

**EASY
WORKING
FILERTM**

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Part 1: GETTING STARTED

1.A: Introduction

Welcome to Easy Working Filer! Using a database couldn't be easier, even for the first time user!

This program runs on three types of computers - the IBM PC and compatibles, the Apple II series, and the Commodore-64. Instructions for all three are very similar; therefore the documentation for all three is combined. When machine specific instructions are required, it is noted clearly.

Generally, instructions you should follow and keys you should press to carry out commands appear in **boldface print**. On the Apple II Series and the Commodore-64 computers, there is an "L-shaped" key on the right side of the keyboard called the RETURN key. This key is pressed after typing most commands; it "enters" the command. This key is called the ENTER key on the IBM PC and compatible machines. Throughout this documentation, it is referred to as the **RETURN** key, and it appears in boldface type whenever you should press it to enter a command. Function Keys are written as **F1, F2, F3**, and so on.

Finally, there are some additional keyboard keys that are different on the three machines, and even some which are unique to one machine. The following chart shows the keys which are different on each machine.

<u>KEY</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Escape	Escape	Escape	STOP
RETURN	Enter	RETURN	RETURN
Page Down	PgDn	<A>5	F5
Page Up	PgUp	<A>6	F6
F1, F2, F3, etc.	F1, F2, F3, ...	<A>1, <A>2, <A>3, ...	F1, F2, F3, ...
Control	Ctrl	<A> or [A]	Ctrl

• Commodore

There is a **CMRD** or "Commodore" key on the Commodore-64. It is located at the lower left corner of the keyboard, and has a "C" on it. Since there is no "Escape" key on the Commodore; press the **STOP** key instead. There are also no **PgDn** (Page Down) or **PgUp** (Page Up) keys on the Commodore-64. Use **F5** and **F6** respectively.

• Apple II Series

There are two "Apple" keys; one to the left and the other to the right of the Space Bar. The one to the left of the Space Bar is the "Open Apple" key and is written as <A>. The one to the right of the Space Bar is the "Closed Apple" key and is written as [A]. There is no **PgDn** (Page Down) or **PgUp**

(Page Up) keys on the Apple. Use <A>5 and <A>6 respectively. There are no Function Keys on the Apple computers. Use the "Open Apple" key followed by the Function Key number when instructions ask for a Function Key. Example: F3 is <A>3 on the Apple computers.

• IBM PC and Compatibles

Remember that each time you see "press RETURN" in the instructions, press the Enter key instead.

1.B: Backing Up the Program

The disk with the program stored on it is referred to as the "program disk." Make an additional or "back up" copy of this disk so you have two in case anything should ever happen to the original. Instructions for making back ups should be in the manual which accompanies your computer.

You should also format some blank disks to use as "data disks," or disks on which you will store your files. Again, instructions for formatting disks can be found in your computer's documentation, and in fact, you can format disks from within the program. (See Part 2, section 2.D.2.) If you have a single disk drive system, you can store some data files directly on the program disk, but be careful because database files can get very large. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2). If you have a hard disk, it is best to copy the Easy Working Filer program into its own directory, and then work within that directory. Instructions for doing this follow.

1.C: Loading the Program

The following are instructions for loading Easy Working Filer on the IBM PC and compatibles, the Apple II series, and the Commodore-64. For the IBM PC and compatibles, instructions for both floppy disk and hard disk systems are included.

1.C.1: Loading on an IBM PC or Compatible

If you are using a floppy disk system, follow these steps. After creating a self-booting program disk, you will be able to both start up your computer and load Easy Working Filer from the same disk. You will not have to use the "INSTALL FLOPPY" portion of these instructions each time you use the program - you *would* need to use "INSTALL FLOPPY" to create another self-booting program disk.

Start up the computer using your DOS disk (version 2.0 or higher).

When A> appears on the screen, remove the DOS disk, and insert the

Easy Working Filer program disk in Drive A. Then insert the DOS disk in Drive B. If using a single drive system, follow the screen prompts.

Right next to the A>, type **INSTALL FLOPPY** and press **ENTER**. This copies DOS onto your program disk to make it self-booting.

- **To load the program:**

Insert the self-booting program disk in Drive A and turn on the computer. Easy Working Filer loads automatically. If the computer is already booted and you want to use the program, with the A> on your screen, insert the program disk in Drive A and type **EF**. Then press **ENTER** and the program will load.

The following are instructions for installing and loading Easy Working Filer on a **hard disk system**. You only need to follow the **INSTALL** instructions once. To load the program once this is completed, boot your computer, change into the **EW** directory (Easy Working directory), and load the program.

Turn on your computer. When the C> appears on the screen, insert the Easy Working Filer program disk in Drive A. Type **A:INSTALL HARD** and press **ENTER**. This automatically copies the program files into a directory called **/EW**. (Before using the program to store files, be sure to set the path name in the Set-Up Storage Menu to Drive C, and set the directory/path to **/EW**. (See Part 4, section 4.C for more information.)

- **To load the program once it is installed on your hard disk:**

Turn on your computer. At the C>, type **CD /EW** and press **Enter** to move into the Easy Working directory. Type **EF** and then press **Enter** to load the program.

