FileManager 800

THE ATARI 800 DISK-BASED
FILE MANAGEMENT SYSTEM

synapse

10 FIELDS OF 100 CHARACTERS

GET 2 FIELDS/PAGE

FILEMANAGER 800 (TM)

THE DISK BASED FILEKEEPING SYSTEM FOR THE
ATARI 800 COMPUTER

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BRYAN

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INTRODUCTION

FILEMANAGER 800 is a complete filekeeping system. It allows you to create as many different types of files, as applications that you may have. These files may be reviewed on your screen, printed, updated, deleted and indexed according to your needs.

FILEMANAGER 800 features a flexible, user oriented, set of operating commands. In reading the instructions please try all the options as they are described (even if you aren't sure that you will be using them). This will familiarize you with the operation of the system and make the routine operations extremely quick and simple.

FILEMANAGER 800 was created for use by the computer novice as well as the professional. We felt that the easier a program is to use, the more use it will get, and the more service it will provide. We decided, after extensive testing, that the best way to introduce you to FILEMANAGER 800, was a step by step creation of a demonstration file as an instructional aid. This allows you to step through the program, in a methodical fashion, learning to use features as they appear in sequence. Additionally, in all of the more complex functions, the steps are summarized in SECTION 21. This summary section provides a handy reference for the operation of the program.

A Glossary has also been provided in the back of this manual, as well as a specification sheet. We are convinced that the applications of the ATARI computer to personal record keeping will make your decision to purchase ATARI 800 even more rewarding.

GETTING STARTED

We assume that you are already familiar with the basic operations of your ATARI 800 and 810 Disk Drive. FILEMANAGER 800 requires 40K of memory, a BASIC cartridge, and a disk drive. It can accomodate up to four disk drives as well as output to a variety of printers. If you have just obtained your equipment please read the literature enclosed with your disk drive and computer before running FILEMANAGER 800.

The program is divided into two parts. These are FILEMANAGER 800 and FILE MAINTENANCE. You will be using FILEMANAGER 800 for most functions and FILE MAINTENANCE, for special operations such as combining, converting, or copying files.

THE DATALOCK (TM) KEY

FILEMANAGER 800 WILL NOT OPERATE WITHOUT THIS KEY. IT MUST ALWAYS REMAIN IN PLACE WHILE USING EITHER PART OF THE PROGRAM.

If for some reason you remove the key FILEMANAGER 800 will cease operating. However immediately upon replacing the key, program operation will resume at exactly the place where it left off. NO DATA WILL BE LOST!

The DATALOCK prevents access to your files through FILEMANAGER 800 without your key. Please keep your key in a SAFE PLACE. YOU CANNOT RUN YOUR PROGRAM WITHOUT IT.

The REPLACEMENT POLICY, in case of loss, is detailed at the end of the glossary.

BOOTING UP

Turn on your T.V. or monitor.

Insert the BASIC cartridge into your computer. Turn on the 810 DISK DRIVE (Drive #1) and wait until the ready light goes out. Now carefully insert the FILEMANAGER 800 diskette into your disk drive. Close the door and insert the DATALOCK key into CONTROLLER JACK (1), the one on the far left side as you face your computer. Make sure that your key is snug in the socket. Turn on your computer.

As FILEMANAGER 800 begins to load, the sound to the T.V. speaker will stop. Shortly thereafter, your disk drive will start to make all kinds of odd sounds. Then it will turn on and off, and then back on again and FILEMANAGER 800 will continue loading. Do not lose faith ! Your equipment is not malfunctioning.

After this ordeal the **MAIN MENU** will appear:

1. LOAD FILE
2. REVIEW FORM
3. CREATE FORM
4. RE-INDEX
5. FORMAT DISK
6. FILEMAINT.
7. SAVE/END

If you have a 1 Disk Drive system, remove the diskette from the DISK DRIVE #1 and insert a fresh diskette in the disk drive. Make sure that there is nothing important on this diskette, because the next step will erase any previous contents. NOTE! If you accidentally leave in the FILEMANAGER 800 diskette it will be unharmed as it is write protected. If this occurs simply turn off the Disk Drive and the computer and proceed from the beginning. (NEVER REMOVE FOIL WRITE-PROTECT TAB FROM THE PROGRAM DISKETTE).

After making sure the fresh diskette is in the disk drive:

PRESS [5]

You should now see a dark red screen with a horizontal bar near the top of the screen. This is called the FUNCTION BAR. The FUNCTION BAR always displays the operation that you are currently performing. In this case the FUNCTION BAR should read:

FORMAT DISK.

Below the FUNCTION BAR will appear the prompt:

DISK DRIVE #:

If you have more than one disk drive, indicate in which drive the fresh diskette is loaded. If you press [RETURN] without a number the default is Drive #1.

After this, the warning will appear:

DISK IN DRIVE #( ) WILL BE ERASED
DO YOU WISH TO PROCEED Y/N"

If you wish to abort the FORMAT at this point, you can bail out by pressing [N]. However, for the sake of our example PRESS [Y]

The formatting will take approximately 60 seconds after which you will automatically wind up at the MAIN MENU once more.

CREATING A FORM

Before we start creating our FORM, it is a good idea to take a look through the Glossary provided in the back of the manual. Please read through the definitions, just to make sure that they are used in the same way to which you are accustomed. Every effort has been made to keep the language as close to spoken English as possible. If you should encounter any unfamiliar words or do not understand a particular useage while running the program the GLOSSARY provides a handy reference.

The first step in creating a FILE is the creation of the FORM. This, simply, is the natural process of deciding what information we want to keep track of and how this information will be arranged into categories. For our example we are going to create an ADDRESS BOOK.

PRESS [3]

Once again you will see the familiar dark red screen with the FUNCTION BAR. It will read "CREATE FORM". On our screen, we see the prompt FILENAME:?

At this point enter ADDRESS as the name of the FILE that we are creating and press [RETURN]. A FILENAME can be up to 8 characters long AND must begin with an alphabetic character. The FILENAME cannot have any embedded blanks or special characters. In other words the FILENAME cannot be a two part name such as USED CAR or FILE 1. The two parts would have to be connected as in USEDCAR or FILE1.

If another FILE of the same name existed FILEMANAGER 800 would inform us of that fact and ask if we wanted to overwrite the old file. Also, by pressing [RETURN] without entering a filename we can return to the MAIN MENU.

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After we have typed in ADDRESS and pressed
[RETURN], the prompt for which DISK DRIVE # we wish to
use will appear:

DISK DRIVE #:

Press [RETURN] and we will automatically default
to DRIVE #1.

Above the FUNCTION BAR is the COMMAND LINE.
The COMMAND LINE always displays the commands that
are available to you. They will change from function to
function, however the [SELECT] key will always bring you
back to MENU. This command line should read:

STRT=SAVE SLCT=MENU

Under the FUNCTION BAR the following information
should appear:

FIELD NAME   LENGTH

This asks for the categories that will make up your
FORM: i.e. NAME, ADDRESS, AGE, ... ETC., and how long
those categories will be. The cursor is now resting under
FIELD NAME.

Type in FIRST NAME and press [RETURN].

The cursor will jump to the position under the word
LENGTH. You can now indicate how long the longest FIRST
NAME is likely to be. (A FIELD can be up to 100 characters
long).

Sometimes you won't know exactly how long entries
like names and addresses might be, so be sure to allow
enough space for your longest estimates.

For our sample entry; type in <u>20</u> and press
[RETURN].

The cursor now jumps down one line and positions
itself under FIRST NAME. For our sample, repeat the
previous steps and enter the additional FIELD NAMES and
LENGTHS.

The screen will look like this:

FIELD NAME	LENGTH
FIRST NAME	20
LAST NAME	20
·ADDRESS	30
CITY/STATE	20
ZIPCODE	5
COMMENTS	50

Now that you have finished entering the FORM
information look at it, and make sure that there are no
typographical errors. If there are, simply position the
cursor using the the standard ATARI editor controls (See
ATARI 800 manual for FULL SCREEN EDITING controls), and
make the necessary corrections. This allows you to make
sure that everything is just the way you want it, before
saving the FORM.

After checking the information, press the [START]
key. This saves the FORM. The FIELDNAMEs will appear in
the order in which they were specified with the number of
blanks (FIELD LENGTH) following each FIELDNAME. If all
this seems rather confusing, hold on for a little while, and
continue with the following steps.

Now that we have established what categories our
file will consist of and how long they will be the prompt:
"ENTER INDEX will appear in the COMMAND LINE.

You could choose LAST NAME, FIRST NAME or any of
the other fields as an INDEX. Whatever FIELDNAME you
enter at this point, will be the INDEX sorted on
(alphabetically).

Now enter LAST NAME and press [RETURN].

FILEMANAGER 800 will sort your records in an alphabetical ascending order (A-Z). It does not matter whether your records use UPPERCASE or lowercase letters. FILEMANAGER 800 translates both and integrates them in the sort. As we continue through the process of FILE handling you will see how to change the INDEX (sort field) at any time.

The next prompt in the COMMAND LINE is:

INDEX FIELD LENGTH(L, #, [RETURN])

What this cryptic prompt wants to know, is how many characters of the INDEX do you want sorted. This is an important concept so let's spend some time thinking it through.

