

Instructions For



FILE NOW

Relational Data Base
for the C-64™



cardco, inc.

313 Mathewson • Wichita, Ks. 67214

FILE NOW!/64 - INSTRUCTION MANUAL

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READ THIS FIRST

ABOUT THIS MANUAL

To make this manual easy to use, it is divided into several parts. Each part tells you about using one File Now! function and most have a short, practical exercise. The exercises show you the basics of using File Now!. In several sections, Helpful Hints follow the function description.

By first reading the introductory material and performing the exercises, you can learn about File Now! at your own pace. When you are ready for full details, you can refer to the Helpful Hints sections.

HARDWARE REQUIREMENTS

The following hardware is required to run File Now! with your Commodore 64 (tm) computer.

* A Commodore 1541 (tm) disk drive (or an equivalent drive)

* (Optional) A CARDCO, Inc. LQ1 or LQ3 printer, any Commodore (tm) printer, or another printer with a Cardprint/+G or equivalent interface

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IF YOU HAVE QUESTIONS

If you ever have any questions about or problems with File Now!, call CARDCO's customer service department:

(316) 267-6525 from 9:00 a.m. to 5:00 p.m. (central standard time), Monday through Friday.

HOW IS ELECTRONIC FILING DIFFERENT?

Different than what? Different than using index cards, that's what. Using index cards is the most familiar method for storing information. A set of paper index cards is the ALMOST perfect form of information storage. Information can be entered on each card, then the cards can be stored in some order (such as alphabetic). When information is needed, the card containing that information can be located by its alphabetic sequence. This allows cards to be found quickly and easily. The problem is that you can only look for cards in the one sequence in which they are stored.

IMPROVEMENTS OVER PAPER INDEX CARDS

A set of index cards used on a computer is the PERFECT form of information storage. File Now! combines the familiarity of index cards with the power of the computer. The difference is that the cards are electronic. The card is displayed on the screen, but the information on it is stored on flexible disk rather than on paper cards. Using File Now! to enter information on electronic cards is

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easy. File Now! does the filing and searching for you.

By using File Now! (and therefore the power of your C-64), you gain these advantages over using paper cards.

- * The information can be stored on compact flexible disks rather than on bulky cards.
- * The cards can be changed easily any time.
- * Cards can be selected by means of any information on them, rather than by the card's alphabetical sequence.
- * You can see the title line of five cards at once, so scanning the surrounding cards is easy.
- * When you are entering information onto the cards, you can automatically use the information entered on the previous card. This can save some retyping.
- * You can print out any or all of the cards.

One full card at a time is displayed, just like you would see if you were looking at a stack of paper index cards. In back of the top card are the title lines of the next four cards. The set of index cards that you create is called a card deck. The card deck is saved in a file on flexible disk. As many such files can be created as desired, each containing up to 696 cards. (Of course, as many disks can be used to contain card files as you desire.)

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WHAT FILE NOW! CAN DO

Although File Now! uses familiar-looking index cards, it allows you to access and use the cards in fantastic ways. You can:

- * Create card formats to be used in entering information on the cards
- * Search for specific cards using any field on the card
- * Insert, replace, and delete cards
- * Print specific cards
- * Flip through the cards forwards or backwards
- * Display the current card number and the total number of cards in the deck
- * Create files for use with the CARDCO, Inc. Write Now!/64 word processor

File Now! is based on the use of flexible disks to store card decks. Often you need to initialize a new disk or find out if a file is on a disk. Other times you may want to rename or delete files while using File Now!.

File Now!, unlike many other electronic filing programs, is very easy to use. Filing operations are based on function keys and other key entries. For that reason, there are no computerese commands to memorize. The program guides you through each step, so you never have to guess what to do next. Included in this package is a function key guide, so you don't even have to memorize the function keys!

LEARNING TO USE FILE NOW!

In this section you will learn how to start File Now! and use its major features. Some functions, such as printing cards, are useful but aren't necessary at first. Instructions for using those features are contained in the "Reference" section.

SYSTEM SETUP

To set up your File Now! system, follow these steps.

1. Turn on your computer, your disk drive, your monitor or television, and your printer (if you have one).
2. Load the flexible disk containing File Now!. If you have multiple disk drives, use the lowest-numbered drive.
3. Enter the following command to load the program.

LOAD "FN",8,1

4. The message "LOADING FILE NOW! PLEASE WAIT" is displayed next. Wait a few seconds for the program to be loaded into memory. When it has been loaded, File Now! displays the following screen:

=====

F I L E N O W !

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=====

5. The title screen is displayed for a few seconds, then the following screen (main menu) is displayed.

=====

FILE NOW! MAIN MENU

- 1) New Card Deck
 - 2) Existing Card Deck
 - 3) Disk Functions
 - 4) Exit to Basic
- Enter Selection -->

=====

6. REMOVE THE FILE NOW! MASTER DISK NOW!!!!
Never - Never put data on your FILE NOW! master disk. Place a blank unformatted disk in your disk drive, and follow the instructions given in the next section to INITIALIZE the disk. If you have a blank formatted disk you may use it if you like. Never put more than one CARD DECK on each blank disk.

DISK FUNCTIONS

Almost any time you are using File Now!, you can use the disk functions to do these things:

- * Initialize a disk
- * Rename a file
- * Delete a file
- * Display the disk directory

To initialize a disk now, perform the following steps:

1. Unload the disk containing the File Now! program, then load the disk to be initialized (called the data disk). Be sure that the data disk does not have a write-protection tab on it.

2. To start the disk functions, press 3 without pressing RETURN. The following screen (disk option menu) is displayed.

```
=====
FILE NOW! DISK OPTION MENU
-----
1) Initialize diskette
2) Rename File
3) Delete File
4) Catalog Disk
Enter Selection -->
=====
```

3. Enter 1 without pressing RETURN. The message "NAME OF DISK TO CREATE, DISK ID" is then displayed.

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4. Enter the text to be put in the disk label (up to 15 characters), then a comma, then the two-character disk identifier. The disk ID must be unique, different than that of any of your other disks. Press RETURN to end this entry. (Disk IDs can be alpha or numeric.)

5. At the bottom of the screen, the message "ENTER 'Y' TO CONFIRM-->" is displayed.

* To initialize the disk, press Y. Continue at step 6.

* To return to the "Enter Selection" message without affecting the disk, press N. (This is convenient if you misspelled the disk name.) Return to step 2.