1.C.2: Loading on an Apple II Series Computer

Insert the Easy Working Filer program disk in Drive #1 and close drive door. Turn on your computer, monitor and printer. The program loads automatically.

1.C.3: Loading on a Commodore-64

Insert the program disk in the disk drive and close the drive door. Turn on the computer, drive, monitor and printer. (On the Commodore 128, hold down Commodore Key and turn on computer.) Then type **LOAD "*",8,1** and press **RETURN**.

1.D: The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner of your screen is the name of the program, "Easy Working Filer."

In the upper right corner, it says "F2 HELP." This means press the **F2** key to access Easy Working Filer's Help system. It gives on-screen explanations of the options that are available. You will not lose your file when you press F2; simply press the **Escape** key (the **STOP** key on the Commodore-64) to leave Help and return to your file.

To move through the options on the Main Menu, use the Arrow keys (also referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor to the left. Each of the Main Menu options have sub-menus. For example, with the cursor on "Print," press **RETURN** (or **Enter**). This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move up and down the sub-menu options, and press **RETURN** to select the option of your choice. You can also select a sub-menu option by pressing the first letter of the command desired. To leave a sub-menu and return to the Main Menu, press **Escape** (or **STOP** on the Commodore-64).

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

<u>KEY</u>	<u>FUNCTION</u>
Right/Left Arrow	Moves through Main Menu options
Down Arrow	Produces sub-menu for highlighted option when available
RETURN	Selects highlighted option
STOP (C-64) Escape (IBM, Apple)	Cancels selection
F1	Accepts an input box
F2	Accesses Help system

Note that the F1 key "accepts an input box." An input box is when the program gives you a choice of what to do next by asking a question(s) on the screen. If it says to press the F1 key to accept what the screen currently says, check to make sure the correct selection is highlighted, and then press the **F1** key to continue. Sometimes input boxes offer a "Y/N" (Yes/No) response. If you want to respond **Yes**, simply type **Y** directly over the **N** (No), or vice versa.

Each of the Main Menu options is briefly described below. The options are explained in greater detail in Parts 2 - 5 of this documentation.

- **Storage**

Select Storage to create a new database file or to open an existing one. You can also display the names of all files stored on the current disk (and in the current directory, if relevant). Finally, you can erase files and format disks using commands in the Storage Menu.

- **Update**

Select Update to work with records within an existing database file. You can add, edit, find, and remove records using commands in this menu. You can also import and export files from here.

- **Print**

Select Print when you're ready to print a report from a database file. You can send output to a printer, to an ASCII file, or to the screen.

- **Set-Up**

Use Set-Up to set up the software so it works with your hardware. Use it to specify what kind of printer you have; to change the colors which appear on the screen (optional if you have a color monitor), and to specify the drive on which to store files (with correct path and directory instructions if you're using a hard disk system). You can save these specifications so they will be in effect automatically each time you load the program.

- **Quit**

Select Quit to leave the program and return to the operating system. Be sure to save your document before selecting Quit.

Part 2: DEFINING AND CREATING A DATABASE FILE

A database is similar to a filing drawer full of manila file folders. Each folder contains unique information, can be identified by its name. When comparing this file drawer to a computerized database, you can draw parallels between the file drawer and an individual database file, and between the manila folders and the "records" in the database file. A database file can have few or many records. Each record is made up of "fields."

For example, you could create a database file for an address book called "ADDRESSES." The records in this file would contain the names, addresses and phone numbers of friends, business associates, etc. It would be organized alphabetically by last name. The following chart shows two sample records from such a file:

Database Filename: ADDRESSES

Last Name:	Corwin	Last Name:	Johnson
First Name:	Lucy	First Name:	Evan
Address:	44 Appleton St.	Address:	Sutters Pier, Apt. 5220
City:	Middleton	City:	New York
State:	OH	State:	NY
Zip:	38776	Zip:	20022
Phone:	(344)799-6634	Phone:	(212)336-4550

The field names in the previous chart appear in **boldface** type. For example, "Last Name" is a field name, and "Corwin" is that field's data.

When setting up a database file in this program, you have to indicate which field is to be the "Key" field. The Key field tells the program which field you are going to use to identify each record, or which field you plan to use most often for searching. In the ADDRESSES file, the Key field is the **Last Name** field. Therefore, when looking for a specific address, you would simply enter the Last Name of the person whose address was needed. This will be explained further in the next section.

2.A: Defining a New Database File

The first step in creating a new database file is to "define" it. Once a database file has been defined, you can add records to it, change existing records, search for specific records, etc. To define a new database, load Easy Working Filer. Be sure that you have indicated in the Set-Up Storage Menu which disk drive the program should save files to. (The Set-Up Storage Menu is described in detail in Chapter 4, section 4.C.) Then, with the Main Menu on the screen, do the following:

Move the cursor to "Storage" on the Main Menu, and press **RETURN** (or **Enter**). Select "New Database." This produces the "Database Definition Screen."

2.A.1: The Database Definition Screen

The Database Definition Screen is where you define the fields that will be in the database. You can have a maximum of 10 fields in each record. Move the cursor on this screen by using the **Arrow Keys**, and use the **Delete** and **Back Space** keys to erase characters.

