

VALUEWARE

*The
List
Manager*



For COMMODORE 64 & 128 (64K, 40 Column)*

User's Manual

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Manager

THE COMMANDER & CO. INC. BOSTON

User's Manual

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Introduction

THE LIST MANAGER is a list organizer and text outliner.

The importance of making and keeping lists when getting organized is self-evident. But, lists on paper have their drawbacks: they're not easily corrected or added to; they can't be easily combined with other lists; they can't be broken down into simpler lists; and you can't easily extract items from several different lists.

Finally, if you make and/or keep a number of different lists, keeping track of them is a task in itself.

THE LIST MANAGER addresses all of these problems, making it easy to get organized! With it, you can quickly and easily create, review, modify, print, save and retrieve outlines and lists for any purpose.



Lists are kept in a hierarchical or "tree" structure for easy building and quick reference.

List items can be clearly marked or emphasized with any combination of checks (✓), colors or highlighting.

You purchased THE LIST MANAGER to help you get organized. So, without wasting any further time, let's get started.

The List Manager

How to Use This Manual

As you read, you will notice that the keys you're instructed to press all appear in rounded corner boxes (like **RETURN**) that resemble the keys on your keyboard. Words that you are asked to type in appear in a **bold type**, selected to resemble typewriter type. The left and right arrow keys to move the cursor will be shown like this:  and up and down arrow keys like this: . Whenever the screen message says "C/R," that means to press **RETURN**.

Getting Started

1. Turn on your computer, monitor, disk drive and printer.
2. Insert the THE LIST MANAGER disk into the disk drive.
3. Type LOAD`":*"`,8. Press **RETURN**.
4. When READY appears, type **RUN** and press **RETURN**.
5. Now the screen color will change, and the program name and copyright notice will appear. Soon after, the main menu will appear.

Creating a List

At the main menu, press **(N)**. You will be prompted for a list name. This may be up to 36 characters long, including spaces. Generally, shorter is better. After entering a name, you will be returned to the main menu.

Press **(RETURN)**, and you will be placed in the LIST mode. In this mode, you will see the name you just entered at the top of the screen; the pointer (**>**); and a highlighted line of text which says "0% full." The number indicates what percent of the list capacity has been used. You can enter a total of 500 lines, or 16380 characters, whichever comes first.

Adding Data

Press **(A)**. The pointer is replaced by "**->**." This means you are in the INPUT mode. Enter some data such as **test line 1**, up to 36 characters. When you press **(RETURN)**, the "**->**" is replaced by a "**.**" and the "**->**" moves down a line, waiting for more input. Enter a few test lines in this way. When you have entered three or four lines, press **(RETURN)** at the "**->**" prompt. This puts you back into the LIST mode, with the pointer on the last line you entered.

Press the **(CLR/HOME)** key. The pointer will move to the top of the list. Now press **(=)**. You will be placed on a new (empty) page whose title is the line that was by the pointer when you pressed **(=)**. Press **(A)** to go into INPUT mode and enter two or

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three more lines. After the last line, when you press **RETURN** at the “->” prompt, you will be placed back in LIST mode as before, with the pointer on the last line. Now press **RETURN** again, and you will be back at the first (or top) page. You will notice that the “.” on the first line has been replaced with an “*.” This means that there are more lines after this one—the ones you just typed.

NOTE: Page Capacity—You can enter a maximum of 21 lines on a page. If a page is full, the A command will be ignored. If the page becomes full while adding, the add will be ignored.

Moving Around Your Lists

There are six commands available for moving around, three of which you have already used. Here they are:

=—Moves down to the page under the line marked by the pointer. The pointer is placed at the top of the new page.


RETURN—Moves up to the next higher level. The pointer is placed at the line under which the page you just left resides, or, in other words, the pointer is still where it was when you last pressed **=**.

||—Moves the pointer down the page. When it reaches the bottom, it starts over at the top of the same page.

⇐—Moves the pointer up the page. When it reaches the top, it starts over at the bottom of the same page.

CLR/HOME—Places the pointer at the top of the page.

INST/DEL—Places the pointer at the bottom of the page.

