TRAINING COURSE

ON

RESERVOIR OPERATION

(UNDER WORLD BANK AIDED HYDROLOGY PROJECT)

Module C

File Editors

BY

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FILE EDITORS

1.0 INTRODUCTION

An Editor is a software used for creation and/or modification of a file. Two commonly used editors for ASCII files in DOS environment are the Norton Editor and the DOS Editor. These are being described in the following.

2.0 NORTON EDITOR

The Norton Editor has been published by the Symantec Corporation while the copyright of the version 2.0, 1990, lies with S. Reifel & Co. It is a tool used for creating and modifying text files such as letters, memos and computer programs and computer generated data. While a number of word processing softwares are available, the most important application of the NE lies in writing computer programs and analysing the results thereof.

A number of operations like File operations, Block operations, Text layout operations, Search operations, Print operations etc. are helpful in writing and editing a document. These operations along with the various sub-options are described in the following.

2.1 File Operations

A number of file operations are possible in the Norton Editor. These include opening a file, saving a file, changing name of file, merging two files, opening two files at a time, reaching at the top of a file, entering DOS shell without exiting NE etc. Pressing the *Alt* key and *F* key together activates the File Operations. Major options under these operations are explained below:

2.1.1 Creating A File

Alt-F N creates an empty untitled file. *N* represents a New file. After the work is completed, the name is to be given to the file.

2.1.2 Opening A File

Alt-F O loads an existing file. *O* represents Opening a file before exiting NE.

2.1.3 Saving A File

Alt-F S saves the file being edited. *S* represents Saving a file. It is advantageous to keep saving a file while working so as to avoid any work loss due to power failure or otherwise.

2.1.4 Renaming A File

Alt-F A saves the file being edited with a new name. *A* represents Save As.

2.1.5 Merging Files

Alt-F M merges another file into the one being edited at the location of the cursor. *M* stands for Merging.

2.1.6 Opening Second File

The *F2* function key opens a new window on the screen to edit a second file. If two windows are already open, this key moves the cursor from one window to other activating that particular window. This option is highly useful for analysing the results and testing the computer programs.

2.1.7 Closing Second File

Alt-F C closes the second window. *C* represents Closing the second window.

2.1.8 Exiting A File

Alt-F X exits the editor and returns to DOS. *X* stands for eXiting.

2.1.9 Entering DOS Shell

Alt-F D enters a DOS shell for executing some DOS commands. After executing the DOS commands, it returns to the existing file in the NE.

2.2 Block Operations

When editing or creating a text file or a computer program, it is often required to type a part of the file or program at some other place. Block Operations perform this important task thereby avoiding the need of retyping. In addition, they also help in printing a certain part of a long text or in copying certain part in a new file. Block operations are activated by pressing the *ALT* and *B* keys simultaneously. Various important Block operation options are described below:

2.2.1 Setting A Block

Alt-B S sets a block marker at the cursor. *S* stands for Setting the marker. For selecting a block, two markers are required, one at the beginning and the other at the end of the selected block. Markers may also be set by dragging the mouse with the left button pressed.

2.2.2 Copying A Block

Alt-B C (*C* stands for Copying) copies a block of text to the cursor. After setting a block, the cursor is moved to a place where the block is required to be copied and then the command is pressed.

2.2.3 Moving A Block

Alt-B M (*M* stands for Moving) moves a block of text to the cursor. In copying, the block at the original place remains as such while in moving, the block shifts from original to the new place.

2.2.4 Deleting A Block

Alt-B D deletes a block of text. *D* represents Delete.

2.2.5 Writing Block to A File

Alt-B O writes the block of text into a file. *O* stands for Output to file.

2.2.6 Finding A Block

Alt-B F moves the curser to the next block marker. *F* represents Find.

2.2.7 Removing Block Settings

Alt-B R removes the block markers. *R* stands for Remove.

