

WARNING: Insert cartridge with computer off
Picture side of cartridge faces up

Required

* Commodore 64 or VIC 20

Optional

* VIC 1541 Single Disk Drive

* Commodore Datasette Tape Player

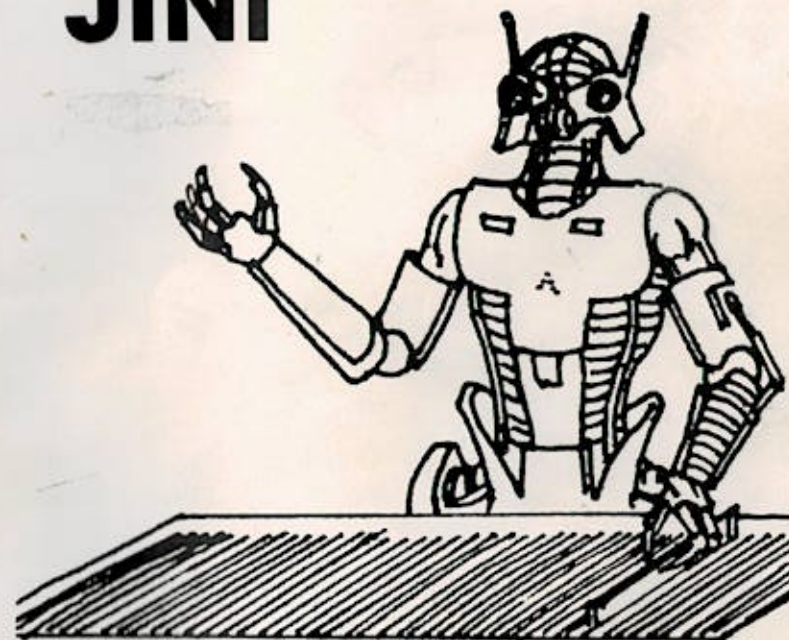
• Serial Printer

JINI MICRO-SYSTEMS, Inc. RIVERDALE NY 10463

• 1983 JINI MICRO

Printed in USA

MINI JINI™



Record Keeper

• FOREWORD

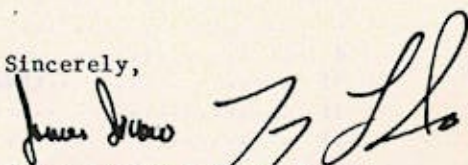
MINI JINI (Record Keeper)

Mini Jini comes in a game cartridge--but it's NOT a game. Mini Jini makes your computer WORK at home, school, club or office! Put address lists, books and more in order. Track of meetings and valuables. Print labels and reports. Keep almost any records better and more quickly than you can by hand.

How? Mini Jini shows you a list of things you can do. You press a letter or number. For example, 'L' to look at a file or 'P' to print it.

That's all there is to it. No computer terms or words to learn. Just plain English and power. The reason for a home computer.

Sincerely,



James Iscaro & Nancy Iscaro

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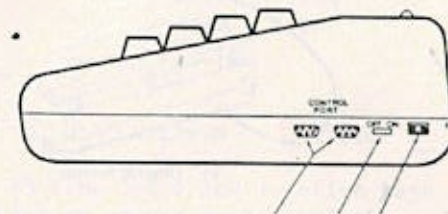
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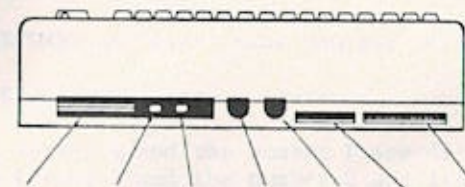
EQUIPMENT

1. Commodore 64 or VIC 20
2. Mini Jini plugged into the cartridge slot
3. VIC 1541 Single disk drive
or
Commodore datasette
4. VIC 1525 printer
or
Printer connected to the computer's serial port
5. Television set or Video monitor with volume down

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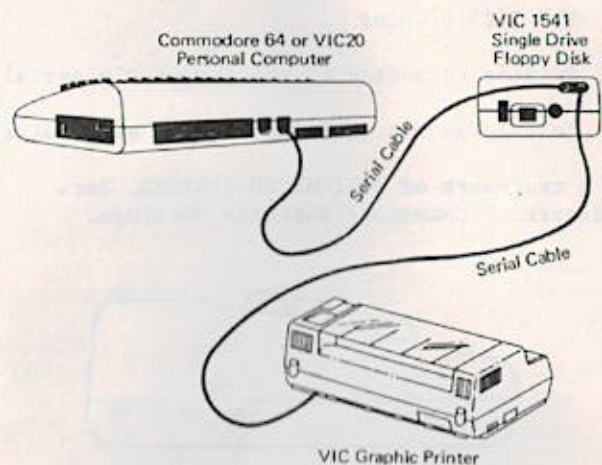


GAME PORTS
POWER SWITCH
POWER SOCKET



CARTRIDGE SLOT
CHANNEL SELECTOR
TV CONNECTOR
AUDIO/VIDEO CONNECTOR
SERIAL PORT
CASSETTE INTERFACE
USER PORT

Connections ports of Commodore 64 or VIC 20.



Connections to Commodore 64 or VIC 20.

LESSONS

1. Insert Mini Jini cartridge with the computer off
2. Connect and turn on the TV, printer, disk or tape
3. Turn on the computer

You see MINI JINI on the screen for two seconds and then the MAIN MENU appears.

C=CREATE
L=LOOK THRU
O=ORDER (ALPHABETIZE)
S=SEARCH
F=FIX

P=PRINT
M=MATHPACK

W=WRITE A FILE
R=READ A FILE

EXIT

RECORDS OPTION

3. Press F1 and F3 (the 1st & 2nd function keys on the right side of the computer) to adjust screen color.

IMPORTANT NOTES

1. Information or data underlined is typed in the lessons.
2. Press the <RETURN> key every time you see <cr>.
3. Press the key to erase a mistake.
4. Caution: The letter L and the number 1 are different.
 The letter O and the number 0 are different.
 <CRSR> or <HOME> are never needed so don't use.
 commas (,) colons (:) or quotes (") are reserved.

Lesson 1: CREATE A FILE

In order to process data, we need file. Let's create one.