FILEMANAGER 800 offers a choice of how many characters you would like to sort on in the INDEX. The INDEX LENGTH option allows you to enter either:

[L] = full length of the FIELD (up to 24 characters)

[#] = to enter your own length (up to full length of FIELD or 24 characters, whichever is less).

[RETURN]= for the default value of 5 characters.

Each of these options has its applications. For example: An Alphabetical sort of names seldom requires more than the first 5 characters to be accurate. However, you may decide to INDEX other information i.e. Social Security #'s or Account #'s which could require a different length. FILEMANAGER 800 provides this choice. We will address this option more in the discussion of re-indexing. For the sake of our sample file just press [RETURN] and the default of 5 will be assumed.

After entering the INDEX LENGTH, you will see the
message "ALLOCATING SPACE", appear in the command line.
You can sit back and relax for a few seconds while
FILEMANAGER 800 organizes the disk space, for your newly
created form. After this brief pause you will find yourself
back at the MAIN MENU.

So far, so good....

Before we start to enter records, you can check the
specifications, of the FORM that we've just created.

Press [2] REVIEW FORM.

It will look like this:

```
FIELD NAME    LEN  |     FILENAME:ADDRESS
                   |         INDEX:LAST NAME
FIRST NAME    20   |  INDEX SIZE:5
>LAST NAME    20   |  # RECORDS:0
ADDRESS       30   |  MAX RECDS:564
CITY, STATE   20   |  LIMITED BY:DISK
ZIPCODE       5    |  DISK DRIVE:1
COMMENTS      50   |
```

All of the information about the form is presented.
You can see which FIELDS are part of your FORM; with the
INDEX shown by the arrow in the left margin (In this case
LAST NAME).

Also, displayed is name of the FILE and the LENGTH
of the INDEX. The "# RECORDS" tells you how many records
are currently in the file, and the "MAX.RECDS" indicates the
maximum number of records that can be held in that file.

The " LIMITED BY" information will read either
"DISK" or "MEMORY".

We will discuss how to increase the maximum number of records, if the size of the FILE is limited by memory, when discussing the RE-INDEX option.

In the COMMAND LINE appears "SLCT=MENU"

So press: [SELECT]

We are once again at the MAIN MENU. In order to start entering our records we need to get to the RECORD MENU. This is simply done by pressing [SELECT] once again.

The [SELECT] key will always take you to the either the MAIN MENU or if already at the MAIN MENU then the RECORD MENU. The only additional requirement to get to the RECORD MENU is that we must have either loaded an existing file or created a new one (as we have just done). If you press [SELECT] with no file in memory you will be reminded by a message appearing at the bottom of the MAIN MENU. Try pressing [SELECT] a few times to see how this key works.

Now, if you are not already at the RECORD MENU please press [SELECT] once again...

We are now ready to start entering records!

ENTERING RECORDS

You should now be looking at the RECORD MENU.
It appears as follows:

       1.ENTER RECORD
       2.SEARCH
       3.LIST
       4.LABELS
       5.REVIEW INDEX

Press [1]

You should be looking at a gray screen, with the
familiar FUNCTION BAR and COMMAND LINE. The
FUNCTION BAR reads ENTER RECORD and the COMMAND
BAR reads:

[STRT]=ENTER [SLCT]=MENU   P1

The P1 indicates that it is page one of your record
(This will appear even if there is only one page in your
record).

Below the FUNCTION BAR will be displayed the
FORM which you have created.

Each FIELD NAME will be followed by an underline,
the number of spaces that we designated in the CREATE
FORM function. This allows you to use the form in a "fill
in the blank" fashion. Any entries that exceed the length
which we have set will be cut off at that length(e.g. if we
enter a FIRST NAME longer than 20 letters it will be cut
off after the twentieth letter).

We can now begin to fill out the FORM.

Type in: JOHN and press [RETURN].

Pressing [RETURN] will position the cursor on the next line of the form. Now continue entering the following example:

```
FIRST NAME  : JOHN
LAST NAME   : DOE
ADDRESS     : 123 ACORN STREET
CITY/STATE  : BERKELEY, CA
ZIP         : 94704
COMMENTS    : THIS IS #1
```

After you have finished entering this information check the screen carefully. Are there any typographical errors? If so, merely press the CONTROL key and the DIRECTION ARROW key to position the cursor over the line that you wish to edit. Now you can type over the incorrect entry. You may use all of the ATARI full screen edit controls except the [SHIFT]-[INSERT], [SHIFT]-[DELETE] AND [CONTROL]-[INSERT], [CONTROL]-[DELETE] . These keys have been locked out to prevent data entry errors.

After you have checked your RECORD press the [START] key to enter the information (it doesn't matter where the cursor is positioned), so the RECORD will be entered exactly as you see it on the screen. If you have more than one page to your FORM, the next page of your FORM will appear after you enter the first. Otherwise, your completed RECORD will be saved and the FORM for your next RECORD will appear.

In order to build the sample file please enter the following information in the correct fields e.g. FIRST NAME, LAST NAME etc.

BARRY LYNDON 220 WEST STREET NEW YORK, N.Y. 11107
    THIS IS #2

LEWIS CARROL 1201 BEACON STREET BOSTON, MA 02146
    THIS IS #3

SADIE HAWKINS 450 SOUTH BELLE DR. ATLANTA, GA 56720
    THIS IS #4

HENRY MILLER 4506 OCEAN DRIVE SANTA CRUZ, CA 90320
    THIS IS #5

      Now that we have a file of these five names we can
explore what FILEMANAGER 800 can do. Press [SELECT] to
return to the RECORD MENU.

REVIEW INDEX

Let's try out another choice on the RECORD MENU.
Press [5]

The FUNCTION BAR reads; REVIEW INDEX, and the
COMMAND LINE reads STRT=PAUSE SLCT=MENU. Look
familiar?

The screen below displays the following:

        CARRO
        DOE
        HAWKI
        LYNDO
        MILLE

These are the last names on which our FILE is
indexed. Notice that only the first five characters of the
names are displayed. This is because we pressed [RETURN]
(the default position of 5 characters), when we chose the
INDEX LENGTH. Also, notice the names have been arranged
alphabetically. Your entries are automatically alphabetized
as they are entered (numbers are also arranged in ascending
order).

After the last name the message "END" appears at
the bottom of the screen. If our INDEX were longer than
one screenful, the top names would disappear under the
FUNCTION BAR and new names would rise up from the
bottom. This is called scrolling. We could press [START] to
pause this scrolling. To continue, we would press [START]
again, and the scrolling would resume.

Now that we have verified that all of our entries
have been recorded, we can press [SELECT] to return us to
the RECORD MENU.

RETRIEVING RECORDS

      The SEARCH capabilities of FILEMANAGER 800 are very important. To fully utilize the power built into the program we should thoroughly understand all of the SEARCH options.

      We are once again looking at the RECORD MENU. Now press [2] to call the SEARCH screen. The FUNCTION BAR reads "FIELD FROM-TO", and the COMMAND LINE reads *"scan"* OPT=CLR STRT=CONT SLCT=MENU. The screen appears as follows:

      "scan" OPT=CLR STRT=CONT SLCT=MENU

FIELD   FROM-TO

  FIRST NAME
>LAST NAME
  ADDRESS
  CITY/STATE
  ZIPCODE
  COMMENTS

  ATARIKEY: PRINT=OFF AUTOPAGE=OFF

      The cursor is positioned under the FROM-TO column. In our sample file we have chosen LAST NAME as the INDEX so the cursor is in the LAST NAME row. If we should now press [START] without entering any information FILEMANAGER 800 assumes that we want all of the records displayed sequentially. Let's do just that. Press [START].

      After LEWIS CARROL's record a PAUSE message will appear at the bottom of the screen.

      Press [START] to continue to the next record.

All of the records will be presented in alphabetical order. Also, you may have noticed that the COMMAND LINE changed as the records were presented.

We will return to the manipulation of individual records after exploring the SEARCH function more fully.

After the last record is displayed, the message "END" will appear at the bottom of the screen.

Press [SELECT] to return to the RECORD MENU.

Now press [2] to return to the SEARCH screen.

We know that the default condition of the SEARCH screen is to present all records, so let's try something different.

Enter the last name HAWKINS right at the cursor position and press [START].

```
*"scan"* OPT=CLR STRT=CONT SLCT=MENU
FIELD        FROM-TO
FIRST NAME
>LAST NAME     HAWKINS
 ADDRESS
 CITY/STATE
 ZIPCODE
 COMMENTS


 ATARIKEY: PRINT=OFF  AUTOPAGE=OFF
```

This time just the record for SADIE HAWKINS will be displayed on the screen. This is the way to retrieve a single RECORD. Press [SELECT] and [2] to get back to the SEARCH screen.

When we return to the SEARCH screen this time, we find that HAWKINS is already entered. FILEMANAGER 800 remembers what SEARCH specifications have been entered, in case you wish to look at the records again. This becomes a useful feature when entering many different specifications in multiple fields (This will be explained shortly). For now press the [OPTION] key to clear the SEARCH screen.

