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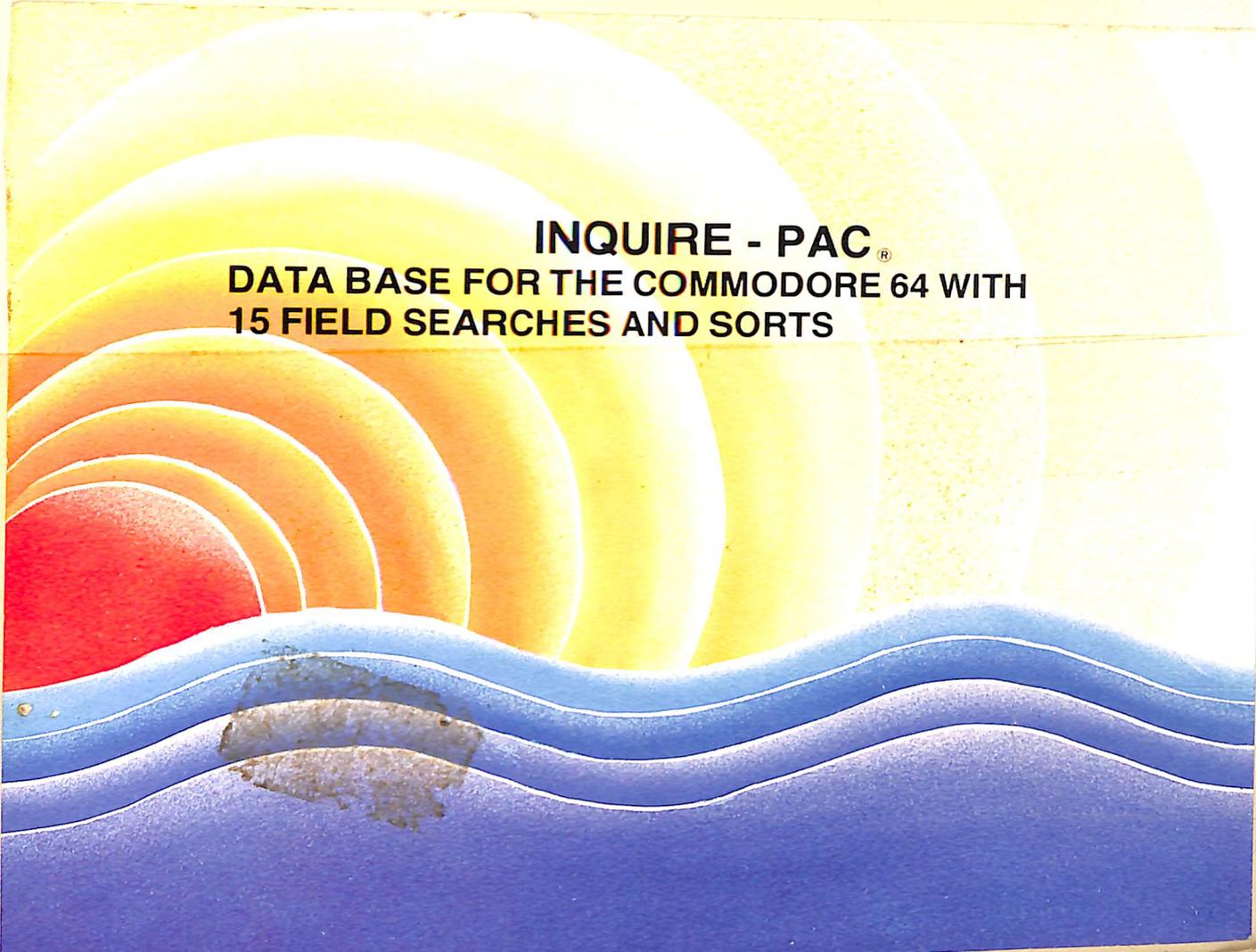
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PACIFIC COAST SOFTWARE

3220 S. Brea Canyon Road Diamond Bar, CA 91765

INQUIRE - PAC[®]
DATA BASE FOR THE COMMODORE 64 WITH
15 FIELD SEARCHES AND SORTS



PACIFIC COAST SOFTWARE CORPORATION

3220 S. Brea Canyon Road - Diamond Bar, CA 91765

INQUIRE PAC...Disk Version

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INQUIRE PAC...An Introduction

INQUIRE PAC is designed to be user friendly for both the computer novice as well as the seasoned expert. It allows for the manipulation of up to 200 individual records with up to 15 distinct fields of information ranging from 1 character up to 250 characters. (See 'First File Setup' for an explanation on field length.)