6. The disk is now initialized; this takes several seconds. After File Now! finishes this task, it displays the disk option menu again.

7. When you are ready to return to the main menu, press the STOP key. File Now! displays the title screen again. (To get to the main menu fast, press STOP.) Continue at the "Starting A Card Deck" section.

HELPFUL HINTS

There are two ways to start the disk functions, depending upon where you are in in File Now!.

* If you are at the File Now! main menu, you start the disk functions by selecting menu option 3.

* If you are in a card deck, you start the disk functions by pressing CTRL and 5.

The disk functions can be used to process any disk, not just the one containing card deck files. (Of course, you wouldn't want to initialize a disk containing your card decks!)

* To initialize a disk, press 1 and perform the steps on the preceding pages.

* To rename a file, press 2. The message "NEW FILE NAME=OLD FILE NAME" is displayed.

1) Enter the new file name (in the full form aaa.DBF, if a card deck), then an = sign, then the existing file name (For example, THE-NEW.DBF=THE-OLD.DBF).

2) At the bottom of the screen, the message "ENTER 'Y' TO CONFIRM-->" is displayed.

*) To rename the file, press Y. File Now! renames the file, then displays the disk option menu again.

*) To return to the "Enter Selection" message without affecting the file, press N.

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(This is convenient if you misspelled the file name.)

* To delete a file, press 3. The message "FILE NAME TO DELETE" is then displayed.

1) Enter the existing file name (in the full form aaa.DBF, if a card deck). (For example, THIS.DBF).

2) At the bottom of the screen, the message "ENTER 'Y' TO CONFIRM-->" is displayed.

*) To delete the file, press Y. File Now! deletes the file, then displays the disk option menu again.

*) To return to the "Enter Selection" message without affecting the file, press N. (This is convenient if you misspelled the disk name.)

* If you want to look at the disk directory, press 4. The directory is then displayed, followed by the message "Press CTRL to continue". To return to the disk menu, press the CTRL key.

* When you are ready to return to File Now!'s main menu or the top card (depending upon how you started the disk functions), press STOP.

If you are returning to the main menu, File Now! first displays the title screen again. (To get to the main menu fast, press STOP.)

STARTING A CARD DECK

The first thing to do in starting a card deck is to define the format of the cards. File Now! lets you use any format you desire--from rigidly defined fields to totally blank cards. Each card deck you start can have its own card format.

If you want to enter information on the cards in a certain place, you can set up tabs on the card. These tabs are different than on a typewriter. On a File Now! card, a tab is a colon character entered when the card format is defined. The ← key is used as the tab key when you enter information on the cards; more about that in the "Creating Cards" section.

Defining the card format couldn't be easier. A blank card is displayed, and you just type in the information that is to be on each card. You can enter headings, tabs, reserved spaces, and any lines or non-graphic characters that you want--anywhere on the card. When you have defined the card format, you press two keys (f1 and Y) to save the format, and then you can start making the cards!

In the next few steps you will be defining a useful but specialized card format--one for indexing magazine or journal articles.

1. Press 1 without pressing RETURN. The message "Enter Card Deck Name" is displayed.

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2. Enter the name to be given to the card deck (actually to the disk file); in this case, enter ARTICLES and press RETURN. (If ARTICLES is not your idea of an ideal card deck name, you can rename it later.)

3. The screen is cleared and a blank card is displayed. Notice that the format of this electronic card is just like that of a paper index card. The dotted line near the top is like the red line on a paper card. The card is 34 characters wide and 17 lines tall, not counting the dotted line. That is about the size of a 4x6-inch paper index card.

Just to get our terminology straight, the title line is the line above the dotted line. (The title line is inaccessible when defining the card format.) The text lines are the lines below the dotted lines. The card displayed in full is the top card. The bottom card is the previous top card. If the deck contains more than five cards, the bottom card is not displayed. As you can see, the title lines of the four following cards are displayed behind the top card.

4. Enter the following card format for this deck. To enter it, just type it in as shown. (If you need any other headings besides those shown, enter them too; be sure to end them with colons.)

Things you should know about some of the keys:

* The CRSR keys work the same as they do in BASIC, and can be used to move around on the card.

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* The DEL key works almost the same. It blanks out the preceding character but leaves an empty space.

* The INST key does not work as it does in BASIC. If you omit a character or word, first use the CRSR key or DEL key to back up. Next, type the line again, starting with the correction.

=====

Title:

Author:

Periodical:

Publ. Date:

Page:

Vol.: No.:

Comments:

=====

5. After you have entered the headings, press 4 while pressing CTRL. This key sequence (also known as CTRL 4) turns on protected spaces. Any spaces you enter on the card now are spaces that will remain blank on the data cards.

Notice that the protected spaces that you

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entered are highlighted. Information can not be put in those spaces. This feature is convenient for laying out a card format in just the right way.

6. Use the CRSR keys to put the cursor is at the leftmost space between the Title and Author headings. Next, press the space key until the cursor is just past the colon of Author. The protected spaces that you entered are highlighted. They remain highlighted when you start creating cards, so you can tell where they are at on the card.

7. Next, use the CRSR keys to move to the space between Publ. and Date, and then type a protected space there. That will save you some irritation when you start creating cards.

8. Next, move the cursor to the position following each colon. Put a protected space on the right side of each colon. If you want to put any protected spaces anywhere else, do so now.

9. After you have finished, again press CTRL 4. That turns off the protected-space function. (Just to prove it to yourself, type some spaces now!)

10. The card format should be complete by now, and you should be congratulated on your patience. Save all that hard work by pressing the f1 key.

11. The message "Is Form Complete?" is displayed. Press Y to save the card format. If you want to do something else to the format, press N and start with the card as you left it.

12. The title screen and then the File Now! main menu are displayed. (To end the title screen quickly, press STOP.) At this point, you can start creating cards in the format you just defined. Continue with the "Creating Cards" section.

HELPFUL HINTS

* The following rules apply for the name to be given to the card deck (actually to the disk file).

* Up to 10 characters can be entered.

* These characters can be entered: A-Z, 0-9, and !"#%&'()+, -./:;<=>?

* The DEL key can be used to back up when entering the deck name.

* Particular good card areas to protect using protected spaces are:

* those between words in a multiple-word heading

* those underneath headings

* those immediately following colon (tab) characters.