It is obvious that we can now retrieve any single RECORD, however we may want to search for a range of records. For example: type A-L in the row where the cursor is resting and press [START]. Remember pressing [START] advances to the next RECORD.

```
*"scan"* OPT=CLR STRT=CONT SLCT=MENU
 FIELD       FROM-TO
 FIRST NAME
>LAST NAME    A-L
 ADDRESS
 CITY/STATE
 ZIPCODE
 COMMENTS


 ATARIKEY: PRINT=OFF  AUTOPAGE=OFF
```

You will notice this time, that only the records with LAST NAMES falling in the range of A-L, were presented (HENRY MILLER's record did not appear). We could choose any range of numbers or letters to specify the range of records that we wish to retrieve. Press [SELECT] for RECORD MENU and [2] for SEARCH screen.

Another option in the index field is to simply place a hyphen(-), after a letter as in, (G-) , to recover all records with a LAST NAME beginning with the letters G to Z. Similarly, we could type a hyphen(-) before a letter (-G) and recover all the records with LAST NAMES of A to G. The previous option also applies to ranges of numbers ie. (1-10), (-100), etc.

Let's try that right now. Press [OPTION] to clear the screen and then type a (G-) and press [START].

Notice that just those last names with G-Z were shown on the screen.

(NOTE: The access time to find any record in the INDEX , even with a disk full of records, is less than 2 seconds.)

Now, that we have seen how to recover records using the INDEX let's try something else.

Press [SELECT] and [2]

Now enter L-M in the INDEX row and then press [CONTROL]-[UP-ARROW] to place the cursor in the FIRST NAME row. Once there type in B-H.

Press the [ATARIKEY] (the one with the ATARI symbol on it). This will allow us to step through the records without having to press [START] each time. In fact the [START] will now serve to PAUSE the continuos presentation of our records. We will be back to describe the functions of the [ATARIKEY] more fully. You should see the the following:

```
*"scan"* OPT=CLR STRT=CONT SLCT=MENU
FIELD      FROM-TO
FIRST NAME  B-H
>LAST NAME   L-M
 ADDRESS
 CITY/STATE
 ZIPCODE
 COMMENTS

ATARIKEY: PRINT=OFF  AUTOPAGE=ON
```

Press [START].

What happened?

Both BARRY LYNDON's and HENRY MILLER's records were recovered but not SADIE HAWKINS'. This is because we selected a SUB-FIELD SEARCH option. We had specified all last names from G-Z but as an additional requirement ONLY those with first names from B to H. And that is exactly what we saw.

Let's go back to the RECORD MENU by pressing [SELECT],and then press [1] to enter a few more records for our file. Now enter the following two names into our file:

GEORGE BANCROFT 23 APALOOSA WAY ORION, N.Y. 65476 THIS IS #6

HERBERT BANCROFT 75 NAGSNECK RD. BRONCO, TX 98745 THIS IS #7

After having entered these new records return to the RECORD MENU [SELECT], and then to the SEARCH [2] screen.

Press [OPTION] to clear screen.

Now type BANCROFT in the INDEX row (Indicated by the arrow in the left margin). If, at this point, we wish both BANCROFT records we would simply press [START] and they would be displayed one after another. Or we could move the cursor up to the FIRST NAME field and specify which BANCROFT we wanted. Try it!

We can choose up to four SUBFIELD search options in addition to the INDEX on which to search. This will often allow a very useful search e.g. if there are 30 last names starting with "S" but only two of them are in a particular Zipcode area. The uses of this SUBFIELD SEARCH option will become even more obvious once you start using FILEMANAGER 800 for your own applications.

Because of the way the RECORD retrieval system is set up, the INDEX search is almost instantaneous. The subfield retrieval however is much slower. In order to find a record with JUST a subfield specification FILEMANGER 800 must read through the entire file, record by record. It is for this reason that the cursor is positioned in the INDEX row. It is a good idea to always specify the INDEX and whatever SUB-FIELDS are desired.

You can always exit from the retrieval process by pressing [SELECT].

Now let's continue with the SEARCH options.

Press [SELECT] and then [2] to return to the SEARCH screen. Now press [OPTION] to clear the screen of previous information

In the upper left corner of the COMMAND LINE you may have noticed the word *"scan"*, with a quotation mark ("), and an asterisk (*) on either side of it. Let's see how this command can be used to retrieve records.

Let's imagine that you wish to retrieve all of the records that have particular word or number within one of the FIELDS. For our sample file, the COMMENTS field will serve as an illustration. It now reads THIS IS #1, THIS IS #2, etc., for the respective records.

Position the cursor in the COMMENTS row and type in the following:

```
*"scan"* OPT=CLR STRT=CONT SLCT=MENU
FIELD        FROM-TO
 FIRST NAME
>LAST NAME
 ADDRESS
 CITY/STATE
 ZIPCODE
 COMMENTS        "3"

ATARIKEY: PRINT=OFF  AUTOPAGE=ON
```

Now press [START].

You will notice that only LEWIS CARROLL's record was retrieved. This record is the only one that contained a ...3... in the comments field. So you see, we can use the character search to find any word or combination of characters that we wish.

Now press [SELECT] and then [2] to come back to the SEARCH screen. Press [OPTION] to clear the screen and let's do the same thing in the COMMENTS field, but insted of the quotation marks this time, let's sandwhich the *3* this way, inside of asterisks.


```
*"scan"* OPT=CLR STRT=CONT SLCT=MENU
FIELD       FROM-TO
FIRST NAME
>LAST NAME
 ADDRESS
 CITY/STATE
 ZIPCODE
 COMMENTS      *3*

ATARIKEY: PRINT=OFF  AUTOPAGE=ON

Press [START].
```


Notice that this time all the records were retrieved except for LEWIS CARROL's. The asterisks tell FILEMANAGER 800 to retrieve all the records that DO NOT have the characters within the fields indicated.

Some of the uses are searching for records not in a particular zipcode area or any exclusive requirement.

The character SCAN may be used in conjunction with all of the other INDEX and subfield options.

The character SCAN allows the following:

"ABCD" = Retrieve all records with the characters
         specified within a field.

ABCD = Retrieve all the records that DO NOT contain
         the characters specified.

 ABCD" = Retrieve all records that end in the characters
         specified. It doesn't matter what preceeds
         these characters.

 ABCD* = Retrieve all records that DO NOT end in the
         specified characters.

 "ABCD = Retrieve all records that begin with these
         characters and ignore the trailing characters.

 *ABCD = Retrieve all records that DO NOT begin with
         the specified characters.

        NOTE: When using the character SCAN feature in
the INDEX, FILEMANAGER 800 will retrieve each RECORD
to check the entire INDEX field, not just the number of
characters indexed on. As we explained earlier any search
that requires FILEMANAGER 800 to review each record
will be much slower than the INDEX search. Using the
SCAN feature in the INDEX does this.

        The ATARIKEY(The key with the ATARI symbol on
it), allows us to print ALL of the records that we have
specified in the SEARCH field.

        Press [SELECT] and then [2] to return to the
SEARCH screen. Now press [OPTION] to clear the screen.

        Press the ATARIKEY and notice that the PRINT and
AUTOPAGE options change. The normal condition is
PRINT=OFF and AUTO PAGE=OFF. By pressing the
ATARIKEY we can change these to whatever status we
wish. (NOTE: If you select the PRINT option and no printer
is hooked up you will get an error message when
FILEMANAGER 800 tries to print.)

Let's take our file as an example. If we wanted to
PRINT all of the records to a printer, we would want to
turn on the PRINT option and the AUTOPAGE option. As
we have seen the AUTOPAGE presents all of our records,
one after another, without our having to do anything. In
the AUTOPAGE mode the [START] key stops and starts
this automatic paging through our records. We will
demonstrate the PRINT option a little later.

The ATARIKEY options are turned off (returned to
default) when a new file is loaded. Also, as a way to make
searches more foolproof, FILEMANAGER 800 will search
for your records whether they have been entered in
UPPERCASE or lowercase characters, so if you type in
"hawkins" it will still be found. Try it!

"scan" OPT=CLR STRT=CONT SLCT=MENU
FIELD   FROM-TO
FIRST NAME
>LAST NAME   hawkins
 ADDRESS
 CITY/STATE
 ZIPCODE
 COMMENTS

ATARIKEY: PRINT=OFF AUTOPAGE=ON

Press [START].

NOTE:If you enter a name incorrectly you will
return to the SEARCH screen. Try entering incorrect
information and see what happens.

Now let's go on to investigate the commands that
appear as each entry is presented. Once again summon the
SEARCH screen and press [START].

The COMMAND LINE shows the following:

U/D/P STRT=PAUSE SLCT=MENU P1

Below the FUNCTION BAR the screen will show the
SADIE HAWKINS record. Now let's check out what the
various commands can do.

The COMMAND LINE shows the following command choices:

[U] --UPDATE the record

[D] --DELETE the record

[P] --PRINT the record

[STRT]--depends on the position of the AUTO-PAGE option.
        If AUTO-PAGE = ON, [START] will pause the
        paging process at the current record. Pressing
        it again will resume the paging. If AUTO-PAGE
        = OFF then pressing [START] will call the next
        record. In other words you will have to press
        [START] for each record.

[SLCT]--Returns to RECORD MENU

We are going to try the UPDATE option first. Press [U]. You will hear two tones and the cursor will position itself at the beginning of the entry. We can now proceed to change the entry in any way.