This manual is designed to guide you through a file setup and the manipulation of a formatted file to yield the optimum of information usage. Operational hints are inserted at various times to aid in your understanding of INQUIRE PAC as well as to help you create a strong and effective base for the information you wish to save.

INQUIRE PAC is Menu Driven. This method of program manipulation allows for easy access to any and all of the functions included within the parameters of INQUIRE PAC.

Before loading INQUIRE PAC

If this is a first time use of INQUIRE PAC, be sure to have an unused 5.25 inch floppy diskette to be used as your Data Diskette. Also have ready the INQUIRE PAC Program Diskette included with this manual.

Set up the Commodore 64 computer system per the instructions included with the system. Once assured that all is set, proceed with the following.

Loading INQUIRE PAC

Insert the Program Diskette into the drive and lower the door to engage the disk. Key into the keyboard...LOAD"LOADER",8 and touch RETURN. ****NOTE**** Do not use the shift key to make upper case letters as it is a function of the Commodore 64 to print and display in all upper case letters. Also, be sure to key in all responses given exactly as they appear in the manual.

Once the loader program is in the computer, the screen will display "READY" with a flashing box (called a cursor) below it. Now key in...RUN and touch RETURN. This will load the main module into the computer and automatically run start the program.

Displayed before you is the PACIFIC COAST SOFTWARE CORPORATION introduction. Touch RETURN to continue into the program. The prompt then instructs you to remove the Program Diskette. Do so and replace the diskette into the protective paper envelope included with the disk. You may now place the diskette back into the vinyl folder for safe keeping as you will not need to re-insert it during the operation of INQUIRE PAC. Touch RETURN to continue.

First File Setup

The program will progress to a prompt requesting the status of your Data Diskette. For the purposes of this manual we are assuming that this is a first time usage of INQUIRE PAC; therefore, you will answer Y to the prompt before you, which relates to a new and raw diskette. You will be instructed to insert a new, raw diskette into the drive. (Note that the diskette need not be new, or unused, however, any information or program stored on its surface will be destroyed. Be sure that it is a diskette that is not important!)

Touch RETURN and the computer will prompt you for the title you wish to give this particular file of information. (ie: Mail List)

The file name can be any word or phrase containing 10 characters or less. This name should be a key-phrase that will trigger your memory as to the file contents. Notice the small line indicating where the next character will appear on the screen. Enter the name and touch RETURN.

Next you will be asked for the number of fields you wish each record in your file to contain. This number can be from one to fifteen, depending on your needs.

HINT...

Take some time to lay out your file on paper before you enter the program to actually set it up. As you will see, it is important (and, in fact, necessary) that certain pieces of information should be in a very definite order. Pay strict attention to what fields can be Sorted, which fields must be less than 30 characters in length, and in general, where certain information is best placed.

Once you have entered the number of fields and touched RETURN you will be asked for the title you wish to give field one. This title will not appear anywhere except on the screen during 'Maintain Records' as a prompt for the field information to be keyed in or displayed. Enter the title (ie: Name) and touch RETURN. This title can be up to 10 characters in length.

Now enter the length of field one. On field one, (and, in most cases, field one only - see following text for exceptions) it is mandatory to select a length equal to or less than thirty characters in length. This is due to the memory capacity of the Commodore 64 as it relates to the directory and the Sorts of field information.

HINT...

Field one is the field that is used by the computer for both directory listings as well as for single record searches. For

this reason, it is important that the first field is a piece of information that is easily recognized for quick recall of the entire record.

After the preceding information has been entered, the same prompts will again appear. You will be asked for a title and field length for each of the number of fields originally asked for. Title two may be Address...title three may be City/State.

A few words need to be said about the remaining field lengths...

