The Home Filing Manager™

Users Guide

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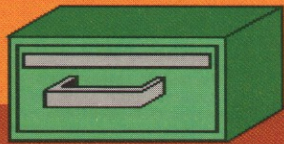
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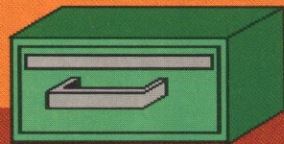
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THE HOME FILING MANAGER

TYPE DISKETTE NAME:

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MARK   START

PREPARE

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GOES TO
ADD
IF FILE IS EMPTY

GET LIST FIND ADD EDIT ERASE COPY EXIT

Press START to see next card in file.

Press SELECT to choose another item.

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Press START to add a new card to file.

Press SELECT to choose another item.

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Press START to see next marked card.

Press SELECT to choose another item.

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Press START to print this card.

Press SELECT to choose another item.

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Press START to remove this card.

Press SELECT to choose another item.

GET LIST FIND ADD EDIT ERASE COPY **EXIT**

Press START to return to Main Menu.

Press SELECT to choose another item.

GET LIST FIND ADD **EDIT** ERASE COPY EXIT

Press START to change words on card.

Press SELECT to choose another item.

GET LIST FIND ADD EDIT ERASE **COPY** EXIT

Press START to copy last card displayed.

Press SELECT to choose another item.

Introduction

This step-by-step guide for The Home Filing Manager™ shows you how to do useful record keeping after just a few minutes of practice. We suggest that you follow the instructions carefully and type exactly what is shown on the sample screens. The information at the beginning must be entered into the computer so that the later examples will work.

You'll find two diskettes in the product package. One is called the program diskette. You'll use it to load the program into your ATARI® Home Computer. The other is called the data diskette. It holds the information you have saved.

Each data diskette holds between 115 and 700 cards. The number depends on how much information you put on each card. You can get more blank diskettes from your ATARI Home Computer retailer when you need them.

Except for the title display, which shows a file box, every display you see on your television screen contains a menu. You'll use three menus in the program: the Diskette Menu, the Main Menu, and the Display Menu. Like restaurant menus, these menus show you lists of items you can choose from.

Listed throughout this guide are the menu selections of the program in the left and right columns of the page. For easy reference, turn to the page numbers listed next to the menu selection for an explanation of that option.

Getting Started

Remove any cartridge that may be in your computer, insert The Home Filing Manager Program Diskette into Disk Drive 1 and close the door. When you turn your computer system on, the title display appears on the television screen after a few seconds.

```
THE HOME FILING MANAGER
COPYRIGHT 1982 ATARI, INC.
```
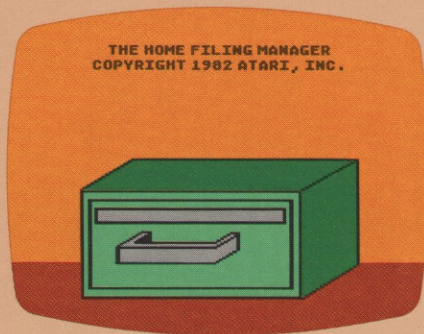
Using One Disk Drive

If you've turned on only one disk drive, you'll see the title display for about 20 seconds. Then the title display reads:

REMOVE PROGRAM DISKETTE FROM DRIVE 1
PLACE DATA DISKETTE IN DRIVE 1
PRESS START AFTER DISKETTE IS PUT IN

Remove the program diskette, insert the data diskette and press the START key.

Using Two Disk Drives

If you've turned on two disk drives, you'll see the title display for about 20 seconds. Then the title display reads:

PLACE DATA DISKETTE IN DRIVE 2
PRESS START AFTER DISKETTE IS PUT IN

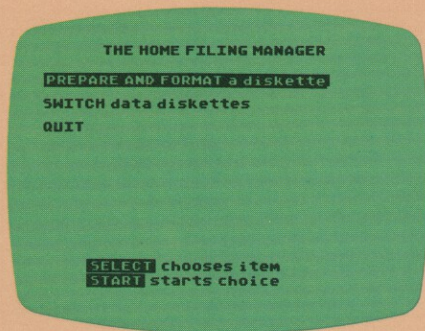Insert the data diskette into Disk Drive 2 and press the START key.

10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

Preparing a Diskette

```
        THE HOME FILING MANAGER
  PREPARE AND FORMAT a diskette
  SWITCH data diskettes
  QUIT




        SELECT chooses item
        START starts choice
```

Each time you insert a diskette that has never been used with The Home Filing Manager, you'll see the Diskette Menu. The Diskette Menu has three items to choose from: PREPARE AND FORMAT is highlighted; SWITCH and QUIT are explained on pages 19 and 20.