The following chart outlines keys that move the cursor through the Database Definition Screen, and through the fields in records once the database has been defined. **Apple users:** The "open Apple" key is written as <A> and the "closed Apple" key is written as [A].

<u>COMMAND</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Up one record	Up Arrow	Up Arrow	Up Arrow
Down one record	Down Arrow	Down Arrow	Down Arrow
Right 1 character (in a field)	Right Arrow	Right Arrow	Right Arrow
Left 1 character (in a field)	Left Arrow	Left Arrow	Left Arrow
Beginning of first record	Home	<A>	Home
Delete cursor character	Delete	Delete	Delete
Delete previous character	Back Space		
Return to Main Menu	Escape	Escape	Stop

• **Field Name**

This is the column where you enter the names of the fields. To go back to the ADDRESSES example, the field names in that file are **Last Name**, **First Name**, **Address**, etc. After typing the first field name, press **RETURN** (or

Enter on the IBM). This advances the cursor to the "TYPE" column which is explained in the next paragraph. Before entering the *next* field name(s), it's best to enter the TYPE, SIZE, and FORMAT information for the field just entered. You can, however, move the cursor by using the **Arrow Keys**.

• **Type**

Each field you enter must have a *type*. There are four types of fields:

**FIELD
TYPES**

MEANING

- A** **Alphanumeric** - The data which this field will contain can have both letters and numbers. For example, an alphanumeric field could contain the following data: **December 4, 1988**. If you don't enter a type for a field, it defaults to Alphanumeric after the first (Key) field has been entered.
- K** **Key** - The field is the Key field, regardless of whether it is alphanumeric, numeric, or a date field. Each database file *must* have a *single* Key field, as you will use to find records in the database. It's a good idea to enter the Key field as the first field. (The Menu is set up to enter the Key field first, but it is not required.)
- N** **Numeric** - The data in this field will consist of numbers only.
- D** **Date** - The data in this field will be a date and must be entered in the following format: **MM/DD/YY**. (Example: **09/04/88**).

• **Size**

This refers to the "size" of the field. Enter the maximum number of characters for the field being defined. The following chart shows how many characters per field you can have depending on your monitor. It also shows the maximum number of characters allowable for all fields when added together.

Maximum Field Width	Type of Monitor	Maximum Total # Characters per record
60 characters	IBM PC and compatibles	512
25 characters	Apple and C-64 (80 column)	250
25 characters	C-64 (40 column)	250

Also, when you specify that a field has a "D" type (in other words the field will contain dates in MM/DD/YY format), the size must *always* be **8**. The default size for each field is **0** (zero); you must enter a field size of at least **1** for the program to accept the field.

• Format

Format refers to the way data is positioned within a field when printed or displayed on the screen. There are 5 different formats to choose from.

FORMAT

MEANING

L	Left - This means that all data in the field will appear "left justified," or the first letter will rest against the far left side of the field. If you do not change the format, it will default to L , the most commonly used format.
R	Right - This means that all data in the field will appear "right justified," or the last character in the field will rest against the right side of the field.
C	Center - This means that the data in the field will be centered between the left and right sides of the field.
\$	Dollar format - The computer will automatically supply a dollar sign (\$), a decimal point before the last two digits, and will insert commas in the appropriate location(s).

After entering the format specification, the cursor moves automatically to the next line so you can enter the next field name. When all the field names and specifications have been entered, press **F1** to accept them. At the prompt, insert a data disk in the drive you are saving to. (See Part 4, section C for instructions on setting up your disk drives for storage. Be sure to do this before actually defining and creating a database.)

Make sure the data disk is in the specified drive and then press **F1** again. This produces a screen which indicates the drive to which you are saving followed by a space for a "Path Name." If you are using a hard disk and path names, enter it here; if you are not, ignore the path name. You *must*, however, check the "MaximumRecords" which appears at the bottom of this screen.

• Maximum Records

Next to Maximum Records is a number which reflects the maximum number of records you can create on the current disk with the database definition you've just designed. The number of records displayed assumes you want to use the rest of the disk's storage space for *only that database file*. If not, (i.e. if you want to store other files on the current disk), move the cursor next to "Maximum Records," and change (decrease) the number of records indicated. Once the maximum number of records has been entered, it cannot be changed after the database is created. Be careful when accepting this number. Press **F1** to accept the Path Name and Maximum Records.

The program then creates your database. This can take a few seconds to several minutes, depending on the complexity of the database you defined. When it is done, a message says the database has been created, asks if you want to open the database now. To open it for data entry, type **Y** (Yes); to return to the Main Menu, type **N** (No).

2.B: Entering Data in a Database File

The database file must be "open" in order to enter data. If you opened it directly after creating it, the field names will already be on the screen ready for data entry. The cursor will be positioned next to the first field name. Simply type in the correct information. For example, if the first field name is LAST NAME, and the first last name to be entered is "Corwin," type CORWIN. Be sure to type it *exactly* as you want it to appear in your files; either Corwin, CORWIN, corwin, .etc.