* To turn off the protected-space function, press CTRL 4 again.

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* Make fields one space larger than necessary so that search characters (=, <, >, or *) can later be entered as the first character in the field.

* Consider making a COMMENTS: field on the card so that additional information can be entered if there is not an appropriate field.

CREATING CARDS

This is the information you have been waiting for. In this section, you'll learn how to create cards in the format you defined. Just follow these steps:

1. The File Now! main menu should be displayed. (If it isn't, press STOP or load File Now!.) To start creating cards, press 2 without pressing RETURN.

2. The message "Enter Card Deck Name" is displayed. Enter ARTICLES and press RETURN.

3. The screen is cleared and the message "Loading Card Deck Please Wait" is displayed. (If a different message is displayed, enter N and enter the correct card-deck name.) A row of asterisks is displayed to show the loading progress.

After the card deck (file) has been loaded, a blank card is displayed with the format you defined for the deck.

4. The cursor is automatically put at the first character of the card's title line. Enter Manuals:Review without pressing RETURN. That will be the title of the card you are about to enter.

5. To move down to the "Title:" entry, press the ← key (located above the CTRL key). That key is used like a tab key on a typewriter, but it moves the cursor to the first unprotected space following the next colon character. (It works only for colon characters entered when the card format is defined.)

6. Enter the information (except the entry titles) shown in the following figure. The card you create should look mostly like that figure.

Follow these rules in entering the information.

- * Do not press RETURN after entering a line.

- * Use the ← key to move to the next "tab".

- * The characters that can be entered on a card are A-Z, 0-9, and other non-graphics characters except ← and pi.

- * The CRSR keys work the same as they do in BASIC, and can be used to move around on the card.

- * The DEL key works almost the same. It blanks out the preceding character but leaves an empty space.

- * The INST key does not work as it does in BASIC. If you omit a character or word, first use the CRSR key or DEL key to back up. Next, type the line again, starting with the correction.

=====

Manuals:Reviews

Title: Commodore 64 Programmer's
Reference Guide

Author: Anu M. Gupta

Periodical: Compute!

Publ. Date: 6/83 Page: 134

Vol.: 5 No.: 6

Comments: Comprehensive manual

=====

7. After you have created the card and have edited it to perfection, press the f1 key to save it. (Keep in mind that you can edit a card to your heart's content before pressing f1.)

8. The message "Add Card?" is displayed at the bottom of the screen. (After you save it, however, you can still edit it and replace it!--See the "Changing Card Contents" section for details).

To save the card onto disk, press Y and continue with step 9. To return to the card for more editing, enter N; start again with step 7.

9. The card is now saved to the disk and then displayed as the top card. That's all there is to creating a card!

To see how the deck behaves with multiple cards, and to give you some more practice at

creating cards, you need to enter just two more cards.

To start, press CLR while pressing SHIFT; that causes a blank card to be displayed. (The card format is displayed, so the card is not totally blank.) This blank card, as you can see, is put on top of the one you created. Again on this card, the cursor is put on the title line.

1. Enter the following information, again using the ← key or CRSR keys to move to each "tab."

```
=====
Manuals:Evaluating
-----
Title: Does The Manual Measure Up?

Author: Elizabeth Weal
Periodical: Popular Computing

Publ. Date: 7/83          Page: 166
Vol.: 2   No.: 9
Comments: How to evaluate manuals
```

```
=====
```

2. After you have created and edited the card, press the f1 key to save it.

3. The message "Add Card?" is displayed at the bottom of the screen. To save the card onto disk, press Y and continue with step 4. To return to the card for more editing, enter N.

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4. The card is now saved to the disk; the other card is then displayed as the top card.

5. The preceding two cards are "for real" and contain actual information. The next card you enter is a dummy card, one that you will change and later delete. (Of course, you can change or delete the other two cards, but they are perfect in their present state...!)

To start, press CLR while pressing SHIFT. A blank card is displayed on top of the two created cards.

6. Enter the following information.

```
=====
test
-----
```

Title: Test card

Author:

Periodical:

Publ. Date: 7/84 Page:

Vol.: 5 No.: 6

Comments:

```
=====
```

7. After you have created and edited the card, press the f1 key to save it. Press Y in response to the "Add Card?" message.

8. Those are the only cards you will enter in this exercise. (Was that a sigh of relief?) In the "Flipping Through The Cards" section you will learn how to move the cards around in the deck. Without further delay, continue there. (To return now to the File Now! main menu, press f8 and then Y.)

HELPFUL HINTS

* Information can either be entered directly, overwriting the top card's display, or on a blank card that you display.

* To display a blank card on which to enter information, press CLR while pressing SHIFT.

* To copy information from an existing card onto a new card, follow these steps:

a). Put the desired existing card on top of the deck. (Flip through the cards to it or search for it.)

b). Start typing the new information on the top card, skipping over the information to be copied. The existing card remains intact on the disk. You should enter a new title on the new card. (The existing card looks like it becomes changed, but it really doesn't.)

* Follow these rules when entering information onto cards.

* To enter a title on the card, simply type it in but do not press RETURN.

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* These characters can be entered on cards: A-Z, a-z, 0-9, and !"#\$%&'()+, -./:;<=>?

* To move the cursor to the next tab (highlighted colon), press the ← key. The cursor is put at the first unprotected space following the tab. (It works only for colon characters entered when the card format is defined.)

The ← key can be used anytime and does not affect the card contents.

* Do not press RETURN after entering a line. If you do, the cursor will be moved to the first blank line with no protected spaces.

* Enter dates in numeric form (like 7/20/69) so that they can be searched easily.

* Because a deck is sorted alphabetically by the cards' title lines, make the title lines meaningful.

* To avoid entering a card after you have started one, just flip to or search for the next one you want. Until you press f1 and answer Y, the new card is not created; the contents of the partial card just disappear.

FLIPPING THROUGH THE CARDS

This section describes how to do these things with the card deck:

- * How to put the cards in alphabetical order
- * How to take cards off the top of the deck and put them on the bottom
- * How to flip through the deck forwards and backwards, one card at a time
- * How to tell where you are at in the deck when looking at any card
- * How to get to the first card of the deck fast

As you flip through the deck, the cards are kept in order as though they were on a spiral binding. The top card, when flipped forward, becomes the bottom card; the next-to-top card becomes the top card. If you flip through the deck backwards, the top card becomes the next-to-top card; the bottom card becomes the top card. Confused? Don't worry; it is really quite simple when you see it on the screen. This exercise will show you exactly how this flipping and sequencing ("spiral binding" effect) works.