Let's change SADIE's address to:

222 LICHEE AVE. OAKLAND, CA. 94702.

Notice that you are again in the full-screen edit mode. You can move the cursor around anywhere on the screen , to make any changes you wish. When you have finished editing the record, press [START].

This replaces the original record in the file with our new updated record. Anytime that you review a record you can UPDATE it by simply pressing [U].

When you wish to edit several records one after another you can turn on the AUTO-PAGE option. This will present the records one after another. As you see the record you wish to update you then press [U]. This will stop the paging process.

After you have updated your entry and pressed [START], your AUTO-PAGE will continue through your file. You may also choose to PAUSE during the paging process by pressing [START]. You may also UPDATE your RECORD at this time.

We will now check whether our record has indeed been updated. Press [SELECT] to return to the RECORD MENU and then [2] to call the SEARCH screen. HAWKINS is still there, so press [START].

There it is, the UPDATED address.

And now, for the DELETE function. We will now delete JOHN DOE's record completely (And good riddance. The name is overused anyway).

To do this return to the SEARCH screen and press [OPTION] to clear the previous search specifications. Now summon Mr. DOE's record. Once up on the screen press [D].

The screen will turn red and the prompt "DELETE VERIFY Y/N " will appear in the bottom left portion of the screen. This is a check to make doubly sure you wish to DELETE the record.

Type a [Y] to confirm your wish to delete this record.

As soon as FILEMANAGER 800 finishes deleting, the next record will be displayed. If we now return to the SEARCH screen by pressing [START], and enter DOE in the index row the we will simply be returned to the SEARCH screen indicating that no such record exists.

After viewing, deleting or updating a record FILEMANAGER 800 will continue searching through the file searching for other records which match the SEARCH criteria. If you have found the record that you wish, or simply want to abandon the SEARCH press [SELECT] to return to the RECORD MENU.

Assuming that you have a printer, we can now try out the [P] control. Summon the SEARCH screen once again and type in LYNDON in the INDEX row.

Press [START] and this will display BARRY LYNDON's record on the screen. Now, if you have a printer connected, press [P] and your record will be printed.

There is a difference between this print control and the print option using the ATARIKEY on the SEARCH screen. If you choose PRINT on the SEARCH screen ALL records will be printed. If, however, you choose the [P] option as the records are called up, ONLY the record currently displayed will be printed (as we have just done).

Press [SELECT] and then [2] to return to the SEARCH screen.

Press [OPTION] to clear the screen.

Now press the ATARIKEY until both the PRINT and AUTO-PAGE options are ON.

Press [START].

Under the FUNCTION BAR the following prompts appear:

TITLE & PRINTER CONTROL:

CARRIAGE RETURNS: 1

The TITLE & PRINTER CONTROL: (37 characters max.) is useful in two ways. You can enter any title that you wish. However, this is mostly used when generating lists (COVERED IN SECTION 12).

There is another very important use for the TITLE line. You can enter PRINTER CONTROL codes on this line. Many printers have special characters which activate the built in features of the printers; i.e.condensed fonts, boldface,expanded fonts etc.

Since there are many printers that require these special control characters to utilize thier unique print capabilities, FILEMANAGER 800 will set up your printer using these control characters before printing commences.

(NOTE: CONSULT YOUR PRINTER INSTRUCTION MANUAL TO FIND OUT WHAT YOUR INDIVIDUAL PRINTER REQUIREMENTS ARE).

We won't be typing in any TITLE & PRINTER CONTROL: line, so if you do not wish any control characters simply press [RETURN].

This will position the cursor over the "1", next to the second prompt;"CARRIAGE RETURNS:". The number of CARRIAGE RETURNS establishes how many lines you wish between the records being printed out. The default condition is ONE line. This value is reset to default everytime you load a NEW file.

Now press [START]. All of your records will be printed.

This concludes the discussion of the search function. We will investigate how the search is used in conjunction with the LIST and LABEL functions.

But first, let's go back to the SEARCH screen and change the ATARIKEY values back to OFF. Then, return to the RECORD MENU by pressing [SELECT] and then press [SELECT] again to return to the MAIN MENU.

RE-INDEX

We should be back at the MAIN MENU. Press [4]

The FUNCTION BAR reads:RE-INDEX. The prompt on the screen is:

ENTER INDEX :?

Here we can enter the new INDEX that we wish or simply press [RETURN] for the MAIN MENU. (NOTE: Even though your FORM can be up to 9 pages long, you may INDEX on fields IN THE FIRST PAGE ONLY. This means that all fields that you may wish to INDEX on, must be put on the FIRST PAGE of your record.)

Let's RE-INDEX on the COMMENTS field. Type COMMENTS and press [RETURN].

Now the prompt appears and asks us:

INDEX LENGTH:L, #, or [RETURN]

Rather than entering the default of 5 characters again, this time we will set the INDEX at the full length. Press [L]. And press [RETURN].

A message "READING FILE" will appear below the last entry.

FILEMANAGER 800 will now read all of the records in our file. As it is doing so you will see the cursor moving below the "READING FILE" title. This will take a few seconds and then, almost too fast for the eye to see, the message "SORTING" will appear under this line.

Immediately following this you will be staring at the REVIEW FORM screen. You will notice that the arrow is now pointing to the COMMENTS field. This information is also presented on the right side of the screen: "INDEX:COMMENTS".

Also notice that the INDEX SIZE=24, and the MAX # of RECORDS has been reduced to 194. Now press [SELECT] and then [SELECT] again, to call the RECORD MENU and press [5] to REVIEW INDEX.

You can see that not only is the INDEX changed to COMMENTS but the entire INDEX field is presented, not just 5 characters of the names, as before. Also it is sorted on the first DIFFERENT character; in this case a number.

It looks like this:

THIS IS #2
THIS IS #3
THIS IS #4
etc.

There are two considerations when RE-INDEXING your file.

The first is the tradeoff of INDEX LENGTH and the maximum number of records. As was mentioned earlier, the longer the INDEX LENGTH the fewer the maximum number of records. There is a limited amount of memory for the INDEX to reside in, so we have introduced the Variable Index Length option.

Typically if you are keeping 1/2 page (128 byte) records, a disk can hold approx. 600 or more of these (Our sample record is approx. 150 bytes long). With an INDEX LENGTH of 5 characters, memory will hold approx. 600 records With a longer INDEX LENGTH, fewer records can be kept track of. You may change the INDEX LENGTH at any time. If the maximum number of records exceeds the INDEX capacity you will get a "IDX TABLE FULL" message. At this time merely specify a shorter LENGTH and your file will be re-INDEXED.

(NOTE: Of course, if your records are more than one page long the maximum number of records that can fit on a disk, also decreases. The MAXIMUM # of RECORDS is calculated and displayed in the REVIEW FORM function).

If upon reviewing the FORM for your file, the file
LENGTH constraint is DISK rather than MEMORY, use a disk
with more space on it (NOTE:If a file has grown so large
that you would like to put it on another disk refer to the
COPY FILE function in the MAINTENANCE part of the
program. This will explain copying files from disk to disk).

The other question is when to RE-INDEX a file?

If you have a very large file it will take
FILEMANAGER 800 some time to READ all of the records in
order to RE-INDEX them, even though the actual SORTING
of 800 records takes less than 4 seconds. You should INDEX
your file on the most often used field and use the subsearch
options in conjunction with the INDEX for more infrequent
calls. If, for any reason, you want to change the INDEX then
by all means do so. The most time it will take, is less than 5
minutes for file occupying an entire disk.   Otherwise,
remember to use your INDEX and the SUBSEARCH options to
recall your data.

(NOTE: A file CANNOT be more than one disk long. If
you have more data than will fit on one disk, you will have to
keep separate files.)

With these considerations in mind, you can decide
what will be the most efficient way for you to choose to
INDEX your own files.

You might wish to experiment with the RE-INDEX
option, by entering different INDEX length specifications.
Notice how doing so, affects the maximum number of records.

Now let's discuss the two remaining options of the
MAIN MENU before moving on to the other output features.

SAVE/END

Assuming that you are looking at the MAIN MENU, press [7], "SAVE/END". At the bottom of the MAIN MENU screen you will see the message "SAVING INDEX".

When you've finished working with a file, you must leave FILEMANAGER 800 operations by using the SAVE/END option. If you do not, the next time you load your file, you will have to RE-INDEX it (This will occur automatically). Always leave the program by using the END/SAVE, option rather than simply turning off the computer. However, even if you don't END/SAVE no data will be lost, but as was mentioned earlier, your file will have to be RE-INDEXED the next time it is loaded). If you are not exiting, but want to access another file on the same disk, the LOAD FILE option saves your current index before loading in the next file automatically.

If you have only been reviewing records on the screen or using the print options then the index remains unchanged, and upon pressing END/SAVE no "SAVING INDEX" message will appear. Your index has not been altered, therefore does not have to be saved.

You may have up to 20 files on any one disk.

So let's create this second file to demonstrate how to LOAD a file. Press [3] and CREATE a form.

Let's type in TEST for the FILENAME and press [RETURN].

For the DISK# prompt, just press [RETURN] again. This, of course, defaults to disk #1.

