

Better Working™

From Spinnaker®

File & Report Instructions



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PROLOGUE

Better Working Software from Spinnaker is proud to introduce **FILE & REPORT**, a program which will allow you to organize lists of information and produce reports using those lists. **FILE & REPORT** integrates with the other Better Working products **SPREADSHEET** and **WORD PROCESSOR**.

Each program is easy-to-use, fast and serves many needs in the home or small business. The programs are powerful, so that as your needs become more complicated, **Better Working Software from Spinnaker** is still there to serve you.

Everyone has lists; lists of friends and clients, lists of books or records, or even a list of recipes from different cookbooks. **FILE & REPORT** will remove the unwieldy lists from your desk, or kitchen table, and allow you to store the information neatly, where you can reach it at a moment's notice.

FILE & REPORT's File Program will store your information on different "pages" of a computer disk. Then you can retrieve the pages, or use them in a report, and produce columns of information. The Report Program will allow you to:

- **SEARCH** for specific page in your file.
- **SORT** pages, from A to Z, highest to lowest number, and the reverse.
- **PERFORM** calculations.
- **DESIGN** and **PRINT** reports.

What is a File program?

A file program allows you to create a "form" on a computer disk. You can then fill different "pages" of that form with information. **FILE & REPORT** allows you to store that information.

In addition, once you have filled out the pages with information, you can then make reports. A report is a list, usually on a piece of paper, of every entry for a category on your form. You can also perform calculations using certain numbers in your file.

Better Working Software from Spinnaker is integrated. Each piece of software in the **Better Working** family can speak to the others. For example, if you have a letter in **WORD PROCESSOR**, you can then take information from **FILE & REPORT** and add that information to the letter (mailmerge).

Using This Guide

This guide is divided into three parts:

- **INTRODUCTION** provides loading instructions and takes you through a simple example to demonstrate the uses of **FILE & REPORT**.
- **FEATURES** provides the user with detailed information on the different functions of **FILE & REPORT**.
- **REFERENCE MANUAL** includes instructions on combining use of the three **Better Working** programs, appendices and the index.

FILE & REPORT RULES

To make these instructions clearer we have followed some standard rules throughout:

1. Icons stand for specific keys that you should type. For example, "Type **RETURN**" means that you should type the key labeled RETURN.
2. Underlined words should be typed entirely. For example, "Type The dog went to the store" means that you should type those words on the computer keyboard.

3. Characters which appear on the screen will appear in lightface type. For example, the message in the status area would appear **Search Criteria**.
4. For all functions, load the **FILE & REPORT** program disk (File, Report or Utility disks on the Apple) in Drive.1

Commodore only: When the menu appears on the screen, select the option you wish: (1) File Program, (2) Report Program, or (3) Utilities Program. Type the number of the option you wish to use. The title screen for that function will appear while the program is loading.

Apple and Commodore:

When the Main Menu appears on the screen, remove the program disk and replace it with a blank data disk.

5. **Apple II series:**
Two disk drives are required to copy data disks using **FILE & REPORT**. To copy disks with one drive, use the COPYA program on the DOS disk.

INTRODUCTION

A. FILE & REPORT Terms

- File** — Each disk contains one **file** of information.
- Records** — A file is made up of a list of **pages** (also called **records**).
- Page** — Each page is made up of a list of **categories** on the screen.
- Categories** — Select categories in the Design Page Layout option. Then fill the file with **fields** of information. Categories label the fields on each page. Examples of categories: name, address, account number, or birthday.
- Fields** — The information next to each category is called **a field**. Examples of fields: \$125.00, 12 Country Plaza, Jane Smith.
- Data Disk** — The disk which will contain pages in a specific file is called the **data disk**. **FILE & REPORT** requires a new data disk for each file that you create. Label a blank disk, and insert that disk into the disk drive when the message **Insert FILE & REPORT data disk, Press Any Key To Continue** appears. The blank disk will become your data disk.

Each field can be the size of the screen; i.e., for a 40-column screen, you can enter 40 characters maximum on each line, but you can enter additional lines of text for that category until you type **[RETURN]** for the Apple II series or **[F7]** for the Commodore.

(Apple II series only)

If you have an 80-column screen, you can enter up to 80 characters on each line. The last field can extend to the bottom of the screen.

For example:

A. FILE & REPORT Terms (Continued)

Recipe Name: Susan Kiernan's "Turtle" Cookies

Ingredient 1: 2 cups flour

Ingredient 2: 1 and 1/3 cups butter

Ingredient 3: 1 and 1/2 cups sugar

Ingredient 4:

Ingredient 5:

Instructions: Mix 2 cups flour, 1/2 cup butter and 1 cup brown sugar. Pat into an ungreased 9x13 pan. Sprinkle with 1 cup whole pecans. Mix 2/3 cup butter and 1/2 cup brown sugar into a caramel layer. Cook the caramel layer over low heat, stirring constantly. Boil for 1 minute. Pour the caramel layer over the pecans. Bake for 18-22 minutes. Sprinkle 1 cup of chocolate chips on top.