When you finish typing the data in the first field, press RETURN (or Enter) which moves the cursor to the next field. You can also move the cursor using the Arrow Keys, and use the Backspace or the Delete keys to erase. Remember you have a limited number of characters you can enter in each field according to what you defined in the database.

When all the data has been entered for this record accurately, press F1 to accept it. The record will be written to disk, and a blank record comes on to the screen ready for new data. Continue entering data in this manner, and when you're done, press Escape (STOP on the C-64) to return to the Main Menu. You can always go back to the database to change and update it.

2.B.1: Adding Records to a File

Select "Add a Record" from the Update Menu which produces the data entry screen for the current database file. Enter new data, and press F1 to accept it.

2.B.2: Editing Existing Data in a File

Should you need to update certain records when data changes, use the "Edit a Record" command in the Update Menu. To do this:

Select "Update" from the Main Menu and press RETURN (or Enter). Then select "Edit a Record" and press RETURN (or Enter). A screen appears including the name of the "Key" field. Type in the Key field data for the record you want to change.

For example, if you want to change an address for a person named "CORWIN" in an address book file, you would type CORWIN next to "LAST NAME," the Key field for that file. Then press RETURN (or Enter). This would bring the CORWIN record to the screen so that you could edit it. You would then make changes to the record, and press F1 to file the revised record to disk.

If you make changes to the "Key" field, a prompt will say "Remove old record? Y". To keep the original version of the record in addition to filing the new version of the record, type N (No) and press RETURN (or Enter). To get rid of the old version while simultaneously filing the new edited version, type Y (Yes) and press RETURN. You can then optionally select another record for editing. To leave the editing screen and return to the Main Menu, press Escape (STOP on the C-64).

2.C: Opening Other Database Files on Disk

If you have more than one database file stored on a disk, there are two ways to open other files. The two commands used to do this can be found in the Storage Menu.

2.C.1: Using the "Directory" Command

To load another database file that's stored on the current disk, do the following:

Select "Storage" from the Main Menu, and then select "Directory." Press **RETURN** (or **Enter**). This produces a list of all the files on this disk. *Do not try to load one of the program files.*

Use the **Up** and **Down Arrow** Keys to move the cursor through the list of file names. When there are many files stored on the same disk, not all of them will appear on the screen at one time. Use the **PgUp** and **PgDn** keys (**F6** and **F5** respectively on the C-64; and **<A>6** and **<A>5** on the Apple) to scroll through long lists of filenames.

- **To load one of the file names in the list:**

Move the cursor to the filename to be loaded and press **RETURN** (or **Enter**). Depending on the size of the file, it may take a few seconds to load the file. You will know it's been loaded when the filename is displayed at the top of the screen next to "Database Open:".

2.C.2: Using the "Open Database" Command

Another way to load a file that's stored on the disk is to use the "Open Database" command. To do this:

Select "Open Database" from the Storage Menu and press **RETURN** (or **Enter**). A prompt appears which tells you to insert the correct data disk in the drive. If you haven't already done so, insert the correct data disk in the designated drive and press **RETURN** (or **Enter**).

You are then asked to type in the correct filename (and path name if relevant) of the file to be loaded and press **RETURN** (or **Enter**).

2.D: Storage Menu Utilities

The last two options on the Storage Menu are "Erase Files" and "Format Disk." These are actually *utilities* that allow you to perform tasks which usually require leaving a program. They are powerful options; please read through the instructions carefully for both.

2.D.1: Erase Files

Use "Erase Files" to erase a file(s) from the current disk. To do this:

Select "Erase Files" from the Storage Menu. You're asked to enter the name of the file to be erased including its path name (if relevant). If currently saving to Drive A, the cursor is positioned next to the "A:". Type the name of the file to be erased and press **RETURN** (or **Enter**).

If, however, the file to be erased is on the disk in Drive B, use the **Back Space** or **Delete** key to change the drive being saved to (to **B:**) in the Set-Up Storage Menu *before* entering the filename here.

The cursor then moves next to "Filename Extension:". Type in the extension of the file being erased.

A file extension refers to the three letters immediately following the period at the end of a filename which help identify the type of file being stored. In this program, three types of files are created for a single file. They are .DBF, .NDX, and .DEF. Therefore, when you want to completely erase a file that has been created with this program, be sure to erase all three. For example, an Easy Working Filer file called ADDRESSES would have three files:

ADDRESSES.DBF
ADDRESSES.DEF
ADDRESSES.NDX

Once all information has been entered, press **F1** to start erasing. Erase as many files as you want, remembering it is impossible to retrieve an erased file. Press **Escape** (**STOP** on the C-64) to return to the Main Menu.

2.D.2: Format Disk

Use this command to format disks for the storage of data. You will be asked to enter the drive name (Drive A, or B, or 1, 2, etc.) where the disk is to be formatted. Be sure you insert a blank disk to be formatted (or a disk that you want to erase and reuse) as formatting a disk erases all previous data that's stored on a disk. **Do not format your program disk!**

2.E: How to Exit the Program

Whenever you want to leave Easy Working Filer to return to the operating system, simply select "Quit" from the Main Menu, and press **RETURN** (or **Enter**).