Type C <cr> to create a file

ERASE CURRENT FILE

<Y/N> YOU'RE SURE?

This message appears each time you create. If you have a file in the computer, and it is not stored, Press N, choose W to write the file to tape or disk. Choose C to create only when you are ready to start a new file.

Type Y <cr> you are sure

Type 10 <cr> number of fields in the file

You will see: FIELD NAMES

1

Type NAME <cr>

You will see: FIELD NAMES

1 NAME

2

Type ADDRESS <cr>

When all names are typed you will see

FIELD NAMES

1	<u>NAME</u>	<cr>
2	<u>ADDRESS</u>	<cr>
3	<u>CITY ST</u>	<cr>
4	<u>ZIP</u>	<cr>
5	<u>LAST</u>	<cr>
6	<u>STATUS</u>	<cr>
7	<u>DUE</u>	<cr>
8	<u>PAID</u>	<cr>
9	<u>BALANCE</u>	<cr>
10	<u>CALCULATIONS</u>	<cr>

You have just entered record #0, field names. CHANGE FIELD #. #

refers to the numbers 1 to 10 on the left side of the screen.

A) If all data is correct, press <cr>.

B) If you misspelled or wish to change data, type the number to the left of the field and press <cr>. Follow the instructions below.

CHANGE A FIELD (MAKE CORRECTIONS)

When you see CHANGE FIELD # on the second screen line:

1. Type the number of the incorrect field press <cr>.

The cursor (blinking square) appears on the 1st letter of the field.

2. Type in the correct data and press <cr>.

3. When all fields are correct, press <cr>.

Your file is ready for data. The FIX menu appears. With it you can add to your file, change or delete unwanted records or return to the MAIN MENU (the original starting point). Add records now. Press <cr> for BALANCE and CALCULATIONS. Mini Jini will do math for you in Lesson 7.

(A=ADD, C=CHANGE, D=DELETE, M=MENU)

Type A <cr> to ADD records to the file

You will see ADD RECORD #1

1 NAME

Type A PELL <cr>

You will see ADD RECORD #1

1 NAME A PELL

2 ADDRESS

Type 48 K LANE <cr>

Continue to type until you see

ADD RECORD 1

1 NAME	<u>A PELL</u>	<cr>
2 ADDRESS	<u>48 K LANE</u>	<cr>
3 CITY ST	<u>LISA NY</u>	<cr>
4 ZIP	<u>16802</u>	<cr>
5 LAST	<u>PELL</u>	<cr>
6 STATUS	<u>MR</u>	<cr>
7 DUE	<u>2000</u>	<cr>
8 PAID	<u>1000</u>	<cr>
9 BALANCE		<cr>
10 CALCULATIONS		<cr>

CHANGE FIELD # appears, just as it did when you entered field names. If you wish to change anything follow the CHANGE A FIELD instructions above. If everything is correct, press <cr>.

(A=ADD, C=CHANGE, D=DELETE, M=MENU).

Type A <cr> to ADD records to the file

Continue to type until you see

ADD RECORD 2

1 NAME	<u>CONNIE DOOR</u>	<cr>
2 ADDRESS	<u>64 SINGLE DR</u>	<cr>
3 CITY ST	<u>EASY IL</u>	<cr>
4 ZIP	<u>60606</u>	<cr>
5 LAST	<u>DOOR</u>	<cr>
6 STATUS	<u>MISS</u>	<cr>
7 DUE	<u>5000</u>	<cr>
8 PAID	<u>2500</u>	<cr>
9 BALANCE		<cr>
10 CALCULATIONS		<cr>

CHANGE FIELD # appears, just as it did when you entered field names. If you wish to change anything follow the CHANGE A FIELD instructions above. If everything is correct, press <cr>.

Type A <cr> to ADD records to the file

(A=ADD, C=CHANGE, D=DELETE, M=MENU).

Type A to ADD records

Continue to type until you see

ADD RECORD 3

1 NAME	<u>VIC PUTER</u>	<cr>
2 ADDRESS	<u>20 CASSETTE RD</u>	<cr>
3 CITY ST	<u>EVER READY CA</u>	<cr>
4 ZIP	<u>92145</u>	<cr>
5 LAST	<u>PUTER</u>	<cr>
6 STATUS	<u>DR</u>	<cr>
7 DUE	<u>2500</u>	<cr>
8 PAID	<u>150</u>	<cr>
9 BALANCE		<cr>
10 CALCULATIONS		<cr>

CHANGE FIELD # appears, just as it did when you entered field names. If you wish to change anything follow the CHANGE A FIELD instructions above. If everything is correct, press <cr>.

(A=ADD, C=CHANGE, D=DELETE, M=MENU).

You have added all the records needed in this lesson.

Press M <cr> and the MAIN MENU appears.

Bravo!! You've created a file. You entered three records, changed them--if you needed to and you've come back to the MAIN MENU.

Lesson 3: ORDER A FILE (ALPHABETIZE)

The power of a computer is its ability to re-order a file simply and easily. Change the order of your records. Use the letter O not the number 0.

Type O <cr> to order (alphabetize) records

ORDER FIELD

Type 5 <cr> to alphabetize each record by LAST NAME (field 5)

You see PLEASE WAIT and then MAIN MENU appears. Your records are alphabetized by LAST (FIELD 5).

Type L <cr> to look thru your file.
Press <cr> again and again to look at the whole file.

Your records are alphabetical by LAST and RECORD #'s are not in order.

Type 0 <cr> to order you records again
Type 4 <cr> to order records by ZIP (field 4)

You see PLEASE WAIT and then MAIN MENU appears. Your records are alphabetized by ZIP (FIELD 4).

Type L <cr> to look thru your file.
Press <cr> again and again to look at the whole file.

Your records are in ZIP order.

That was painless. Much easier than by hand!

Lesson 4: SEARCH A FILE

Type S <cr> for the SEARCH menu

(G=GLOBAL, F=FIELD, M=MENU)

Type G <cr> to search the whole record.

SEARCH FOR?

Type DR <cr> (to find all records that have the letters DR)

RECORD # 2 appears almost instantly. DR is in field 2 as part of the address. Press <cr> to continue the search. RECORD # 3 appears almost instantly. DR is in field 6. Press <cr>, No other DR is found and the SEARCH menu appears.