2.3 Text Layout Operations

The usefulness of these operations is mostly in preparing a text document rather than in writing a computer program. These operations are activated by pressing the *ALT* and *T* keys together. Some major options in these operations are described below:

2.3.1 Document Formatting

Alt-T P formats a paragraph of the document in accordance with the settings. *P* stands for Paragraph. *Alt-T D* formats all paragraphs of the document. *D* represents Document. *Alt-T C* centers a line in accordance with the set left margin and line length.

2.3.2 Setting Up

Alt-T S sets the left margin and line length used to format paragraphs and centering lines. Settings are also used for word wrap.

2.3.3 Word Wrap

Alt-T W toggles word wrap On and Off. Word wrap automatically places a new line into the file after typing past the set line length. "WW=On" is displayed on the status line when enabled.

2.3.4 Inserting Or Removing Page Breaks

Alt-T I inserts page breaks for printing. Text following the page break is printed at the top of the next page. The setup dialog box under the Print menu sets the page length. *Alt-T B* removes page break characters from the file.

2.3.5 Tabs

Alt-T T replaces spaces at the beginning of all lines in the file with tabs. *Alt-T E* replaces all tabs in a file with spaces.

2.3.6 Auto Indent

Alt-T A toggles automatic indent On and Off. Pressing Enter with this enabled creates a new line and indents the cursor to the same level as the line above. "Auto" is shown on the status line when enabled.

2.4 Search Operations

Especially in writing or editing a computer program, Search operations are of immense use. These operations are activated by pressing together the *Alt* and *S* keys. Various important options

under these operations are discussed below:

2.4.1 Finding A String

Ctrl-F searches for a string. *Alt-C* continues the previous find in the forward direction while *Ctrl-C* continues the search in the reverse direction.

2.4.2 Finding & Replacing

Ctrl-R searches for a string and optionally replaces those found.

2.4.3 Searching Line Number

Alt-S L moves the cursor to the given line number of a file. Dialog box prompts for line number.

2.4.4 Matching Brackets

Ctrl-] moves the cursor to the opening or closing bracket that mates with the (<{[ ]}>) under the cursor.

2.4.5 Search for A Text in Block

Alt-S B searches forward for other copies of the text inside a marked block. *Alt-S M* moves the cursor to the next block marker.

2.4.6 Difference Comparison

Alt-S D compares the text between two files. Search begins at the location of each cursor in the two files. This option is used when both the windows are on.

2.5 Print Operations

Print operations are useful in printing a document. It is activated with the *Alt* and *P* keys pressed together. Various options are as under:

Alt-P P	prints all the text in a file.
Alt-P B	prints the text in a marked block only. It is useful when only a part of a long document or program is to be printed.
Alt-P S	sets the left margin and page length for printing.

2.6 View Operations

These operations display variety of information. These are activated by Alt and V keys and works with the following options:

Alt-V I	displays a variety of data including name of file being edited; length of file in characters, words and lines; current directory; todays' date and time; amount of unused memory and disk; and ASCII code of character under cursor.

Alt-V O   displays the file in an outline format. Only lines that begin with a number or letter in the left most column are shown. The arrow keys are used to quickly scroll to the desired line of the file. This command is most commonly used by C and Pascal programmers.

Alt-V A   displays information about the editor.

2.7 Configuration Operations

These operations sets or alters the configuration of the Norton Editor. Various configurations are possible and the user can set a configuration in accordance with the requirements. Various options under these operations are as follows:

2.7.1 Setting Display Configuration

Alt-O D sets display configuration including colour, number of screen lines, tab width, enables the scroll bar, zoom display of dialog boxes, and blinking of matching bracket when cursor right of)}] character.

2.7.2 Setting Mouse

Alt-O M sets mouse configuration including selecting active mouse button, scroll speed etc.

2.7.3 Setting Editor

Alt-O E sets editor configuration including naming of backup files and operation of Ins and Tab keys.

2.7.4 Saving Configuration

Alt-O S saves current configuration settings.

2.8 Getting Help

Dialog boxes presenting help information are controlled by software buttons. Each button is located near the bottom of the dialog box and is labeled with a word describing its function. A button is pushed by either clicking on it using a mouse, or by pressing a key. The key for most buttons is its first letter. Cancel buttons, which remove dialog boxes, are always pushed with the Esc key.

