processing and database modules obtained from the study of earlier chapters. To create a working mail merge system, the user must use the database to construct a list and the word processor plus procedural language dot commands to construct the form letter.
- **Chapter 7—Macros** is a completely new chapter. Students learn to record, execute, and revise macros using the full set of macro programming commands. It also covers spreadsheet macros.
- **Chapter 8—Mastering the Master Control Module** covers advanced techniques for file management and use of windows. It covers the new Extended Functions Directory; sizing and locating windows; the DOS window; and MCM screen options.
- **Chapter 9—Advanced Graphics** includes some of the advanced material previously contained in the graphics chapter of the one-volume manual, as well as much new material. It covers such topics as advanced design options; user-controlled graph height/width; simultaneous display of spreadsheet and graph; displaying graphs in color; printer and plotter options; changing the scale of a data group; and other advanced techniques.

- **Chapter 10—Advanced Telecommunications** teaches the student how to manage an on-line session. It includes coverage of such topics as managing an on-line session with a host system; managing an on-line session with another personal computer; and transmitting and receiving files.
- **Appendices**—A new appendix offers complete instructions on customizing the profile. Another appendix contains complete lists of commands for the word processing, spreadsheet, and database modules. A third appendix provides an annotated list of all spreadsheet functions. Finally, Appendix D, “Troubleshooting with Enable,” has proven a life-saver time and again to users at all levels.

SUPPLEMENTS

- **Enable 2.14.** An Enable 2.14 Disk Pack is available *free of charge* to adopters of the *Fundamentals* book; this disk pack comes complete with a site license enabling students to use the software in a lab setting. And, of course, this same software is also available bundled with the *Fundamentals* book or the two books together for a few dollars more than the price of the book(s) alone. What’s more, the full *uncrippled* version is available as a stand-alone item or packaged with the *Fundamentals* book for those instructors who want full power and a tutorial guide.
- **Student Applications Workbook.** This workbook is designed to promote student mastery of Enable 2.14. It provides extensive hands-on practice in using Enable to solve real-world business problems.
 - **Student Review Questions.** There are over 200 specially developed review questions in true/false, multiple-choice, and short-answer formats in the Student Applications Workbook.
 - **Case Studies.** The workbook contains 15 thorough, chapter-length case studies which allow students to integrate Enable’s modules and perform productive real-world business applications.
- **Instructor’s Manual with Transparency Masters.** This *new* manual contains lecture outlines and teaching tips as well as solutions to all end-of-chapter exercises. It also features additional documentation, hands-on exercises and case studies, sample syllabi, homework assignments, group activities and over 200 transparency masters.
- **Test Bank.** Available in printed format and on disks, the Enable Test Bank features over 1,200 additional true/false, multiple-choice, short-answer, and hands-on problems for examination purposes.

ONE LAST COMMENT FROM THE AUTHOR

Every effort has been made to create a book unlike any other written about Enable. When I first encountered the program, while writing a review of integrated software programs five years ago, it immediately struck me as far and away the smoothest attempt at integration I had test-driven. In my opinion, Enable still is the best integrated package, and every review I have read over the past few years has similarly concluded that for an ideal blend of power, flexibility, ease of use, and smoothness of data transfer, there is no better integrated package. Version 2.14 has simply made the best program even better. So the first contribution to this book came from the creators and updaters of Enable.

The second contribution to the creation of this book came from the staff at John Wiley & Sons. Surveys of students and professors clearly identified sections of the previous student manual that worked well and those that needed reorganizing and rewriting. In addition, the decision to break the manual into two volumes has allowed me to cover much more ground in the two-volume set (essentially, providing room for complete coverage of Enable 2.14) while simultaneously making the books and their companion software package accessible and useful to a much broader range of teaching and learning situations. This book especially benefits from that division, because it allows me to take the advanced students to the limits of Enable's powerful capabilities—something there simply was not room to do in the one-volume manual, even in the “advanced” chapters.