Part 3: MANIPULATING DATA

Once you have multiple records in a database file, you can find and/or remove all or specific records quickly. First select the task, and then indicate which records are to be included in the task being performed. For example, to find all records with the zip code **02159**, use the "Find a Record" command in the Update Menu.

Easy Working Filer also lets you export and import files to and from other programs. The commands which do this are also on the Update Menu.

3.A: The Record Selection Screen

The following commands on the Update Menu, "Find a Record," "Remove Records," and "Export Records," all require use of the "Record Selection Screen." The Record Selection Screen allows you to specify criteria which the database uses to search the file and find only those records which match the specified criteria. To access the Record Selection Screen, select either "Find a Record" or "Remove Records" from the Update Menu.

When Finding or Removing records, you can opt to find or remove all records in a database file, or only specific ones. To select all records to be 'found' or 'removed,' simply press **F1** when the Record Selection Screen appears without entering any other information onto the screen.

To select a *range* of records, enter the first "Key" item in the range next to "From" and the last "Key" item in the range next to "To". For example, in the ADDRESSES file, the Key field is LAST NAME. Select only those whose last names begin with "A" through "M." Since the first name in the file is "Adams," and the only "M" name is "Mason", select all names from A - M (inclusive). Type **Adams** next to "From" and **Mason** next to "To." Enter the names *exactly* as they are entered in the file.

3.A.1: Operators and Criteria

After entering the first and last "Keys," you can enter more information or "criteria" to make the search even more selective. Note that the Record Selection Screen lists the remaining field names in the database after the Key field. Next to each field name is space to enter an "operator" and "criteria." The *operator* tells the computer what to do with the criteria.

For example, to select all records last names beginning with the letters A - M who live in Massachusetts, enter the first "A" name next to "From," and the last "M" name next to "To." Move the cursor down next to the field called "State" and enter = (equals sign) in the Operator column, and **MA** (Massachusetts) in the criteria column. This tells the computer to select all records which have MA in the State field.

The following list shows all the operators that can be used:

<u>OPERATOR</u>	<u>MEANING</u>
------------------------	-----------------------

=

Equal to - Tells the computer to select records with data in the specified field *equal to* the data in the criteria column.

- < **Less than** - Tells the computer to select records with data in the specified field that is *less than* the data in the criteria column. It is used for numeric fields. For example, to select all zip codes less than 44444, enter < as the operator next to the Zip field, and 44444 in the criteria column.

- > **Greater than** - Tells the computer to select records with data in the specified field *greater than* the data in the criteria column. It is used for numeric fields. For example, to select all zip codes greater than 44444, enter > as the operator next to the Zip field, and 44444 in the criteria column.

- <= **Less than or equal to** - Tells the computer to select records with data in the specified field that is *less than or equal to* data in the criteria column. In the preceding example, all records with the zip 44444 would be included in the selection *in addition to* those with lower zip codes.

- >= **Greater than or equal to** - Finds all records with data in the specified field *greater than or equal to* the data in the criteria column. Again, this is used in numeric fields.

- <> **Not equal** - Finds all records with data in the specified field *not equal to* the data in the criteria column. For example, to exclude all zip codes that are 44444, enter <> in the operator column, and 44444 in the criteria column.

3.A.2: Exact Matches and Partial Matches

Exact Matches and Partial Matches refer to the data in the criteria column. If you enter the data in this column *exactly* as it appears in a record(s), it is called an "Exact Match." You can also enter data in this column which *partially* matches data in the file. In so doing, you must use one of two special characters: * (asterisk) and ? (question mark).

The * (asterisk) is referred to as a *wild character*. When used in the criteria column, it tells the computer to ignore all characters from the location of the asterisk to the end of the field. For example, type 4* as the Zip field's criteria, combined with the operator = (equal to). This tells the computer to select all zip codes starting with the number 4. Enter Pro* in the City field's criteria column, and with = (equal) as the operator, and the system would find all records with cities beginning with the letters Pro (i.e. Providence, Provo, etc...).

*NOTE: You must use only the operators = (equal to) or <> (not equal) when using either * (asterisk) or ? (question mark).*

The ?(question mark) is referred to as a *place holder*. When used in the criteria column, it tells the computer to ignore characters which appear in the location of the question mark. For example, eenter **???44** in the criteria column next to the Zip field. With an operator of = (equal), the computer selects all records whose zip codes end in 44. Conversely, if you enter **???44** as the zip criteria and <> (not equal) as the operator, the system would select all zip codes *except* for those ending in 44.

Once you enter all the selection criteria on the Record Selection Screen, press **F1** to accept it and to start the selection process.

3.B: Finding Record(s)

Use "Find a Record" to find the first record matching criteria entered in the Record Selection Screen. To find a specific record, enter its "Key" next to "From". If you are not sure of its Key, enter additional information about the record you want to find in the criteria column next to the appropriate field names.

For example, if you don't know the last name (which is the Key) of a person, but you know that the person lives in New York City, NY, enter **New York** in the criteria column next to the "City" field, and **NY** in the criteria column next to the "State" field. Then press **F1** to start selection. The first record to match the criteria entered comes onto the screen. To go to the next record which matches the criteria, press **PgDn** on the IBM and compatibles, **<A>5** on the Apple, and **F5** on the C-64. The following chart shows the keys used to move through records when using "Find a Record."