Every dialog box has a default button that can be pushed with the Enter key. Some dialog boxes have several fields where information can be set. The Tab and Shift Tab keys are used to move the cursor to the field to modify. Then the space & arrows are used to make the changes.

On the top line of the screen is a menu bar. To select an item in a menu, hold the Alt key down while pressing the first letter of the menu name. Then press the highlighted letter of the desired menu item.

3.0 MS-DOS EDITOR

MS-DOS Editor is a text editor which can be used to create, edit, and print memos, letters, and special files that customize MS-DOS. Files created by MS-DOS Editor are unformatted text files. While working with MS-DOS Editor, both the keyboard and a mouse can be used.

Using MS-DOS Editor, the following operations can be performed:
o   Choose commands from menus and specify information and preferences in dialog boxes.
o   Select text and move, copy, or delete it.
o   Find and replace the specified text.
o   Use Help to find information about MS-DOS Editor procedures and commands.

3.1 Getting Started with Ms-Dos Editor

There are two ways to start MS-DOS Editor:
o At the command prompt
o In MS-DOS Shell.

3.1.1 To Start Ms-dos Editor At the Command Prompt:

Type edit at the command prompt. To open an existing text file include its path and filename, as in the following example:

edit d: \work\program. txt

MS-DOS Editor starts with the PROGRAM.TXT file loaded.

3.1.2 To start MS-DOS Editor from MS-DOS Shell:

(a) Using Mouse

o In the Main group, double-click Editor. The File to Edit dialog box appears.
o To create a new file, click OK.

To edit an existing file, type its path and filename in the File to Edit box, and then click the OK button.

(b) Using Keyboard

o   Press TAB to move to the Main group.
o   Use the UP ARROW or DOWN ARROW key to move the selection cursor to Editor, and then press ENTER. The File to Edit dialog box appears.
o   To create a new file, choose the OK button.

To edit an existing file, type its path and filename in the File to Edit box, and then choose the OK button, or by typing Edit at command prompt the following screen appears:
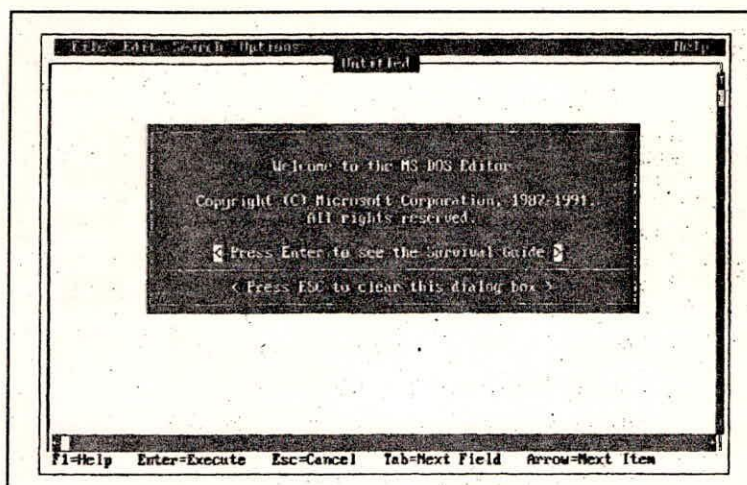

Fig. 1 Ms-Dos Editor screen

To get information about MS-DOS Editor when this screen appears, press ENTER or click the phrase, "Press Enter to see the Survival Guide." An introduction to MS-DOS Editor and its Help system is then displayed.

To start working with MS-DOS Editor, press ESC or click the phrase, "Press ESC to clear this dialog box." An empty window appears. Work on text files by typing or editing text in the window.

If a filename is specified while starting the MS-DOS Editor, the specified file appears instead of the dialog box. To get information about MS-DOS Editor after a file has been loaded, press F1.