As for me, I have, as with previous editions of this book, made an effort to create an enjoyable as well as a complete and accurate guide to Enable—one that is interesting to read as well as informative.

Charles Spezzano

Acknowledgments

Creating any book like this—and having it turn out accurate and readable—is an enormous undertaking. It would never have reached this final stage, which you hold in your hands, without a great deal of help. My editors at John Wiley—Susan Saltrick and Carolyn Henderson—have always been a delight to work with. Carolyn’s friendship over the past year, during which the death of my father and the birth of my son took me away from this work both physically and emotionally, has been of incalculable value in helping me to keep things in balance.

The many reviewers and students who worked with previous editions and earlier drafts of this book have provided very useful feedback. I would especially like to thank the following professors for their invaluable comments and suggestions this time around:

- Melvin Jolly, University of Idaho
- Sue Zulauf, Sinclair Community College
- Terribeth Gordon, University of Toledo
- Bob Zaffram, Erie Community College North
- Jim Torcov, Seneca College
- Marcia Jensen, Francis Marion College

In addition, the people at Enable software have always been generous with their time and advice, whether that meant answering a question or rushing out a copy of something I needed.

Jill, my wife, and Keri and Brooke, my daughters, have been both an emotional and technical support staff throughout the creation and revision of the evolving versions of these books about Enable. I can never thank them enough. My new son, Spencer, provided enough of an infusion of joy into my life to help me through the time of my father’s recent death.

Finally, it’s easy, when writing a technical book, to forget that it has to be readable as well as accurate. When I was first learning about words and books, my father’s support for that interest and his respect for clean and clear writing was not lost on me. I hope it showed through here, and I’d like to add a special note of thanks to him.

C.S.

Contents

Chapter 1

STARTING UP ENABLE 1

- Adding Parameters to Start-up Commands 1
- Customizing Your Hard Disk Set-up for Enable 7

Chapter 2

ADVANCED WORD PROCESSING FEATURES AND PROCEDURES 11

- Applying Rulers to Headers, Footers, Footnotes and the Document Title 12
- Tabs 12
- Inserting One File Inside Another 13
- The Sort Feature 16
- Calculations 18
- Multiple Columns 19
- The Column Calculator 21
- Displaying and Hiding Commands 21
- Outline Assist 22
- Creating an Index 25
- Creating a Table of Contents 27
- Paper Clips 33
- Creating a Comment Line 34
- The Delete Options Menu 35
- Fast Delete Commands 36
- Proportional Spacing 37

- User-Defined Shorthand 38

- Changing Text to Upper- or Lowercase 39

- Customized Printing 39

- Exchanging Documents with Other Word Processors 45

Chapter 3

ADVANCED SPREADSHEET FEATURES AND PROCEDURES 53

- Global Protection, Range Protect, and Unprotect Commands 53
- Transposing Rows and Columns 56
- Sorting Spreadsheet Rows and Columns with the Range Sort Command 58
- Global Recalculation Command 69
- Listing Spreadsheet Settings and Formulas 71
- Highlighting Related Cells 72
- Using the Range Data-Fill Command 73
- The MCM in the Spreadsheet 75
- Spreadsheet Functions 78
- Combining Small Spreadsheets into a Large One 83
- Copying from a Database to a Spreadsheet 85
- Using Spreadsheets Created by Other Programs 86
- Redimensioning a Spreadsheet 88

Chapter 4

ADVANCED DATABASE MANAGEMENT TECHNIQUES 93

The Making of an Input Form 93
"Put it Here!" Report Form 101
The Select Set 110
The Error Set 110
Advanced Database Maintenance
Commands 111
Commands Used in Transferring Data 114
Importing Data as a "Read Only" Database 119
The Rename Command 121
The Verify Command 122
Auto Scroll Up and Down 122

Chapter 5

THE PROCEDURAL LANGUAGE 127

How to Use Dot Commands 127
Designing Procedural Language Report
Forms 141
What Enable Does with Your Report 144
Generating Your Report 145
An Example 146
Using the Procedural Language in Where and
Fields Prompts 146
Using the Procedural Language in an Input
Form Macro 149