NOTE: While in the INPUT mode, the  and **INST/DEL** keys function normally; that is, they move the cursor and not the pointer.

Editing

Inserting—To insert a line other than at the end of a page, position the pointer at the line before which the new line is to be inserted and press **I**. The list will open up and put you into the INPUT mode with a “->” prompt. This is just like Add, except for the position. If there is no space on the page, the Insert command will be ignored. If the page fills up during the insertion, the insertion will be ignored.

Modifying—To correct or change a line, position the pointer at that line and press **M**. You will be placed in INPUT mode on the line itself. You don't have to re-type the whole line; whatever is on the line when you press **RETURN** will become the new line.

Deleting—Pressing **D** will delete the line at the pointer and all pages under it.

A node is a line with an “*” to its left (i.e., one that has data under

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it). Pressing **(N)** deletes the node at the pointer and moves all the lines under the deleted node up to where the node was on the page. If this would cause the page to overflow, you will get a message to that effect and the N command will be ignored.

Pressing **(E)** will delete every line on the page and *all* subsequent pages. Be careful using this one!

Undo—The eleven most recent deletes are remembered by the program, including any involving multiple lines. Pressing **(U)** will undelete the prior delete each time it is pressed, up to eleven times, making it possible to recover most unintentionally deleted entries.

NOTE: Undo will not be possible following a move or after new data is added to the list by means of A(dd), I(nsert), C(opy) or reading data from disk or tape. This is because new data writes over deleted lines. Also, no deletion is permitted while a Move, Copy or Collect is pending (see below).

Emphasizing Text

Lines can be marked or emphasized in three different ways:

- **Check**—The **(F3)** key places a “Y” to the immediate left of the line.

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- **Color**—The numeric keys (0-9) change the color of the line at the pointer. 0 is normal. 4 (cyan), 6 (green) and 8 (yellow) are the most legible. Normally, highlighting only extends to the end of the line. If you wish, you can extend the bar of color for emphasis or to match other lines by pressing **SHIFT** **SPACEBAR** to the end of the line.
-

NOTE: The list name cannot be colored or highlighted in the normal manner. You can emphasize it, however, in the following way. First, save the list. Then erase it via the main menu. Next, name the list. Then read in the list you just saved. The list name will now be on line one, just like any other, where it can be colored and/or highlighted. Now press **=** to get the name as the page title at the top left. Then save it again. (This will be designated as a partial save.) Finally, erase the list via the main menu and read it in again. Note that checks (y) never show on a list or page title.

- **Highlight**—The **F1** key highlights the line.

Reset—The **F7** key removes all emphasis from the line at the pointer.

Rearranging

Move—Position the pointer at the line you want moved. Press **←**. A **←** will appear to the immediate left of the line, and the message "Move Pending" will appear in the bottom left of the screen. Position the pointer where you want the line to go. It need not be on the same page; it can be onto an empty page. Then

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press either **A** or **B**, depending on whether you want the line to go After or Before the pointer, respectively. Any pages under the line will be moved also.

NOTE: You may not move a line to a page which lies beneath the line to be moved. This is known as a circular move, and if you attempt it you will be so informed. Also, if the destination page is full, you will get a message to that effect and no move will be performed.

Copy—This works exactly like Move, except that the original line is left where it is, and a fresh copy is made where you want it. To copy, press **C** instead of **←**. The message "Copy Pending" appears in the bottom left of the screen. See above for the same restrictions regarding circularity and page capacity.

Collect—This is a handy function which allows up to 21 lines anywhere in the list to be gathered (collected) together on a single page via Move, Copy or a mixture of the two. Position the pointer where you want the lines to be collected (it can be an empty page). Press **+**. The message "Collect Pending" will appear in the bottom left of the screen and a "+" sign will appear to the immediate right of the pointer (unless the page is empty, in which case it will temporarily show on the line above that page after you press **RETURN**). Then navigate your way to each line to be collected and Move or Copy it using **←** or **C** as appropriate. When you have finished, press **R** (Reset) to terminate the collect.