Follow these steps.

1. First, to put the cards in alphabetical order by title line contents (such as "test" and "Manuals:Reviews"), press the HOME key. (The cards can be in any order beforehand--it doesn't matter.) The cards are then displayed in order, with the first card of the deck on top.

2. To flip through the deck forwards, looking at the card behind the top card, press the f7 key. The top card is then put on the bottom of the deck, and the desired card shows up on top. Press f7 again to look at the next card, if you like.

3. To flip through the deck backwards, bringing the bottom card to the top, press the f5 key. Do this several times to see how the cards are shuffled (pun intended!).

4. You can determine the top card's relative position and the number of cards in the deck. Do this by pressing CTRL 1. The display appears only while you press the keys.

This function has no effect on any card contents, and it can be used any time you are in an existing card deck. You can even use this function while you are entering information on a card!

5. Finally, the method for quickly finding the first card of the deck is to press HOME. That function has the side effect of alphabetizing the deck, but it certainly does put you in the first card!

One of the things a computer does well is to quickly look at file contents. This capability is used in File Now! as the Search function, discussed in the next section. (To return to the File Now! main menu, press f8 and then Y.)

SEARCHING FOR A CARD

In this section you will learn how to search for various cards, exploiting the power of your C-64. You can search for cards or the information on them in ways that are impossible with paper cards. Just follow these steps:

1. Press the HOME key to put the deck in order. (This is not necessary to do searching, but it will help clarify matters now.)

2. To search for a card, you must specify part of the card contents. To do this, press the f4 key. The message "Enter Search Info. F1 to Save" is displayed on the bottom line.

3. A blank card with the deck format is displayed on top of the deck. Enter =test on the title line, without pressing RETURN.

The = sign means that you want to find the card containing "test" or "TEST" (or even "Test") in its title line. If you know the title line of the card you want, this method will give you that specific card. (There are other ways to specify which cards you want; details follow step 10.)

4. After entering and editing the search information, press f1 to save it.

5. The message "Save Search Card?" is displayed at the bottom of the screen. To continue with the search, press Y and continue at step 6. To return to the previous

cursor position, press N.

6. After the search information is saved, File Now! searches for the card whose contents matches the information. As you can see, the "test" card is displayed. Behind it are the other two cards, in alphabetical order of their title lines.

If no card had been found, the message "No Match Found" would have been displayed.

7. When a card is found, you can print, change, or delete it, or flip through the deck starting from there.

If you want to continue the search, looking for another card with the same search information, press CTRL 2. In this exercise, however, only one card matching the search information can be found. You can try it anyway to see what happens; the search will not affect the deck or top card's contents.

You don't have to know the title of the card you are looking for. By specifying search information in fields on the card, you can find any card containing such information. You can also use signs other than = to specify the type of information to be searched.

1. Press f4 to display a blank search card. Next, use the ← key or CRSR keys to put the cursor in the "Publ. Date:" field. Next, enter >6/83 to look for cards with a Publ. Date field of later than June 1983. (The > sign must be the first character after the colon and protected space of Publ. Date:.)

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2. After entering the search information (called the search key), press f1 to save it. When the message "Save Search Card?" is displayed, press Y to continue or press N to edit some more.

3. File Now! searches the cards in the deck to find the first one matching the search key. As you can see, the "Manuals:Evaluating" card is displayed on top.

4. To continue searching, press CTRL 2. The "test" card is found next.

Press CTRL 2 again to see what happens. As you can see, the first matching card is displayed again. As long as you continue searching with the current search key, you will loop through the matching cards. (You can always specify a different search key or start flipping through the cards.)

Sometimes you may want to find cards containing certain information without knowing the exact spelling or wording. File Now! lets you perform such searches easily, as follows. Start by pressing f4 to get a blank search card.

1. Enter *manual on the title line. That search key will cause a search for cards containing "manual" somewhere in the title line, regardless of the other information in the title line.

2. After entering the information, press f1 to save the card. When the message "Save Search Card?" is displayed, press Y or N.

3. File Now! searches for a matching card. As you can see, one of the "Manuals" cards is displayed on top.

4. Press CTRL 2 to continue the search. The other "Manuals" card is found and displayed.

5. In addition to all those methods of searching, there is one more for quick title searches.

In this type of search, you enter one letter; the search is for the first card in the deck with a title line starting with that letter.

In this case, begin by pressing HOME to sort the deck. (This isn't necessary, but helps clarify matters here.) Next, press CTRL 3 and then the letter t.

6. File Now! searches the deck for the card whose title line starts with the letter "t" or "T". As you can see, the "test" card is found.

Now that you have learned about all the types of searches, you need to find out how to change the contents of cards. Continue with the "Changing Card Contents" section.

HELPFUL HINTS

Enter the search information (the search key) as follows. Enter a comparison sign followed by the desired information or title, without pressing RETURN. (For example, =TEST entered on a title line would cause a search for a

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card titled TEST.) Uppercase letters (A,B,...) are considered to be the same as lowercase letters (a,b,...).

* Exact match: The = sign means that you want to find the card containing the exact information you specify. For example: If you were to specify =beer as the field contents, a card containing beer would be found but cards containing bear or boar would not.

To search for a card whose information exactly matches that specified, enter an = followed by the desired information.

* Greater Than Specified: The > sign means that you want to find cards with information greater than what you specify. Information at the last of the collating sequence is greater than the information at the first. (The collating sequence is described in the "Appendix" section.) For example: If you were to specify >beer as the field contents, a card containing boar would be found but a card containing bear would not.

To search for a card whose information is greater than that specified, enter a > followed by the desired information.

* Less Than Specified: The < sign means that you want to find cards with information less than what you specify. Information at the first of the collating sequence is less than the information at the last. (The collating sequence is described in the "Appendix" section.) For example: If you were to specify <beer as the field contents, a card containing bear would be found but a card containing boar would not.

To search for a card whose information is less than that specified, enter a < followed by the desired information.

* Subset Specified: The * sign means that you want to find cards with the information you specify, even if that information is a part of a word. This method is nice for finding cards containing certain information without knowing the exact spelling or wording.