1. Press the START key. Your screen now looks like this:

```
        THE HOME FILING MANAGER
  PREPARE AND FORMAT a diskette
  SWITCH data diskettes
  QUIT


  This choice erases diskette OK? (Y/N)

        SELECT chooses item
        START starts choice
```
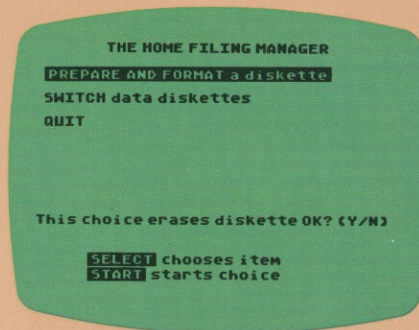
2. This is your last chance to change your mind. If you put in a diskette that you don't want to erase, type N. You'll see the Diskette Menu back on your screen. Refer to Switching Diskettes on page 19.

If you do want to erase the diskette or if it has never been used before (like the data diskette that came in the package with the program), type Y. Don't press the RETURN key, even though it might seem logical here. The title display, shown below, appears on your screen.

```
        THE HOME FILING MANAGER
        COPYRIGHT 1982 ATARI, INC.

  TYPE DISKETTE NAME:
  ■
```
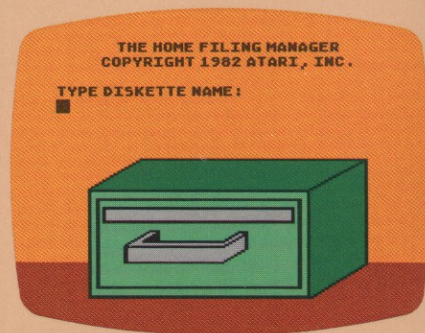
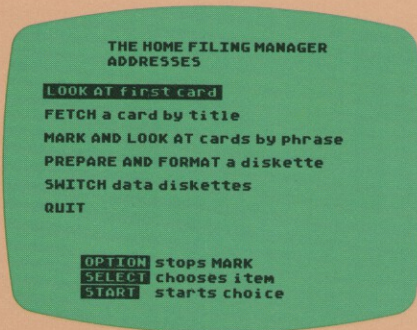You can use up to 18 uppercase characters for the title.

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Preparing a Diskette (cont'd.)

From this point on, type in the information exactly as shown. It will be easier to see how The Home Filing Manager works if you follow these examples. Later, you can start over and enter your own information.

1. Type **ADDRESSES**.
2. Press the `RETURN` key or the `START` key.

After about 40 seconds, the Main Menu appears on your screen.

Notice that the title, ADDRESSES, appears on the second line of the Main Menu. From now on, every time you insert this diskette, you'll go directly from the title display to the Main Menu, skipping the Diskette Menu.

```
        THE HOME FILING MANAGER
           ADDRESSES

    LOOK AT first card
    FETCH a card by title
    MARK AND LOOK AT cards by phrase
    PREPARE AND FORMAT a diskette
    SWITCH data diskettes
    QUIT


    OPTION stops MARK
    SELECT chooses item
    START  starts choice
```

The Main Menu has six items. The first one, LOOK, is highlighted.

1. Press the `SELECT` key six times to highlight each menu item. Notice that The Home Filing Manager goes back and highlights the first item after the last one.
2. Now hold the `SHIFT` key down while you press the `SELECT` key. The highlighting moves in the other direction.

3. Stop when LOOK is highlighted. Press the `START` key. Your screen now looks like this:

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START: ADDs a new card to file      A->Z
■
```
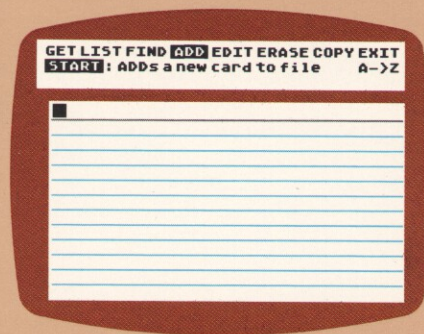
This is the Display Menu. You'll find that you use this screen more often than any other.

The Display Menu shows you a blank file card. Above the card is another list of items. The Display Menu works just like the Main Menu. You highlight the item you want and then press the `START` key.

10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

Adding Cards

Normally, the GET option is highlighted at the top of the card. To add new cards you must select ADD and press START. Because this diskette has no cards stored on it yet, the program highlights ADD automatically. This is the only time you don't have to press the START key to add a card. Notice that the cursor (the black square) is already on the first line of the card. The cursor indicates where a character will be displayed if you press a key.

1. Type **WILSON, EDGAR & NAN** on the first line of the card. The first line is always the title. The Home Filing Manager puts your cards in order by title.

If you make a mistake, press the DELETE BACK S key until you erase it. Then retype the characters correctly. Or, move the cursor by holding down the CTRL key and pressing one of the arrow keys. Then you can type over any errors to correct them.

2. Press the RETURN key. The cursor moves to the second line of the card.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : ADDs a new card to file      A->Z

WILSON, EDGAR & NAN
6502 Processor Pass
Circuit City, USA 01001
■
```

3. Press the CAPS LOWR key once. Now you can type lowercase letters. You can still type uppercase letters if you hold the SHIFT key down. To return to uppercase only, press SHIFT CAPS LOWR.