3.1.3 Working with Menus

To perform tasks in MS-DOS Editor, choose commands from menus on the menu bar. The menu bar is displayed at the top of the MS-DOS Editor window.

○ **To select a menu**

    Using Mouse :   Click the name of the specified menu.

    Using Keyboard :   Press ALT. The first menu name, File, is selected.

                           Press the LEFT/RIGHT ARROW key to select the required menu and press ENTER. Or type the first letter of the menu name.

○ **To choose a command :**

    Using Mouse   :   Click the command.

    Using Keyboard   :   Press the UP/DOWN ARROW key to select the required command, and press ENTER. Or press the highlighted letter in the command name.

There are some commands (e.g. cut, copy, paste etc) which do not have a highlighted letter. Before using these commands some necessary action is to be performed on which the required command is to be applied. For example, to use Cut command, it is necessary to select some text.

There are some commands which can be chosen by using shortcut keys. If a command has a shortcut key, it is displayed next to the command name on the menu.

o **To cancel a menu without choosing a command:**

    Using Mouse   : Click anywhere outside the selected menu.

    Using Keyboard   : Press ESC.

o **Working with Dialog Boxes**

    While choosing some commands, a dialog box appears. Type additional information or select options in a dialog box. For example, to choose the Open command from the File menu, the Open dialog box appears as shown in Fig.2. Most dialog boxes have areas where one can type information or select options. To move from one area to another press TAB. (To move in reverse order, press SHIFT+TAB.) While using a mouse, click the required area needed to work in.
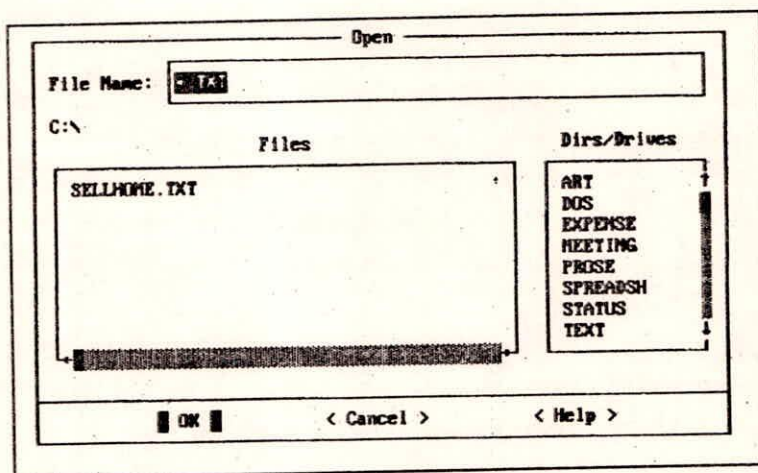
```
┌─────────────────────── Open ───────────────────────┐
│                                                     │
│  File Name: ▓▓▓▓                                    │
│                                                     │
│  C:\                                                │
│                  Files              Dirs/Drives     │
│   ┌─────────────────────────┐↑  ┌──────────┐↑      │
│   │ SELLHOME.TXT            │   │ ART      │        │
│   │                         │   │ DOS      │        │
│   │                         │   │ EXPENSE  │        │
│   │                         │   │ MEETING  │        │
│   │                         │   │ PROSE    │        │
│   │                         │   │ SPREADSH │        │
│   │                         │   │ STATUS   │        │
│   │                         │   │ TEXT     │↓       │
│   └█████████████████████████┘↓  └──────────┘       │
│                                                     │
│  ┌────────────────────────────────────────────┐    │
│  │   █ OK █      < Cancel >      < Help >       │    │
│  └────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────┘
```

Fig. 2   Open dialog box

Most dialog boxes contain one or more of the following items:

  ✓   A text box in which a text can be typed. If the selected box already contains text, clear it by typing characters or by pressing the SPACEBAR.

  ✓   A group of options with a dot next to the currently selected option. Select an option by clicking between the parentheses next to the required option, or moving the dot by using the arrow keys.

  ✓   Check boxes (select or clear). To select a check box, click it; or use TAB using to move the cursor to the check box, and then press the SPACEBAR. To clear a check box, click it again;

or press the SPACEBAR again.