For example: If you were to specify *be as the field contents, a card containing "be" in the field would be found but a card containing boar would not. The found card could contain beer, bear, better, Beatrice, eggbeater, Oberon, TO BE OR NOT TO BE, and so on.

To search for a card whose information contains the subset specified, enter a * character followed by the desired information.

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* You can search for information using multiple fields on the card. In fact, you can use all the fields you've defined. To do this type of search, display the blank search card as usual, then just put a comparison character and appropriate search information in each field. A different comparison character can be used for each field.

Remember, however, that the more search fields you define, the fewer the matching cards that will be found.

Example: If you were to specify =MANUALS as the only search field, you would find both sample cards. If you were to add another search field--such as Publ. Date--then you would probably find only one of the two cards, depending on the date criteria.

CHANGING CARD CONTENTS

Something you will probably have to do is occasionally update the information on the cards. With File Now!, updating is easy.

You can do anything to the displayed card, but nothing really happens to it until you press the appropriate function key (f1, f2, or f3). When you make changes to a card, those changes must be saved; press the f3 key to do that. The new card contents are then saved onto the disk. That's all there is to changing a card!

Try it now with the test card.

1. If the "test" card is displayed on top, go to step 2. Otherwise, press CTRL 3, then press the letter t by itself. (That will put the "test" card on top.)
2. Use the ← keys or CRSR keys to move to any field you want. Next, enter or change any information you want.
3. After making some changes to the test card, press f3 to save the changes.
4. The message "Replace Card?" is displayed. To replace the previous version of the card with the new version, press Y. To return to the previous cursor position without affecting the previous version of the card, press N.
5. The new card contents are then saved to the disk file.

Some considerations about changing cards:

* If the title line is changed, a new card with the new title line and previous contents is created. The previous card remains intact.

* If you make changes to a card without changing its title line, the old card contents are replaced by the new card contents. (That is, of course, why you changed the card; this explanation is just to clarify what happens.)

* If you make changes to cards, you must save the changes before you can search for the new version of the cards.

If you want to learn how to print cards on your printer, continue with the next section, "Printing Cards." If you don't want to learn that now, continue at the "Creating A Write Now! File" section. If you don't want to learn that, continue at the "Deleting Cards" section.

PRINTING CARDS

The cards in a deck can be printed one at a time, as an entire deck, or as a set found during a search. When multiple cards are printed, they can be printed in alphabetical order of their title lines or printed in an order based on a field on the cards.

TOP CARD OR BY TITLE LINE

To print the top card or all the cards in alphabetical order based on their title line, perform the following steps.

1. To print cards found by a search, define the search information and find the first matching card before starting the print function.
2. To start the print menu, press the f6 key. The following screen is displayed.

=====

FILE NOW! PRINT MENU

- 1) Current Card
- 2) Entire Card Deck
- 3) Search Card(s)

Enter Selection -->

Output to:

- 1) Printer
- 2) WRITE NOW! File

Enter Selection -->

=====

3. Press 1, 2, or 3 (without pressing RETURN) to select which cards are to be printed. 1 causes the top card to be printed. 2 causes all cards in the deck to be printed. 3 allows the cards found with the current search information to be printed.

4. The cursor then moves to the second message.

* To cause the printer to advance one line after printing each line, press L. The message "Line Feed" is displayed. If the printer is set up for automatic line feeds, do not use this option.

5. Press 1 to cause the cards to be output on the printer. (For details on creating WRITE NOW! files, see the following section.)

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6. The message "Lines To Skip Between Cards 00" is displayed. Enter the number of blank lines to leave between the printed cards, and press RETURN. The 00 is the default; to use it, just press RETURN. A value from 00 to 99 can be entered. If a number less than 10 is desired, enter a leading zero (like this: 03).

7. The following screen is displayed.

```
=====
-----
```

Ready Printer

Press Return To Print

RUN/STOP to Exit

```
=====
```

8. Make sure the printer is turned on and is ready to print. If it is, press RETURN to start the printing. To return to the top card without printing anything, press STOP.

9. The requested card or cards are printed. After File Now! finishes printing, it displays the top card again. To stop printing, returning to the top card, press and hold STOP.

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* If multiple cards are output, they are printed either in alphabetical order based on their title lines.

* The cards are printed exactly as they are shown on the screen, with protected spaces being blank on paper. The dotted line under the title line is printed, as are any headings or colons or other characters that are part of the card format. The cards are printed with no indention from the left margin.

BY SELECTED FIELD

To print cards in the alphabetical order of a field on the cards, perform the following steps.

1. To print cards found by a search, define the search information and find the first matching card before starting the print function.
2. To start the print menu, press the f6 key. The print menu is displayed.
3. Press 1, 2, or 3 (without pressing RETURN) to select which cards are to be printed.
4. The cursor then moves to the second message. To sort multiple cards on the basis of a field on the cards, press S. The message "Field Sort" is then displayed.

* To cause the printer to advance one line after printing each line, press L. The message "Line Feed" is displayed. If the printer is set up for automatic line feeds,

do not use this option.

5. Press 1 to cause the cards to be output on the printer. (For details on creating WRITE NOW! files, see the "Creating Write Now! Files" section.)

6. The message "Lines To Skip Between Cards 00" is displayed. Enter the number of blank lines to leave between the printed cards, and press RETURN. The 00 is the default; to use it, just press RETURN. A value from 00 to 99 can be entered. If a number less than 10 is desired, enter a leading zero (like this: 03).

7. A blank card (with the deck's format) is displayed. The message "Enter Field Sort F1 to Save" is displayed.

8. Use the tab key (←) or CRSR keys to put the cursor in the field by which the cards are to be sorted. The cursor should be in the first character position of the field.

9. Next, press the * key. That indicates to File Now! that the field is to be the sorting field. (You can not enter specific characters or different comparison signs for this type of sorting. To do that type of sorting, start at step 1 of this section.)

10. Press the f1 key to save the sorting information. The message "Save Field Sort Card?" is displayed.

* To continue the printing function, press Y.

* To return to the previous position, press N. To return from there to the top card, without printing anything, press f8 and answer Y.

11. The Ready Printer screen is displayed.

12. Make sure the printer is turned on and is ready to print. If it is, press RETURN to start the printing. To return to the top card without printing anything, press STOP.

13. The requested card or cards are printed. To stop printing abnormally, returning to the top card, press and hold STOP. After File Now! finishes printing, it displays the top card again.