Add Pages
HELP Always Available

Figure 1

Apple II series:

B. Computer Requirements

- Apple II series computer
- Minimum 48K in RAM (random access memory)
- Either 40 or 80 column screens. (FILE & REPORT will adjust for either display)

B. Computer Requirements

(Continued)

Commodore 64/128:

- Commodore 64 or 128 computer.
- 1541, 1571 or Commodore-compatible disk drive.
- Commodore monitor or TV.

C. Storing Files

You can put one file on each data disk. Label these disks carefully to keep track of the different files. Each file can have 128K bytes of information (approx. 2000 pages). Check the disk status if you have a large file to keep track of disk space.

D. Starting Out

Load program:

Apple II series:

1. Insert the **FILE & REPORT** File disk (side 1), in the disk drive. If you have two drives, insert the File Disk into Drive 1. Close the door of the drive firmly.
2. Turn on monitor or TV.
3. Turn on computer.
4. When the screen reads:

Insert FILE & REPORT Data Disk
Press any key to continue

 - a. Remove program disk.
 - b. Place data disk, label up, in the same disk drive. Close the drive door firmly.
 - c. Press any key.

The File Menu will then appear.

Commodore:

1. Turn on computer, monitor and disk drive.

2. When the word **Ready** appears on the screen, place the **FILE & REPORT** program disk in the disk drive and close the door. Make sure that the door stays closed.
3. Type Load "Better", 8 and press **RETURN**. The red light should flash on the disk drive.
4. When the word **Ready** appears again on the screen, type RUN and press **RETURN**. The Title Menu should appear on the screen after a few seconds.
5. When the menu appears on the screen, select the option you wish: (1) File Program, (2) Report Program, or (3) Utilities Program. Type the number 1 for the File Program.
6. The title screen for that function will appear on your screen while the program is loading. The File Menu should appear after several minutes.
7. Remove the program disk from the drive and put the data disk in.

D. Starting Out (Continued)

The File Menu looks like this:

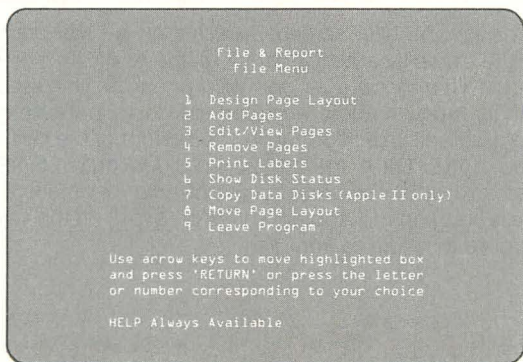


Figure 2

D. Starting Out

(Continued)

To reach the options on the File Menu:

- use the arrows or the space bar to move the highlighted bar to the option you want, and then press **RETURN**.
- or
- type the number of the option you want.
- or
- type the first letter of the option you want.

E. Possible Problems

1. If the red light on disk drive does not go off after several minutes of loading, turn off the computer, and turn it back on again.
2. If the File Menu does not appear after that, be sure that the **FILE & REPORT** program disk (side **A** on the Apple) is facing up in the disk drive.
3. If the screen reads **NOT A BOOT DISK**, then replace the disk in the drive with a **FILE** program disk, turn off the computer, and turn the computer back on again to load.

F. Help Screens (Require 64K RAM)

To reach the help screens, press the **Apple** key and **?** on the Apple II series (Control A on the Apple II+) or **F1** on the Commodore. A box will appear on the screen with information about what you are doing at the time. If there is additional information, the bottom of the box will read **MORE INFO ON TOPIC—USE ARROWS TO SEE**. Use arrows to see other pages of help information, or press **ESC** on the Apple II series or **STOP** on the Commodore to return to your file.


G. Moving the Cursor

Key(s)

Apple IIe and IIc	Apple II +	Commodore	Response
1. or			Move the cursor to the next field on the page.
2. or			Move the cursor to the previous field on a page.
3.			Move the cursor one character to the right.
4.			Move the cursor one character to the left.
5.			Move the cursor one line up.
6.			Move the cursor down one line.
7.			Move the cursor to the first field on a page.
8.			Move the cursor to the last field in a page.
9.			Record the information entered, or advance to the next page in a search or view mode.

H. Erasing/Deleting Information

Key(s)

Apple IIe and IIc	Apple II +	Commodore	Response
1. CONTROL E	CONTROL E	CLR	Erases all information on the screen.
2. DELETE	CONTROL D	DEL	Deletes the character at the cursor. Moves the cursor one character to the left.
3.  DELETE	CONTROL Y	INST	Restores last character deleted and moves the cursor one character to the right. (Up to 30 deleted characters)

I. Printing A Screen

To print the information on a screen at any time, type **CONTROL** **F** (freeze-frame) for the Apple II series or **F4** for the Commodore. This command will not allow you to print messages from the status area or help screens.

J. Example #1: Record Collection File

With **FILE & REPORT**, you could make a list of all your audio records and tapes. You could keep track of:

1. The number of classical, pop or jazz records and tapes.
2. The total costs of each category.
3. The number of musical "forms" which refer to tapes, and the number which refer to records.