4. Type the second and third lines as shown in the screen diagram.

5. With ADD still highlighted, press the START key. The card is blank, and the cursor is on the title line again. The card you just typed has been stored on the data diskette.

Adding Cards (cont'd.)

6. Type the SUMMERS and BEN-SON cards as shown. After you finish typing each card, leave ADD highlighted and press the `START` key. This brings you another blank card. Then type the next card.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : ADDs a new card to file      A->Z

SUMMERS, DAN
32-K Memory Lane
Boot City, USA 08101
```

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : ADDs a new card to file      A->Z

BENSON, DICK & LIZ
2 Joystick Junction
Controller Port USA 01000
```

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : ADDs a new card to file      A->Z

GRANT, GEORGIA
810 Disk Drive
Boot City, USA 08101
```

7. Type the GRANT card. When you finish, keep it on your screen. Then press the `SELECT` key until EXIT is highlighted. Press the `START` key. The Main Menu is now back on your screen with LOOK highlighted.

Note: A card with no characters entered cannot be added to or retained in your file.

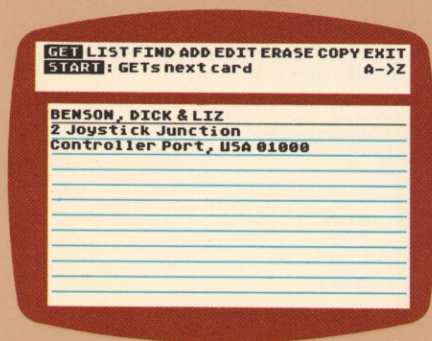|	
10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

9

Searching

There are three ways to find a particular card in your file:

- By looking at each card in the file in order
- By searching for a card title
- By searching for a phrase

Looking in Order

1. LOOK should still be highlighted. If it isn't, press the `SELECT` key until it is. Press the `START` key.

2. The BENSON card appears on your screen. Even though this isn't the first card you entered, it's the first card in the file, because it's first in alphabetical order.

   This time, GET is highlighted instead of ADD because you've already recorded some cards.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : GETs next card            A->Z

BENSON, DICK & LIZ
2 Joystick Junction
Controller Port, USA 01000


```

3. Press the `START` key. You see the next card in order: GRANT. With GET still highlighted, press the `START` key two more times to see all of the cards. GET lets you see each of your cards one by one.

   The last card is WILSON. If you press the `START` key once more, you'll see the first card in the file again, BENSON.

4. Press the `OPTION` key. This changes $A \rightarrow Z$ on the second line of the Display Menu

to $A \leftarrow Z$. Press the `START` key a few times and you will see your cards in reverse order.

5. Press the `OPTION` key again to switch the direction marker back to $A \rightarrow Z$
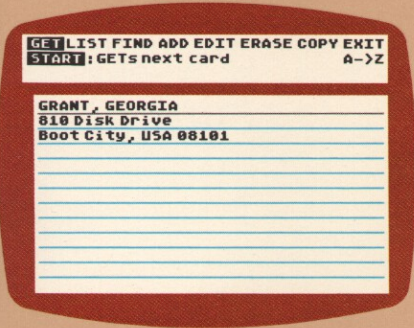
Searching For a Title

You can also find the card you want by its title. First, you have to go back to the Main Menu.

1. Hold down the `SHIFT` key while you press the `SELECT` key once to highlight EXIT.

2. Press the `START` key. The television screen again displays the Main Menu.

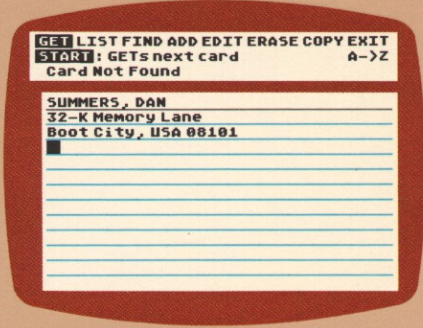3. Press the `SELECT` key once to highlight FETCH. Then press the `START` key.

4. TYPE TITLE: appears. You can search for 38 characters or less in a title.

5. Type **GRANT**, and press the `RETURN` key or the `START` key. Your screen should look like this:

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : GETs next card            A->Z

GRANT , GEORGIA
810 Disk Drive
Boot City, USA 08101
```

The Home Filing Manager looks only at the top line of each card for the FETCH function. If the title you typed in doesn't exist in the file, the next card in order is displayed.

For example, if you search for a card titled REYNOLDS, The Home Filing Manager won't be able to find it. **Card Not Found** will appear on the third line. Because no REYNOLDS card exists, the SUMMERS card will be displayed instead. The same sort of thing would happen if you were using a file box. You'd flip past Grant to find Reynolds, but the next card you'd see would be Summers.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : GETs next card            A->Z
     Card Not Found

SUMMERS, DAN
32-K Memory Lane
Boot City, USA 08101
```

Suppose your file contained 200 cards instead of just 4. You can see how much faster it would be to search by title than to look at each card.