* The cards are printed in alphabetical order as you specified with the field sort.

* The cards are printed exactly as they are shown on the screen, with protected spaces being blank on paper. The dotted line under the title line is printed, as are any headings or colons or other characters that are part of the card format. The cards are printed with no indention from the left margin.

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HELPFUL HINTS

* To print exactly three cards on each page of 8-1/2" x 11" paper, specify 03 lines between cards. That will also avoid splitting cards across two pages (if the paper is set correctly on the printer).

CREATING WRITE NOW! FILES

The cards in a deck can be output to a disk file that can be loaded into a WRITE NOW! document. (WRITE NOW!/64 is Cardco's word processor for the Commodore 64.) Like printed output, the cards can be output one at a time, as an entire deck, or as a set found during a search. When multiple cards are output, they can be output in an order based on a field on the cards or output in alphabetical order. The file created is named aaa.WNF (aaa is the name you enter).

To output cards to a WRITE NOW! file, perform the following steps.

1. To output cards found by a search, define the search information and find the first matching card before starting the print function.
2. To start the print menu, press the f6 key. The following screen is displayed.

=====

FILE NOW! PRINT MENU

- 1) Current Card
- 2) Entire Card Deck
- 3) Search Card(s)

Enter Selection -->

Output to:

- 1) Printer
- 2) WRITE NOW! File

Enter Selection -->

=====

3. Press 1, 2, or 3 (without pressing RETURN) to select which cards are to be output. 1 causes the top card to be output; 2 causes all cards in the deck to be output; 3 allows the cards found with the current search information to be output.

4. The cursor then moves to the second message.

* To sort multiple cards on the basis of a field on the cards, press S. The message "Field Sort" is then displayed.

* To cause a blank line to be output after each line, press L. The message "Line Feed" is displayed.

5. Press 2 to cause the cards to be output in a Write Now! disk file.

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6. The message "Enter Card Deck Name" is displayed. Enter the name to be given to the Write Now! file. Up to 10 characters can be entered, just like a regular card-deck name. (Do NOT enter the ".WNF" part of the file name; File Now! does that for you.) Press RETURN to continue.

7. If you did not enter an S in step 4, continue at step 8. If you did press S in step 4, a blank card (with the deck's format) is displayed. The message "Enter Field Sort F1 to Save" is displayed. Enter a * character in the first character position of the field to be used for sorting, then press f1 and answer Y to the displayed question.

8. The following screen is displayed.

=====

Ready Printer

Press Return To Print

RUN/STOP to Exit

=====

9. Make sure the disk drive is ready. If it is, press RETURN to start the process. To return to the top card without outputting anything, press STOP.

10. The requested card or cards are output. After File Now! finishes creating the Write Now! file, it displays the top card again.

* If multiple cards are output, they are output either in alphabetical order or in the order you specified with the field sort.

HELPFUL HINTS

The card contents output to the file are different than that displayed. The card format (headings, tabs, protected spaces,...) are not output. Instead, just the information you entered when creating the card is output. In addition, each card is output as one record, a continuous line.

When a card is brought from the file into

the WRITE NOW! file each item of data (field) on the card is put in the file in sequential order and separated from the next item by a CHR\$(173). Each card (record) is separated from the next card by a CHR\$(159).

IMPORTANT NOTE: All WRITE NOW! files created by this program will have the file name you specified in response to the prompt 'ENTER CARD DECK NAME' with the suffix '.WNF' tacked on the end. For example if you gave the WRITE NOW! file the name 'DEMO' the actual name of the file as it would show up on the disk will be 'DEMO.WNF' signifying that the file is a WRITE NOW! file. (This allows you to save the file with the same name that you used for the master deck.) So whenever you want to use the WRITE NOW! you should always refer to it as the file name you supplied followed by the '.WNF' suffix.

If you look at the '.WNF' files using a disk directory function you will notice that the files are stored as program files (the directory will show the letters 'PRG') not as standard sequential files. This is done because 'PRG' files allow some special functions, and the WRITE NOW! word processor is set up to take advantage of these functions and therefore will accept only program (PRG) files.

See the addendum (following the index) at the back of this manual for details on using word processor.

DELETING CARDS

To delete a card, perform the following steps.

1. If the card to be deleted is displayed on top, go to step 2. Otherwise, flip through the deck or do a search to find the card.
2. Next, just press the f2 key. The message "Delete Card?" is displayed.
3. To delete the card from the deck, press Y. To avoid deleting the card, returning the cursor to its previous position, press N. When a card is deleted, it is removed from both the screen and the disk file.

When you delete cards, the size of the disk file remains the same. This happens so that the space that the deleted records occupied is saved; it is reused when you add new cards to the deck.

Practice the delete function by deleting the "test" card. If it is not displayed on top, press CTRL 3 and t to search for it, then delete it.

STOPPING FILE NOW

That concludes this exercise. The only thing left to learn is how to end the File Now! program. This is done as follows:

1. As you create or change each card, the f1 or f3 keys, respectively, cause the card to be saved on the disk. For that reason, you do not have to go through an updating process (thank goodness!).
2. To return to the File Now! main menu, press the f8 key. The message "Do You Wish to Quit Now?" is displayed. To return to the main menu, press Y. To return to the top card, press N.
3. The title screen is then displayed, followed by the main menu.
4. To end File Now!, press 4. The message "Exit to Basic?" is displayed. To end File Now! and return to BASIC, press Y. To return to the main menu, press N. That's it!

Good luck and have fun using File Now!.

We hope you will be pleased with it.

If you have any questions or problems, contact our customer service department. Their telephone number is (316) 267-6525 and their hours are 9:00-5:00 (central standard time), Monday through Friday.

ERROR MESSAGES

Although File Now! tries to shield you from errors, some are like kryptonite and can not be shielded easily.

CARD ERROR PRESS ANY KEY

* You may have attempted to add a card with nothing but the format on it. That is not quite OK, so this message is displayed. The rest of the deck remains intact. Press any key (except function keys) to go back to the title screen.

* When you tried to do something with the deck, it turns out that the disk-drive door is open or no disk is loaded. Load the proper disk, close the door, and press any key (except function keys) to return to the title screen.

CARD NOT FOUND

When you pressed f3 to replace a card, no old version of the card was found. The card you created has been inserted into the deck as a new card.