Other than field one, field lengths may have a length up to the remaining characters displayed. However, any field of data that you might wish to Sort later MUST be equal to or less than thirty characters in length.

As stated, this is due to the memory capacity of the computer. Fields to be sorted must be loaded into the computer at one time. Because of the length of the program itself, fields longer than 30 characters will cause the computer to run out of memory. All other fields can be as long as the 'Remaining Characters' will allow.

Enter all the remaining prompts to fill out your file format. ****NOTE**** Should you make a mistake in entry, do not worry. You will have a final chance to make corrections before actually creating the file on the disk. Following the last entry of format instructions, the screen will display your format in full.

The display might appear as follows: '

<u>FIELD</u>	<u>TITLE</u>	<u>LENGTH</u>
1	NAME	25
2	ADDRESS	30
3	CITY/STATE	30

CHANGES (Y OR N): _

Here is your chance to make corrections if you have entered an error, or, if you have simply changed your mind on the file format. Should you answer Y to the prompt, you will be asked to enter the field number of which you wish the change. Enter it and touch RETURN. You may now enter the appropriate corrections.

Satisfied that your file format is to your liking, answer N to the prompt. The computer will now begin formatting the Data Diskette, a process that can take up to four minutes. Until this process is complete, there is nothing for you to do. The MAIN MENU will automatically be presented.

The MAIN MENU

HINT...

Most times during the operation INQUIRE PAC, function key 1 (f1 of the four keys on the right-hand side of the keyboard) will back you out of a MENU selection chosen in error at any time during the selection's process. Exceptions include all prompts requesting RETURN, and any prompts that contain a MENU return selection (ie: MAINTAIN FILE MENU).

The MAIN MENU is as follows:

```

CURRENT FILE BASE
FILE TITLE: (Your Title)
1) MAINTAIN FILE
2) FORMAT PRINTER
3) SORT RECORDS
4) SEARCH RECORDS
5) CHANGE DISKETTES
6) START NEW FILE
7) DISK DIRECTORY
8) QUIT OPERATION
SELECTION: _

```

The menu is designed to be accessed in a logical manner, starting with Selection #1, MAINTAIN FILE. This section of the program contains all of the maintenance and manipulation of single records within the file. Key in the number one and touch RETURN.

Note that the screen shows you that the computer is reading the file. You will also note the drive is in operation during this process. INQUIRE PAC is accessing the file format information that you entered at the beginning of this exercise so that the correct number of records in the file, the correct field prompts, and the next available record number can be used to maintain the file.

MAINTAIN FILE MENU

Displayed is the MAINTAIN FILE MENU:

```

MAINTAIN FILE
FILE NAME: (Your Title)
# OF RECORDS: 0
1) FILE DIRECTORY
2) ADD NEW RECORDS
3) SEARCH BY 1ST FIELD
4) SEARCH BY RECORD =
5) MULTIPLE DELETE
6) COLLECT FILES
7) GOTO MAIN MENU
SELECTION: _

```

You will note that at this time, there are zero records in the file. Logically then, key in Selection #2, ADD NEW RECORDS and touch RETURN.

ADD NEW RECORDS

The screen now displays:

```
ADD NEW RECORDS
CURRENT TOTAL REC = 1
```

(your prompt): _

Notice that the record number referred to here is the current number...in this case, the first record being added to the file. To see the reaction of the f1 key, touch it and note that the # OF RECORDS prompt has not added one to the file. As stated, this key may be used at most times to abort any function.

IMPORTANT!

INQUIRE PAC does not recognize shifted characters. All input and output will be in the un-shifted mode, which in the Commodore 64's power-up mode is all upper case.

Key in Selection #2, ADD NEW RECORDS and enter your information. Note that the INST/DEL is functional when touched un-shifted. This key will allow you to make immediate corrections of typing errors. When you are satisfied with the answer to the prompt, touch RETURN and the next prompt will appear.

Again, don't worry if you have touched RETURN and notice an error in the line just entered. You will have a final chance to make corrections before the record is written to the disk for permanent storage.

HINT...