(G=GLOBAL, F=FIELD, M=MENU)

You have an emergency. You need a doctor.

Type F <cr> to search one field in each record.

SEARCH FIELD

Type 6 <cr> to search thru field 6, STATUS in each record.

SEARCH FOR?

Type DR <cr> to find doctors (with a STATUS DR in field 6)

RECORD # 3 appears almost instantly. DR is in field 6. Press <cr> to continue the search. No other DR is found in field 6 and the SEARCH menu appears.

(G=GLOBAL, F=FIELD, M=MENU)

Type M <cr> for the MAIN MENU

Great!! You can find anything anywhere in your file.

Lesson 5: FIX A FILE

You're already familiar with the FIX menu. When you created a file, Mini Jini selected the FIX menu so you could add records and change them if anything was incorrect.

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

Type F <cr> for the FIX menu
Type A <cr> to add a record

Type your name and address. Fill in all fields except BALANCE and CALCULATIONS with any data. Press <cr> after each field. When all fields are entered, CHANGE FIELD # appears. See Lesson 1 to CHANGE A FIELD. Press <cr> when all is correct.

Mini Jini checks the amount of memory free every two or three records. Stop entering records as soon as Mini Jini writes LOW MEMORY instead of a number.

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

You changed records when you added them. Now change existing records. Field names are in RECORD #0. Change field 5 from LAST to LAST NAME. Change field 6 from STATUS to TITLE.

Type C <cr> to change a record
Type 0 <cr> to display RECORD #0

RECORD #0 appears almost instantly. CHANGE FIELD #

Type 5 <cr> to change field 5
Type LAST NAME <cr>
Type 4 <cr> to change field 4
Type TITLE <cr>
Press <cr> when all is correct

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

You received a note from CONNIE DOOR. Her name is CANDICE. Fix it!

Type C <cr> to change a record
Type 2 <cr> to display record #2

Record #2 appears almost instantly. CHANGE FIELD #

Type 1 <cr> to change field 1

The current field 1 is NAME. And, the name is CONNIE DOOR.

Type CANDICE DOOR <cr>
Press <cr> when all is correct

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

A PELL moved and left no forwarding address. Delete him!

Type D <cr> to delete a record from the file
Type 1 <cr> to display record #1 which is currently A PELL

Record #1 appears almost instantly. D=DELETE, M=MENU appears under RECORD #. If you type D <cr> this record will no longer be in the file.

Type D <cr> to delete the record on the screen

WAIT while Mini Jini rearranges RECORD #'s.

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

NOTE: To find a record by it's RECORD #, use C <cr> in the FIX menu. After looking at the record press <cr>. Do this to check that A PELL is deleted.

Type C <cr> this time only to find a record
Type 1 <cr> to find RECORD #1

CANDICE DOOR is now RECORD #1.

Press <cr>

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

Type C <cr> this time to only to find a record
Type 2 <cr> to find RECORD #2

VIC PUTER is now RECORD #2.

Press <cr>

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

Type C <cr> this time to only to find a record
Type 3 <cr> to find RECORD #3

Your name and address are now in RECORD #3.

Press <cr>

(FREE MEMORY = _____, A=ADD, C=CHANGE, D=DELETE, M=MENU)

Type M <cr> for MAIN MENU

That's all there is to creating and keeping up a file!

- Remember:
- 1 Use FIX menu when you add or delete.
 - 2 You need the RECORD # to delete records.
 - 3 If you delete, RECORD #'s are reassigned.
 - 4 Use FIX menu with C <cr> to find or change records.
 - 5 You can also change records in LOOK THRU, and SEARCH.

Lessons 6 and 7 are advanced. If you don't have a printer and don't wish to try MATHPACK at this time, skip to Lesson 8 to write your data to tape or disk.

Lesson 6--Advanced Work: PRINT A FILE

Type P <cr> for the PRINT menu (if you have a printer)

(L=LABELS, P=PRINT, R=REPORT, M=MENU)

Press L <cr> for labels

Your label may use up to 4 fields. Our sample label needs only the first four lines to make a label.

Type	LABEL FIELD #1	1 <cr>
Type	LABEL FIELD #2	2 <cr>
Type	LABEL FIELD #3	3 <cr>
Type	LABEL FIELD #4	4 <cr>
Type	LABEL FIELD #5	<cr>
Type	LABEL FIELD #6	<cr>

(L=LABELS, M=MENU)

I. To print the entire file

Type L <cr> to print the file as labels
Type <F7> on the far right of the keyboard to stop
Press <cr> to start printing again

A label with selected field names and then a label for each record will print continuously down the page and then the MAIN MENU appears. Use 15/16 inch deep labels, one across continuous labels. Avery brand available from most supply houses works perfectly.

II. To return to menu

Press M <cr>

Once you have made your label format, you can print single labels by pressing L <cr>, any time a record is on the screen.

Press P <cr> in the MAIN MENU to print records

(L=LABELS, P=PRINT, R=REPORT, M=MENU)

Press P <cr> to print the file with RECORD #'s

Field names and numbers, RECORD #0, are printed followed by records. Each record contains RECORD#, field numbers and data. Use

continuous paper. Have plenty of paper to receive all your data.

Press P <cr> in the MAIN MENU to print records

(L=LABELS, P=PRINT, R=REPORT, M=MENU)

Press R <cr> to print the file as a report

Your report may use as many fields as you have in your file. Make a report that has NAME, ADDRESS, CITY ST, ZIP, BALANCE.

Type	REPORT FIELD #1	1 <cr>
Type	REPORT FIELD #2	2 <cr>
Type	REPORT FIELD #3	3 <cr>
Type	REPORT FIELD #4	4 <cr>
Type	REPORT FIELD #5	9 <cr>
Type	REPORT FIELD #6	<cr>
Type	REPORT FIELD #7	<cr>
Type	REPORT FIELD #8	<cr>
Type	REPORT FIELD #9	<cr>
Type	REPORT FIELD #10	<cr>

(R=REPORT, M=MENU)

I. To print the entire file

Type R <cr> to print the file in a report
Type <F7> on the far right of the keyboard to stop
Press <cr> to start printing again

A report with selected field names and then each record prints continuously down the page and the MAIN MENU appears. Use continuous paper available from most supply houses.