DECK DOES NOT EXIST

DO YOU WISH TO CREATE IT?

* No deck of the name you entered exists on the loaded disk. To create a format for a new deck, press Y. To enter a different deck name, press N.

* The disk-drive door may be open so that File Now! cannot examine the disk. Press N, close the door, and enter the deck name again.

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NO MATCH FOUND

The search you started yielded no results. Try a different comparison character (=, <, >, *) or enter different search information.

WRITE ERROR CARD NOT ADDED/DELETED/MODIFIED

The card could not be written or deleted on the disk. The disk-drive door may be open, or the disk may have a write-protection tab. Correct the situation and press the appropriate function key again.

WRITE ERROR FILE NOT SAVED

PRESS ANY KEY

The cards could not be saved into a Write Now! file. The disk-drive door may be open, or the disk may have a write-protection tab. Correct the situation and try saving the cards again.

WRITE ERROR FORM NOT SAVED

The format information could not be written on the disk. The disk-drive door may be open, or the disk may have a write-protection tab. Correct the situation and press the f1 key again.

APPENDIX

GENERAL HELPFUL HINTS

* When the title page of File Now! is displayed, press STOP to avoid the wait and go to the main menu.

* If you can't remember the name of a card deck, use the disk functions to display the disk directory. The card-deck files will have names of aaa.DBF where aaa is the name you gave it. The aaa part of the file name is what you enter as the Card Deck Name.

* To return to the File Now! main menu from a card deck, press f8. The message "Do You Wish to Quit Now?" is displayed. Enter Y or N. A response of N causes the cursor to be put at its previous location on the top card.

* To return to the File Now! main menu from a "Enter Selection" prompt, press STOP.

* You can have a maximum of 696 cards per deck. (That usually fills a disk.) You can have at least as many card decks as you have disks. If the decks are less than maximum size, you can even have more by putting multiple card decks on a disk.

CARD COLLATING SEQUENCE

The cards in a deck are kept the order of their entire title lines, based loosely on the ASCII code chart. The specific sequence,

from first to last, is as follows.

!"#\$%&'()*+,-./0123456789:;<=>?AaBbCcDdEeFfGg
HhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz

FUNCTION KEYS AND SPECIAL KEYS

Key(s)	Purpose
f1	Save format or save top card
f2	Delete top card
f3	Replace top card
f4	Display blank search card
f5	Flip to the previous card
f6	Display print menu
f7	Flip forwards to the next card
f8	Return to the main menu
CTRL 1	Display card number and count
CTRL 2	Continue search using current info
CTRL 3 x	Search for first card whose title starts with letter entered (x)
CTRL 4	Turn protected space on or off
CTRL 5	Display disk-option menu
CLR	Display a blank card
HOME	Put the deck in order
←	Tab key (: character is tab)

Other keys:

* The CRSR keys work the same as they do in BASIC, and can be used to move around on the card.

* The DEL key works almost the same. It blanks out the preceding character but leaves an empty space.

* The INST key does not work as it does in BASIC. If you omit a character or word, first

use the CRSR key or DEL key to back up. Next, type the line again, starting with the correction.

MAXIMUM CARD AND DECK SIZES

The maximum size of a card is 17 text lines (including the title line) of 34 characters each; the dotted line underneath the title line makes the card 18 lines tall. A deck can contain a maximum of 696 cards.

EXAMPLES OF CARD FORMATS

For your convenience, the following example formats are presented. The examples, rather than showing limits, show possibilities of card formats. (Note: Assume that there is a protected space following each colon, to make the information on the card easier to read.)

Family And Friends

=====

Name:

Address:

City:

State:

ZIP:

Telephone: ()

Anniversary/other date: / /

Name	Birthdate
:	: / /
:	: / /
:	: / /
:	: / /
:	: / /
:	: / /
:	: / /

Comments:

=====

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Home Inventory

=====

Article:

Description:

Acquired from:

Date: / /

Original Cost: \$

Replacement Cost: \$

Location (room):

=====

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Stamp Collection

=====

Country:

Catalog #: Alt. Cat. #:

Description:

Single/Quad Blk/ZIP Blk/Plate Blk/
Sheet/1st Day cover?:

Condtn.: Perf:

Color: Wmk:

Mint?: Precancel:

Cost: Cat. value:

Comments:

=====

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Home Library

=====

Title:

Author:

Publisher:

Publ. Date/Ed.:

Lanaguage:

Illustrator:

Binding material:

Gilding?: Paper:

Condition:

Cost: \$ Value: \$

Acquired from:

Comments:

=====

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WRITE NOW! FILE FORMAT

FILE NOW!/64 and WRITE NOW!/64 use the same format for storing text files. A WRITE NOW! file (we will refer to these files as '.WNF' files) created by FILE NOW!/64 can be loaded as a text file by the WRITE NOW!/64 word processor. As such it can be edited and saved. FILE NOW!/64 must always store '.WNF' files on the same disk as your data base, you can however, use the WRITE NOW!/64 word processor to load and transfer '.WNF' files to other disks as required.

The way the WRITE NOW!/64 word processor uses the data in the '.WNF' created by FILE NOW!/64 is quite unique and deserves a good explanation. Let's say that we created a card deck (data base) consisting of the three cards (records) shown on the next page. Then we created a '.WNF' file called DEMO using option 2 (Entire Card Deck) as shown on page 43. The '.WNF' file will contain three cards of data with nine items (fields) each. Now we want to create a letter that uses this data.

The WRITE NOW!/64 word processor has built in functions that will make this job easy. First, must notify WRITE NOW!/64 that we want to use the FILE NOW!/64 merge function. The command to do this is the WRITE NOW!/64 DOT COMMAND mm (.mm) followed by the name of the file we want to merge, which in this case is DEMO.WNF. (Remember FILE NOW!/64 automatically adds the '.WNF' suffix to our chosen file name when it creates the file.)