You will note that you are unable to leave a prompt line blank by entering a RETURN only. It is helpful to establish a habit of entering a standard "no-response" response such as n/a for not applicable. Keeping a standard will help you when reviewing your file to know at a glance that the line had no value in a particular instance.

Once all prompts are satisfied, the display will recap your entry and prompt for changes. An answer of Y and RETURN will call forth a prompt for the field number to be changed and allow you to make the changes. Once made, the display will again recap and prompt for changes again. An answer of f1 will abort the record and return to the MAINTAIN FILE MENU.

An answer of N and RETURN will cause the computer to continue to the storage process while informing you that it is 'WRITING [the] RECORD'.

The display will return to the ADD NEW RECORDS function for easier and faster entry of a batch of data. If you have completed all new record entry, simply touch f1 to abort.

You will note that after each ten entries, the computer will automatically 'UPDATE THE DIRECTORY'. This update will return to MAINTAIN FILE MENU upon completion.

FILE DIRECTORY

f1 is non-functional during the File Directory listing.

Once you have one or more entries complete under ADD NEW RECORDS, you may at anytime review the records entered. As stated earlier in this text, only the first field of each file will be listed in this directory. The corresponding record number of each is also listed.

Notice the top-line prompt stating 'Enter P to Pause, C to Continue, S to Stop'. At any time before the 'touch RETURN to continue' prompt appears, you may pause the list by entering a P and continue on by entering a C. Entering an S will cause the listing to abort.

HINT...

Stopping a list may be of value when there is a high number of records in the file, and although the 'RETURN to continue' stops the list either every 15th record or at the end of the list, the S may come in handy. S must be entered while the actual listing is being displayed one at a time.

The directory is listed in sequential fashion only.

SEARCH BY 1ST FIELD

f1 is functional and will abort if touched.

Of the two single record searches, this one can tend to be less effective as the keyed in response MUST be exactly as the first field was originally entered. For example, if a name was originally entered through ADD NEW RECORDS as JOHN C DOE, a search of JOHN C. DOE will be unsuccessful.

The advantage of this type of search is not having to know the correct record number that corresponds with the record of information. One can simply key in the name, and INQUIRE PAC will search out the desired data.

Once located, the prompt 'CHANGES (Y OR N) ENTER D TO DELETE' will appear below the record displayed. As in ADD NEW RECORDS, changes may be made to the record at this time, or the record may also be deleted from the file altogether.

A response of D will cause the computer to ask "Are you sure?". At this point, only a response of Y or N will allow you to continue. Y will complete the deletion process, while N will abort. Should you choose to delete, you will notice in the File Directory that neither the record number nor the first field of data are present. For now, the deleted record is still using valuable space on your data diskette...see COLLECT FILES to free up this now-unused record space.

SEARCH BY RECORD

f1 is functional and will abort if touched.

As stated, this is the most easily accurate of the two single record searches. Simply key in the appropriate record number to be searched and touch RETURN. INQUIRE PAC will search and display the record as well as prompt for changes or deletion. See SEARCH BY 1ST FIELD for explanation of this prompt.

MULTIPLE DELETE

f1 is functional once past the initial "Are you sure?" prompt and will abort back to the "Are you sure?" prompt for a Y or N response.

When many records are to be deleted, this function may be useful. Be sure to note, that only records in a sequential order may be deleted in this manner. For example, you CAN delete record numbers 3, 4, 5, and 6; you CANNOT delete 3, 4, and 6 without also deleting #5.

HINT...

Remember when entering the low and high record numbers to be deleted, that the numbers you key in will be deleted also. For example, delete record #2 to record #4 will delete 2, 3, and 4. The screen will display each record number as it is deleted.

Once the function is complete, it will automatically Update the Directory and return to the MAINTAIN FILE MENU.

COLLECT FILES

This process requires little from you in the way of keyed input. The initial prompt simply asks whether or not you intended to 'gather up' all the deleted records to open up file space. If you answer N, you will return to the MAINTAIN FILE MENU.

If you answer Y, INQUIRE PAC will read each record individually and decide as to its value. If it has been deleted either by one of the two single record deletes or deleted through MULTIPLE DELETE, it will reassign the space as "open for use".

HINT...