II. To return to menu

Press M <cr>

Once you have made your report format, you can print single report lines by pressing R <cr>, any time a record is on the screen.

Lesson 7--Advanced Work: MATHPACK

MATHPACK performs calculations on the whole file. You can add, subtract, multiply or divide two fields or a field and a constant.

1. ADD A CONSTANT
2. ADD TWO FIELDS
3. SUB A CONSTANT
4. SUB TWO FIELDS
5. MULT A CONSTANT
6. MULT TWO FIELDS
7. DIV A CONSTANT
8. DIV TWO FIELDS
9. SUM & AVERAGE

M=MENU OPTION

Before you use MATHPACK you should know:

1. MATHPACK actually changes file contents! (except SUM & AVERAGE). You see the results when you look thru the file. The results are placed in the field chosen as the ANSWER FIELD.
2. Valid fields for MATHPACK include: age, salary, prices, test scores, mph, cost, time, weight, length, number of sales or people or objects or other numeric fields
3. A CONSTANT is a value which is set by the user. For example, if you set 1000 as a constant, you can add, subtract, multiply or divide every item in a file by 1000.
4. MATH FIELD #1 is the first field selected. A CONSTANT or numeric data in MATH FIELD #2 is added to, subtracted from, multiplied by or divided into MATH FIELD #1. The ANSWER FIELD receives the results of the calculation and the MAIN MENU appears. The only exception is SUM & AVERAGE which displays the

sum and average of a field. After you see the results type M <cr> for the MAIN MENU.

For example: If MATH FIELD #1 in RECORD #1 is 2000 and a CONSTANT of 1000 is added, 3000 is placed in the ANSWER FIELD. In DIV A CONSTANT, 2, the result of 2000/1000, would be placed in the ANSWER FIELD.

If MATH FIELD #2 is a field, you add, subtract, multiply and divide by the number in this field in each record. In RECORD #1, this would be 1000, in RECORD #2 it could be 250. The result differs in each record.

5. Simple errors such as incorrect data or entering the wrong number can result in GIGO. A computer term that means if you put Garbage In, you'll have Garbage Out. Also, very small or very large values with many decimal places are subject to certain error. Repetitive arithmetic operations increase rounding errors. You cannot divide by zero. If Mini Jini finds this error, it prints DIV BY ZERO to let you know, passes the record by and continues. If you have 2 such errors, the message will be printed twice.
6. Field number(s) of fields to be calculated.
7. CONSTANT or number of field used to calculate.
8. Field number of the ANSWER FIELD.
9. Example of MATHPACK: Subtract PAID from DUE (SUB TWO FIELDS option 4) and place results in BALANCE to find how much each person owes. SUM & AVERAGE (option 9) the BALANCE. SUM is total outstanding BALANCE. AVERAGE is the average amount owed by each person.
10. Use the number 1, not the letter l when using MATHPACK.

Type M <cr> and the MATHPACK menu appears.
Type 1 <cr> to ADD A CONSTANT to a field

Type FIELD #1 7 <cr> (Addend)
Type CONSTANT 1000 <cr> (Addend)
Type ANSWER FIELD 10 <cr> (Sum)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
Type 2 <cr> to ADD TWO FIELDS

Type FIELD #1 7 <cr> (Addend)
Type FIELD #2 8 <cr> (Addend)
Type ANSWER FIELD 10 <cr> (Sum)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
Type 3 <cr> to SUBTRACT A CONSTANT from a field

Type FIELD #1 7 <cr> (Subtrahand)
Type CONSTANT 1000 <cr> (Minuend)
Type ANSWER FIELD 10 <cr> (Difference)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
Type 4 <cr> to SUBTRACT TWO FIELDS

Type FIELD #1 7 <cr> (Subtrahand)
Type FIELD #2 8 <cr> (Minuend)
Type ANSWER FIELD 9 <cr> (Difference)

Type L <cr>. The result of DUE and PAID are in BALANCE. If you have a printer and report format made in Lesson 6, Press R <cr> instead of <cr> as you look thru the file. A report is printed with each NAME, ADDRESS, CITY ST, ZIP and now a number in BALANCE.

Type M <cr> and the MATHPACK menu appears.
Type 5 <cr> to MULTIPLY BY A CONSTANT

Type FIELD #1 7 <cr> (Multiplier)
Type CONSTANT 1000 <cr> (Multiplier)
Type ANSWER FIELD 10 <cr> (Product)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
Type 6 <cr> to MULTIPLY TWO FIELDS

Type FIELD #1 7 <cr> (Multiplier)

Type FIELD #2 8 <cr> (Multiplier)
 Type ANSWER FIELD 10 <cr> (Product)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
 Type 7 <cr> to DIVIDE BY A CONSTANT

Type FIELD #1 7 <cr> (Dividend)
 Type CONSTANT 1000 <cr> (Divisor)
 Type ANSWER FIELD 10 <cr> (Quotient)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
 Type 8 <cr> to DIVIDE TWO FIELDS

Type FIELD #1 7 <cr> (Dividend)
 Type FIELD #2 8 <cr> (Divisor)
 Type ANSWER FIELD 10 <cr> (Quotient)

Type L <cr> to look at your records to see the results.

Type M <cr> and the MATHPACK menu appears.
 Type 9 <cr> to SUM AND AVERAGE

SUM & AV FIELD # 9 <cr>

SUM = _____

AVERAGE = _____

Type <cr> after noting the results and MAIN MENU appears.

Lesson 8--Utilities: WRITE A FILE

WRITE menu lets you write data to tape, printer, modem or disk.

Use I below if you have a datasette.
 Use II below if you have a printer.
 Use III below ONLY if you have a modem set up and ready.
 Use IV below if you have a disk drive.

The numbers you see are standard to connect different equipment.

I Type W <cr> to WRITE A FILE to tape

(1=TAPE, 4=PRINTER, 5=MODEM, 8=DISK)

Type 1 <cr> the device # of the datasette

REWIND DATA

(FILE NAME, M=MENU)

Type sample <cr> (or name of file-less than 16 letters)
 PRESS PLAY & RECORD ON TAPE

When the file is written to tape, the MAIN MENU appears.

or

Type M <cr> as name and its not written. MAIN MENU appears.