Chapter 6

MAIL MERGE 155

Building the Mailing List 156
Hands-On Mail Merge Tutorial 162
A More Detailed Hands-On Mail Merge
Tutorial 163

Chapter 7

MACROS 173

Recording a Macro 173
Creating a Macro using the MCM/Macros
Option 175
Revising Macros 177
Practicing with Macros 179
Macro Programming Commands 181

Printing Macros 187
Using Macros in a Spreadsheet 187

Chapter 8

MASTERING THE MASTER CONTROL MODULE 195

The Extended Functions Directory 195
Sizing and Locating Windows 207
MCM/Screen Option 213

Chapter 9

ADVANCED GRAPHICS 217

Advanced Design Options 217
Simultaneous Display and Updating of
A Spreadsheet and Graph 226
Screen Options 227
Printer Options 229
Plotter Options 232

Chapter 10

ADVANCED TELECOMMUNICATIONS 239

What to Do After You Connect 239
The Telecom OTHER Options 247
Disconnecting 249
Printing Captured Data 250

Appendix A

MODIFYING THE DEFAULT PROFILE A-1

Appendix B

THE ENABLE FUNCTION KEYS B-1

Word Processing Function Keys arranged
by key B-1
Spreadsheet Function Keys arranged by key B-2
Telecommunications Function Keys
arranged by key B-3
Database Function Keys arranged by key B-4

Appendix C

SPREADSHEET FUNCTIONS C-1

Appendix D
TROUBLESHOOTING
WITH ENABLE D-1

How to Use This Appendix	D-1
Converting from 5 1/4 to 3 1/2 Inch Disks	D-2
Word Processing Error Messages	D-3
Error Messages (Spelling Checker)	D-3
Spreadsheet Error Messages	D-3
Graphics Error Messages	D-3
Database Error Messages	D-3
Telecommunications Error Messages	D-3

Index I-1

Starting Up Enable

in this chapter you will learn to

- Add parameters to start-up commands.
 - Set up an AUTOEXEC.BAT file.
 - Create and use start-up batch files.
-

A rose may be a rose, but starting up is not just starting up. There are many ways to launch Enable from the DOS A> or C> prompt and in this chapter we will examine them all.

ADDING PARAMETERS TO START-UP COMMANDS

The Enable start-up command, which you learned to use in the *Fundamentals* manual, can be combined with a variety of additional parameters. Just as high-octane fuel can enhance the performance of your car, so can adding parameters to the start-up command enhance Enable's performance.

You add parameters to the start-up command in order to:

- Use memory more efficiently.
- Increase the reaction speed of video displays.
- Begin a macro when you start up Enable.
- Reduce disk switching in certain procedures on dual-floppy-disk systems.

To start up Enable from DOS, you normally type the start-up command ENABLE and follow it with a list of drive/directory indicators (enclosed in parentheses) that set the default assignments for your program and data files. For example, enable (,,,c:\mydata).

To use parameters, you type them after the basic start-up command.

Parameters for both dual-floppy and hard-disk systems

Parameter	What It Does
-----------	--------------

nnn	Allocates memory for Enable's programs (where nnn represents any three-digit number.
-----	--

This parameter lets you designate the portion of your computer's RAM that Enable and any resident programs or functions that require RAM can use.

For example: Your computer has 512K bytes of RAM and you want to reserve 64K for the DOS window feature of Enable. The start-up command

```
ENABLE 448
```

for dual floppies, or

```
ENABLE (,,,C:\MYDATA), 448
```

for hard disks, will allow Enable, the operating system, and any other resident programs 448K of memory in which to operate.

If you want to use the DOS window, you must include this parameter. If you don't use it, Enable and resident programs will use all available RAM.

reminder

Remember, the memory parameter you designate must be large enough to include:

- The operating system (DOS).
- Any resident programs (such as Sidekick).
- Designated virtual disk drives.
- Designated buffers.
- Enable.
- Data used with Enable.