Enter the following:

FIELD NAME   LENGTH
_____
ONE   10   and press [START]

INDEX.......................: Type ONE and press [RETURN]

INDEX LENGTH(L, #, [RETURN]): Press [RETURN]

After you have returned to the MAIN MENU, press [SELECT] to get to the RECORD MENU.

Now press [1] to display your blank form.

Enter a short line onto your form and press [START]. Now press [SELECT] to return to the RECORD MENU and then [SELECT] again, to return to the MAIN MENU.

We are now ready to LOAD the ADDRESS file which we had created earlier.

Press [1] "LOAD FILE"

The SCROLL LINE will display the message "SAVING INDEX". This means that the index for the file named TEST is being saved.

The FUNCTION BAR will display: "DIRECTORY" and screen will prompt you for the "DISK DRIVE #:?".

Upon entering the disk drive # or [RETURN] (to default to disk drive #1), the names of the files on the disk will be displayed. In our case, the screen will display two files: ADDRESS and TEST.

Now type in ADDRESS, the name of the file which we wish to LOAD. (NOTE: If we enter incorrect FILE NAME or DISK DRIVE # then "FILE NOT FOUND" message will appear in the COMMAND LINE.)

When we press [RETURN] the message "LOADING FILE" will appear in the COMMAND LINE. And as soon as the INDEX for ADDRESS is loaded your REVIEW FORM screen will appear. This is the same form that we saw in the REVIEW FORM option. It has all the information about your file; number of records, Index field etc.

Now press [SELECT] and we are once again viewing the MAIN MENU and ready to do any manipulations that we may wish.

All of the input functions are error proofed so that if you should enter any other information innappropriately you will be returned to the input mode. Try entering erroneous information and see what happens!

We have now covered all of the options on the MAIN MENU with the exception of FILE MAINTENANCE(sections 13 -20) and can proceed to the other output functions in the RECORD MENU.

LABELS

You should have the RECORD MENU selected. If you have a printer, turn it on and press [4].

You will see the familiar SEARCH screen before you. In both the LABELS function as well as the LIST function, you will choose the range of records that you wish to display or print.

Press the ATARIKEY to AUTO-PAGE=ON, but leave the PRINT=OFF.

Now press [START].

You will be looking at the following:

OPT=CLEAR STRT=CONTINUE SLCT=MENU
SET FORMAT
ENTER: FIELDS, '+', or ','

We can now enter what fields we wish to be part of the LABEL that we are creating. However, LABEL fields MUST be in the first PAGE. In addition to the FIELDS(such as LAST NAME, FIRST NAME etc), there are two special characters that instruct FILEMANAGER 800 to format the output in a particular way.

The first is the plus sign [+]. If we enter a plus sign, FILEMANAGER 800 will send the printer to the next line. If we enter a comma [,] , the FIELDS specified before and after the comma will be joined by a comma on the same line. Let's try it out.

We are going to construct a mailing label. Type
FIRST NAME and press [RETURN]. This brings the cursor
down to the next line.

Now type in LAST NAME and press [RETURN] again.

Once again the cursor skips down to the next line.
This time instead of entering another FIELDNAME press the
[+] key. When encountering this plus sign FILEMANAGER
800 will skip to the next line before printing the next
FIELD. Press [RETURN]. Now type in ADDRESS and press
[RETURN].

And now, once again let's enter an [+] and press
[RETURN].

Finally, type in CITY/STATE and press [RETURN]
and then ZIPCODE and press [RETURN] again.

Your screen should look like this:

FIRST NAME
LAST NAME
+
ADDRESS
+
CITY/STATE
ZIPCODE

If you have made any mistakes, you can change your
form by positioning the cursor on the screen and making the
corrections. Also, in this mode the [SHIFT]-[INSERT] and
[SHIFT]-[DELETE] controls are available to you to move
entire lines around (see ATARI MANUAL).

You actually don't have to enter the full FIELD
NAME, just enough characters to make the FIELD NAME
unique.

For example you could enter:

F
L
+
A
+
C
Z

FILEMANAGER 800 would interpret these entries correctly.

Press [START].

FILEMANAGER 800 will now begin to display the LABELS on the screen. Notice that the FIRST NAME and LAST NAME are on the same line. Then ADDRESS is on the next line and so on.

During printing, the COMMAND LINE will present the following:

P=PRINT STRT=PAUSE SLCT=MENU

And the FUNCTION BAR will read "LABELS".

Press the [START] key to pause the AUTO-PAGE function after the third or fourth label has scrolled up. Press [START] again and the labels will continue to be displayed.

Now press [P]. FILEMANAGER 800 will print the LAST record displayed on the screen to your printer. You can print LABELS while the display has paused or "on the fly", just as we have done.

In this way we can selectively print any labels we wish after seeing them come up on the screen.

Now let's go back to the RECORD MENU by pressing [SELECT] and then press [4] to go through the LABELS function once again.

Let's press the ATARIKEY this time to select PRINT=ON and AUTO-PAGE=ON. Now press [START] to PRINT all of our records.

Once again we are at the "SET FORMAT" screen. FILEMANAGER 800 has saved the specifications of our LABELS. Press [OPTION] to clear this screen and then enter the following:

LAST NAME
,
FIRST NAME
+
ADDRESS
+
CITY/STATE
ZIP

Now, press [START] and the next screen appears:

TITLE & PRINTER CONTROL:

_____

CARRIAGE RETURNS:1

You can enter a title line of 37 characters if you wish. And, of course, you may insert printer control characters. For our demonstration however, just press [RETURN] to move you to the next "CARRIAGE RETURNS:" position.

On the assumption that you most often want to use the LABEL option to print gummed labels, "CARRIAGE RETURNS", specifies the total number of print lines for one LABEL (usually six or nine).

(NOTE: This meaning of CARRIAGE RETURNS differs from that in the SEARCH and LIST options, where "CARRIAGE RETURNS" indicates spacing BETWEEN records.)

There is another useful feature when printing
LABELS. Often you may want a four line address such as:

HENRY MILLER
AJAX ENTERPRISES
4506 OCEAN DRIVE
SANTA CRUZ, CA. 90320

However, maybe you don't have a company name for
all of the records in your file. FILEMANAGER 800
automatically squeezes out blank lines keeping your labels
neat and your printer adjusted for printing the next LABEL.

Press [RETURN] for no TITLE LINE and to position
the cursor on the "CARRIAGE RETURNS:" line.

Type a [6] and press [START].

Now we can watch all of the records being printed
out.

This time however, you will notice that the LAST
NAME appears first, followed by a comma [,], and then
FIRST NAME on the same line. The rest of the LABEL is
identical.

Pressing the [START] key at any time will stop the
printing process and it will resume when you press the
[START] again.

As you can see, You can specify which field will be
printed regardless of the order in which they appear on your
form.

Please feel free to experiment with the LABEL
function. You can always interrupt the printing and return
to the RECORD MENU by pressing [SELECT]. Now let's
move on to the LIST function.

Press [SELECT] to return to the RECORD MENU.

LIST

Another way of retrieving records is in the form of LISTS. Lists are a handy way of comparing information in different records.

FILEMANAGER 800 allows you to specify columns of information. It will position the FIELDNAME above your column and then present the specified field from your records, in rows, under this heading.

We may, for example, wish to produce a master list of all of our records. We can generate such a LIST with the FIELD NAMES specified on the top of the LIST and the FIELDS in columns under these headings.

Since seeing is the best way to learn, let's press [3] LIST and notice that the SEARCH screen once again greets us.

We can use all of the SEARCH options that we have previously discussed in the LIST function. This includes sub-field and range searches, as well the INDEX search.

Use the [ATARIKEY] to select PRINT=OFF and AUTO-PAGE =OFF.

Now press [START] once again to access all of the records in our file.

Press [OPTION] to clear the screen.

Once the screen is clear, type:

FIRST NAME   & press [RETURN]

LAST NAME   & press [RETURN]

ZIPCODE   & press [RETURN]

(NOTE: The MAXIMUM number of characters permissible of all fields, is 132. This is done so that on most printers the lines will not wrap-around to the next line. If you exceed this number you will get an ERROR message. Also, the [+], plus sign and the [,] comma, have no effect in the LIST mode since we are printing lists of items.)

Once we have made sure the information is correctly entered, press [START] to save this LIST format. If not, you may use the FULL-SCREEN EDIT, to correct your record.

If you misspell a FIELDNAME or enter any information that is incorrect you will be returned to the SET FORMAT screen after pressing [START] and an arrow '>', will point to the incorrect entry.

Since we have not specified the PRINT option on the SEARCH screen your list will be displayed on the screen.

Make sure that AUTO-PAGE = OFF.

As your list is presented on the screen, you can choose to PRINT the entry that last appeared on the screen. Try it. Notice that when you pressed [P] the ENTIRE RECORD was printed not just the fields that were specified on the SET FORMAT screen. In this way you can quickly scan through your files and choose to print selective records. Please experiment with this feature.

Now, return to the RECORD MENU and press [3]. When the SEARCH screen is displayed, press the [ATARIKEY], to choose the PRINT=ON option.

Press [START] and when the SET FORMAT screen appears, notice that your list FORMAT information is still there. FILEMANAGER 800 remembers your FORMAT till a new file is LOADED. Now press [START].