COLLECT FILES will reassign record numbers sequentially. For example: a file containing 5 original records with 2, 3, and 4 deleted at some point, leaves record numbers 1 and 5 active. After the collect process is completed, record #5 will be record #2 of 2 active records. Therefore, it is suggested that if you wish to access your records by a customer, catalog or other distinguishing number, incorporate that number as a field in your original file format. By doing so, the appropriate field containing that number can be searched and/or sorted via the MAIN MENU selections. (See SORT RECORDS and SEARCH RECORDS in the following text.)

GOTO MAIN MENU

If there has been activity in the file that has not been updated to the directory, this selection will first Update and then return to the MAIN MENU; if no activity has occurred, it will simply return.

FORMAT PRINTER

f1 is functional and will abort if touched.

You are now back on the MAIN MENU. This selection is optional, as INQUIRE PAC will allow the printer to handle hard copy printing without a pre-formatted plan. Output to the printer will simply list the record number and each field sequentially if no format is present.

Upon selection of FORMAT PRINTER (#2 on the MAIN MENU), the computer will look to the drive to locate the format file. If none exists, the screen will prompt that none can be found and request your response to continue. A response of N will return you to the MAIN MENU.

A response of Y will start the question and answer process required to format the print-out. First you must tell INQUIRE PAC how many fields you formatted the file for. Next, enter the number of rows you wish the print-out to have before it performs a form-feed to the next page.

HINT...

Standard 8.5 X 11 inch paper contains 66 lines. INQUIRE PAC is designed to print on this size paper, and therefore, 60 lines is the maximum number to a page. This leaves 3 blank at the top and

bottom of each page or a 6-line form feed. To decide on the length that will best fill your particular needs, remember that each line of data will obviously require one line (in our example, this would be a total of three). However, the record number of each record will also print with a blank line on either side of it. So, to figure for our example, each record will require 6 lines on the paper...if we choose 60, we can list 10 records to a page, 54 equates to 9 per page and so on.

When the preceding questions have been answered, you will be prompted for response for each of the record fields in your file. The screen displays the field number and asks for a title...This title, if given will appear on each and every record listed followed by the appropriate field data. Not to be confused with the file format titles, the answers given here are for print-out only. If you choose to use a title for one field, or two and not all the rest, it is ok. You may choose to use a title for every field...or for none!

To leave a title line blank, touch function key 7 (f7 on the right-hand side of the keyboard) and touch RETURN. You will notice that there is no immediate response on the screen when you key in f7. This is normal, and you will only get a response once RETURN is touched.

Row location of field one is next. Remember that you are only formatting for one record...all other records will print in the same format, one after another. With this in mind, enter the row you wish the first field to print in (usually row 1).

Next enter the column position in that row where you wish the field to start printing. (usually 1) If you have chosen to print a title with this field, keep in mind that the title will take up 10 spaces and the field will take up as many as originally requested. In our example, this is 10 for the title, and 25 for the field for a total of 35 spaces when printed. Without title it is a total of 25 spaces. (see DISK DIRECTORY to refresh memory of file format)

You are working with a total of 78 available spaces from left to right on paper.

The next prompt is for field #2. If you choose to list this field under field one, key in 2 in response to the row prompt. If you choose to list it next (on the same line) to field one, key in 1 to the row prompt.

If you chose to list it under field one, key in the starting position in row 2 that you wish to start printing field two (usually 1). If you chose to list it next to field one, key in the number of spaces you want between the end of field one and the beginning of field two.

Enter your responses for each of the fields keeping in mind that you are working with a 78 column row. If you choose to list all fields in one row, be certain that the total of all fields plus any titles does not exceed 78.

HINT...

Remember you will have one final chance to make changes before the format is committed to the disk's memory, as well as the option to change it at any time. (see Changing PRINTER FORMAT) So, don't worry too much if your first attempt at printer format is less than gratifying!

Once all questions are answered for each field in the file, the computer will recap your format and request for any changes. f1 is functional here and will abort if touched. A response of N will instigate the writing of the format to disk.

A note about changes...A response of Y will bring to the screen a prompt for the number of lines to a page. You must re-enter this number with each change, even if the number itself does not change. f7 is functional here and will allow you to "blank" a title line. f1 is also still functional and will abort if touched.