FILE & REPORT also offers the "standard" report options:

- Counting the entries in each section of the report
- Averaging numbers
- producing the maximum or minimum number in a column.
- Subtotaling numbers.

Let's begin by creating the file.

Setting Up FILE & REPORT

After you have loaded **FILE & REPORT** on your computer, remove the PROGRAM disk and replace it with a blank disk. Press any key to continue. The File Menu will look like this:

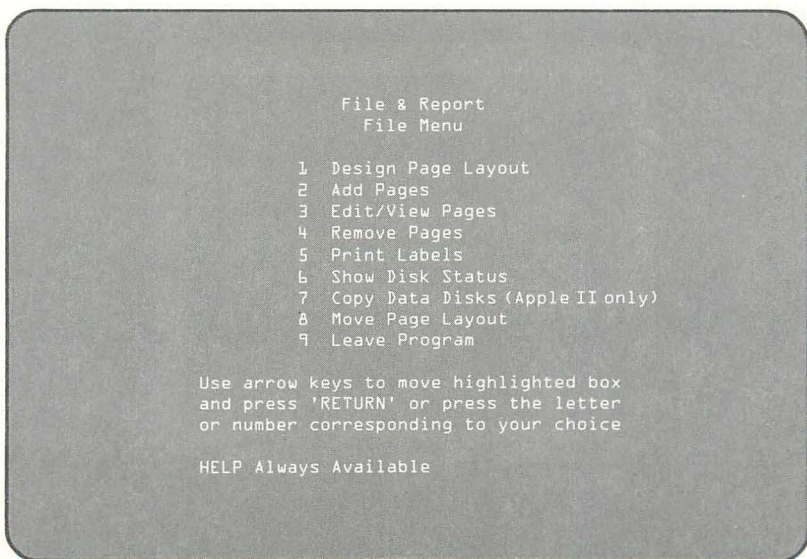


Figure 3

**J. Example #1:
Record
Collection File**
(Continued)

**J. Example #1:
Record
Collection File
(Continued)**

The first step in creating your file is **Design Page Layout**.

Select the **Design Page Layout** option from the File Menu.

The screen will contain the cursor at the top left corner, a solid bar at the bottom of the screen, and the message **Design Page Layout** below that bar. At the very bottom of the screen will appear the message **HELP Always Available, Press Apple & ?** (Apple II series) or **HELP Always Available, Press F1** (Commodore). This message will always appear at the bottom of the screen, to remind you of the help option at any time.

Type **⌘** and **?** (Apple II series) (Control A for Apple II+) or **F1** (Commodore). The first help screen will appear.

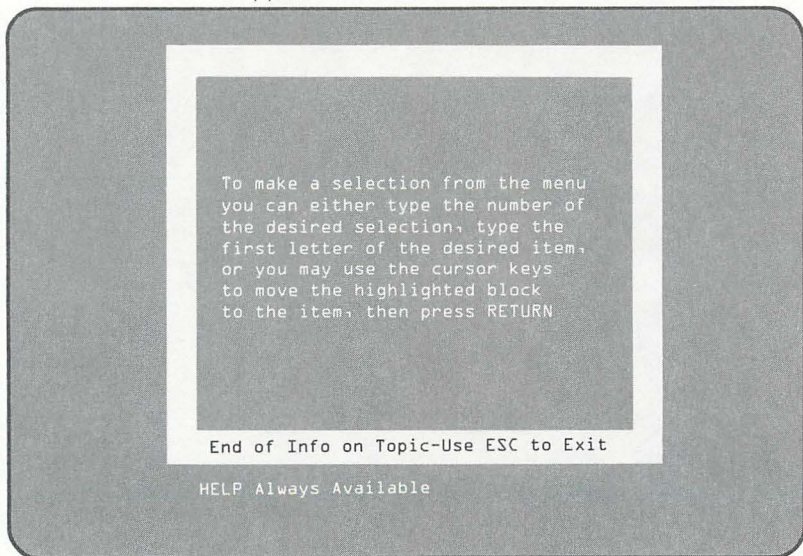


Figure 4

At the bottom of the help screen will appear the message **More Info on Topic - Use Arrow To See**. Use the down arrow (**↓**) to leaf through the help information. When you have reached the end of the help information, the help screens will disappear from the screen.