<u>ACTION</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Previous record	PgUp	<A>6	F6
Following record	PgDn	<A>5	F5
Return to Main Menu	Escape	Escape	STOP

3.C: Removing Record(s) From a Database

To remove a record(s) from a database file, use the Record Selection Screen to indicate which one(s) is to be removed. Enter the Key of the record o be removed and press **F1**. Or, enter the range (beginning Key and ending Key) of those records to be removed and press **F1**. You can enter any criteria/operator combination which will select the records to be removed. Press **F1**. There is no recall once the records are gone.

3.D: Exporting a Database File to an ASCII File

To convert a file to the ASCII file structure so that you can use the file with another program, you first must convert the EWfiler file to ASCII format.

Once this has been done, you would need to then import the converted file into EWWriter.

• **To export an EWFile to ASCII format:**

Select "Export File" from the Update Menu. When asked to insert a data disk containing the file to be converted into the current disk drive (if it's not already there), press **RETURN** (or **Enter**).

Next, enter the name of the file to be exported (with path name if relevant), and press **F1**. This produces the Record Selection Screen where you should enter the data indicating which records you want to export. Press **F1** to export those records.

If you are preparing a file to export to Easy Working Writer, be sure it is in the proper format, i.e. one field per line, and create a last field consisting only of a forward slash (/). This will indicate to EWWriter the end of the record.

3.E: Importing an ASCII File

Use this command to import an ASCII file for use in this program. It will convert an ASCII file with the extension .IED to a file with a .DBF extension. Once the imported file is converted and has the new .DBF file extension, you can load the file as if it had been created using EWFile.

• **To import an ASCII file to Easy Working File:**

Select "Import File" from the Update Menu and press **RETURN** (or **Enter**). Insert the data disk containing the file to be imported into the current disk drive. Then press **RETURN** (or **Enter**). (Or press **Escape** to abandon the procedure.)

Enter the name of the file being imported (with path name if relevant) and press **F1**. Note that the file extension of the file being imported is .IED. Check to make sure the file you're importing has this file extension.

Part 4: THE SET-UP MENU

Use this option to set up the program so it works with your equipment. There are four options on this menu which have the following functions:

OPTION

Set-Up Printer
Set-Up Screen
Set-Up Storage
Save Set-Up

FUNCTION

Configures the software so it works with your printer
Allows change of colors used on your monitor (opt).
Specifies on which disk drive you wish to store data
Saves all Set-Up data until you change it again

4.A: Set-Up Printer

Select this option to enter information the program requires to work with your printer and the Printer Set-Up screen will appear. Before changing this screen, try printing a document to see if the default settings work with your printer.

If you are unable to print, go into the Set-Up Printer Menu and make the recommended changes. Note that printer set-ups for the IBM PC and compatibles, the Apple II series, and the C-64 are all a little different. Instructions for changing the default set ups for the three machines follow.

4.A.1: IBM PC (and Compatible) Users

- **Device Name**

This refers to the printer device name. To display the list of possible choices, press **F3**. You'll see a list of printer device names to choose from. Press **Escape** to leave the list. To change the current Device Name, press the **Space Bar** until your choice displays. Then press **F1** to accept your choice. The device is usually **LPT1** for the IBM PC and compatibles.

- **Linefeed**

Some printers require a "linefeed" command be sent after each line has finished printing. Most do not, therefore the default for this is **N** (No). If your printer *does* require that a separate linefeed command be sent, type **Y** (Yes) next to Linefeed. Please check your printer manual if you are not sure.

- **Printer Control Codes**

For your printer to use different fonts like expanded and condensed print, enter the appropriate printer control codes (refer to your printer manual for these codes). When you have found where they are listed, enter the "On" and "Off" codes in the allotted space on this menu. The "On" and "Off" codes are ASCII decimal character(s). Each is a two digit number and should be separated by a comma (example: **27,36**).

You will not have to re-enter these set-ups again unless you change printers. Remember to save all your set-up information once it has been entered.

4.A.2: Commodore-64 Users

The instructions for setting up your printer using a Commodore are slightly different than those used for the IBM PC and compatibles.

- **Device #**

The Device should be **4**.

- **Command Address**

This refers to the secondary address.

- **ASCII**

Next to "ASCII," type **Y** (Yes) if your printer is an ASCII printer, or **N** (No) if it isn't.

- **Linefeed**

(See "Linefeed" under "Set-Up Printer" for IBM PC and compatibles.)

- **Printer Control Codes**

(See "Printer Control Codes" under "Set-Up Printer" for IBM PC and compatibles.)

4.A.3: Apple II Series Users

- **Interface Type**

Type the appropriate number (1-5) of the type of printer interface being used. Refer to the list of 5 interface types below this option.

- **Slot**

The slot number should be 1 when using an Apple II series computer.

- **Linefeed**

(See "Linefeed" under "Set-Up Printer" for the IBM PC and compatibles.)

- **Serial Baud Rate**

If you are using a serial printer, enter the appropriate baud rate here. If you are unsure of what it is, please refer to your printer manual.