II Type W <cr> to WRITE A FILE to printer

(1=TAPE, 4=PRINTER, 5=MODEM, 8=DISK)

Write to printer to see the file structure.

Type 4 <cr> the device # of the printer

(FILE NAME, M=MENU)

Type sample <cr> (or name of file-less than 16 letters)

The file prints then the MAIN MENU appears.

or

Type M <cr> as name and its not printed. MAIN MENU appears.

III Type W <cr> to WRITE A FILE to modem

(1=TAPE, 4=PRINTER, 5=MODEM, 8=DISK)

NOTE: Writing to modem requires special equipment and expansion modules. Do not use device #5 unless you have the proper equipment previously set up.

Type 5 <cr> the device # of the modem

(FILE NAME, M=MENU)

Type sample <cr> (or name of file-less than 16 letters)

The file is transmitted thru the modem, then MAIN MENU appears.

or

Type M <cr> and its not transmitted. MAIN MENU appears.

IV Type W <cr> to WRITE A FILE to disk

NOTE: If you have a brand new disk not yet prepared for your computer, go to Lesson 10 section III to NEW your disk before attempting to write a file to it.

(1=TAPE, 4=PRINTER, 5=MODEM, 8=DISK)

Type 8 <cr> the device # of the disk drive
(disk devices can be 8 to 15)

(FILE NAME, M=MENU)

Type sample <cr> (or name of file-less than 16 letters)

The file is written to disk and MAIN MENU appears.

or

Type M <cr> as name and its not written. MAIN MENU appears.

Lesson 9--Utilities: READ A FILE

READ menu allows you to read data from tape or disk.

Use I below if you have a datasette.

Use II below if you have a disk drive.

The numbers you see are standard to connect different equipment.

I Type R <cr> to READ A FILE from tape

ERASE CURRENT FILE

<Y/N> YOU'RE SURE?

This message appears each time you go to read a file. If you have a file in memory, press N <cr>, choose W <cr> to write file to tape or disk. Choose R <cr> only when you are ready to read a new file.

(1=TAPE, 8=DISK)

Type 1 <cr> the device # of the datasette

REWIND DATA

(FILE NAME, M=MENU)

Type sample <cr> (or name of file-less than 16 letters)
PRESS PLAY ON TAPE (datasette)

When the file is read from tape, the MAIN MENU appears. Your file is now in the computer's memory. You can change, calculate, alphabetize or print your records.

or

Type M <cr> and MAIN MENU appears. However, you have no records in memory.

II Type R <cr> to READ A FILE from disk

ERASE CURRENT FILE

<Y/N> YOU'RE SURE?

This message appears each time you read. If you have a file in memory, press N<cr>, choose W<cr> to write file to tape or disk. Choose R<cr> only when you are ready to read a new file.

(1=TAPE, 8=DISK)

Type 8<cr> the device # of your disk drive
(disk devices can be 8 to 15)

(FILE NAME, <cr> FOR 1ST FILE, M=MENU)

Type sample<cr> (or name of file-less than 16 letters)

When the file is read from tape, the MAIN MENU appears. Your file is now in the computer's memory. You can change, calculate, alphabetize or print your records.

or

Type M<cr> and MAIN MENU appears. However, you have no records in memory.

Lesson 10--Utilities: TO AID DISK USERS

IMPORTANT: If you have a brand new disk, you must NEW it before you can write data to it. Type T<cr> in the MAIN MENU then follow III below right now. NOTE: You can erase an entire disk of data if you're not careful. We do give you two warnings, but please be really sure.

TO AID DISK USERS lets you get a directory, initialize a disk, new a disk for the VIC 1541 or VIC 1540 disk drive, scratch a file from disk and return to MAIN MENU.

Use I below to look at the directory to see the name of a file.
Use II below to initialize when you change disks or when the red light on the disk drive is blinking--indicating an error.

Use III below to NEW a disk

Use IV below to SCRATCH a file

Use V below to return to MAIN MENU

Type T<cr> for TO AID DISK USERS menu

(8=DISK)

Type 8<cr> the device # of your disk drive
(disk devices can be 8 to 15)

(D=DIR, I=INIT, N=NEW, S=SCRATCH, M=MENU)

I Type D<cr> to see the directory of the disk.

The directory displays. Press <cr> for TO AID DISK USERS menu.

(D=DIR, I=INIT, N=NEW, S=SCRATCH, M=MENU)

II Type I<cr> to initialize the disk.

The red light on the disk drive goes on and off.

(D=DIR, I=INIT, N=NEW, S=SCRATCH, M=MENU)

III Type N<cr> to NEW a disk.

The directory displays and TO AID DISK USERS menu appears.

(FILE NAME, M=MENU)

Type MINI JINI FILES <cr> (or disk name-less than 16)

or

Type M <cr> and the disk does not NEW. AID menu appears.

<Y/N> YOU'RE SURE

Type Y <cr> and the NEW process begins. The AID menu appears.

or

Type N <cr> and the disk does not NEW. AID menu appears.

(D=DIR, I=INIT, N=NEW, S=SCRATCH, M=MENU)

IV Type S <cr> to scratch a file on the disk.

(FILE NAME, M=MENU)

Type _____ <cr> (name of unwanted file)

or

Type M <cr> and SCRATCH no file. AID menu appears.

(D=DIR, I=INIT, N=NEW, S=SCRATCH, M=MENU)

V Type M <cr> and the MAIN MENU appears.

Lesson 11: EXIT

Well, it's time to go.

Press E <cr> and you the Commodore Basic message appears.

ERASE CURRENT FILE

<Y/N> YOU'RE SURE

Press Y and use your disk or tape with other programs.

To reload Mini Jini with the Commodore 64, tap the <BREAK> key and <RESTORE> key at the same time. Release immediately.

To reload Mini Jini with the VIC 20, flip the power switch on the right hand side of the computer off then on again. You can also tap the <RESTORE> key—but ONLY once. If you exit again, you must turn the VIC 20 off and on again.

You're now ready to go on your own. The last lesson gives you some DO'S and DON'TS for your own files. In the next part, we summarize commands, give you more hints and a definition of terms. Finally, in the appendix, we give sample printouts and an index.