✓ A list of files, directories, and drives.

✓ Command buttons, such as OK, Cancel, and Help (located along the bottom of the dialog box.

The OK button carries out the command and closes the dialog box. When the angle brackets around the OK button are highlighted, press ENTER or click the OK button to carry out the command.

The Cancel button cancels the command and closes the dialog box. There are three ways to cancel a command: by using TAB to select the Cancel button and then pressing ENTER; by pressing ESC; or by clicking the Cancel button.

The Help button displays information about the command. There are three ways to get Help: by using TAB to select the Help Button and then pressing ENTER; by pressing F1; or by clicking the Help button.

o To select an item from a list in a dialog box:

Using Mouse : Click the required item. If the required item is not visible, click the scroll arrows until it comes into view. Alternatively drag the scroll box in the scroll bar, or click the shaded areas of the scroll bar.

Using Keyboard : Press TAB to move to the list. Use the arrow keys to move the selection cursor to the required item. The HOME, END, PAGE UP, and PAGE DOWN keys can also be used to move the selection cursor.

3.2 Using Help

There are several types of Help available in MS-DOS Editor. The following sections describe how to use the different kinds of Help.

3.2.1 Status Bar

One type of help, which is always available at the bottom of status bar that displays information about commands or keys that can be used. When one use a command, the status bar displays a short description of it. For more information about the command, press F1.

The status bar changes while selecting a menu, choosing a command, or opening a dialog box. It also displays information about the functions of various keys. Use this Help for a quick reminder about the purpose of a command or for a quick reference to the keyboard.

3.2.2 Command, Menu, and Dialog Box Help

Obtain Help on how to use a specific command, menu, or dialog box by selecting the item and pressing F1. Help can be cancelled by pressing ENTER or ESC.

In a dialog box, Help can also be obtained by clicking the Help button. Use this Help for knowing how to use a specific command, menu, or dialog box.

3.2.3 Survival Guide

MS-DOS Editor also has Help for getting started with MS-DOS Editor and Help for using the keyboard to navigate through text and Help. This Help is called the Survival Guide. It looks different from the other types of Help in MS-DOS Editor. The Survival Guide contains information about editing keys, cursor movement, dialog box, selecting text, opening and saving files, and other basics.

Use this Help while learning how to use MS-DOS Editor or when Help is needed during navigating through text. The Survival Guide can be used by doing one of the following:

o   From the Help menu, choose Getting Started or Keyboard.
o   When in the MS-DOS Editor window, press F1.
o   Immediately after starting MS-DOS Editor (and without specifying a file), press ENTER.

When the Help window appears, one can choose to view any of the related topics enclosed in the highlighted angle brackets. To view a related topic, move the cursor to it and press ENTER, or double-click the topic. The following keys can be used to move the cursor from one topic to the next in the Survival Guide:

KEY	TO
TAB	Moves the cursor to the next Help topic.
SHIFT+TAB	Moves the cursor to the previous Help topic.
A character	Moves the cursor to the next Help topic beginning with that character.
SHIFT+a character	Moves the cursor to the previous Help topic beginning with that character.
ALT+F1	Displays the Help window for a previously viewed help topic.
CTRL+F1	Displays the next Help topic in the Help file.
SHIFT+CTRL+F1	Displays the previous Help topic in the Help file.

3.2.4 Specifying the Help Path

MS-DOS Editor uses a file named EDIT.HLP to display Help messages. MS-DOS looks for this file in the current directory and any directories specified by the path command. If the EDIT.HLP file is not found, MS-DOS Editor cannot display Help. One can specify the location of the EDIT.HLP file by using the Help Path command on the Options menu.

3.2.5 To specify the Help path

o   From the option menu, choose Help Path. The Help Path dialog box appears.

o   Type the path of the directory that contains EDIT.HLP.

o   Choose the OK button.

3.3 Quitting MS-DOS Editor

One can quit MS-DOS Editor and save the working file. To quit MS-DOS Editor from the File menu, choose Exit.