The next prompt asks for the following:

TITLE & PRINTER CONTROL:
_____

CARRIAGE RETURNS: 1

   This allows your LIST to have a TITLE, not exceeding 37
characters.   You can also insert the special control
characters needed for your printer (See LABEL function for a
more detailed explanation of printer codes).

   Or if you choose no TITLE line at all just press
[RETURN] without entering any information.   The cursor
will jump to a position over the number "6" (This was set in
the LABEL demonstration.   The default condition is "1"),
next to the CARRIAGE RETURNS: prompt.

   Let's enter a [0] to instruct the printer to print each
RECORD one after another.

   Now press [START].

   Your List will now be printed rather than displayed on
the screen.   When all of the records have been called an
"END" message will appear on the screen.

   If at any time you wish to abort the LIST function, just
press [SELECT] and you will return to the RECORD screen.

FILE MAINTENANCE

One of the unique capabilities that FILEMANAGER 800 offers is the ability to change the format of records that are already entered.

Imagine that you had a file of several hundred records. You then decide to add another field to the FORM of those records. Or, you decide that one of the fields is superfluous. Or, still another case, you might find that the alloted FIELD LENGTH was either too short or too long for the data you wish to keep track of.

FILEMANAGER 800 allows you to change the name, length and order of any fields in your record AFTER the data has already been entered. You may also add additional fields, rename fields, or delete them.

The convenience of not having to re-enter all of your data into a new form is impossible to really appreciate until you have had to re-enter 4 or 5 hundred records.

FILEMANAGER 800 also provides the ability to combine small files into larger ones.

Please read the following sections carefully, as a complete understanding of the power of FILE MAINTENANCE is necessary to be able to use FILEMANAGER 800 to your best advantage.

By this time you now know how to use the features of the MAIN MENU and REVIEW MENU. In order to call the FILE MAINTENANCE portion of FILEMANAGER 800, re-insert the program diskette into DISK DRIVE 1.

Now, press [6] FILEMAINT. on the MAIN MENU

You will see the message "**LOADING MAINT**" replace the scrolling copyright line at the bottom of the screen.

After about one minute the screen will display the following:

FILE MENU

1. COPY FILE
2. DELETE FILE
3. RENAME FILE
4. DISK DIRECTORY
5. FORMAT DISK
6. FILEMANAGER

SELECT=FORM MENU

Remove the FILEMANAGER 800 Program Diskette from Disk Drive #1 and replace it with your data diskette. Please use the data diskette that we created for the first part of this manual, as we will be using those existing files as our examples.

DISK DIRECTORY

Let's take a look at what files are out on the disk.
Press [4] DISK DIRECTORY.
The next prompt is DISK DRIVE #: Presss [RETURN]

The directory of all of the programs on the data disk
will now be displayed. The FUNCTION BAR will read
DIRECTORY and the COMMAND LINE will display
SLCT=MENU. The following data should appear:

ADDRESS # | TEST #

FREE SECTORS #

The DIRECTORY function in this FILE
MAINTENANCE portion of the program displays the contents
of the data disk differently from the main program. The
DIRECTORY function, as shown here, displays anything out
on the data disk whether it is a FILEMANAGER 800 file or
not (In the Main program only FILEMANAGER 800 data files
are displayed).

You can examine the contents of any disk without
accessing the ATARI DOS (Disk Operating System). For
example: You might want to check what other files are out on
any particular disk before you decide to add new files. Also
displayed is the number of Free Sectors left on the disk.

Now let's press [SELECT] to return to the FILE
MENU. Notice that in FILE MAINTENANCE as well as in the
main program [SELECT] always returns us to the MENU.

Note: # indicates the number of sectors.

RENAME FILE

You can RENAME a FILE by pressing [3]

In order to demonstrate this function we will rename the file which we created in the first part of the program. The file was called TEST.

The FUNCTION BAR will read RENAME FILE

Below the FUNCTION BAR the following prompt should appear:

DISK DRIVE #: Press [RETURN]

OLD FILENAME: Type in TEST and press [RETURN]

The next prompt asks:

NEW FILENAME:?

Now type in NEW and press [RETURN]

Your old FILE called TEST has now been renamed NEW and you have been returned to the FILE MENU.

Summon the DIRECTORY by pressing [4] and pressing [RETURN] in response to the DISK DRIVE #:

Yes, indeed the name has been changed from TEST to NEW.

COPY FILE

The COPY FILE function allows you duplicate existing files. It is <u>very</u> <u>important</u> that you back up your files.

Accidents can and will happen (bad diskettes, read/write errors, system lockups, etc.) at the most inopportune times, so it is imperative to duplicate your files frequently. A good rule of thumb is to copy your files at the end of every input session or if you've entered enough records to make it inconvenient to re-key the the same data.

FILEMANAGER 800 allows you to easily and quickly copy files from diskette to diskette or to back them up on the original diskette.

The COPY FILE function differs from the copy that the DOS performs, in that the files are stripped of free blocks, when using FILEMANAGER's COPY FILE function, and not when using DOS.

Free blocks are created by FILEMANAGER 800 when allocating space (Think of free blocks as blank record forms waiting to be filled in). Fifteen free blocks are allocated when the file is first created, and then are used up, one by one, as you enter records. When these fifteen are exhausted, fifteen more are created.

When you delete records from your file the space that the record occupied becomes a free block. As you enter new records, FILEMANAGER 800 assigns this space to these new records. It will not allocate any more space until all of the free blocks are used up.

Sometimes, however, you may wish to delete many
records from a file and do not anticipate creating many more
records in that same file. The space is still allocated for a
certain number of records. There are now many free blocks
(blank records) that have been created by the deletion
process. They all take up space on your data diskette. The
COPY FILE function strips away all of the free blocks. So,
it is a good idea to process a file with many deletions by
copying it over.

If your file is an active file, it is not necessary to
remove free blocks, as the allocated space will soon be used
up, anyway.

The sequence of prompts is:

SOURCE DISK DRIVE: Press [RETURN] to default to
                      DRIVE #1.

INSERT SOURCE DISKETTE
ENTER OLD FILENAME.....?:

At this point, type in the name of the file you wish to
copy. Type in ADDRESS and press [RETURN].

OUTPUT DISK DRIVE:

For the sake of demonstration, press [RETURN] for
the default of Drive #1. You may, if you have more than one
Disk Drive, indicate which drive you wish to copy to.

INSERT OUTPUT DISKETTE
ENTER NEW FILENAME.....?:

Enter the name that you want to call the output file.

For our sample enter NEWFILE and press [RETURN].

IS SOURCE AND OUTPUT
DISKETTE THE SAME (Y/N)

For our example we are copying the file over onto the same disk so press [Y].

The cursor will now bounce along under the last prompt, busily reading and copying your file. As soon as FILEMANAGER 800 has finished copying, you will be returned to the FILE MENU.

If you had responded with [N] to the last prompt, you would have been instructed to insert the SOURCE diskette and the OUTPUT diskette alternately until your entire file was duplicated.

You may now access the DISK DIRECTORY and check if the file has indeed been copied. EUREKA! It's there. Notice the length of the file is shorter, since as we have explained, the free blocks have been squeezed out.

GENERAL COPY NOTES

If you enter an OUTPUT FILENAME that is already used on the disk that you wish to copy to, the following message will appear:

FILE ALREADY EXISTS
OVERWRITE FILE (Y/N)

If you answer [Y] you will delete the existing file and replace it with the file you are duplicating. If you try to name the OUTPUT file the same as the SOURCE file the message SAME FILE will flash in the command line.

NOTE: The SOURCE FILENAME and the OUTPUT FILENAME must be DIFFERENT even if they are being written to separate diskettes. This is a protection for you.

You can exit from the COPY FILE function by simply pressing [RETURN] instead of entering a FILENAME when prompted for one.

DELETE FILE

You can DELETE files from FILEMANAGER 800 instead of having to go to DOS.

Let's delete the file that we just copied.

Press [2].

The FUNCTION BAR will read DELETE FILE.

Below the FUNCTION BAR the following prompts appear in sequence:

DISK DRIVE #: Press [RETURN]

FILENAME: Type in NEWFILE and press [RETURN].

The next prompt asks the grave question:

ARE YOU SURE (Y/N)

Since we are sure, press [Y] and then [RETURN]. The file will be deleted. You will once again be looking at the FILE MENU.

You can check in the DISK DIRECTORY and notice that the NEWFILE has indeed been nixed.

REVIEW/MOD FORM

Press [SELECT] to get to the FORM MENU.

The FORM MENU appears as follows:

FORM MENU

1. REVIEW/MOD FORM
2. CONVERT FORM
3. COMBINE FILES

SELECT=FILE MENU

PRESS [1]

The FUNCTION BAR reads:

REVIEW/MOD FORM

Below this is the prompt:

IS THIS A NEW FORM (Y/N)

Since for this example we will be MODIFYING a form that already exists... Press [N]. We will be changing the FORM for our ADDRESS file.

The next prompt is:

SOURCE FILENAME: Type in ADDRESS and press [RETURN].

SOURCE DISK DRIVE: Press [RETURN] to default to DISK DRIVE #1.