Good luck and have fun.

Lesson 12: PREPARING TO USE MINI JINI

Type your information, called data, into the computer. Data is stored on disk or tape so you can use it over and over again.

Data is entered as a list of items. Each item, called a field can have almost any format and content. However DO NOT USE commas, colons and quotes since Mini Jini needs these for its own work.

You can have 10 related fields. Our example used 10 fields, so you could do everything. For a mail list 5 fields should be enough. ZIP and LAST can be used to order the file. For example: NAME, ADDRESS, CITY ST, ZIP, LAST. For use with a letter writing program (wordprocessor) add a TITLE field between ZIP and LAST. An inventory can use 10 fields. For example: PART #, NAME, DESCRIPTION, LOCATION, ON HAND, ON ORDER, SOLD TO DATE, PRICE, DISCOUNT, VALUE.

Each field and field name can be 2 lines long except the 10th field with the VIC 20 which can be 8 letters. Record length is the sum of all the fields. Your record length can be almost 800 with the Commodore 64 and almost 375 with the VIC 20.

For your own database you will need to:

1. Choose the number of items in the file. Include fields for results of calculations, alphabetizing data, status field and a spare--in case you think of something later.
2. Decide on a field name for each item. For example: NAME, ADDRESS, CITY ST, ZIP, etc.
3. The order in which fields will display. For example: NAME first then ADDRESS, etc.
4. Stop adding records when you see LOW MEMORY.
5. DO use Mini Jini for files you now keep by hand.
 - use the key to erase misspelled words
 - check that your disk drive or printer are turned on
 - write your file to tape or disk any time you fix it
6. DON'T exit except thru the menu
 - use : , " in your file since Mini Jini uses them
 - use the keys labeled <CRSR> or <HOME> since they are never required.

SUMMARY OF COMMAND

A=ADD	In FIX menu
C=CREATE	In the MAIN MENU
C=CHANGE*	In FIX menu
D=DELETE	In FIX menu
D=DIRECTORY	In TO AID DISK USERS menu
E=EXIT	In the MAIN MENU
F=FIX	In the MAIN MENU
F=FIELD	In the SEARCH menu
F1=1st FUNCTION KEY	To adjust border
F3=2nd FUNCTION KEY	To adjust screen
F5=3rd FUNCTION KEY	Version # and date
F7=4th FUNCTION KEY	To stop printing
G=GLOBAL	In the SEARCH menu
I=INITIALIZE	In TO AID DISK USERS menu
L=LOOK THRU	In the MAIN MENU
L=LABELS**	In PRINT menu
M=MATHPACK	In the MAIN MENU
M=MENU	Except in LOOK THRU menu
O=ORDER	In the MAIN MENU
P=PRINT**	In the MAIN MENU
R=REPORT**	In the PRINT menu
S=SEARCH	In the MAIN MENU
<cr>=NEXT RECORD	In LOOK THRU RECORDS
<cr>=CONTINUE PRINTING	To restart printing
< >=LINE FEED	At any time

*You can change a record any time you see it on the screen.

**These commands will print an entire file in PRINT menu or an individual record any time you see it on the screen.

HINTS & KINKS

ALPHABETIZING DATA Your data will be alphabetized according by every character in the field selected. The order is ASCII. That is, characters with low ASCII codes appear at the beginning of the list. Numbers appear before alphabetized names, if both are in the order field. Lower case letters appear before capital letters (if you use the upper/lower case by pressing <SHIFT> <COMMODORE SYMBOL>). Also ordering numbers will be accurate only if leading 0's are used so that all numbers have the same number of characters.

BACKUP A backup or extra copy should be made of all files.

CHANGING A SELECT GROUP OF RECORDS As you look through your records, press C <cr> to change only those records that need to be changed. You can use LOOK THRU, SEARCH or FIX menus to find records to be changed.

CHANGING RECORDS When you change a record, you must retype the field being changed. If you use the space bar to erase the rest of the field, you waste space. You can actually see this wasted space when you change a longer field name to a shorter field name. For example, there are two ways to change the field LAST NAME to LAST:

- A) LAST<SPACE><SPACE><SPACE><SPACE><SPACE> <cr>
- B) LAST <cr>

- A) displays LAST when you change and LAST thereafter.
- A) displays LAST NAME when you change and LAST thereafter.

To change A) to B), fix RECORD #0 by changing to LAST <cr>

CONVERT JINSAM FILES TO MINI JINI Add 3 records: RECORD #1 for # of fields, RECORD #2 for field lengths +1, RECORD #3 for field names. Be sure to include a status or sort code to force these records to be in the 1, 2, 3 order. Create a select key or select index and create a sequential file with 10 fields or less. Use copy all to write the file on CBM 4040 format. It's ready to use Mini Jini. See Hints on FILE STRUCTURE and NUMBER OF RECORDS for more details.

CONVERT YOUR FILES TO MINI JINI It must be a sequential file with

10 fields or less with 3 leading records: RECORD #1 for # of fields, RECORD #2 for field lengths +1, and RECORD #3 for field names. It must have CHR\$(13) separating fields and CHR\$(255) as end of file marker. See Hints on NUMBER OF RECORDS for more details.

CREATING A NEW FILE FROM AN EXISTING FILE Select FIX (F <cr> in the MAIN MENU) to delete unwanted records (D <cr> in the FIX menu). Write the new file to tape or disk.

DELETING A RECORD Mini Jini assigns a RECORD #. When the record is deleted, the numbers are shuffled. If you have just alphabetized the file, it will return to its order as read into the computer. Therefore order AFTER you delete.

When you change or delete a record, you must know its current RECORD #. If you expect to change and delete records, change your records first and then delete. Delete the highest RECORD # first and delete records in descending order.

After you delete, print your records. Type P <cr> to PRINT and P again to print with RECORD #'s.

FILE STRUCTURE Mini Jini files are variable length sequential files with CHR\$(13) separating fields. Mini Jini includes leading characters in the form of records. If your file has 10 fields to a record, the first record has 10 fields with 10 as the data. This is followed with a record with 10 numbers indicating the longest data entry in the field--this is the field length plus one for report formatting. The next 10 fields are field names and finally comes data. If your file has 5 fields, it has 5 number 5's followed by 5 field lengths, 5 field names and finally data.

