

## ACE: Reference Guide

*Please follow these instructions carefully and do not give commands that are not on this card.*

In order to connect to ACE you must install the CLOSE-UP program and run CREMOTE (the part of CLOSE-UP which is designed for linking from a remote computer).

### 1. General Comments on Using ACE.

- (1) The purpose of ACE is to provide a vehicle for rapid information search and retrieval.
- (2) There are just four items on the ACE Quick Menu. You **MUST** follow the ACE commands on this card to retrieve information. You do **NOT** need any other commands that may be shown on the ACE screen.
- (3) Each ACE menu command is activated by pressing the ALT key and a letter. You can not activate these commands by highlighting them and pressing ENTER. Each of these commands is a MACRO program. Please complete each command as described in this card, so that the macro program is not interrupted. (If you must interrupt the macro, type ESCAPE to stop the macro before you use the next ALT menu command).
- (4) After typing a command, pause and let the modem and computers complete the command. Give the next command only after the screen has come to a stand still.
- (5) The program CREMOTe is used to link to ACE. CREMOTe has its own menu and instructions. You will see

this menu before you even connect to ACE. You MAY follow the CREMOTe instructions from the screen. Type ALT-R to call up the CREMOTe menu at any time. To remove the CREMOTe menu from the screen type ESCAPE once or twice.

### 2. Installing CLOSE-UP on your PC (for details, see Close-up Manual, page 3-1).

- (1) Put the CLOSE-UP disk into the A: drive. At the DOS prompt type A:INSTALL. Follow the directions on screen.
- (2) The installation is essentially automatic (at the end of the installation process the program may propose a baud rate which is several times the transmission rate of your modem. This will be due to the data compression capabilities of modern modems. We recommend however, that you select a baud rate no higher than 19,200 for 9,600 and 14,400 baud modems and 2,400 for 2,400 baud modems).
- (3) Optional: Add the directory C:\CLOSEUP to the PATH statement in your computer's Autoexec.bat file (e.g. PATH=C:\CLOSEUP;). This way you can start CREMOTe from any directory.

### 3. Connecting to ACE (for details, see Close-up Manual, page 3-4).

- (1) Type CREMOTe at the DOS prompt (this will start the CREMOTe program and CREMOTe menu items will be displayed on the screen).
- (2) The menu item *phone* and its drop-down menu item *dial* will

## ACE: Reference Guide

---

already be selected for you. Press ENTER twice to select *Manual Dial*.

(3) Type the ALARA Center number and press ENTER. (Include any prefix digits for outside lines and long distance that you may require e.g. from inside the U.S. 1, 516 282 3481).

(4) You should be connected to ACE and see the **ACE Quick Menu**.

(5) After a short while you will see a message *Connection established*. Press ENTER to begin session. When you press ENTER you will start using ACE.

### 4. Browsing through a Database

(1) Press ALT-B from the Quick Menu.

(2) Highlight a database with UP / DOWN arrow keys and press ENTER. (As each database is highlighted its contents will be described by an enhanced line at the bottom of the screen).

(3) To see other screens of a form, press PAGEUP or PAGEDOWN keys (*not* UP / DOWN arrow keys).

(4) To see the next form, press F10; to see previous form, press F9.

### 5. Searching through Keywords

(1) Press ALT-K from the Quick Menu.

(2) Highlight a database with UP / DOWN arrow keys and press ENTER. (A partial query will be started at the top of the form. Below that, in a window, an alphabetically sorted list of all the KEYWORDS will be displayed, starting with the letter 'A').

(3) If the keyword you require starts with another letter start typing your keyword. It will appear near the top of the list. (e.g. start typing "zinc" to see the keyword "zinc injection" near the top of the list).

(4) Highlight the keyword and press ENTER. All forms with your keyword will be displayed. (please note item 8 below).

(5) Press PAGEUP or PAGEDOWN keys to see other screens of a form.

(6) Press F10 to see the next form on the subject; press F9 to see the previous form.

### 6. Printing a Form

(1) Make sure in the CREMOTE *Print* menu you have the selection *Print at Remote only* (for details, see Close-Up manual, page 5-23).