**J. Example #1:
Record
Collection File**
(Continued)

DESIGN PAGE LAYOUT

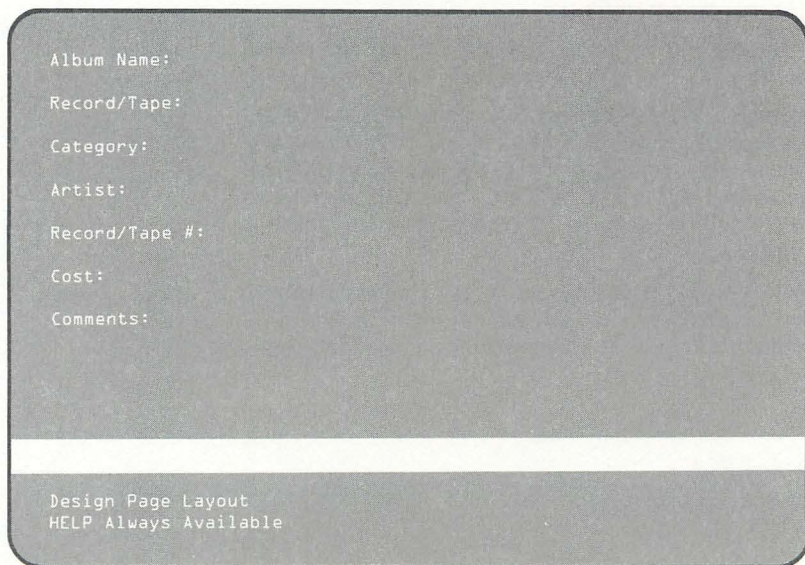
Designing the page layout is the first step in creating your file.

At the top of the screen, type the words ALBUM NAME, followed by a colon (:). The colon tells the computer that the category name is complete. Your category name can be as long as you wish, and even extend to several lines of text. Type a colon when the category name is complete.

Type **RETURN** twice to add a line between that category and the next. Always leave enough room for the "field" of information before entering the next category name.

J. Example #1:
Record
Collection File
(Continued)

Type RECORD/TAPE followed by a colon. Making sure to leave enough room between the categories, type the other names—Category, Artist Name, Record/Tape #, Cost, and Comments, all followed by a colon. When finished, your screen will look like this:



The screenshot shows a dark gray rectangular window with rounded corners. Inside, there are several lines of text, each followed by a colon, representing a form for entering record information. The text is as follows:


```
Album Name:  
Record/Tape:  
Category:  
Artist:  
Record/Tape #:  
Cost:  
Comments:
```

At the bottom of the window, there is a white horizontal bar containing the text:

```
Design Page Layout  
HELP Always Available
```

Figure 5

CTRL C

Check to make sure that the disk in drive 1 is a blank disk. Press  and **RETURN** (Apple II series) or **F7** (Commodore) to write the category names on the disk, and to erase all other information on that disk.

J. Example #1: Record Collection File (Continued)

Adding Pages

After the category names have been written on the disk, the File Menu will appear on the screen again. Select **Add Pages** from the menu to begin to fill the file with "pages" of information.

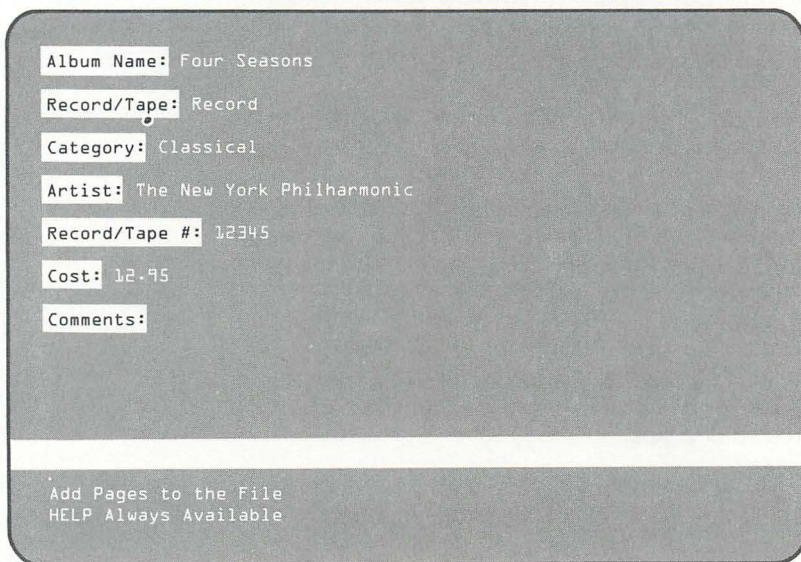
The category names you just entered will appear on the screen, but this time as dark letters in a solid bar. In the future this will be called "reverse type."

Your file is now ready to enter the lists of information. For example, enter the name of a classical record, Four Seasons next to the first category name. Then move the cursor down to the next category name by either using the **TAB** key on the Apple IIe and IIc, **CONTROL I** on the Apple II+ or **F3** on the Commodore.

When you reach the category name **Record/Tape**, enter Record. This will tell you whether the album is a record or a tape.

J. Example #1: Record Collection File (Continued)

Using the same method of entering the information and then moving to the next category, type Classical for the **Category**, The New York Philharmonic for the **Artist**, 12345 as the **Record/Tape #** and the **Cost** at 12.95. Leave the comments section blank. Your completed page should look like this:




The screenshot shows a dark gray terminal window with a light gray horizontal bar at the bottom. The form contains the following text:

Album Name: Four Seasons
Record/Tape: Record
Category: Classical
Artist: The New York Philharmonic
Record/Tape #: 12345
Cost: 12.95
Comments:

At the bottom of the terminal window, there is a light gray bar containing the text: "Add Pages to the File" and "HELP Always Available".

Figure 6

When finished, press  and **RETURN** (Apple II series) or **F7** (Commodore) to enter that information and go to the next "page" of your file.