To see file structure, write your file to device #4, your printer.

GARBAGE COLLECTION The Commodore 64 and the VIC 20 have a quirk, referred to as "garbage collection". This occurs during the processing of data files. When this happens, the computer pauses to do some housekeeping (getting rid of data it no longer needs). This causes the computer to stop what ever its doing and lasts from 10 seconds to a few minutes. The more records the longer the wait.

Garbage collection can occur without warning at any time. However, it always occurs when free memory is checked. Mini Jini checks free memory when you read a file and every 2 or 3 records you add.

LABEL FORMAT You make a label format by pressing P <cr> in the MAIN MENU and L <cr> for label in the PRINT menu. Once you have this format, you can print individual labels with the LOOK THRU, SEARCH or FIX menus.

LETTER QUALITY PRINTING If you use the SMART ASCII from MIDWEST Computers, you can make Mini Jini files with the Commodore 64 compatible with ASCII printers, such the DIABLO, MX-80, PROWRITER, etc. Exit Mini Jini (E <cr> in the MAIN MENU). Load SMART ASCII software. Pick all standard answers. Restore Mini Jini with POKE44,129 <cr> in the Commodore 64.

NUMBER OF RECORDS & RECORD SIZES depends on memory.

Commodore 64: 500 45 character records with 4 fields or less
250 100 character records with 6-10 fields

VIC 20 Same as Commodore 64 with 24K memory expander
250 45 character records with 16K memory expander
50 45 character records with an unexpanded VIC 20

PRINTING A SELECT GROUP OF RECORDS You can use the LOOK THRU, FIX or SEARCH menus to recall records and press P <cr>, R <cr> or L <cr> to print only those records you wish printed.

PRINTING STOPS FOR NO REASON CBM 1525 printers "forget" to print. Turn the paper advance dial a notch and printing should continue.

RECOVERY PROCEDURES It is unlikely, but you can pop out of Mini Jini if an error occurs. The most common error occurs if you READ or WRITE to a device you do not have--or one that is not turned on. You will see ERROR on the screen. Be sure you datasette is attached or your disk drive is turned on.

Type CLOSE <cr> to close any open files
Type GOTO 5 <cr> to safely reenter Mini Jini
Type W <cr> and write your data to tape or disk

Type E <cr> to exit

By following the instructions above you have saved your data so you can use it again. Follow the reload instructions in Lesson 11.

REPORT FORMAT Make a report format by pressing P <cr> in the MAIN MENU and R <cr> for report in the PRINT menu. You can print report lines with the LOOK THRU, SEARCH or FIX menus with this format.

RESERVED CHARACTERS Mini Jini uses , : and ". If you use them, field data following disappears. You won't see this until you look thru the file after you read data back into the computer.

SAMPLE PRINTOUT Before printing a file you may want to check paper alignment. Type L <cr> to look thru records. Type L <cr>, P <cr> or R <cr> to print a sample label, data with RECORD # or report line. When ready return to MAIN MENU.

STATUS CODES A status code is ususally 1, 2 or 3 numbers or letters used to represent a larger amount of data. For example a status code can stand for sex. F for female and M for male. Codes may be used for Active/Inactive (A/I), Aging (30/60/90).

Status codes are used to lessen the amount of typing, save file space (space that can be used for more records), and to avoid spelling errors which can lead to GIGO (Garbage In Garbage Out).

SUGGESTED FIELD CODES

LNAME for last name
STATE CA for California, NY for New York, etc.
SALARY (20000) (not \$20,000)

VERSION If for any reason you need to contact JINI MICRO, record the VERSION DATE and NUMBER on all correspondence. Press F5 (3rd FUNCTION KEY and the right side of the computer) and the VERSION DATE and VERSION NUMBER appear.

TO AID DISK USERS If you see the words SYNTAX ERROR on the screen while writing a file to disk, you pressed <cr> as the name of the

file. The file has no name and does not write to disk. Mini Jini initializes the disk drive and the MAIN MENU appears. Write the file to disk again. This time give it a name.

If you want to replace a file with the same name, type the same name. Mini Jini will prompt <Y/N> REPLACE. To replace type Y <cr>. The file on disk is replaced with the new file.

When you scratch files or new a disk the computer is not busy. The disk drive IS busy while the red light is on steadily. You can look thru or fix records, BUT don't use the devices to read, write or print records until the red light on the disk drive goes off.

WORDPROCESSING Mini Jini files are directly compatible with word-processors such as WordPro(tm), Papermate(tm), etc. However, all data in your file is included in the same order as the file. To use with a wordprocessor, create your file with your letter or special report in mind. If you have an ASCII printer and SMART ASCII(tm) for letter quality printing, we suggest you press <SHIFT> <COMMODORE SYMBOL> on the left hand side of your computer to use upper and lower case letters.

The file in the lessons was created with forethought for word-processing, but was in upper case only for general use. Try the sample file with this letter in your wordprocessor.

July 4, 1983

.....(NAME)
(ADDRESS)
(CITY ST)
(ZIP)

Dear(TITLE)(LAST NAME),

According to our records your original bill was \$.....(DUE). To date you have paid \$.....(PAID). That leaves a balance of \$.....(BALANCE).

We would appreciate a payment as soon as possible. Include the number(CALCULATIONS) on your remittal.

Sincerely,

Impressed Mini Jini User

DEFINITION OF TERMS

ASCII CODE- Value assigned to numbers, letters, characters.

BYTE- The amount of storage for a letter. The number after MEMORY FREE refers to the number of bytes remaining for your data.

CHANGE- To change the contents of a record.

COMPUTER- Machine which follows pre-programmed instructions.

CONSTANT- Something that does not change.

CONTINUOUS FORMS- Forms used with tractor feed printers.

CRASH- To be stuck at one point. Computer can't continue.

CURSOR- A blinking marker on screen.

CRSR Up/Down & Right/Left- Moves the CURSOR on the screen.

DELETE- To remove a record from the file.

DEVICE- A piece of equipment related to a computer.

DEVICE #- # assigned to allow connection

DIRECTORY- A list of file names usually stored on disk.