1001

Name: John's Computers
Address: 4003 State St. Suite #14
City: Chicago State: IL
Zip Code: 60002
Phone: (312) 555-5555 Ext. None
P.T.C.: John Doe
Category: Consultant
Date to call: 04/05

1002

Name: The Olde CompuShope
Address: 100032 W. Hy. 54
City: Maimi State: FL
Zip Code: 30201
Phone: (555) 555-5555 Ext. 5555
P.T.C.: Bill Computernut
Category: Retail Store
Date to call: 05/04

1003

Name: Computer News
Address: 423 Maple
City: Minneapolis State: Mn
Zip Code: 55400
Phone: (612) 555-5555 Ext. 3
P.T.C.: Mary Smith
Category: Publication
Date to call: / As required

Now the magic of WRITE NOW!/64 takes over. The WRITE NOW!/64 word processor looks up the file on your disk, determines how many fields of data there are and assigns each of them (in order) a variable name. The first field (which will be the title of the card, or in the case of our DEMO.WNF file it will be 1001) will be assigned the variable name 'a'. The second field (which will be the next item on the card, or in the case of our DEMO.WNF file this will be John's Computers) will be assigned the variable name 'b', and so on until all fields on the first card have been assigned names. (Variable names can go as high as the letter p.)

Now that WRITE NOW!/64 has done all of the work for you all you need to do is decide where to put the items of data (now called Variables a thru i in this example) in our letter. You can use any of the variables where ever and as often as you want. All you do to put a variable in your document is hold down the Commodore key and press the 'v' key (this will put a reversed capital 'V' on the screen) then type the letter for the variable that you want. Here is a sample of a letter using our DEMO.WNF file data as it would appear on your screen.

WbC

WcC

Wd, We. WfC

C

C

Attn: WbC

C

I have vital information that can help you in your Wi business in the Wd are
a. Call me at (888) 555-1111.C

C

Once you have set up the document as shown above, you can then request a printed document using the standard WRITE NOW!/64 print function. But, during the printing an unusual thing will happen. The WRITE NOW!/64 word processor will print out one copy of your letter for each card of information that was put into the '.WNF' file by FILE NOW! Within each letter the text will be the same, but the Variables will correspond to those on each card in the '.WNF' file. Shown below are the three letters that would be created by this letter format using our DEMO.WNF file.

Letter # 1

John's Computers
4003 State St. Suite #14
Chicago, Il. 60002

Attn: John Doe

I have vital information that can help you in your Consultant business in the Chicago area. Call me at (888) 555-1111.

Sincelery,
Don Knotte

Letter # 2

The Olde CompuShoppe
100032 W. Hy. 54
Maimi, Fl. 30201

Attn: Bill Computernut

I have vital information that can help you in your Retail Store business in the Miami area. Call me at (888) 555-1111.

Sincelery,
Don Knotte

Letter # 3

Computer News
423 Maple
Minneapolis, Mn. 55400

Attn: Mary Smith

I have vital information that can help you in your Publishing business in the Minneapolis area. Call me at (888) 555-1111.

Sincelery,
Don Knotte

As you can see using WRITE NOW!/64 with FILE NOW!/64 can provide a very powerful tool for creating custom mailings and other specialized jobs.

The WRITE NOW!/64 word processor can only use '.WNF' files with 15 (16 if edited see note on editing '.WNF' files later in this section) or less items of data (fields) in each record (on each card). If your data base format creates more than 15 fields you will have to remove one or more of the fields or the word processor will print an incorrect extra document for each one printed properly. So, if during your print out you notice that every other document contains text but no data you will know that your data base is putting out more than 15 fields for each record.

To correct this condition type in and save the program shown on the last page. This program will allow you to create a new file with a new file name without destroying your old file. You will have the choice of which fields of data you want to eliminate in the new file. The new file will be created on the same disk as the old file, but as before you can use the WRITE NOW!/64 word processor to transfer the file to another disk.

EDITING '.WNF' FILES

When you load a '.WNF' file into WRITE NOW!/64 it will look like this on your screen:

1001 John's Computers 4003 State St. Suite # 14 Chicago IL 60002 3125555555 None
John Doe Consultant 0405
1002 The Olde CompuShoppe 100032 W. Hy. 54 Maimi FL 30201 5555555555555555 Bill Co
mputernut Retail Store 0504
1003 Computer News 423 Maple Minneapolis Mn 55400 61255555553 Mary Smith Publica
tion As required

You can edit it just like any other document. The only special characters are the reversed dash characters, these are the field separators and can be put in by holding down the Commodore key and pressing the '-' (minus) key. The reversed arrow in the file is the RETURN key.

If your system prints one extra document at the end of its run replace the last reversed arrow (RETURN) with a reversed '*' (asterisk), hold down the Commodore key and press the '*' key.

If, as we mentioned earlier, you need 16 data fields you should delete the reversed dash characters just in front of the reversed arrows. This must be done for every record.

```
1 printchr$(14)chr$(147)"Enter File Name
  (Don't forget '.wnf')":print:dima$(50)
2 inputf$:d=0:i=1:open8,8,8,f$
3 get#8,a$:ifa$=""thena$=chr$(0)
4 a=asc(a$):ifa=173theni=i+1:goto3
5 ifa$=chr$(159)thengoto9
6 if(a>63)and(a<128)thena=a+128
7 ifa<32thena=a+64
8 a$(i)=a$(i)+chr$(a):goto3
9 close8:i=i-1:printchr$(147)"These are
the fields in the Card Deck":print
10 forn=1toi:printchr$(n+64)". "a$(n)
11 next:print"Press letter to delete"
12 print"Press 'f1' key to end":print
13 getd$:ifd$=""thengoto13
14 ifd$=chr$(133)theni=0:goto17
15 if(d$<"a")or(d$>chr$(i+64))theni3
16 de$=de$+d$:printd$",";:goto13
17 ifde$=""thenend
18 printchr$(147)"Enter New FILE NAME"
19 print:inpute$:iff$=e$thenprint"Must n
ot be the same as origional":goto19
20 e$=e$+",p,w":open8,8,8,f$:open9,8,9,e
$:print"working - be patient"
21 get#8,a$:ifa$=""thena$=chr$(0)
22 a$(i)=a$(i)+a$:ifa$=chr$(159)goto31
23 ifst=64thengoto31
24 ifa$=chr$(173)theni=i+1:a$(i)=""
25 goto21
26 forn=0toi:forj=0tolen(de$)-1
27 d=asc(mid$(de$,j+1,1)):d=d-65
28 ifn=dthenj=100:next:next:goto33
29 next:print#9,a$(n);:next:ifse=9goto33

30 i=0:a$(i)="":goto21
31 ifst=64thense=9:goto26
32 se=0:goto26
33 print#9,chr$(159);:close8:close?:prin
t"all done":end
```



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