Searching For a Word or Phrase

Maybe you can't remember the exact title of a card. Or, you may want to find a group of cards that all have a word or words in common. If so, you can find them by searching for a phrase with MARK. MARK goes through all the information you've saved on the data diskette and tries to find the word or phrase you've told it to look for. Every time it finds a match, it marks the card the match is on so you can find the card easily.

10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

Searching (cont'd.)

To use MARK, you have to start from the Main Menu.

1. Hold down the [SHIFT] key while you press the [SELECT] key once to highlight EXIT. Press the [START] key. The Main Menu is back on your screen.

2. Press the [SELECT] key to highlight MARK. Then press the [START] key.

3. TYPE PHRASE: appears. You can type up to 38 characters.

4. Type **Boot City** and press the [RETURN] key or the [START] key.

000 MARKED 000 TO GO appears on the Main Menu screen during the MARK action. The first number tells you how many cards have been marked at that point. The second tells you how many sectors remain to be searched.

When the search is finished, your screen looks like this:

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : FINDs next marked card        A->Z

GRANT, GEORGIA
810 Disk Drive
Boot City, USA 08101
```
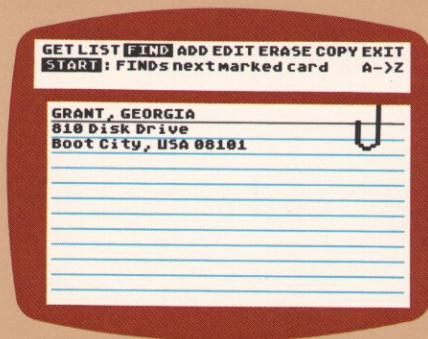
The paper clip in the upper right of the card shows that the card is marked. Notice that FIND is highlighted.

5. Press the [START] key. The next card with the words Boot City in it comes up on the screen. It is the SUMMERS card.

Each time you press the [START] key with FIND highlighted, you see the next marked card. When you have seen the last of these cards, The Home Filing Manager returns to the first marked card if you press the [START] key again.

You can also change directions when using FIND. When you press the [OPTION] key, A -> Z changes to A <- Z . Now when you press the [START] key, you go through the marked cards in the file in reverse order.

Each time MARK is performed, any cards that had been marked before are unmarked to allow for the new set of marks. For example, suppose you search for the phrase Controller Port. The paper clips would disappear from the Boot City cards. The only card marked would be the BENSON card, because it is the only one that has the phrase Controller Port.

If The Home Filing Manager can't find the phrase in the file, you'll see the first card in the file with GET highlighted.

You can unmark a card by hand when it's on the screen. Hold down the [CTRL] key and press the

Searching (cont'd.)

CLR SET TAB key. Try this with the card on your screen now. The paper clip disappears.

To mark a card by hand, hold down the SHIFT key and press the CLR SET TAB key. The paper clip reappears.

More About Searching

When searching, the program recognizes blank spaces as characters, so it might be a good idea to start the title of your cards at the left hand margin. The program also ignores the difference between uppercase and lowercase letters. Otherwise, the characters must match exactly the title and phrase to be found, including blank spaces. Also, if the characters you're searching for begin at the end of one line and continue to the next, the program won't find a match.
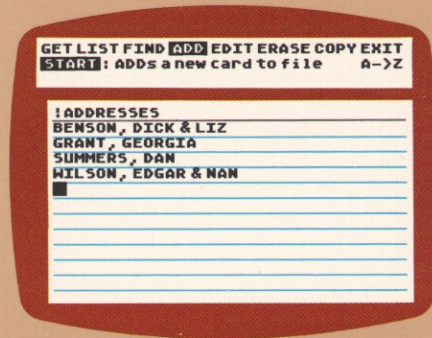
Soon you may find that you have several data diskettes filled with cards. You may forget which cards are on which diskettes, so, it's useful to type an index card for each diskette. The index card can contain a list of the card titles in each diskette.

The index card will be easy to find if it's the first card in the file. That way, you can always find it immediately with LOOK. To make sure the index card is always first, type an exclamation point (!) as the first character in the title. The exclamation point is second only to the blank space in filing order. The Appendix on page 24 shows you the filing order of every character on the keyboard.

For example, the index card for the ADDRESSES diskette would be titled !ADDRESSES. Then you could type the card titles:

- BENSON, DICK & LIZ
- GRANT, GEORGIA
- SUMMERS, DAN
- WILSON, EDGAR & NAN

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : ADDs a new card to file      A->Z

!ADDRESSES
BENSON, DICK & LIZ
GRANT, GEORGIA
SUMMERS, DAN
WILSON, EDGAR & NAN
■
```

10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

When this is completed, your screen should look like the above illustration.