Changing PRINTER FORMAT

f1 is NOT functional...only a response of N will abort when prompted for 'continue with new format'.

At any time you may change a pre-formatted printer file by simply selecting #2, FORMAT PRINTER from the MAIN MENU. Each time selected, this option will look to the drive and locate a format file if it is present. Once located, the computer will display the format as it is currently, and prompt you for your response to continue with a new format.

Should you decide to re-format, simply answer Y to the prompt and re-enter the format from the beginning according to the preceding instructions.

SORT RECORDS

f1 is functional and will abort if touched.

Once selected, this option will inform you that you may use P to Pause, C to Continue, or S to Stop (abort) at any time during either Display or Printing of a list. It should be noted that S will abort the process, while P will only cause the computer to wait for you to tell it to continue by entering the letter C. Don't worry if you notice a delay once one of these keys has been entered. The computer is made up of buffers or holding areas that may empty themselves before recognizing your entry. Enter the key

two or three times if the computer does not seem to recognize the entry altogether.

Touch RETURN and you will be prompted for your decision to sort or not. If you answer N to this prompt, the list will be presented sequentially starting with record #1. You will be prompted for Display or Printer (D or P). If you just wish to view the list, key in D. P will send the list out via the printer.

If you wish to sort the file and answer Y, you will be prompted for the field on which you wish to sort. Enter the field and touch RETURN. Next you will be prompted for Display or Printer.

HINT...

In our example, we listed Name, Address and City/State. If we choose to list our file alphabetically by field one (Name) we would answer 1 to the prompt for which field to sort on. However, if we entered the names with the first name first, the list would be sorted on first names...therefore, it is suggested that in a situation like this, names are entered thusly: Last, First Middle. Remember, whatever you wish to sort must come first in the field of information...This applies to numbers, also, in this way: If you wish to sort a series of numbers from 22 to 222 then the entry must be consistent in length (ie:022, 023, etc). If numbers are not entered in this way, the sort will show 23 to be a higher number than 222 because it compared the first two numbers of each.

The computer will begin the sorting process which includes reading the appropriate field of each file, assigning a value to each for the sort, and the actual sort itself. Once sorted, the list will be presented via the screen or printer per your earlier choice.

NOTE...

If you have not entered a PRINTER FORMAT and are now wishing to list the file, the computer will inform you that no format is on file. Should you want to list anyway, simply answer Y to the 'continue' prompt. If you have chosen a field with more than 30 characters, the computer will inform you that it is an illegal field to sort on and return to the MAIN MENU. (see First File Setup for explanation of illegal fields)

Some points to be aware of are these: The more records in a file, the longer the sort will take. Should the disk drive pause at any time during the operation of INQUIRE PAC don't be concerned; the computer is just running a little behind the drive. A full file (200 records) may take up to 5 or 6 minutes to complete all the reading, assigning and sorting routines required for the final list. Another point to know is the fact that the video screen will blank should you elect to output your list to the printer. This too, is correct with INQUIRE PAC.

SEARCH RECORDS

fl is functional and will abort if touched.

Searching records differs from sorting in that a sort lists the entire contents of a file while searching allows you to list only those records that fit a conditional requirement.

When chosen, this selection offers two options: Threshold or Conditional Searches. First, we will discuss threshold.

Numeric Threshold

A threshold search (in this case numeric) allows you to have a list of only those records which have a particular field containing a number that falls between two given numbers. Select T and touch RETURN. You will be prompted for P, C, and S (see SORT RECORDS) and once RETURN has been touched the computer will read the records. Next, you will be prompted for Display or Printer. Enter your choice and touch RETURN.

'Field to search on' is requesting your keyboard input for the numeric field you wish the threshold to search. Examples might be catalog numbers, customer numbers, invoice amounts, dates, or many other kinds of numeric information. Two more prompts will appear and wait for your response: Greater than and Less than. Enter the numbers and touch RETURN.