FILEMANAGER 800 now will display the FORM for the ADDRESS file. There are two kinds of modifications that we can make to the FORM. The first, is JUST changing a FIELDNAME. The second, is changing the structure of the FORM i.e. shortening or lengthening a field,adding/deleting fields or rearranging their order.

The two types of changes differ in that the first, changing a FIELDNAME, does not require any additional steps beyond simply entering the new information in the REVIEW/MOD FORM function.

However, if the structure of the FORM is changed you will need to go to the next step, CONVERTING the FORM after the REVIEW/MOD step.

Let's try just changing a FIELDNAME first.

We are in the full-screen edit mode. Move the cursor down to the COMMENTS field and change COMMENTS to NEWNAME.

Your FORM will look like this:

FIELDNAME	LENGTH
LAST NAME	20
ADDRESS	30
CITY/STATE	20
ZIPCODE	5
NEWNAME	50

Now press [START] to enter this revised FORM.

OUTPUT FILENAME: Type in ADDRESS

OUTPUT DISK DRIVE #: Press [RETURN]

You will now wind up back at the FORM MENU

Press [1]

IS THIS A NEW FORM (Y/N): Press [N]

SOURCE FILENAME: Type in ADDRESS

SOURCE DISK DRIVE: Press [RETURN] or [1]

And now your revised FORM is displayed with the new FIELDNAME that we entered. This process is a straightforward way to change the NAMES of the categories in existing files.

Now, let's consider the second type of change, the STRUCTURAL change. This time we are going to change the length of one field and delete another field entirely.

Position the cursor at the beginning of the NEWNAME field and press the [SHIFT]-[DELETE] keys together.

The NEWNAME field should disappear into the void.

Now position the cursor up in the ZIPCODE field, and press [RETURN]. This will place the cursor under the LENGTH column.

Change the LENGTH which is .. 5 .. to .. 75 ..

Now press [START].

This saves off the new FORM and the next prompt appears:

INSERT OUTPUT DISKETTE
AND ENTER FILENAME...? Type in NEWTEST

OUTPUT DISK DRIVE #: Press [RETURN] or [1]

Well here we are again at the FORM MENU.

Press [1] to review the changed FORM.

IS THIS A NEW FORM (Y/N): Press [N]

SOURCE FILENAME.............?: Type in NEWTEST

SOURCE DISK DRIVE #..........:   Press [RETURN]

You should now be looking at the revised FORM. The COMMENTS field is gone and the ZIPCODE field is 75 characters long.

We are now ready to CONVERT our file.

Press [SELECT] for the FORM MENU and then press [2] for the CONVERT FORM function.

CONVERT FORM

The CONVERT FORM allows us to pick out information from one file and insert it into a newly created FILE. FILEMANAGER 800 examines each FIELD in the FORM that we have created (see REVIEW/MOD FORM) and retrieves the information from the original file. The data is then inserted into the matching FIELD in the new FORM.

If the fields are longer in the new FORM, FILEMANAGER 800 adds blanks at the end of the field. If the fields in the new FORM are shorter than in the original FORM, then the data is truncated to the correct new length.

FILEMANAGER 800 will also insert/delete fields as well as rearrange thier order within a FORM. All fields not contained in the new FORM are ignored.

The CONVERT function leaves the original file intact and creates an entirely new file according to the new FORM specifications.

Let's go through this process now.

You should be looking at the CONVERT screen. The FUNCTION BAR reads:

CONVERT FORM

Below it:

INSERT SOURCE DISKETTE
ENTER OLD FILENAME:

Here we must enter the file that we wish to CONVERT to the new FORM. Type in ADDRESS and press [RETURN].

SOURCE DISK DRIVE #...: Press [RETURN]

INSERT OUTPUT DISKETTE
ENTER NEW FILENAME.....:

        Now we enter the FILENAME that we created in the
REVIEW/MOD FORM operation. Type in NEWTEST and press
[RETURN]

OUTPUT DISK DRIVE # ..... : Press [RETURN] or [1]

Is SOURCE AND OUTPUT
DISKETTE THE SAME (Y/N): Press [Y]

        FILEMANAGER 800 will now CONVERT your
ADDRESS file and then return you to the FORM MENU.

        It's time to see the result of all of this activity. We
are going to leave the FILE MAINTENANCE portion of
FILEMANAGER 800 and return to the MAIN MENU.

Press [SELECT]

        Remove the DATA diskette and insert the
FILEMANAGER 800 diskette.

Press [6].

        ** LOADING FILMGR ** will appear in the copyright
scroll line at the bottom of the screen. After a moment the
familiar MAIN MENU will greet your eyes.

        Remove the program diskette and re-insert the DATA
diskette.

Press [1]   LOAD FILE

        Now following the procedures we laid out earlier,
load NEWTEST

        The next screen you should see is the specifications
for the FORM. Now press [SELECT].

FILEMANAGER 800 now asks for an INDEX for the new file.

ENTER INDEX: Type in LAST

INDEX LENGTH (L, #, or [RETURN]): Press [RETURN]

The file will now be sorted, and space will be allocated for new records, then the specification screen will be displayed once more. You will see the following:

FIELD NAME	LEN		
			FILENAME:NEWTEST
			INDEX:LAST NAME
FIRST NAME	20		INDEX SIZE:5
>LAST NAME	20		# RECORDS:7
ADDRESS	30		MAX RECDS:472
CITY, STATE	20		LIMITED BY:DISK
ZIPCODE	75		DISK DRIVE:1

Press [SELECT] and then [SELECT] again, to summon the RECORD MENU

Now press [2] and the press [START].

You will see the changed FORM with the original data entered into the appropriate fields. The COMMENTS field has vanished and the ZIPCODE field has grown to 75 blanks long. (Hopefully you'll never need it that long).

Let's return to FILE MAINTENANCE.

Press [SELECT], [SELECT] and then [7]

FILEMANAGER 800 will save the new INDEX and then the scroll will start again.

Remove the DATA diskette and replace the program diskette.

Press [6]

This will once again load the FILE MAINTENANCE portion of the program.

Press [SELECT] and re-insert your DATA diskette.

NOTE: You can CONVERT from 1 page to multiple page records and vice-versa. Remember to keep any fields that you might wish to INDEX on in the FIRST page of the record.

COMBINE FILES

You might have created several files with an identical FORM, and now you want to combine them into a master file. Imagine two ADDRESS files, one for the month of APRIL, and one for MAY.

FILEMANAGER 800 will check whether both of the forms match exactly, and if they do, append one file to the other. When you return to the MAIN MENU you will be required to RE-INDEX the master file.

We will not demonstrate this function with our sample file, but we will describe the sequence of operations to perform the COMBINE FILE function.

The prompts are as follows:

SOURCE DISK DRIVE #: Enter the DRIVE #

INSERT SOURCE DISKETTE
AND ENTER FILENAME...?:

Here we would enter the first filename: APRIL and press [RETURN].

INSERT OUTPUT DISKETTE
AND ENTER FILENAME:

Here we would enter the second filename: MAY and press [RETURN].

IS SOURCE AND OUTPUT
DISKETTE THE SAME (Y/N)

After responding to this prompt, FILEMANAGER 800 would append APRIL to MAY. APRIL would remain as it was originally. However, MAY would now be a combination of both files.

If you wanted to leave both original files separate and intact, you would first copy MAY to another FILENAME, and then COMBINE it with APRIL. This would provide the two originals, as well as the combined file under the name that you chose for the copy of MAY.

Remember, the SOURCE FILE always gets appended to the OUTPUT FILE. In our case it was APRIL (SOURCE FILE) that was appended to MAY (OUTPUT FILE).

Note: When using the COMBINE FILE function, your FORMS must match. If they do not, you will get a "FORMS MISMATCH" message in the COMMAND LINE.

You can, of course, modify the FORMS to match, by using REVIEW/MOD and then CONVERT the file. Then you will be able to COMBINE the matched files.

CREATE FORM (SUMMARY)

The sequence of prompts and responses is as follows:

FILENAME: (Enter FILENAME followed by [RETURN].
Pressing [RETURN] without entering a
FILENAME returns to the MAIN MENU.

DISK#.......: (Enter the disk drive in which the data
diskette resides. The range is 1-4.
Press [RETURN] for the default of
Disk Drive #1).

After this specify the FIELDNAME and LENGTH of
field that you wish for each field desired. There is a
maximum of twenty fields in all 9 pages.

When this is completed press [START] to save the
FORM.

The next prompt is:

ENTER INDEX: (Enter the FIELD that you wish to
index on)

INDEX LENGTH: ([L], [RETURN], [#]):

[L] ....= FULL LENGTH OF FIELD
[#].....= SELECT # OF CHARACTERS
[RETURN]= DEFAULT OF 5 CHARACTERS

After a short pause the specifications of your FORM
will be displayed.

It will look like this:

```
FIELDNAME   LEN |    FILENAME:
                |       INDEX:
                |  INDEX SIZE:
                |   # RECORDS:
                | MAX RECORDS:
                |  LIMITED BY:
                |       DISK#:
```

Press [SELECT] to return to MAIN MENU.

MESSAGES

3: OUT OF RANGE .....: Re-Enter the information
                      requested making sure the
                      sure the data is correct.

12: NOT IN 1st PAGE ..: INDEX must be in first page.