Stopping the Search

Sometimes, you may want to stop a MARK action before the search is finished. To do so, press the OPTION key while the Main Menu is still on your screen. Be aware, though, that any cards marked remain so until you unmark them, or until you start another MARK action.

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Copying Cards

To copy a card, you must bring it into the Display Menu using either GET or FIND. You can either make an exact copy of the card as you have it, or change it and then make a copy.
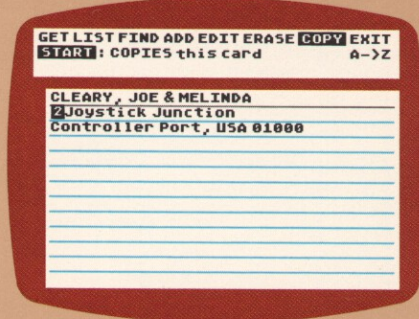
The following steps show how to copy the BENSON card. The SUMMERS card should still be on the screen with FIND highlighted.

1. Hold the SHIFT key down while you press the SELECT key twice to highlight GET.

2. Press the START key twice to see the BENSON card.

3. Hold the SHIFT key down while you press the SELECT key twice to highlight COPY. Then press the START key.

   The cursor appears on the title line as shown in the following screen. Now you can type over any information you want to change.

GET LIST FIND ADD EDIT ERASE **COPY** EXIT
START : COPIES this card   A->Z

B ENSON, DICK & LIZ
2 Joystick Junction
Controller Port, USA 01000

---
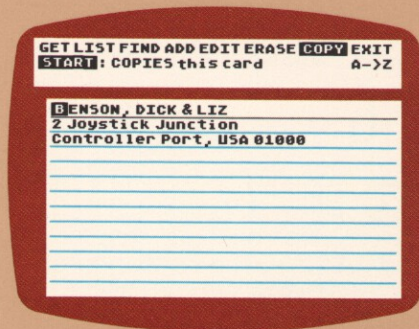
4. Type **CLEARY, JOE & MELINDA** in place of BENSON, DICK & LIZ. Then use the CTRL and arrow keys to put the cursor over the 2 in the address line. Type **4** in place of 2.

GET LIST FIND ADD EDIT ERASE **COPY** EXIT
START : COPIES this card   A->Z

CLEARY, JOE & MELINDA
2 Joystick Junction
Controller Port, USA 01000

---

5. Press the START key. The CLEARY card was just recorded as shown. The cursor returned to the BENSON card for you to make another copy. Remember that the BENSON card was the last card displayed with GET or FIND.

6. Type **ROBERTSON, ELEANOR**. Then put the cursor over 2 and type **3** instead. Press the SELECT key twice to highlight GET. Then press the START key. Now you have six cards in your file:

- **BENSON, DICK & LIZ**
- **CLEARY, JOE & MELINDA**
- **GRANT, GEORGIA**
- **ROBERTSON, ELEANOR**
- **SUMMERS, DAN**
- **WILSON, EDGAR & NAN**

The CLEARY card is now on the screen because GET brought you the card filed just after BENSON, where the last GET action left off.
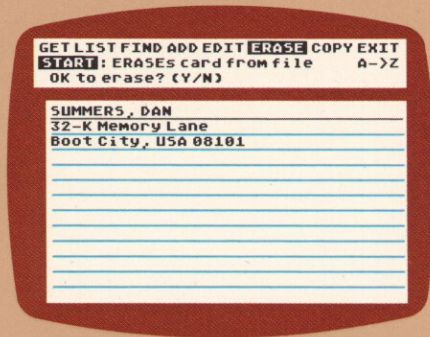
Erasing Cards

To erase a card from your card file, first find the card you want to erase using any of the three search methods.

1. The CLEARY card should still be on your screen with GET highlighted. Press the START key three times to see the SUMMERS card.

To erase the card on the screen, press SELECT until ERASE is highlighted, then press the START key. Once this card is erased, the next card in your file will appear on the screen.

2. While the SUMMERS card is still on the screen, press the SELECT key five times to highlight ERASE. Then press the START key.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : ERASEs card from file     A->Z
  OK to erase? (Y/N)

SUMMERS, DAN
32-K Memory Lane
Boot City, USA 08101
```

3. At the prompt, **OK to erase? (Y/N)**, type **Y**. The SUMMERS card is erased from your file, and the next card, WILSON, appears on the screen.

4. You can also erase a card from the file by removing all of the characters from it.

Note: Once you have erased a card, there is no way to recover it other than retyping the information.

10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

Editing Cards

To change the information on a card, or to add more to it, use EDIT.

1. Find the card you want to edit.

2. Press the SELECT key to high-light EDIT. Then press the START key. In the following screen the cursor appears on the second line of the card. Now you can use any of the editing keys described below. These keys can also be used during ADD or COPY.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : EDITs words on card          A->Z

SUMMERS, DAN
32-K Memory Lane
Boot City, USA 08101
```
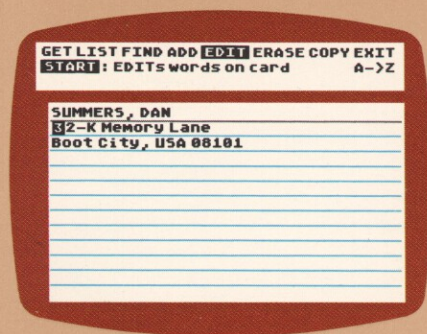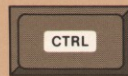
If you are already familiar with the editing functions of your ATARI Home Computer, skip to "Bringing Back a Line" on page 17.