Parameter	What It Does
-----------	--------------

@n	Executes the start-up macro n (where n represents a single-digit number between 0 and 9).
----	---

This parameter tells Enable to execute the keystrokes in the macro.

For example: Suppose each time you start up Enable, you want to retrieve a spreadsheet file through the Directory of Files. You create a macro with the extension .MCM, for example, \${5}.MCM. Include the following keystrokes:

{END}	Responds to the Sign On Screen prompts through the Default profile.
USR?~	Selects Use System, Spreadsheet/Graphics and Revise, and types ? at the file name prompt to display the Directory of Files.

Refer to Chapter 7 to learn more about how to create a macro. Before you name the macro in the start-up command, make sure it exists on the disk/directory the start-up command indicates.

To use the macro on a dual-floppy where the file \${5}.MCM exists on drive B,

Type the start-up command **ENABLE @5.**

To use the macro on a hard-disk, where the file \${5}.MCM exists on drive C in the "MYDATA" directory,

Type **ENABLE (,,,C:\MYDATA),@%.**

Enable provides a special dummy parameter, [%P1], for use in start-up macros. When you include [%P1] in your macro commands, you can make assignments to it with a Q= statement in your start-up command. Note that you must use the Q= statement, and that Q= works only for filenames.

For example: To automatically retrieve the spreadsheet file ACCOUNTS.SSF, you

- First create a start-up macro called \${6}.MCM that contains {END}USR[%P1]~ as its commands.

To start up Enable, you would

Enter the command **ENABLE @6,Q=ACCOUNTS.SSF**

Parameter What It Does

M Holds nonresident programs in memory.

This parameter can increase the speed of some Enable operations by retaining nonresident programs in memory. Nonresident programs require disk access each time you need them. However, if you make these modules resident, you decrease the time required for disk access and increase Enable's processing speed.

note I recommend that you use this parameter only if your computer has 448K RAM or more.

For example: Suppose you're revising word processing documents in several windows with the aim of copying portions of text between windows. As you open windows you want to eliminate disk access for nonresident programs. Type the start-up command

ENABLE M

or

ENABLE (,,,C:\MYDATA),M

Parameter	What It Does
-----------	--------------

Vn	Sets video display reaction speed (where n represents an integer between 1 and 9).
----	--

This parameter adjusts screen reaction time (the speed at which text scrolls) according to the capability of your hardware. Consequently, the number you substitute for n in this parameter depends on your hardware.

If you type a number that's too fast for your hardware, you'll see "snow" on your screen when text scrolls. Experiment with various numbers until you achieve the fastest screen response with no distortion.

For example: To increase screen response to the maximum possible, type the start-up command

```
ENABLE V9
```

or

```
ENABLE (,,,C:\MYDATA),V9
```

Parameter	What It Does
-----------	--------------

N	Tells Enable not to load the printer program.
---	---

This parameter allows you to use your profile when you sign on, but does not make the program for the printer in that profile resident in memory. Then, if you later decide to print, you have to access the disk for the printer program.

For example: You work on a 320K RAM system and plan to work on a large spreadsheet. Since you do not intend to print the spreadsheet, you want to free the memory normally occupied by the resident printer program. Type the start-up command:

```
ENABLE N
```

or

```
ENABLE (,,,C:\MYDATA),N
```

Parameters for dual-floppy-disk systems only

These parameters reduce the number of disk switches you have to make. Use them only if your computer has 448K RAM or more.

Parameter	What It Does
-----------	--------------

R=(T1)	Holds terminal emulation programs in memory.
--------	--

This parameter makes Enable read terminal emulation programs from the Install Disk and retain them in memory. As a result, when you later establish a telecommunications connection with the Terminal Emulation option, you will not see the prompt that asks you to insert a disk.

For example: To load and retain terminal emulation programs before you establish a connection, use the start-up command