Lines are always collected in the same order that you move or copy them. Normally, they are collected after the point you marked with "+." If you wish them to be inserted before that point, then press **B** after you press **+**.

If a Move or Copy is pending when you press **+**, the move or copy is performed, and the COLLECT mode becomes effective.

The same restrictions regarding circularity and page capacity apply.

Reset—At any time before a Move, Copy or Collect is completed, **R** terminates the operation.

Managing Your List Size

What is a Full List?

If you are working on a large list or project, you will eventually get the message: List Full. It is time to break up the list into smaller lists (see below). You may have created a small problem. If the list was filled during a Copy or Read, as opposed to an Add or Insert, there will be at least one page that is incomplete. Only the new data is affected; the rest of the list is fine. Delete the new data; break up the list into smaller lists (below) and start over.

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Breaking up Lists

Breaking up one large list into a group of smaller ones is both simple and straightforward. First decide what portions of the list are to be kept separately. These may be logically different, or they may be accessed independently or at different times or merely with different frequencies. Then, for each section, do the following:

1. Position the pointer at the top node (line) of that section.
2. Press **[=]** to get that line in the top left of the screen as the title of its dependent page. Its first 16 characters will also become the name of the file on which it is to be stored, so check to make sure that it is unique.
3. Press **[/]**, **[S]** and, if the offered file name is satisfactory, **[Y]**. The title line and all pages under it will be saved on a new file, and you will be returned to LIST mode.
4. Press **[E]** to erase the current page and everything under it.
5. Press **[RETURN]** to get back up to the top line of the subsection just saved. Press **[I]** to color it black as a reminder that line is also the name of the file containing its dependent pages and that they are not currently in memory.
6. Repeat the five steps above for each section of the list to be so partitioned.

Creating a Master List

Once you have accumulated a number of lists, it is a good idea to keep a list of those lists. Name it Master, Directory, Dir, Table of Contents or something similar, and color all of its lines black. In fact, if in breaking up your first large list according to the procedure above, you chose as logical partitions each line on the top page, a master list is exactly what you would have ended up with. If you then start off your work session by reading in the master list, it becomes easy to see at a glance all of the list information you have at your disposal. Everything becomes, conceptually, one large data base.

When reading in a list named on the master list, the following procedure is recommended:

1. Position the pointer at the line naming the list you want to read.
2. Press *****. The designated file will be read in, with the list name on the file replacing the line at the pointer. See Auto Retrieve.

The Options Menu

There are five options which you may wish to exercise depending on your equipment or preferences. To get to the OPTIONS menu from either the LIST mode or the main menu, press **O**.

An Overwrite Warning—If a file you are about to save onto disk

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already exists, pressing **W** will toggle the option back and forth between YES and NO. The default is YES.

Changing the Device Number—If you have more than one disk drive, you can select the one you want by pressing **N** which cycles the device number from 8 through 11 and back.

Line Feeds—Certain printers require a line feed following a carriage return. If you attempt to print your list and everything ends up on one line, then your printer is one of these. Pressing **L** will increase the number of line feeds by one. You can also double-space the print-out by inserting an extra line feed.

Maximum Lines on the Screen—The maximum number of lines that you can fit on the screen under any circumstances is 21, single-spaced. Initially, however, THE LIST MANAGER assumes a maximum of 11 and double-spaces them for readability. As soon as you add a 12th line to a page, the maximum is automatically increased to 21, and all lines will be single-spaced thereafter. Should you later delete enough lines so that no page has more than 11, the screen will still be single-spaced. If you wish to revert to double-spacing, press **M** on the OPTIONS menu. Screen spacing does not affect printer spacing.

NOTE: When you save a list, the L and M options in effect at that time will be saved along with it. When you next retrieve that list, the L and M options that were saved with it will override the options in effect prior to the read.

Saving and Retrieving

WARNING! Before saving to disk make sure that the device options are set appropriately. Also, remember that the L (line feeds) and M (lines/screen) currently in effect will be saved (or read) along with the list. (See OPTIONS.)

Your pointer position is critical when it comes to saving. Only the page on the screen and all pages after it will be saved. If the pointer is at the top of the list, all of it will be saved; otherwise, only a portion of it will be. At times, this may be desirable; at other times, it may not be.