Each prompt must be answered. For example, lets say that you want all catalog numbers below 1000. Enter: Greater than: 0...Less than: 1000. Another example; you wish to see all customers who have not paid you in the first quarter of this year. Enter: Greater than: 010183...Less than: (today's date). Note that in order for this process to work with dates, the following format must be used in entry of the date: MMDDYY with no hyphens or slashes separating the numbers.

Once each question has been answered, the computer will take over and search out the appropriate records.

All field Conditional

Conditional searches are searches which look for specific characters, words, or short phrases. These specific requirements are called 'hits'. When you have entered your conditions for searching, INQUIRE PAC will look at each record individually and compare your hit with the existing field information. If it 'hits', the record will be pulled from the file and listed for you.

Select C and touch RETURN. Enter RETURN to the P, C, or S prompt (see SORT RECORDS) and enter a response to Display or Printer once the records have been read. You now have the option to sort on a

field. An N answer will progress you to the number of fields to search on...see the following text.

A Y answer will get another prompt asking which field to sort on...Remember in SORT RECORDS, this is either a numeric or an alphabetic sort. An example of use of this option might be two fields containing names, one field having first names, one field containing last. You may wish to search just the Doe's from your file, while at the same time sorting the first names. The result will be a list of just the Doe family, but they will be listed in alphabetical order according to their first names.

The next prompt requests the number of fields you wish to search conditionally. As stated, you may select up to the number of fields in your file format. (In our example, 3) The progression of questions leads to the first field to be searched. Enter the field and touch RETURN. Next is the conditional 'hit title' you want searched.

HINT...

The hit title may be just one character (to pull all the D's from the file) to a word (Doe) to a short phrase (Diamond Bar). Remember that only those records that contain exactly the same letters in exactly the same order in the requested field number will hit. It is important to this option that data was entered in as standard a manner as possible in ADD NEW RECORDS.

If we had chosen 2 fields to search per our example, field 1: Doe and field 3: Diamond Bar, the search would have yielded only the Doe's that reside in Diamond Bar...all other records would be ignored.

Once all questions and conditions are entered, INQUIRE PAC will take over and list those records requested.

CHANGE DISKETTES

This option allows you to remove one diskette containing one file and insert another data diskette containing another file. You will be prompted to change diskettes and touch RETURN when all is ready. The program will read the new diskette and return to the MAIN MENU. Notice that the file title has been updated to show the new file.

START A NEW FILE

This option allows you to start a new file from scratch on a new, raw diskette. Prompts will instruct you to remove the present diskette and insert a new one. At that point, you will proceed per the First File Setup section of this manual.

DISK DIRECTORY

This option allows you to view the files contained on the diskette located in the drive. It will also display your original file format for reference when searching or sorting a field or fields. Once the directory has been read from the disk, touch RETURN when prompted to continue to the file format.

QUIT OPERATION

This selection will return the control back to the Commodore 64 in immediate mode. This is the mode in which the computer was 'powered-up', with no program or data in its memory.

Other notes on INQUIRE PAC

When loading INQUIRE PAC you will notice that it has a long loading time. This is normal, as INQUIRE PAC is a large program.

If you are using INQUIRE PAC for the second or more times, the loading procedure is always the same for the program. However, when you wish to rework an existing file, answer N to the inquiry on data diskette as it will not be the first run on a new, raw diskette. This procedure will check the existing files and have them ready to use when you reach the MAIN MENU.

Remember that the f1 key will most times abort any function in operation. No harm will come to your files if the computer will accept the key.

An inadvertant Disk Directory listing from the MAIN MENU will not hurt the program diskette. If this should accidentally occur, simply select Change Diskettes from the MAIN MENU and insert the data diskette when prompted.

Lapses in Disk Drive operation are normal. Should it seem as though nothing is happening with the system, don't worry...almost always, this is simply the computer processing data while the drive waits to deliver more data.

You may experience some delays in reaction on the screen display. This is more likely to occur when a large number of records are present in the file. This does not signal danger or mal-functioning of your system.

Do not attempt to leave the program by turning off the computer. It is very possible that a file or files may be left without proper closing routines. This may cause future problems in retrieving and manipulating existing records.

It is suggested that both formatting routines...First File Setup and Printer Format...are well thought out and planned prior to selection of the options. Many frustrating minutes can be avoided with an effective approach.