The red light will flash on the disk drive, and the information you just entered will disappear. This means that **FILE & REPORT** has saved that information on the first page of the file. When we are finished, we will look at the pages.

Add some more pages in the same way, using the names of your favorite artists.


Editing/Viewing Pages


Now that you created a small file, use the **Edit/View** option to search through the pages for a certain album, and then add a few sentences next to the category name **Comments**.

Select the **Edit/View Pages** option from the File Menu. When you select this option, the category names you selected will appear on the screen, in reverse type. The message within the solid bar at the bottom will read **Search Criteria**. Below that message, the status area will read **Edit/View Pages**.

Search Criteria



There are several symbols that you can use in the Search Criteria function throughout the program. The same symbols work whenever the words **Search Criteria** appear within the solid bar at the bottom of the screen.

Type the symbol next to the category name you wish to use. That symbol will tell the File Program to search through the pages on the data disk until it finds a page that matches that information. The first page that meets the search criteria will appear on the screen. When you have finished changing that page, type  **RETURN** (Apple II series) or **F7** (Commodore) to see the next page which matches the search symbols. When you are finished with the last page which meets the search criteria, the File Menu will appear again.

Type Four Seasons next to the category name **Album Name**, and then press  **RETURN** (Apple II series) or **F7** (Commodore). This is the first type of match you can do: the exact word match. If you know a word from a field exactly, you can type the word itself without entering any symbols. The File program will search through the pages until the word is matched. The first page which matches the search criteria will appear on the screen.

J. Example #1: Record Collection File (Continued)

J. Example #1: Record Collection File (Continued)

When you type  **RETURN** (Apple II series) or **F7** (Commodore), the page with the New York Philharmonic record of Four Seasons will appear on the screen. Type  **RETURN** (Apple II series) or **F7** (Commodore) again. Since there is no other entry with the words "Four Seasons" in the first category name, then the File Menu will appear on the screen.

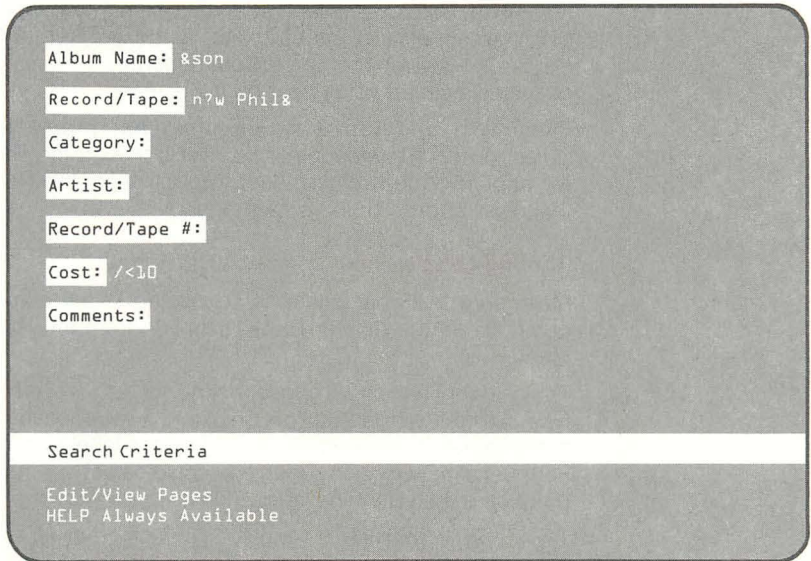
Other symbols you can use are:

1. **&** —to match a part of a word with a part of a word in a page of information. For example, &sea would find the page with Four Seasons.
2. **?** —match a character, or in place of unknown letters in a word search. For example, f??r would produce the page with Four Seasons in the **Album Name** category.
3. **/** —search for fields without the information following that symbol. For example, /New York in the **Artist** category will produce every page but the page with the New York Philharmonic in that category.
4. **>**, **<**, **=** —search for certain numbers. For example, >10 next to the **Cost** category would produce every page with an album over \$10.00 in value.
5. **/** **>**, **/** **<** and **/** **=** —search for numbers with conditions. For example, />10 next to the **Cost** category would produce every page with a cost which is not greater than 10.

Let's combine these symbols to find a particular page. Next to the category name **Album Name**, type &son. Next to the category name **Artist**, type n?w phil. This combines the two search symbols together in the same category name. Next to the category name **Cost**, type /<10. This symbol will tell the File program to search for every record with the cost not less than \$10.

When finished, your screen will look like this:

J. Example #1: Record Collection File (Continued)



The screenshot shows a terminal window with the following text:

```
Album Name: &son
Record/Tape: n?w Phil8
Category:
Artist:
Record/Tape #:
Cost: /<10
Comments:
```

Search Criteria

Edit/View Pages
HELP Always Available

Figure 7

Press **⌘** **RETURN** (Apple II series) or **F7** (Commodore). The page containing the Four Seasons symphony will appear on the screen. Press **⌘** **RETURN** (Apple II series) or **F7** (Commodore) again. Since the Four Seasons symphony is the only page which matches the search symbols you entered, the File Menu will appear on the screen.