34 Creating A Text File

Create a text file by typing text in the MS-DOS Editor window. Reaching the end of a line, press ENTER to move the cursor to the next line. A line of text can be up to 256 characters long. The following is a list of keys you can use with MS-DOS Editor:

KEY	TO
BACKSPACE or CTRL+H	Deletes the character to the left of the cursor.
DEL or CTRL+G	Deletes the character at the cursor.
CTRL+T	Deletes the word at the cursor (the cursor must be under the first letter).
INS or CTRL+V	Changes from insert to replace mode. The insert mode is the default. Press INS to replace characters instead of inserting them. Press INS again to resume inserting.

3.4.1 Moving the Cursor

Both a mouse or the keyboard can be used to move the cursor. Scroll through the text to see parts of a file that are not visible.

Using Mouse   : Click the area at the required location of the cursor.
Using Keyboard   : Press the arrow keys.

The following keys can also be used to move the cursor through text:

KEY	TO
Arrow keys	Move the cursor one character or one line
CTRL+LEFT ARROW	Moves the cursor one word to the left
CTRL+RIGHT ARROW	Moves the cursor one word to the right
HOME	Moves the cursor to the beginning of the line
END	Moves the cursor to the end of the line

CTRL+ENTER	Moves the cursor to the beginning of the next line
CTRL+O+E	Moves the cursor to the top of the window
CTRL+O+X	Moves the cursor to the bottom of the window

While working with a file that is longer or wider than the MS-DOS Editor window, scroll through text to bring it into view.

3.4.2 To scroll through text:

Using Mouse : Click the scroll arrows, drag the scroll box in the scroll bar. Or click the shaded areas of the scroll bar.

Using Keyboard : Use the following keys to scroll through text:

KEY	TO
CTRL+UP ARROW or CTRL+W	Scrolls up one line
CTRL+DOWN ARROW or CTRL+Z	Scrolls down one line
PAGE UP	Scrolls up one screen
PAGE DOWN	Scrolls down one screen
CTRL+HOME or CTRL+Q+R	Moves the cursor to the beginning of a file
CTRL+END or CTRL+Q+C	Moves the cursor to the end of a file
CTRL+PAGE UP	Scrolls left one screen
CTRL+PAGE DOWN	Scrolls right one screen

Scrolling can also be done by holding down an arrow key.

3.4.3 Selecting Text

Most of the editing operations are carried out by selecting a block of text. In a single line, you can select any amount of text, from a single character to the entire line. One can also select several lines or the entire file at once.

Using Mouse : Point to the first character to selected. Drag the cursor to the last character to be selected. Release the mouse button. To cancel a selection, click anywhere in the window.

Using Keyboard : Use the arrow keys or other cursor-movement keys to move the cursor to the first character to be selected. Press and hold down SHIFT, and use the arrow keys to move the cursor to the last character to be selected. Release the keys. To cancel a selection, press any cursor movement key.

Once text is selected, it can be deleted by pressing DEL, or edit it by using the commands on the Edit menu.

3.5 Editing Text

The Edit and Search menus in MS-DOS Editor list the commands used for editing the text. Using the commands on the Edit menu, one can move or copy a block of text from one part of a file to another. This can be done by transferring text from the working file to a temporary storage area called a buffer. Using the Search menu, one can search for a set of characters in a file. The characters found in a search can be replaced with a different set of characters.

3.5.1 Moving Text

One can move a block of text by using the Cut and Paste commands. This procedure is useful to rearrange the order of text in a file.

o   Select the block of text to be moved.

o   From the Edit menu, choose Cut, or press SHIFT+DEL. The block of text is deleted from the file and placed in the buffer. One can move all the text from the current line to the buffer by pressing CTRL+Y. To select text from the cursor location to the end of the current line and move it to the buffer by first press CTRL+Q, and then press Y.

o   Move the cursor to the location in the file where the text to appear.

o   From the Edit menu, choose Paste, or press SHIFT+INS.