- **Printer Control Codes**

(See "Printer Control Codes" under "Set-Up Printer" for IBM PC and compatibles.)

4.B: Set-up Screen

This only applies if you are using a color monitor. *Even if you do have a color monitor, this option is completely optional.* In fact, it is not advised to change the display colors unless you are absolutely sure you want to. Optimum colors are used for all menus, and changing them can make many menus difficult to read on the screen.

However, to change the display colors, place the cursor on the color you want to change. Press the **Space Bar**. (Use the **RETURN** key on the C-64.) When you have finished changing the colors, press **F1** (<A>1 on the Apple) to accept all the changes.

4.C: Set-Up Storage

This is where you specify on which disk drive you want to save your files. Instructions for the IBM PC (and compatibles), the Commodore-64 and the Apple II Series are all just a bit different.

4.C.1: IBM PC (and Compatible) Users

- **Program Files**

This reflects the address of the Drive and Directory/Path where the program resides. If the program is in Drive A, type **A** next to "Drive." If the program is in a hard disk, type the address of the hard disk drive, with the appropriate directory and path name. For example, if the program is in Drive C in the EW directory, type **C** next to "Drive," and type **EW** next to "Directory/Path."

- **Data Files**

This reflects the address of the Drive and Directory/Path where your data files are to be stored. Type in the appropriate drive address next to "Drive," and the Directory/Path name if you are storing files in a specific directory on a hard disk. (See "Program Files" above for an example.)

When finished entering the file storage information, press **F1** to accept it.

4.C.2: Commodore-64 Users

- **Program Files: Device**

Enter the appropriate device number for your disk drive. It is usually **8**.

- **Program Files: Drive**

Enter the drive number where the program is currently residing. If you are using a single disk drive Commodore, this should be **0** (zero).

- **Data Files: Device**

Enter the device number of the disk drive on which files are to be stored.

- **Data Files: Drive**

Enter the number of the drive on which data files are to be stored.

When finished entering the file storage information, press **F1** to accept it.

4.C.3: Apple II Series Users

- **Program Files: Drive**

Enter the drive number where the program resides. This is usually Drive **1**.

- **Program Files: ProDOS Prefix**

Enter the appropriate Directory/Path (if relevant) where the program resides. For example, if the program is in Drive 1 in the EW directory, type **1** next to "Drive," and type **\EW** next to "ProDOS Prefix."

- **Data Files: Drive**

Enter the number of the drive in which data files are to be stored.

- **Data Files: ProDOS Prefix**

Enter the Directory/Path (if relevant) in which data files are to be stored.

When you have entered all the information on the Set-Up Storage Menu, press **<A>1** to accept it.

4.D: Save Set-Up

Once you have entered all set-up information, use the "Save Set-Up" command to save it. Then you will not have to re-enter the information each time you use the program. You can change printer controls, or drive/path settings temporarily by entering changes on this menu without saving them. That way, they will be in effect until you quit out of the program.

Part 5: THE PRINT MENU

Use this menu when you are ready to print a selection or all of your records, or to display them on the screen. If using an IBM PC, also use this menu to create .PRN files. When "Print" is selected from the Main Menu, the following options come on to the screen:

<u>OPTION</u>	<u>EFFECT</u>
To Printer	Sends selected records in user-specified format to the printer
To File*	Sends selected records in user-specified format to a .PRN file
To Screen	Sends selected records in user-specified format to the screen

* **NOTE:** The option "To File" is included in the IBM PC version of the program only.

5.A: Sending a File to the Printer

When working with a database program, you will often see and hear references to "reports." A *report* in a database program refers to printed output of data. In this case, the data can be printed either on a printer or on the screen. Let's first assume you want to create a printed report using your printer. (Please make sure that you've already set up your printer in the Set-Up Menu. See Part 4, section 4-A.)

When creating reports, you first need to instruct the computer how to set it up. This is done on the "Report Definition Screen."

5.A.1: The Report Definition Screen

When you select "To Printer" from the Print Menu, it produces the Report Definition Screen. The top half of the screen asks you to specify how many records across and down the page you want to print. This will depend on how many characters wide and how many fields (long) your records are. The following example explains these concepts, and it is followed by explanations of each option on the Report Definition Screen.

LAST NAME: Anson
FIRST NAME: Bethany
ADDRESS: 59 Siding Way
CITY: Hampton
ST: VA
ZIP: 37443

LAST NAME: Arendt
FIRST NAME: David
ADDRESS: Winchester Drive
CITY: Foxtown
ST: OH
ZIP: 48722

In the preceding example, the widest field is 25 characters wide, and each record contains six fields (long). When specifying the record width, take into account the length of the longest field name. In this example, the longest field name is "FIRST NAME," which has 11 characters including the space between words and the colon. The paper used to print the sample report is 8 1/2" x 11" (standard size). You can usually figure 80 characters across is the maximum number of characters (width) that will fit on this size paper (using a typical font and font size).

Therefore, if two records were printed across, it would require 72 characters (25 plus 11 plus 25 plus 11). This fits fine on 8 1/2 x 11 paper. Since this paper has 66 lines and there are 6 field names, 11 records could fit on one page (using a standard font which prints 6 lines per inch). However, this would not leave any space between records vertically on the report, so it would be better to specify only 10 records down in this example.