Moving the Cursor

Hold the CTRL key while pressing one of the arrow keys. This moves the cursor without changing any of the text on the screen.
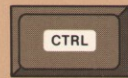
CTRL →∧• Cursor moves to the right one space at a time.

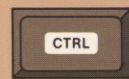CTRL ←\+ Cursor moves to the left one space at a time.

CTRL ↑— Cursor moves up one line at a time.

CTRL ↓= Cursor moves down one line at a time.

The cursor keeps moving if you hold down the keys for more than half a second.

Inserting a Space or a Line

CTRL INSERT > Hold down the CTRL key while pressing the INSERT key to insert a space to the left of the cursor.

SHIFT INSERT > To insert a line, hold down the SHIFT key while pressing the INSERT key. The line will be inserted above the line that contained the cursor.

Editing Cards (cont'd.)

Deleting a Space or a Line

CTRL **DELETE BACK S** — Hold down the **CTRL** key while pressing the **DELETE BACK S** key to erase the character the cursor is covering. To delete the character to the left of the cursor, press the **DELETE BACK S** key alone.

SHIFT **DELETE BACK S** — To delete a line, hold down the **SHIFT** key while pressing the **DELETE BACK S** key. Make sure the cursor is on the line you want to erase.

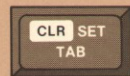## Bringing Back a Line

ESC — If you erase a line by mistake, you can bring it back easily. Move the cursor to where you want to place the line. Then press the **ESC** key.

Bringing Back the Original Text

SHIFT **CLEAR <** — To cancel all the changes you've made to the card you're working on, hold down the **SHIFT** key while pressing the **CLEAR** key.

Tabbing

CLR SET TAB — The Home Filing Manager has tabs preset at every five spaces across each card. Press the **CLR SET TAB** key alone to tab across a line. This moves the cursor without changing any text.

More about Editing

As you type and edit cards, you should remember the following:

- If you insert a character into a line that has 38 characters, the character farthest to the right is lost.

- If you insert a line onto a card that has text on all 18 lines, the last line is lost.

- If you type beyond the end of a line, the cursor moves to the beginning of the next line. The next characters you type appear on that line.

17
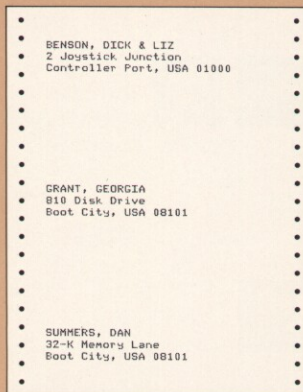
Printing Cards

You can make paper copies of all or part of your file. To print a card:

1. Find the card you want to print.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START : LISTs card on printer        A->Z

BENSON, DICK & LIZ
2 Joystick Junction
Controller Port, USA 01000
```
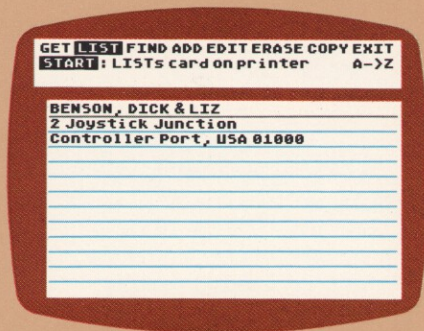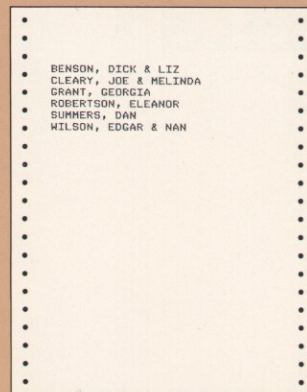
2. Press the SELECT key until LIST is highlighted. Then press the START key. The information on the card, as shown in the screen above, will be printed by your printer.

If you want to print several cards from various locations in your file, you may find it handy to mark each one you want. Then after printing one card, you can highlight FIND and press the START key to see the next.

```
BENSON, DICK & LIZ
2 Joystick Junction
Controller Port, USA 01000




GRANT, GEORGIA
810 Disk Drive
Boot City, USA 08101




SUMMERS, DAN
32-K Memory Lane
Boot City, USA 08101
```

If you want to print several sequential cards, call up the first card in the series. Press SELECT until LIST is highlighted, then press START for each sequential card you want printed.

To print only the title line of a card, bring the card to the screen. Press the SELECT key to highlight LIST, then hold the SHIFT key down while you press the START key.