The text in the buffer is inserted in the file at the cursor location.

After choosing the Paste command, the text is not removed from the buffer; it remains there until moving or copying another block of text to the buffer. The text can be inserted from the buffer into a file as many times as required by repeating the Paste command.

3.5.2 Copying Text

Use the Copy and Paste commands to copy and reposition a block of text.

o   Select the block of text to be copied.

o   From the Edit menu, choose Copy, or press CTRL+INS. The block of text is copied to the buffer. It is not removed from its original location.

o   Move the cursor to the location in the file where the block of text it to appear.

o   From the Edit menu, choose Paste option, or press SHIFT+INS. A copy of the text in the buffer is inserted into the file at the cursor location. The text remains in the buffer until one moves or copy another block of text to it. The text can be inserted into a file as many times as required by repeating the Paste command.

3.5.3 Clearing Text

The text can be cleared from the MS-DOS Editor window without copying the text to the buffer. Choosing the Clear command or pressing DEL has no effect on text in the buffer.

o   Select the text required to be clear.

o   From the Edit menu, choose Clear or press DEL.

3.5.4 Finding Text

To find text in a file, use the Find command on the Search menu. The text can be a word, a phrase, or any combination of characters and spaces. When MS-DOS Editor searches for text, it starts at the current cursor position and selects the first occurrence of the text.

o   From the Search menu, choose Find option. The Find dialog box appears. If text is selected before choosing the Find command, the selected text appears in the Find What box. Otherwise, the word at the current cursor location appears in this box. If some different text is to be searched, type the text to be searched, in the Find What box.

o   To match the capitalization exactly, select the Match Uppercase/Lowercase option. Otherwise, MS-DOS Editor finds, for example, both Brown and brown.

o   To find only separate occurrences of the specified text, then the Whole Word option is to be selected. Otherwise, MS-DOS Editor finds, for example, main in remainder.

o   Choose the OK button to start the search. MS-DOS Editor begins searching at the cursor position. The first occurrence of the text is selected. If no occurrences of the text are found, the Match Not Found dialog box appears.

o   To search for the next occurrence of the specified text, choose the Repeat Last Find command from the Search menu, or press F3.

The Find command continues to search through the file each time one choose the Repeat Last Find command. When it reaches the end of the file, it returns to the beginning and continues searching until it reaches its starting point.

3.5.5 Replacing Text

Use the Change command to find text and replace it with new text. The Change command begins at the cursor location and continues to the end of the file. When it reaches the end of the file, it returns to the beginning and continues searching and replacing until it reaches its starting point.

o   Position the cursor where replacing of the text is to be started.

o   From the Search menu, choose Change. The Change dialog box appears.

o   In the Find What box, type the text to be replaced. In the Change To box, type the text one want to replace it with.

o   To match the capitalization exactly, select the Match Upper/Lowercase option.

o   To replace only separate occurrences of the specified text, select the Whole Word option.

o   Choose the Find and Verify/ Change All button to start the command. If one choose the Find and Verify button, each occurrence of the original text is selected, and the Change dialog box appears. The dialog box prompts to make the change, skip the occurrence, cancel the command, or get Help. If the Change All button is chosen, MS-DOS Editor replaces all occurrences of the specified text.

o   Choose the OK button (or press ESC) when the Change Complete dialog box appears.

3.6 Managing Files

Use the commands on the File menu to open an existing file, work on a new file, save a file, or print a file.

3.6.1 Creating A File

Create a file by using the New command on the File menu.

o   From the File menu, choose New option. If one have an open file that has unsaved changes, MS-DOS Editor displays a dialog box prompting to save the changes. Choose the Yes button to save the recent changes; choose the No button to close the file without saving recent changes. MS-DOS Editor closes the current file and displays an empty window labeled "Untitled." Text can be typed in this window.

o   To save the new file, choose the Save or Save As command from the File menu. Then specify the drive and directory where the file is to be stored, and give the file a name.