- **Number records across page**

Enter the number of records you want to print across each report page. Remember to consider the width of your longest field name, maximum record width, and width of your printer paper.

- **Record Width**

Specify here the maximum width that you want for each record. This number should include characters for field names if you plan to include them in your report.

- **Number of records down**

Indicate here how many records you want to print down the page. Remember to account for the number of fields you plan to print per record, and the length of the paper being printed on.

- **Record length**

Enter the number of lines each record will be. (In the preceding example, "Record length" would be 6 as there are 6 fields in each record being printed on the report.) The bottom half of the Report Definition Screen lists "Field," "Line," "Column," and "Field Name Y/N?". This is where additional instructions about report formats are entered.

- **Field**

Each of the field names currently open database file are displayed in this column. To the right of each field name are spaces to enter instructions about whether or not the field is to be included in the report, and where it is to be positioned.

- **Line**

Enter the number of the line on which you want this field to be printed. In the previous example, the field name "LAST NAME" is printed on line number one (1) since it is the first field in the record. The field name "FIRST NAME" is printed on line number two (2) since it is the second field in the record to be printed, etc. If the zip code needed to appear at the beginning of each record, you would enter 1 (one) in the "Line" column next to the ZIP field name.

Easy Working Filer assumes that you want to print each field name consecutively, as you entered them into the database and will do so unless you change the numbers (defaults) in this column. If you don't want to include a certain field in a report, enter 0 in the Line column next to the field name(s).

- **Column**

Enter the number of the column where you want the corresponding field to start printing. For example, to indent a certain field 5 characters, enter 5 next to its field name. Unless you change it, EWFiler assumes you want each field to start printing in column 1, or flush left.

- **Field Name? Y/N**

If you want the field name to be included in the report, leave the default Y (yes). If not type N (No) over the Y.

Once you have set up the format, press **F1** (or <A>1 on the Apple) to accept the screen and the Print Control Screen appears if you sent the report to a printer or .PRN file. The Record Selection Screen appears when sending the report to the screen.

5.A.2: The Print Control Screen

This is where you indicate how many characters in from the left side of the paper you want the report to start printing, the length of the paper (in lines), whether or not the printer should automatically feed pages, and whether or not you are using continuous feed paper.

- **Left Margin**

Enter the column number where you want the printer to begin. The default is 1 so the beginning of each record starts in the first column after the left margin.

- **Page Length**

This refers to printed lines per page. The default is 66.

- **Page Feed**

Leave the default Y (Yes) if you want the printer to feed the pages through automatically, or type N (No) over the Y if you do not.

- **Continuous Paper Feed**

Type Y (Yes) when using form feed paper, or N (No) when using single sheets.

Once this screen is completed, press **F1** (or <A>1 on the Apple) to accept it. When the Record Selection Screen appears, indicate the records to be included in your report. To include all records, press **F1** (or <A>1 on the Apple) to start printing. To stop printing after issuing the Print command, press **Escape** (**STOP** on the Commodore); or press **Ctrl S** (<A>S on the Apple) to *pause* the printer momentarily, and **Ctrl S** once again to re-start it.

NOTE: If the error message, "Printer Connection Failed" comes onto the screen when you issue the Print command, check to see that your printer is turned on, and that it is "on line."

5.B: Creating a .PRN File

This is only relevant to the IBM PC version of this program, and it creates .PRN files to be used with other programs, and with the operating system.

To create a .PRN file on the IBM version of EWFile:

Select "To File" from the Print Menu. A prompt asks for a data disk to which the .PRN file will be sent. Insert a data disk in the drive being written to (if not there already) and press **Enter**.

Type the file name to which you want to send the .PRN file. Press **F1** once the file name is entered. This produces the Report Definition Screen where you design the format of the report being sent to the .PRN file.

Press **F1** when the Report Definition Screen is complete. Complete the Print Control Screen, and press **F1** again to accept it. At the Record Selection Screen, specify the records to be sent to the .PRN file. Press **F1** once again to begin creating the .PRN file.

5.C: Displaying a Database File on the Screen

The third option on the EWFiler Print Menu is "To Screen." Select it to display your database file (or selected records only) on the screen. To do this:

Select "To Screen" from the Print Menu. At the Report Definition Screen, indicate how you want the records displayed and press **F1** (or **<A>1** on the Apple). At the Record Selection Screen, specify the records to be included in the screen report and press **F1** (or **<A>1** on the Apple) to continue.

After the computer pauses, the first few records (usually the first 22 lines of page 1) will display. A message tells which lines and which page of the report are on the screen. Press any key to proceed on the same page, or go to the next page. You automatically return to the Main Menu once all the selected records are displayed or press **Escape (STOP)** on the C-64) to return to the Main Menu before reaching the end.

5.D: Leaving the Program("Quit"Command)

Select "Quit" from the Main Menu. A message appears and asks if you are sure you want to leave the program and return to the operating system. Type **Y** (Yes) when the program asks if you're sure you want to leave, or **N** (No) if you want to abandon the command and continue using Easy Working Filer.

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