J. Example #1: Record Collection File (Continued)

Viewing All Pages

Let's stop and look at all the pages you have entered in the order of entry. Press **ESC** (Apple II series) or **F2** (Commodore) to return to the File Menu, and then select the **Edit/View Pages** option from that menu. Instead of entering Search Criteria when that message appears in the solid bar, type **RETURN** (Apple II series) or **F7** (Commodore). The first page you entered will appear on the screen.

Every time that you enter **RETURN** (Apple II series) or **F7** (Commodore), the next page on the file will appear on the screen. After the last page, the File Menu will appear on the screen again.

Printing Labels

Make sure that your printer is connected to the computer. Select the **Print Labels** option from the File Menu.

The category names will appear on the screen in reverse type, and the words **Search Criteria** will appear in the solid bar. If you wanted only to print the label for the Four Seasons symphony, then you could search for that page, and then print the label.

Type **RETURN** (Apple II series) or **F7** (Commodore) to print all labels. The solid bar at the bottom of the screen will read **Print Format**.

At this point, you can move the cursor to any category that you want to print, and enter either a plus sign (+) or an asterisk (*). The plus sign tells the File program to print a space after the information in that category. The asterisk tells the File program to go to the beginning of the next line to print the next category's information.

Any category name which is not followed by one of these two symbols will not be printed.

Other options for printing labels are N, to print the category name as the heading for that field, or **(:)** **followed by a name** to print another name instead of the category name before the field of information.

Note: A new category name must always be the last item in a format field. Any other information must appear before the colon.

So a sample print format page might look like this:

J. Example #1: Record Collection File (Continued)

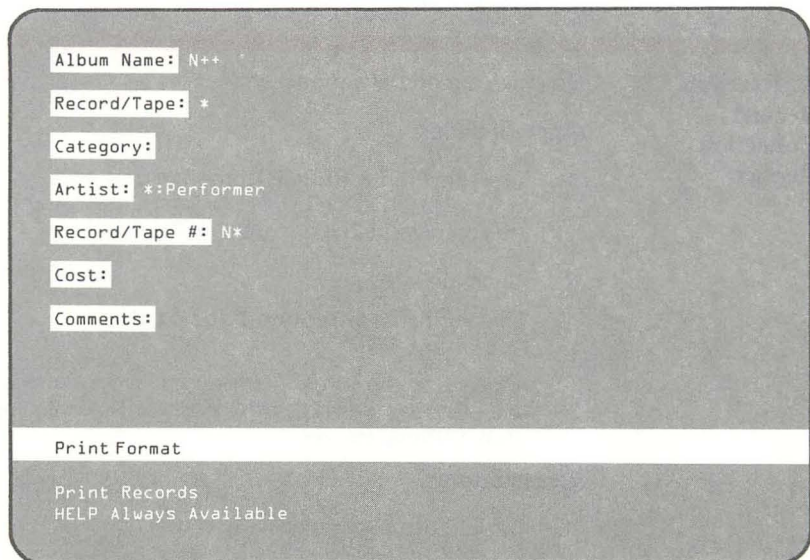



Figure 8

Type  **RETURN** (Apple II series) or **F7** (Commodore) to print the labels on your printer. The message **Does your printer require linefeeds** will appear on the screen (Apple II series only). Type Y for linefeeds and N for the File program not to print linefeeds. Most printers do not require linefeeds.

J. Example #1: Record Collection File (Continued)

When you type **RETURN** after the Y or N, the message

Return - Continue
ESC - Abort (Apple II series) or
STOP - Abort (Commodore)

will appear on the screen. Type **RETURN** to print the labels.

Congratulations! You have made and printed out your first file on **FILE & REPORT**. Continue to the next example to learn how to make reports.

K. Example #2: Record Collection Report

To make a report of your album file:

Apple II series:

1. Insert the **FILE & REPORT** program disk, side 2 into drive 1. Close the drive door firmly, and turn on the computer and the monitor or TV.

2. When the message

Insert File & Report Data Disk
Press Any Key

appears on the screen, remove the program disk and place the data disk with the album file on it into drive 1. Press any key.

Commodore:

1. Turn on computer, monitor and disk drive.
2. When the word **Ready** appears on the screen, place the **FILE & REPORT** program disk in the disk drive and close the door. Make sure that the door stays closed.
3. Type **Load "Better",8** and press **RETURN**. The red light should flash on the disk drive.
4. When the word **Ready** appears again on the screen, type **RUN** and press **RETURN**. The Title

- Menu should appear on the screen after a few minutes.
5. When the menu appears on the screen, select the option you wish: (1) File Program, (2) Report Program, or (3) Utilities Program. Type the number 2 for the Report Program.
 6. The title screen for that function will appear on your screen while the program is loading. The Report Menu should appear on your screen after several minutes.
 7. Remove the program disk from the drive and put the data disk in.