DISK- Flat mylar Disk in a square sealed envelope.

DISK DRIVE- Reads data from disk.

FIELD- Space in a record for specific data categories.

FILE- A collection of interrelated fields.

FIRMWARE- Program located in a ROM or cartridge.

FORMAT- Remembered instructions for labels, etc.

GARBAGE COLLECTION: Housekeeping routines which make the computer appear to be stuck at on point--unable to continue. This is only temporary.

GLOBAL- Dealing with the entire file, record or disk.

HARD COPY- Data the computer places or prints on paper.

HARDWARE- Equipment. The computer or disk drive, etc.

INDEX - List

JINSAM Newsletter- Quarterly support newsletter.

MATHPACK- Performs calculations one operation at a time.

MENU- A List of of things Mini Jini can do.

NEW DISK- Prepare disk to use with a specific disk drive.

NUMERIC- A value which is mathematically computable.

OPTION- Menu choice.

OUTPUT- Information going 'out' to screen, printer, etc.

PERIPHERAL- Equipment attached to the computer by cables.

PRINTER- Prints information from the computer onto paper.

PROGRAM- Instructions to perform specific tasks.

READ- Bring file from tape or disk to the computer's memory.

RECORD- A set of data related to a particular subject.

ROM- READ ONLY MEMORY (FIRMWARE) Contains a program.

SCAN- Look through quickly.

SEQUENTIAL FILE- file structure used by Mini Jini

ORDER- ALPHABETIZE

VALUE- A numeric quantity.

WRITE- Move a file from the computer's memory to disk or tape.

Appendix A - SAMPLE PRINTOUT FROM MINI JINI

PRINT A FILE AS LABELS

NAME
ADDRESS
CITY ST
ZIP

A PELL
48 K LANE
LISA NY
16802

CANDICE DOOR
64 SINGLE DR
EASY IL
60606

VIC PUTER
20 CASSETTE RD
EVER READY CA
92145

PRINT A FILE IN A REPORT

NAME	ADDRESS	CITY ST	ZIP	DUE
A PELL	48 K LANE	LISA NY	16802	-
CANDICE DOOR	64 SINGLE DR	EASY IL	60606	-
VIC PUTER	20 CASSETTE RD	EVER READY CA	92145	-

Appendix A - SAMPLE PRINTOUT FROM MINI JINI

PRINT A FILE WITH RECORD #	WRITE A FILE TO PRINTER
RECORD # 0	SAMPLE 10
1 NAME	10
2 ADDRESS	10
3 CITY ST	10
4 ZIP	10
5 LAST NAME	10
6 TITLE	10
7 DUE	10
8 PAID	10
9 BALANCE	10
10 CALCULATIONS	12
RECORD # 1	17
1 A PELL	19
2 48 K LANE	6
3 LISA NY	10
4 16802	7
5 PELL	5
6 MR	6
7 2000	6
8 1000	NAME
9 -	ADDRESS
10 -	CITY ST
	ZIP
	LAST
	TITLE
RECORD # 2.	DUE
1 CANDICE DOOR	PAID
2 64 SINGLE DR	BALANCE
3 EASY IL	CALCULATIONS
4 60606	A PELL
5 DOOR	48 K LANE
6 MISS	LISA NY
7 5000	16802
8 2500	MR
9 -	2000
10 -	1000
	-
	-

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Mini Jini Notes (To check your version press function key marked F5)

1. Using a file you already have. (One you created or an application from the MINI JINI DATA).

To add records to a file, read the file you already have into the computer. To do this type R <cr> in the MAIN MENU, Y <cr> you're sure, <cr> device number. Type the file name <cr>. Type F <cr> in the MAIN MENU, then A <cr> to ADD in the FIX MENU. When you've added to your file or made any other changes, write the file with all your records to the same disk or tape with the same file name. To do this, type W <cr> in the MAIN MENU <cr> device number. Type the file name <cr>. Disk user's will press Y to replace the file. Tape users replace the old file when they rewind and press play and record.

2. TAPE USERS

- a) We suggest you use one tape for each file. On one side save your file, and on the other side save it again as a backup copy.
- b) You don't have a directory with the datasette, so write the name of your file on the cassette. This way you'll know the name when it's asked for.

3. DISK USERS

We suggest you write your file twice, once with it's regular name, and once as a backup. For example: one is SAMPLE, another as SAMPLE.BACKUP or SAMPLE.BK. The second copy is your backup copy.

4. You have an enhancement described in lesson 2 which allows you to change records with LOOK THRU and SEARCH, as well as the FIX menu. However, versions 64209 and 20209 must use Fix menu only when changing records after you order a file. Order, if you need to, just before you print. If you want to change the order of a file. 1) Order the file 2) Write it to disk or tape 3) Read the new file into memory. This new file can be chaged with FIX, LOOK THRU or SEARCH.

5. Changes in the User's Guide starting with Version 64209 and 20209

- a) page 29 - (arrow up) causes a line feed on printers at any time.

6. Changes in the User's Guide starting with Version 64229 and 20229

- a) Lesson 2 - page 8

It was: Press M for MAIN MENU before you see the whole file.

Change to: Press M for SEARCH MENU before you see the whole file.

Press M for MAIN MENU when you've seen the whole file.

- b) Lesson 4 - page 11

It was: (G=GLOBAL, F=FIELD, M=MENU)

Change to: (SEARCH FOR?, F=FIELD, M=MENU)

Cross out: Type G <cr> to search the whole record. (It's automatic!)

- c) Lesson 10 - page 25

Add: To stop directory press <shift>. To continue release the <shift> Key.

- d) To restart press <CTRL> and <RESTORE> keys, no <BREAK> and <RESTORE>.

7. Changes in MINI JINI starting with Version 20253 and 64253

We received some good user suggestions and have incorporated these into MINI JINI Record Keeper

- a) Field names are displayed on the lower screen any time you need them.
- b) F2 turns FEED ON for printers like MX80, Gemini 10, etc.
- c) F4 allows special control characters for MX80, Gemini 10, etc.
- d) The maximum length of any field is reconfigured each time your read a file. If you shorten your longest field entry to fit across a report page, save data. When you read it again the field length will be shorter.