When retrieving, the list read in is appended to the end of the page on the screen, which need not be the top one. Again, this may or may not be what you want.

To make sure you are at the top of the list, press **RETURN** repeatedly until there are no more page changes.

Saving

1. Position yourself at the desired page on the list.
2. Press **/** to get to the main menu, followed by **S**.
3. If the current page is not the top one, the reminder "Note: Partial Save" will show above the device number. Should you wish to abort the save at this point, press **RETURN** twice.

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4. The program will offer to name the file using the first sixteen characters of the page title (the line at the top left). If this is satisfactory, press **Y**. Otherwise, press any other key and you will be prompted for the file name you wish to use. Type in the name and press **RETURN**.
5. Once a file name has been created, the list (or that portion of it consisting of the current page and those under it) will be saved. Following the save, you will return to the LIST mode.

Retrieving

1. If the list is not empty, position the pointer on the desired page.
2. Press **/** to get the main menu, followed by **I**. You will be prompted for the name of the file name you wish to read. Type the name and press **RETURN**.
3. The file will be read and appended to the bottom of the current page, if there is one, and you will be returned to the LIST mode.

Retrieving Lists Automatically

If you have a line on your list that is exactly the same as the name of a file you have already saved, there is a shortcut for reading that file: simply position the pointer at the line that names the file and press *****. See "HINTS AND TIPS—Breaking Up Lists and Master List." The name of the list on the file will replace the line at the pointer. If there is already a page under the line that designates the file name, no read will be performed.

The Print Menu

To print, you must first be in LIST mode. If you are at the main menu or the OPTIONS menu, press **RETURN** to get into LIST mode.

From LIST mode, press **P** to take you to the PRINT menu.

Printing a Page—Press **P** to get a hard copy of that portion of the list that was on the screen last.

Printing a Tree—Pressing **T** will print the line at the top left of the screen and all lines that are beneath it in the hierarchy, in Tree order.

“Tree” order means this: first, the line at the top left of the screen (the title). Then, the first line on the page. Before any subsequent lines on the same page are printed, all pages which lie beneath the first line are printed. These are also processed in tree order: after any line is printed, all pages under that line are printed, in tree order, before the next line on the page is printed, and so forth. Each time a lower page is accessed, the printing is indented another two spaces.

Printing the demonstration list supplied with the program should make the explanation clear.

Printing Detail—Press **D**. This works just like Print Tree except that any line with a page under it (i.e., a line with an “*” at the left) is suppressed. Nothing is indented.

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Formatted or Not Formatted—Normally, lines are preceded by an "*" or a ".", and if the Tree option is used, they are indented according to their level, or depth, in the list. This is called formatted printing. Unformatted printing omits the "*" or "." and no indenting occurs. This is useful for mailing labels. Pressing **F** toggles formatting on and off.

To Interrupt Printing—If for any reason you do not want to complete the print-out, press **←**.

When the printing is finished, you are returned to LIST mode. To return to LIST mode without printing, press **RETURN**.

Mailing Labels

To organize an address list in such a way as to allow the printing of mailing labels, do the following:

1. Make sure every address has exactly six lines—the number of lines allowed for on normal mailing labels. If an address is shorter than six lines, add lines consisting of a shifted space.
2. Make sure that no address line has another line or page under it—i.e., that no address line is preceded by an "*."
3. Make sure that the only lines NOT preceded by an "*" (i.e., those that are preceded by a ".") are address lines.
4. To print the labels, first load them into your printer and line them up. Position the pointer at the top page of the list or portion thereof that contains the addresses. Then press **P**

(print) followed by **F** (no format) followed by **D** (print detail). When the labels are done, remember to press **F** before you print again to restore the normal format option.

Erasing a List

Should you wish to erase the entire list, press **/** to return to the main menu. Then, press **E** (erase). You will be asked if this is really what you want to do. If you press **Y**, the list will be erased, and you will return to the main menu. Anything else will merely return you to the main menu without affecting the list. If you erase the list, you've lost it.