The Report Menu will appear on the screen:

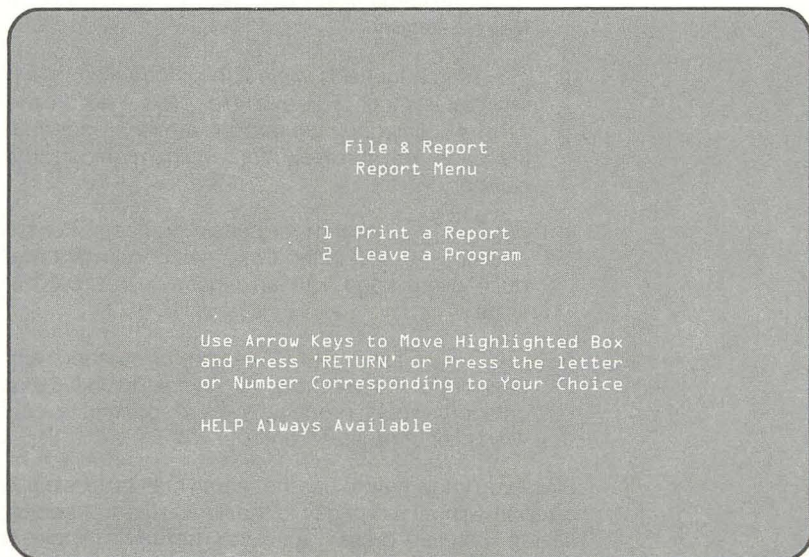


Figure 9

Select the **Print a Report** option from the Report Menu.

**K. Example #2:
Record
Collection
Report
(Continued)**

K. Example #2: Record Collection Report (Continued)

Search Criteria

After you select the **Print a Report** option from the Report Menu, the category names from your file will appear on the screen, and the words **Search Criteria** will appear within the solid bar at the bottom of the screen.

Just to remind you, these are the symbols you can use to select pages to print in the report:

1. **&** —to match a part of a word with a part of a word in a page of information. For example, **&sea** would find the page with **Four Seasons**.
2. **?** —match a character, or in place of unknown letters in a word search. For example, **f??r** would produce the page with **Four Seasons** in the **Album Name** category.
3. **/** —search for fields without the information following that symbol. For example **/New York** in the **Artist** category will produce **every page** but the page with the **New York Philharmonic** in that category.
4. **>**, **<**, **=** —search for certain numbers. For example, **>10** next to the **Cost** category would produce **every page** with an album over \$10.00 in value.
5. **/>**, **/<** and **/=** —search for numbers with conditions. For example, **/>10** next to the **Cost** category would produce every page with a cost which is not greater than 10.

Since you know how to use the search criteria, let's make a report with all the pages in the file. Instead of adding search criteria, press **⌘** and **RETURN** (Apple II series) or **F7** (Commodore) to continue without searching.

The message **Selecting Pages** will appear in the solid bar, and then the message **Report Format** will appear.

Report Format

Next to each category name, number the category names in the order that you wish them to appear in the report. Since the report is made up of columns of information, you are selecting the order, left to right, for the different columns of information. Make sure that the category name **Category** is numbered 1. The others can be in any order you want. Leave the field next to the column names **Comments** and **Record/Tape** blank, to make the report fit on one page of paper.

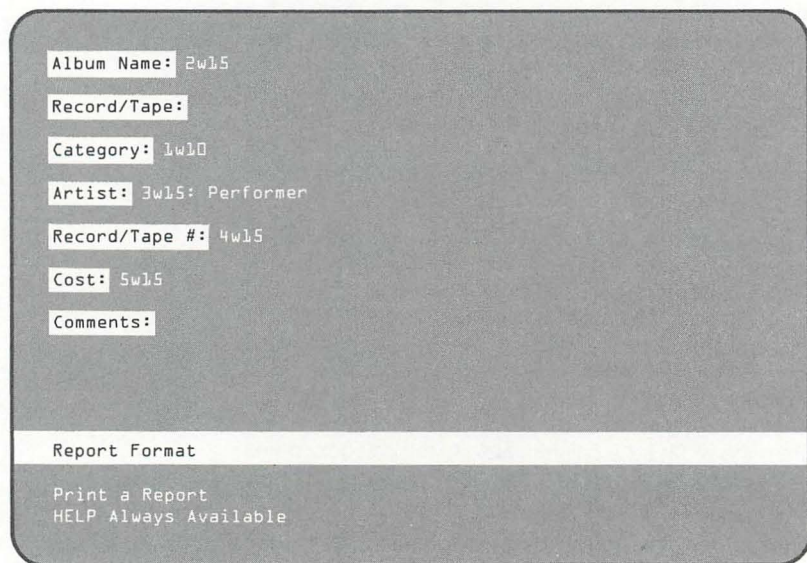
A column of text (without the T,D,M,#, or A formats) will normally be 65 characters in width (about 3/4 of a standard typewriter page) or the maximum width of any field in your report, whichever is shorter. In order to fit two or more columns of information on a page, you must select a column width in the Report Format step. Next to the order number in each category, type W and a number (example: W15). This command tells the Report Program the width for a column. Next to the category name **Category**, type W10. Set the category **Album Name** at a column width of 15.

Now, move the cursor next to the number for the **Artist** category. Set the column width at 15. Next to that number, type a colon (:) and Performer. A colon followed by any word will tell the Report program to use that word(s) as the heading for that column.

