

<b>DOS Shell</b>	Any program that provides access to the full set of DOS commands with a menu system, usually adding several enhanced features. Examples of such programs include X-Tree, WordPerfect Library, Norton Commander, DirecTree, PC BOSS, and Keyword Commander.
<b>Enter</b>	As a verb, this term identifies the process of typing a command or data at the keyboard followed by pressing the ENTER or RETURN key.
<b>Keyword</b>	The name of a DOS command, i.e. DIR, CD, DEL, etc.
<b>Logical Drive</b>	Disk drives referenced by DOS using drive letters A:, B:, C:, D:, etc. Note that one physical disk drive may consist of several logical drives. A large capacity hard disk may be partitioned into several logical units called, for example, C:, D:, and E:.
<b>Memory</b>	Usually refers to RAM (Random-Access Memory). This is the electronic circuitry in which DOS, programs and data are held when in use. Measured in K (1 kilobyte = 1024 bytes). RAM is volatile, therefore its contents are lost when the power is shut off. Your system will probably have 640 K (655,360 bytes) of RAM. A second type of memory is ROM (Read Only Memory). The information in ROM is "burned-in" at the factory and is not lost when the power is off. The ROM in your machine contains program code that provides fundamental instructions to the machine, such as the self-test procedure, character sets, how to add and subtract, etc.
<b>Parameter</b>	An argument that modifies a Keyword (often a filename or path).
<b>Path</b>	The COMPLETE name of a sub-directory on a disk, including the drive name (e.g. C:\LOTUS\BUDGETS\1987 would be the complete name of the sub-directory 1987 on Drive C:).
<b>Prompt</b>	The manner in which a computer program requests commands or data from the user. (For an example, see System Prompt, Section 2.1.3.1.)
<b>Switch</b>	A command parameter that turns a specific command feature on or off. A switch is always specified as a letter preceded by a / (e.g. DIR/W).
<b>Syntax</b>	The rules governing the way in which a command must be entered at the keyboard. The general form of DOS command syntax is: <b>KEYWORD</b> <i>delimiter</i> <b>PARAMETER1</b> <i>delimiter</i> ... <b>PARAMETERn</b> <b>SWITCH1</b> ... <b>SWITCHn</b> .

## 2.1.2 Conventions and Assumptions

Throughout this manual, many examples are shown in the discussions of commands and operations. For clarity and readability, we will be using the following assumptions and typographic conventions:

- It is assumed that DOS Version 3.0 or greater is installed on your system's hard disk drive.
- The symbols < and > are used to enclose the name of a key that is to be pressed, e.g. <Return>, <F3> (function key F3), <up> (the cursor up arrow), etc.
- The designator *d*: in *italics* indicates that a disk drive name should be substituted in place of the designator, if the files required are NOT on the default drive/directory or path.
- The delimiters [ and ] enclose optional items (i.e. those parameters or arguments that are not required). Do not type the brackets themselves.