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THE PERSONAL WORKPLACE

A system of office furniture
designed for comfort

COMPUTER MANUAL

THE PERSONAL WORKPLACE

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INTRODUCTION

We aim at an office which is perfectly adapted to you and your work. We should like to help you make your office, as finely tuned to you and your work habits, as a classic carpenters workshop, is to his work.

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PROCESS

This program provides a process which will allow you to lay out your own office for yourself. The process can be used to lay out a single office. It can be used to lay out an office where 100 people work. In the case where there is more than one person working, the process will allow different people to combine their efforts, simply and effectively.

When you lay out your office by this process, the computer automatically tells you which furniture you need. The PERSONAL WORKPLACE furniture system is designed to meet your needs, and will be able to realise any office that you can lay out with this program.

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The basic way that the program works is that any given office is represented in the computer as a data structure. This structure includes all the building, walls, windows, doors, desks, tables, chairs, offices, work-stations. This structure is very economical, and takes no more than about 12,000 bytes of storage for a small office. For an office of 10 workers, it requires no more than about 30,000 bytes.

This structure is kept in a disc file. Each time you want to work on it, you recover it from disc. All your operations are then modifying this structure. At any given moment the picture of the office which appears on the screen, is a realization which is generated from this structure in a few microseconds. When you quit you may either store the structure, or leave it, or store it in a new file.

If you wish, the program will tell you the price of the furniture you have used in your layout, and you may modify the layout to meet your budget.

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The program will also generate an output which is a direct order that can be communicated directly to Herman Miller in Michigan. If you send this computer generated file to Herman Miller, HMI will then ship the necessary furniture to you, anywhere within the United States, within 5 weeks.

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INSTALLATION AND OPERATION

EQUIPMENT

To run the program you need the following equipment:

COMPUTER: IBM PS2, or equivalent, with at least 20MB of hard disc.

MONITOR: COLOR, VGA.

MOUSE: MICROSOSFT MOUSE, or equivalent

MEMORY. You need 640 K, or better.

OPERATING SYSTEM: DOS 3.3 or better.

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INSTALLATION

Create a directory QB45 on your chosen drive. Copy the program file into the directory QB45, and keep nothing else in that directory. All data files will be automatically written to that directory.

DISCFILES

All data generated by this program will be stored in the directory QB45. Within this directory, each office layout will have a filename with DWG as suffix.

Thus, XEROX.DWG would be a proper file name, and might include the office layout for a xerox company. If installed on drive C, the pathname of this layout would be C:\QB45\XEROX.DWG

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SCREEN AND MENUS

The program provides you with a single format on the screen. This format includes a screen, where you see the plan of the office you are currently working on, three windows where various written messages will appear, and a pull-down menu along the top, which gives you the different fundamental tools for the process.

The items in the menu are:

BEGIN
CREATE
DESIGN
ZOOM
MOVE
EXIT
HELP

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BEGIN

To start the program go to QB45 directory, then type HMI, ENTER.

When the first green screen appears, click the mouse on enter to continue.

As the program opens, the screen builds up the various operating windows.

When the menu appears, and top field will go to dark blue. At this stage, click mouse on BEGIN, to get the pulldown menu. You may then either press ENTER on the keyboard, or click mouse on the pulldown menu that appears.

The screen then shows three options:

FILE FROM DISC
CREATE NEW FILE
WORKED EXAMPLE

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Click the mouse on the one you want.

FILE FROM DISC

If you choose this option, a ^{subwindow} box will appear in the yellow window on the right hand of the screen. The box shows all office-layouts stored on your drive currently. Use the down and up arrows to scroll through the list. When you get the one you want, press ENTER. You may also use the mouse for the same purpose, but mouse is not recommended.

CREATE NEW FILE

WORKED EXAMPLE

If you choose this option, a worked example will appear on the screen. It is an office with three rooms and four work-stations. It first appears at small magnification, and then zooms to a full screen view of the same office.

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At that moment you may use any of the pull-down menus to operate on this worked example.

Use this as a way of getting familiar with the menu.