```
BENSON, DICK & LIZ
CLEARY, JOE & MELINDA
GRANT, GEORGIA
ROBERTSON, ELEANOR
SUMMERS, DAN
WILSON, EDGAR & NAN
```

Switching Diskettes

To remove the diskette you're using and to insert another, use SWITCH.

Note: Never remove a data diskette without using SWITCH. You may lose data if you try to do so.

1. Press the `SELECT` key to highlight EXIT. Then press the `START` key to return to the Main Menu.

2. Press the `SELECT` key to highlight SWITCH. Then press the `START` key.

```
    THE HOME FILING MANAGER
    ADDRESSES

LOOK AT first card
FETCH a card by title
MARK AND LOOK AT cards by phrase
PREPARE AND FORMAT a diskette
SWITCH data diskettes
QUIT

OPTION stops MARK
SELECT chooses item
START starts choice
```

3. The title display appears on your screen with the message shown.

```
    THE HOME FILING MANAGER
    COPYRIGHT 1982 ATARI, INC.

REMOVE OLD DISKETTE FROM DRIVE 1
PLACE NEW DISKETTE IN DRIVE 1
PRESS START AFTER DISKETTE IS PUT IN
```

(If you have two disk drives turned on, the screen reads DRIVE 2 instead of DRIVE 1.)

4. Remove the current data diskette and insert another one. Then press the `START` key.

5. If you've inserted a data diskette that you've already used with The Home Filing Manager, you'll see the Main Menu.

If the diskette you've inserted has never been used with The Home Filing Manager, you'll see the Diskette Menu. Then follow the instructions for "PREPARING A DISKETTE," page 6.
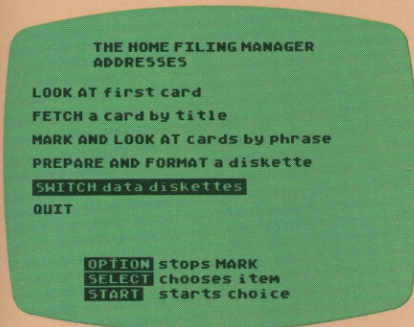
10 GET
18 LIST
12 FIND
8   ADD
16 EDIT
15 ERASE
14 COPY
9   EXIT

Quitting

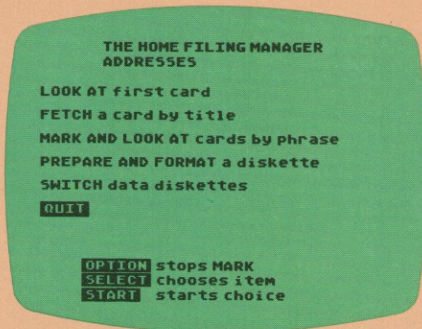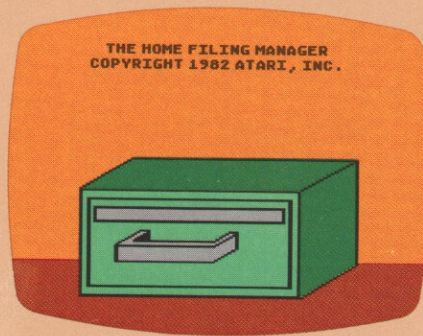When you're finished using The Home Filing Manager, use QUIT. You can choose QUIT from either the Main Menu or the Diskette Menu.

1. Press the `SELECT` key to highlight QUIT.

```
        THE HOME FILING MANAGER
               ADDRESSES

LOOK AT first card

FETCH a card by title

MARK AND LOOK AT cards by phrase

PREPARE AND FORMAT a diskette

SWITCH data diskettes

QUIT


OPTION  stops MARK
SELECT  chooses item
START   starts choice
```

2. Press the `START` key. The title display appears on your screen.

```
        THE HOME FILING MANAGER
        COPYRIGHT 1982 ATARI, INC.
```

3. Remove the diskette (or diskettes, if you have two drives).

4. Turn off your system according to your ATARI 400/800 Users Guide.

Copying Diskettes

System Reset Key

If you own the *ATARI Disk Operating System II*, you can make a copy of an entire Home Filing Manager data diskette. You can make reserve copies of important diskettes with the ''J'' option of the DOS menu. See *An Introduction to the Disk Operating System* or the *Disk Operating System (DOS) II Reference Manual* for instructions.
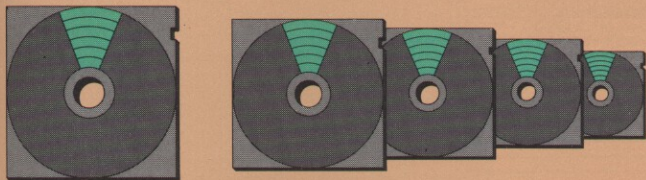
Never press the `SYSTEM RESET` key. If you do, you risk losing information. `SYSTEM RESET` terminates your program; you will then need to reload it.

10	GET
18	LIST
12	FIND
8	ADD
16	EDIT
15	ERASE
14	COPY
9	EXIT

21

Index to Messages

Follow these instructions if you see one of the following messages.

CANNOT READ DISK

If this message appears during a SWITCH or PREPARE AND FORMAT function, the diskette has something physically wrong with it and you will have to use another one.

If this message appears on the Main Menu or the Display Menu, there may be only one card in the file that is unreadable. Look through the file using GET to see if just one card causes the message. If so, you can continue to use the remaining cards in the file.

CANNOT WRITE DISK

This could appear on any of the menus. Go to the Main Menu, and PREPARE AND FORMAT the diskette. If you see this message again, throw the diskette away. There is something physically wrong with it.