3.6.2 Opening A File

Several types of files can be opened by using the Open command on the File menu:

o   Files created previously by using MS-DOS Editor.

o   Other unformatted text files (e.g. AUTOEXEC.BAT and CONFIG.SYS)

o   Formatted text files created by using another text editor. Special characters may lose their formatting functions if one open them with MS-DOS Editor.

o   From the File menu, choose Open. The Open dialog box appears.

o   Type the name of the file to be opened, or select it from the file list. If the specified file is not on the current drive and directory, type the path as part of the filename. To view a list of the files on a different drive/directory, move to the Dirs/Drives list, select the required drive and/or directory, and double-click it or press ENTER key. A list of files in the current drive and directory appears in the Files box.

o   When the name of the file required to be open is displayed in the File Name box, choose the OK button.

If a file with unsaved changes is open, MS-DOS Editor displays a dialog box prompting to save previous changes before opening a new file. Choose the Yes button to save changes; or choose the No button to unsave the changes. If one decide not to open the new file, choose the Cancel button.

3.6.3 Saving A File

After creating a file or making changes to an existing file, save it by using the Save or Save As command on the File menu. It is a good idea to save the recent work often in case there is a power loss or equipment failure.

CAUTION : Some files might include special formatting characters. Saving such a file while using MS-DOS Editor, the special characters lose their formatting function.

○ **To save a new file:**
-        From the File menu, choose Save. The Save dialog box appears.
-        In the File Name Box, type a name for the file. To save the file on a different drive or directory, select the drive/directory in the Dirs/Drives box, or include a path while typing the filename.
-        Choose the OK button.

○ **To save an existing file:**
         From the File menu, choose Save.

○ **To save an existing file under a new name:**
-        From the File menu, choose Save As. The Save As dialog box appears.
-        In the File Name Box, type a name for the file. To save the file on a different drive or directory, select the drive/directory in the Dirs/Drives box, or include a path while typing the filename. If ones attempt to save a file in a directory that contains a file with the same name, the Editor displays a dialog box asking for the replacement of the existing file. Choose Yes button to replace the existing file; choose the No button to save the file with a different name.
-        Choose the OK button.

TIP : Use the Save As command to save a modified version of a file without losing the original version. For example, if one has a file named MEMO.TXT, keep the original file as it is and save a modified version as MEMO_2.TXT.

3.6.4 Printing a File

Use the Print command on the File menu to print part or all of an open file. This command works only if a printer is already connected to or redirected through LPT1 (parallel) printer port.

○   Be sure the file to be printed is open. For printing a portion of a file, select that text portion.
○   From the File menu, choose Print. The Print dialog box appears.
○   To print only the selected text, choose the Selected Text Only option; otherwise, select the Complete Document option.
○   Choose the OK button.

3.6.5 Printing a Help Topic

Use the Print command on the File menu to print Help information.

○   From the Help menu, choose Getting Started or Keyboard.

○   Choose the required Help topic to be printed.

○   Be sure the cursor is in the Help window. To print part Help topic, select the text to be printed.

○   From the File menu, choose Print. To print only the selected text, choose the Selected Text Only option; otherwise, select the Current Window option.

○   Choose the OK button.

3.7 Customizing MS-DOS Editor

Use the commands on the Options menu to set the way, the MS-DOS Editor window appears.

3.7.1 Controlling the Screen Display

One can use the Display command on the Options menu to change the colors in the MS-DOS Editor window, display or hide scroll bars, and set tab stops.

3.7.2 To change the screen display

○   From the Options menu, choose Display. The Display dialog box appears.

○   To change the screen colors, select a foreground colour and a background colour. The screen colors depend on the type of monitor. A sample of the selected screen colors appears to the left of the list boxes. For scroll bars to appear in the MS-DOS Editor window, select the Scroll Bars option. If this option is not selected, the scroll bars are hidden and one can see more of the window while working. With the scroll bars hidden, one can still scroll through text by using the keyboard. To set the tab stops, set the number of spaces between tab stops. The default is **8**.

○   Choose the OK button.

The screen display can also be changed by specifying one or more switches when one type edit at the command prompt.

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