- The ellipsis ... indicates that the previous item in the syntax may be repeated.
- Commands of type *Internal* are part of DOS in RAM and may be invoked at any time.
- Commands of type *External* are DOS programs stored on disk; either your DOS floppy or the hard disk (if you have copied them from the DOS floppy). *External* commands can only be invoked

  A) if they exist in the current Default Drive/Directory; or

  B) if they are stored in a Drive/Directory on the currently specified PATH (see the PATH command for details).

≣FASTFACTS   *Typing commands and filenames*

- All DOS commands and filenames may be entered in UPPERCASE or lowercase or a combination of the two. DOS will automatically convert all characters to UPPERCASE in any case. Note, for example, that the filename **Myfile.Doc** and the filename **MYFILE.DOC** represent the same file.

In view of this, note that two files of the same name may not reside in the same Directory. The second file stored in the Directory under the same name will overwrite and erase the first.

2.1.3   Concepts and Tools

As you may know, when you turn on the computer system, several tasks are performed in the following sequence:

1. The system performs a self-test routine that checks all the hardware.

≣FASTFACTS   *Self-Test Failure*

- If any part or chip fails, the computer will display an error code and will not start. Record this error code on paper and contact the Microcentre.

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2. Once the hardware has checked out, the computer will look on disk drive A: for DOS.

   If there is no diskette in drive A: or if the drive door is open, the computer will look for DOS on the hard disk drive (C:).

   If there is no hard disk, the computer will display a message on screen similar to the following:

System not found. Please insert system diskette in Drive A: and strike any key.