```
        THE HOME FILING MANAGER
        ADDRESSES

    LOOK AT first card

    FETCH a card by title

    MARK AND LOOK AT cards by phrase

    PREPARE AND FORMAT a diskette

    SWITCH data diskettes

    QUIT

CANNOT READ DISK

        OPTION  stops MARK
        SELECT  chooses item
        START  starts choice
```

```
GET  LIST FIND ADD EDIT ERASE COPY EXIT
START : GETs next card               A->Z
CANNOT READ DISK

GRANT, GEORGIA
810 Disk Drive
Boot City, USA 08101
```

```
        THE HOME FILING MANAGER
        ADDRESSES

    LOOK AT first card

    FETCH a card by title

    MARK AND LOOK AT cards by phrase

    PREPARE AND FORMAT a diskette

    SWITCH data diskettes

    QUIT

CANNOT WRITE DISK

        OPTION  stops MARK
        SELECT  chooses item
        START  starts choice
```
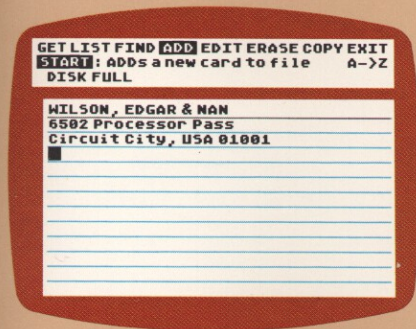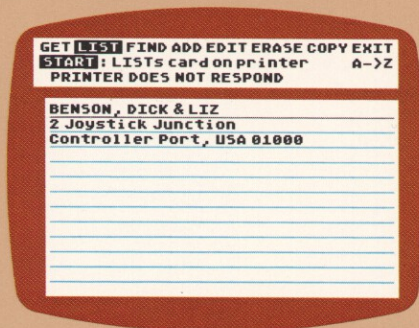
Index to Messages (cont'd.)

DISK FULL

You've just finished using ADD, EDIT, or COPY. The data diskette you're using is full. You need to start a new diskette or erase information from some of the cards.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START: ADDs a new card to file     A->Z
DISK FULL

WILSON, EDGAR & NAN
6502 Processor Pass
Circuit City, USA 01001
```

PRINTER DOES NOT RESPOND

You've just tried to use LIST. Make sure your printer is set to ONLINE and is connected correctly according to your Operators Manual. Try to LIST again. If you get this message again, call the ATARI Customer Service line given on the warranty card included with this program.

```
GET LIST FIND ADD EDIT ERASE COPY EXIT
START: LISTs card on printer     A->Z
 PRINTER DOES NOT RESPOND

BENSON, DICK & LIZ
2 Joystick Junction
Controller Port, USA 01000
```

Appendix - Usable Characters

You can use only the characters listed on the right with The Home Filing Manager. The characters are shown here in the order in which the Home Filing Manager ranks them when it sorts the cards by title.

Suppose you typed two cards for a diskette titled BOOKS LOANED. One of the cards is titled GONE WITH THE WIND and the other is titled 20,000 LEAGUES UNDER THE SEA. GONE WITH THE WIND is filed after 20,000 LEAGUES UNDER THE SEA because 2 is ranked before G. Notice that uppercase and lowercase letters have the same rankings.

RANK	CHARACTER	
1		(blank space)
2	!	(exclamation point)
3	"	(quotation mark)
4	#	(number, or pound sign)
5	$	(dollar sign)
6	%	(percent sign)
7	&	(ampersand)
8	'	(apostrophe)
9	(	(left parenthesis)
10	)	(right parenthesis)
11	*	(asterisk)
12	+	(plus sign)
13	,	(comma)
14	—	(minus sign)
15	.	(period)
16	/	(slash, or virgule)
17-26	0-9	(zero through nine)
27	:	(colon)
28	;	(semicolon)
29	<	(less than sign)
30	=	(equals sign)
31	>	(greater than sign)
32	?	(question mark)
33	@	(at, or each sign)
34-59	A-Z	(or a through z)
60	[	(left bracket)
61	\	(backslash)
62	]	(right bracket)
63	^	(caret)
64	_	(underline)
65	|	(vertical bar)