99: 144 ....: Make sure that your data
                             is not write protected
                             and that your file is
                             not locked.

ENTER RECORD (SUMMARY)

The [CONTROL]-[INSERT], [CONTROL]-[DELETE], [SHIFT]-[INSERT], and [SHIFT]-[DELETE] keys are locked out.

Enter the information you wish to record in your form. You may use the full-screen edit to change any data on your form. When all of your information appears as you wish, press [START] to enter your RECORD.

For multiple page records, you must enter each page of the record (by pressing [START], before the next blank page is displayed. However, if you do not wish to enter any information on any subsequent pages you may exit by pressing [SELECT]. Since information is entered page by page, pressing [SELECT] lets FILEMANAGER 800 know that the rest of the record is blank.

[SELECT] Always returns to the RECORD MENU

MESSAGES

9: DISK I/O ERROR....: Data diskette is bad or is write protected.

SEARCH (SUMMARY)

THE COMMANDS:

[OPTION]..: Clears the screen of previous information.

[START]....: Enters the search specifications

[SELECT]...: Always returns to the MENU

[ATARIKEY]:

    PRINT........ =ON (Prints all records called.)

    PRINT........ =OFF (You can select printing individually
                      as the records are presented.)

    AUTOPAGE =ON (Automatically cycles through all
                     records. Press [START] to pause.)

    AUTOPAGE =OFF (Press [START] to advance to the
                     next record).

      You can enter the RECORD or range of RECORDS you wish to examine, next to the FIELDNAME desired. The cursor is always positioned in the INDEX row when you enter the SEARCH mode. You may choose to retrieve records with up to four SUB-FIELD specifications in addition to the INDEX.

The SEARCH allows the following:

   ABCD = Retrieves an exact match for the characters
           entered.

*** RANGES ***

L-Q = Retrieve all records falling within the
        RANGE specified. (Also numbers.)

L-   = Retrieve the RANGE of records starting with
        the character to the end of the alphabet.
        (Also ascending numbers.)

-L   = Retrieve the RANGE of records from the
        beginning of the alphabet to the character
        specified. (Also ascending numbers).

*** CHARACTER SCAN ***

"ABCD" = Retrieve all records with the characters
          specified within a field.

ABCD = Retrieve all the records that DO NOT contain
          the characters specified.

ABCD" = Retrieve all records that end in the characters
          specified. It doesn't matter what preceeds
          these characters.

ABCD* = Retrieve all records that DO NOT end in the
          specified characters.

"ABCD = Retrieve all records that begin with these
          characters and ignore the trailing characters.

*ABCD = Retrieve all records that DO NOT begin with
          the specified characters.

NOTE: When using the character SCAN feature in the
INDEX, FILEMANAGER 800 will retrieve each RECORD to
check the entire INDEX field, not just the number of
characters indexed on. As we explained earlier any search
that requires FILEMANAGER 800 to review each record will
be much slower than the INDEX search. Using the SCAN
feature in the INDEX does this.

RE-INDEX (SUMMARY)

PROMPT:

ENTER INDEX.................: (Enter FIELDNAME of category
                            you wish to INDEX).

INDEX LENGTH (L,#, or [RETURN]:

[L]........... = Full length of FIELD
[#]........... = Select # of characters
[RETURN] = default of 5 characters

    Then the message READING FILE will appear. After
the entire FILE is read the REVIEW FORM screen will
appear.

Press [SELECT] to return to the MAIN MENU.

MESSAGES

3: OUT OF RANGE ....: You have entered a FIELD
                        LENGTH that is incorrect.

5: FIELD NOT FOUND..: You have either misspelled a
                      FIELD NAME or entered one
                      that does not exist. Re-enter
                      the FIELDNAME correctly.

13: IDX TABLE FULL.....: Choose a shorter INDEX LENGTH.

LOAD FILE (SUMMARY)

To LOAD a file you must respond to the following prompts:

DISK#.....:(Enter the Disk Drive being used for the data disk. [RETURN] defaults to Disk Drive#1).

FILEMANAGER 800 now displays all the files on the disk followed by.

FILENAME...:(Enter FILENAME that you wish to LOAD and press[RETURN])

The specifications of the FORM of the FILE just loaded are displayed.

Press [SELECT] to return to the MAIN MENU.

MESSAGES

1: FILE NOT FOUND...:   Make sure that you have spelled the name of your file correctly. It will be shown, above this prompt, in the DIRECTORY for the data disk that you are using. If you do not see the name of the file that you wish to load being displayed, make sure that you inserted the correct diskette.

2: DATA TOO LONG....:   Make sure that you have not typed in too many characters for the **FILENAME.**

LABELS (SUMMARY)

First the SEARCH screen will be displayed (refer to SEARCH section 8).

After you have entered your SEARCH criteria the SET FORMAT screen will appear. The [OPTION], [START], and [SELECT] key functions are the same as in the SEARCH mode.

You may construct your labels by entering FIELDNAMES, Plus signs(+), or COMMAS(,).

PLUS .....(+) = Skip to next line

COMMA ...(,) = Connect the FIELDS preceeding and following the comma, with a comma (,).

NOTE: Specify only one FIELDNAME or special character per line. When you have the entire LABEL formatted, press [START] to enter these specs.

If the ATARIKEY PRINT=ON in the SEARCH screen, the prompt asking for TITLE & PRINTER CONTROL: will appear.

Enter the printer control characters.

Press [RETURN] and the cursor will be positioned next to the CARRIAGE RETURNS: prompt. Indicate the total number of lines (label+number for lines necessary to advance to the next label). Now press [START] to enter these specifications. Printing will now commence.

If the ATARIKEY PRINT=OFF in the SEARCH screen, then your LABELS will be displayed on the screen. You may print individual LABELS to the printer by pressing [P] when the LABEL you wish appears on the screen.

LISTS (SUMMARY)

First the SEARCH screen will be displayed. (refer to SEARCH section)

After you have entered the appropriate specifications the SET FORMAT screen will appear. The [OPTION],[START], and [SELECT] key functions, are the same as on the SEARCH screen.

Now enter the FIELDNAMES that you wish to display as column headings (ONE PER LINE). When you have all of the columns specified press [START] to enter these specs.

If the ATARIKEY PRINT=ON in the SEARCH screen the prompt asking for TITLE & PRINTER CONTROL: will appear.

Enter the TITLE and/or PRINTER CONTROL characters.

Press [RETURN] and the cursor will be positioned next to the CARRIAGE RETURNS: prompt. Indicate the number of blank lines you wish between entries and press [START].

Printing will now commence.

If the ATARIKEY PRINT=OFF in the SEARCH screen then your list will be printed on the screen. You may print individual RECORDS to the printer by pressing [P] during the listing.

NOTE: The maximum number of characters permitted in the column headings is 132. This means that the sum of characters of all of the fields cannot exceed 132. Also, if more than 40 characters are chosen the screen display will wrap around and appear rather messy. It may also scroll up through the FUNCTION BAR and COMMAND LINE.

COMMAND GLOSSARY

AUTO-PAGE

A review option that automatically presents consecutive RECORDS in a FILE.

BOOTING UP

The process of activating your computer and loading in a program.

CHARACTER SCAN

A search option which allows a search for any combination of characters within a record.

COMMAND LINE

The line at the top of the screen which displays what commands are available to you. The COMMAND LINE indicates what pressing various keys will do at that time.

CREATE FORM

The selection of fields and lengths that will make up your record form.

DATALOCK

The electronic key which is required to run FILEMANAGER 800.

DISKETTE

The 5 1/4" magnetic storage medium on which data is stored.

FIELD

> A FIELD is an item of information.
> Your FORM is made up of FIELDS ie.
> NAME, ADDRESS, TELEPHONE. Each
> field may be up to 100 characters long.

FIELDNAME

> A FIELDNAME is the label for the
> information in that FIELD. For
> example: FIRST NAME is a FIELDNAME
> that describes the information called
> JOHN. Each FIELDNAME can be 12
> characters long.

FILE

> A file is a collection of RECORDS all
> using the same FORM. We keep files of
> information, that is categories of
> information, such as recipes, or
> relatives etc.

FORM

> A FORM is the template of how you
> wish to keep track of information. It
> consists of FIELDS and thier
> specifications. RECORDS are simply,
> FORMS that have been filled with
> information.

FORMATTING

> Preparing a new disk for information
> storage. Formatting a disk causes any
> information on that disk to be erased.

FUNCTION BAR

A horizontal bar near the top of the screen which specifies which operation is currently being performed.

INDEX

The field which we choose to organize our files upon. It is arranged in alphanumeric order.

MENU

A list of options available in the program.

PAGE

One screenful (255) bytes of information. A record can be up to 9 pages long.

READ

The inputting of data *from* the diskette.

SEARCH

The process of retrieving records in a file.

SUB-FIELD
SEARCH

Any search that is not in the INDEX of the file. A sub-field search will take much longer than an index search, since each record must be accessed from the diskette and the fields read. The character SCAN ALWAYS goes out to the record, even if entered in the INDEX field.

UPDATE

> To change a record already entered in a file.

WRITE

> The transfer of data to a magnetic diskette. FILEMANAGER 800 writes out records as they are entered.

WRITE-PROTECT

> A disk that is protected from having data written to it.

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