Quitting

1. Make sure you have saved your work (see "Saving and Retrieving").
2. Press **/** to get to the main menu and press **Q**.
3. You will be reminded to save the list. If you are satisfied that you have no wish to save it, press **Y**. Otherwise, pressing anything else will return you to the main menu.

Hints and Tips

Reordering a Page—Use COLLECT. Press **CLR/HOME** to

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place the pointer at the top of the page, then **(+)** and **(B)**. Then, in the order that you want the lines to appear, place the pointer by each line and press **(←)**. Press **(R)** when you finish.

Reversing the Order of a Page—Press **(CLR/HOME)**, **(+)**, **(B)** and **(INST/DEL)**. Then press **(←)** as many times as there are lines on the page, minus one.

Troubleshooting

Making Back-ups

The importance of regularly backing up your disks cannot be over emphasized. Use the copy program which came with your disk drive or any of various copy utilities on the market.

Warning signs of a disk in need of copying are: A blinking instead of steady red light on the drive when reading or writing; clicking sounds; and read and write errors.

Things that Might Go Bump in the Night

- If you receive a "File Data Error," it is because THE LIST MANAGER cannot read files created by other programs or that a power surge or spike occurred.
- If you are in the LIST mode, try pressing **(H)** for help.
- If you are lost or stuck, pressing **(RETURN)** three times and then **(/)** will always get you back to the main menu.

- If nothing happens when you try to Add, Insert, Delete, delete a Node or Erase, probably a Move, Copy or Collect is pending.
- If nothing happens when you try to Add or Insert and a Move, Copy or Collect is not pending, then the page is full.

NOTE: A disk error is recognizable as one that occurs during a save or retrieve and is displayed in orange at the top of the file information panel. The error may or may not have been caused by the user.

Program Error Messages You May Get

Line is Marked by *—The line on which you attempted an AUTO-RETRIEVE (with the "*" command) has descendants (lines under it). The "*" command was ignored.

List Full—You have reached the capacity of the list. Read HINTS AND TIPS.

Page Would Overflow—There is a maximum of 21 lines that can exist on a page (screen). Certain operations which would exceed this limit (MOVE, COPY, delete NODE) are aborted.

Page Full—Collect Canceled—The page that is the target of a COLLECT is now full. The operation (MOVE or COPY) which caused the page to fill up was performed, but no more are allowed and COLLECT mode is terminated.

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Sorry, Can't Undo—The attempt to UNDO a delete failed either because no deletes were done or data has since been moved, or added via ADD, INSERT, COPY or a read (file retrieval).

Sorry, That's Circular—An attempt has been made to MOVE, COPY or COLLECT a line under itself. This would result in an endless loop and is thus disallowed.

WARNING! NEVER TURN THE PRINTER OR MONITOR OFF OR ON WHILE A DISK DRIVE IS IN OPERATION (i.e., while the red light is on.) It causes a power glitch and an unsignalled read or write error.

Quick Reference Guide

The Main Menu

- N**—name the list
- I**—input from disk/tape
- S**—save to disk/tape
- E**—erase entire list
- O**—go to options menu
- Q**—quit
- RETURN**—go to LIST mode

The List Mode

- /** —go to main menu
- *** —auto-retrieve the file named at the pointer
- A** —add (append) data to end of page
- I** —insert data before pointer
- M** —modify line at pointer
- D** —delete line at pointer and pages under it
- N** —delete node at pointer only
- E** —erase page and all pages under it
- ←** —designate line to be moved
- C** —designate line to be copied
- A** —following **←** or **C** —move/copy after pointer
- B** —following **←** or **C** —move/copy before pointer
- +** —designate point of collection
- R** —reset move, copy or collect
- U** —undo prior deletion
- 0-9** —color control
- F1** —highlight
- F3** —check
- F7** —remove emphasis
- O** —go to options menu
- P** —go to print menu