(2) Turn your printer ON.

(3) Press ALT-P while looking at the form you want to print. The form will be printed on your printer. (Note: Do not install any new printers. An all purpose printer has already been setup for you).

### 7. Printing to a File on your Fixed Disk

(1) Select *Print at Remote Spooler* in the CREMOTE *Print* menu (for details, see Close-up manual, page 5-24).

(2) Press ALT-P while looking at the form you wish to print (*Printing to the spooler file and then printing later off-line will save long distance charges*).

### 8. To see the 'Quick Menu'

(1) Press ALT-Q from any screen. ( If the ALT-B or ALT-K command has not

## ACE: Reference Guide

*been completed, e.g. after these commands you do not wish to select a database or Keyword but to see the Quick Menu again, then stop the macro program by pressing ESCAPE before pressing ALT-Q).*

### 9. Exiting ACE (Close-up manual, p. 3-5)

- (1) Press ALT-R from any screen. *This will bring back the CREMOTE menu.*
- (2) *Phone and Hang-up* will already be selected for you from the CREMOTE menu. Press ENTER twice to hang-up the line.

### 10. Setting up ACE in the Phone Book (for details, see Close-up Manual, page 3-5).

- (1) Press ALT-R to bring up the CREMOTE menu.
- (2) Select *Phone* and then *Phone Book Editor*. (*This brings up the editor menu*).
- (3) Select *Phone Book*
- (4) Follow the instructions on the screen.
- (5) For *baud rate*, we recommend you use *Default*.

### 11. Capturing Screens during an ACE session

- (1) Whenever you wish to capture and save information in a screen, press ALT-R to bring up the CREMOTE menu.
- (2) Select *Record* and then *Save Current Screen*. Follow CREMOTE prompts to save screen.
- (3) Use the ESCAPE key to remove the CREMOTE menu from the screen

- (4) Saving, and then playing back saved screens is much quicker than printing on-line. You may then print from saved screens off-line to save long distance charges.

### 12. Playing Back Screens

- (1) Exit ACE (see item 9 above).
- (2) In the CREMOTE menu select *Playback* and then *Display Saved Screens*
- (3) Follow screen instructions.

### 13. Printing captured screens

- (1) Once the captured screens are displayed you may print them one-by-one using the *Print Screen* key on your personal computer.

### 14. Recording your ACE session

- (1) You may record the whole or any part of your session while connected to ACE. You may then play it back off-line in fast or slow motion.
- (2) While connected to ACE, type ALT-R to bring up the CREMOTE menu.
- (3) Select *Record* and say *Yes to Record Session*
- (4) Accept CREMOTE's suggestion to delete old recording file and start a new one.
- (5) Your session is now being recorded. Type ESCAPE to remove CREMOTE menu from screen.
- (6) To stop recording any time, follow steps (1) to (5), but select *No* in step (3) above.

## **ACE: Reference Guide**

### **15. Playing back the ACE Session**

- (1) Exit ACE by hanging up (see item 9 above).
- (2) Select from CREMOTE *Playback* and *Playback Saved Session*.
- (3) Follow screen instructions for fast / slow motion playback and stopping playback.

### **16. Exiting CLOSE-UP REMOTE**

- (1) Type ESCAPE once or twice, until a message appears *Press ENTER to exit Close-up* (see manual, p. 3-5).
- (2) Press ENTER .

Note 1: The elapsed long distance time is always shown on the top right of the screen while you are connected to ACE.

Note 2: You may ask us for advice by opening the Chat window with the command ALT-C. If we are available near the host computer we will respond.

**In case of problems, you may contact us by phone at either (516)282-3228 or (516)282-4012.**

### **BNL ALARA CENTER TELEPHONE NUMBER REFERENCE GUIDE**

To access ACE by computer and modem (516)282-3481

To fax a document to yourself through a fax machine (pick up the hand set of your fax machine and dial this number from your fax machine only. Follow the voice prompts. Password is not required) (516)282-7361

To apply for access to ACE (516)282-3228

To apply for our newsletter 'ALARA Notes' (516)282-3228