

File & Report

QUIKSTART CARD

Special Keys

Apple IIe & IIc	Apple II +	Commodore	Description
ESC	ESC	F2	Return to the previous command or to the main menu
RETURN	CONTROL C	F7	Record information entered or advance to the next page in a search or view mode
DELETE	CONTROL D	DEL	Delete a character
DELETE	CONTROL Y	INST	Restore deleted character
CONTROL E	CONTROL E	CLR	Erase all information on the screen
CONTROL F	CONTROL F	F4	Freeze frame printing

Cursor Keys

Apple IIe & IIc	Apple II +	Commodore	Description
TAB or Apple Right Arrow	CONTROL I	F3	Move to the next category on the page
Apple TAB or Apple Left Arrow	CONTROL L	F5	Move to the previous category on the page
Right Arrow	Right Arrow	Right Arrow	Move one character to the right
Left Arrow	Left Arrow	Left Arrow	Move one character to the left
Up Arrow	CONTROL Q	Up Arrow	Move up one line
Down Arrow	CONTROL Z	Down Arrow	Move down one line
Apple Up Arrow	CONTROL T	HOME	Move to the first category on the page
Apple Down Arrow	CONTROL B	F6	Move to the last category on the page

Search Symbols

Apple/Commodore	Description
?	Character match
&	Word match
/	Negative search
> , < , =	Numeric search
/> , /< , /=	Negative numeric search

Print Label Format Keys

Apple/Commodore	Description
+	One space following the field
*	Carriage return following the field
N	Print category name
:	Print new category name

Report Format Keys

Apple/Commodore	Description
\$	DOLLAR (.00) format
T	TOTAL a column of numbers
C	COUNT the number of entries
A	AVERAGE of the numbers in a column
M	MIN & MAX of the numbers in a column
D	DESCENDING ORDER (sort smallest to largest)
S	SUBTOTAL a partial column of numbers
:	NEW HEADING for a column