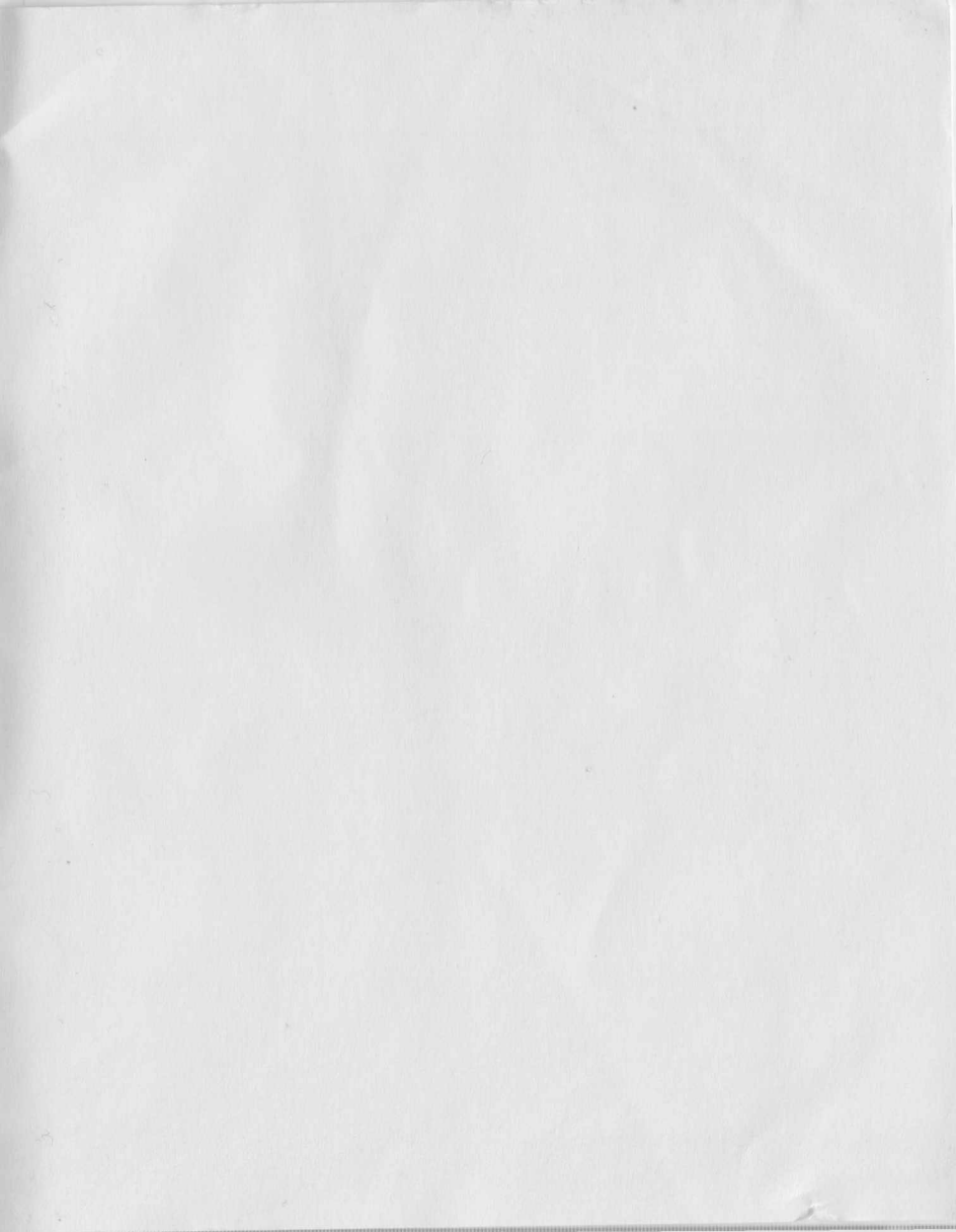
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The Options Menu

- /** —go to main menu
- W** —warn/don't warn if file exists
- D** —toggle disk/tape
- T** —select tape
- N** —device number
- L** —linefeeds
- M** —max lines/screen
- RETURN** —go to LIST mode

The Print Menu

- /** —go to main menu
- P** —print page
- T** —print tree
- D** —print detail only
- F** —toggle format on/off
- lb.sign key** —stop printing
- RETURN** —go to LIST mode



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