In the column where the **Artist** fields will print, "Performer" will be the heading. You can use this option next to any category name, but be sure that this option is the last one on the line next to the category name. All information after the colon will be printed as a heading.

**K. Example #2:
Record
Collection
Report
(Continued)**

K. Example #2: The Print Report screen will look like this:
**Record
Collection
Report**
(Continued)



The screenshot shows a terminal window with a dark background and light text. The form contains the following fields and values:

- Album Name: 2w15
- Record/Tape:
- Category: 1w10
- Artist: 3w15: Performer
- Record/Tape #: 4w15
- Cost: 5w15
- Comments:

Below the form fields, there is a section titled "Report Format" with the following text:

```
Print a Report
HELP Always Available
```

Figure 10

Now move the cursor next to the number for **Cost**. Type a dollar sign (**\$**), to tell the program to make the numbers in dollar format.

Type the letter **T** next to the same category name. This tells the Report Program to total the costs and tell you the total value of your album collection.

Type S next to the **Category** category name. This tells the Report program to print a subtotal of the value of the records after the **Category** name changes. The report will tell you the total of all albums under the category names "Classical," "Rock" and "Jazz."

If you type M after the category name **Cost**, the Report Program will print out the largest (maximum) and the smallest (minimum) of cost fields in that subtotal ("Rock," "Classical," "Jazz"). Press D to make the entries print in descending order, from smallest to largest.

Your finished **Print Report** screen will look like this:

K. Example #2: Record Collection Report (Continued)

```

Album Name: 2w15
Record/Tape:
Category: 1w10S
Artist: 3w15: Performer
Record/Tape #: 4w15
Cost: 5w15*TMDA
Comments:

Report Format

Print a Report
HELP Always Available
    
```

Figure 11

Press and **RETURN** (Apple II series) or **F7** (Commodore) to continue to the Additional Report Formatting Features option.

K. Example #2:
Record
Collection
Report
(Continued)

We are now ready to select additional formatting features, and then to print the report.

Additional Report Formatting Features

The Additional Formatting Features screen will look like this:

Header 1:
Header 2:
Footer:
Lines/Page: ##
Control Codes:
Format 1:
Formula 1:
Format 2:
Formula 2:
Format 3:
Formula 3:

Additional Page Formatting Features

Print a Report
HELP Always Available

Figure 12


The cursor will be next to the **Header 1** option. Header 1 and Header 2 allow you to place a two line title at the top of the page. Type Album Collection next to Header 1 and Page ## next to Header 2. The symbol ## tells the Report Program to place the appropriate page number at that position on the page.

A footer will permit you to enter a line of text to appear at the bottom of the page. Type FILE & REPORT sample next to the **Footer** option.

Move the cursor next to the **Format 1** option. The Format options allow you to select a place in your report for a column made up of calculations using other columns. Type Z to tell the Report Program to print your new column of information in the seventh position. Type W10 to limit the column size to 10 characters. Type a dollar sign \$ to tell the program to print the results in dollar format. Also type :Price to give a title to the column.

Move the cursor to the **Formula 1** option. Type the number sign # followed by a number to refer to the numbers used in another column. For example #6 would refer to the contents of the **Cost** column, since that category is the sixth (from the Report Format section).

In this case type #5*.93, to deduct a 7% sales tax on albums. This tells the Report Program to use the number from column 5 (the **Cost** column) and multiply that number by .93.

Press  and **RETURN** (Apple II series) or **F7** (Commodore) to print the report. Type Y for yes or N for no according to your printer's instructions, if you need linefeeds (Apple II series only). Press **RETURN** to print your report.

Congratulations! You have printed your first report.

Consult Part 2 for additional information about the Report Program and advanced features.

K. Example #2: Record Collection Report (Continued)

Introduction

The purpose of this report is to provide a comprehensive overview of the current state of the industry and to identify key areas for improvement. The findings are based on a series of interviews and focus groups conducted over a period of six months.

The research was designed to explore the challenges faced by employees and to identify the factors that contribute to a positive work environment. The results indicate that there is a need for greater transparency and communication within the organization.

Key findings include the need for improved training and development opportunities, as well as the importance of recognizing and rewarding employee contributions. The data also suggests that there is a need for more flexible working arrangements to accommodate different lifestyles.

Based on these findings, several recommendations have been developed to address the identified issues. These include the implementation of a new training program, the introduction of a recognition scheme, and the development of flexible working policies.

The implementation of these recommendations is expected to lead to a more engaged and productive workforce. It is important that the organization continues to monitor the progress of these initiatives and to make adjustments as needed.

The following sections provide a detailed analysis of the data collected during the research. This includes a breakdown of the responses to the various questions and a comparison of the findings with industry benchmarks.

The data shows that there is a strong correlation between the implementation of the recommended changes and the overall satisfaction of employees. This suggests that the organization is on the right track towards creating a better working environment.

In conclusion, the findings of this report provide a clear picture of the current state of the industry and the areas where improvement is needed. The recommendations are designed to address these issues and to create a more positive and productive work environment for all employees.

The author would like to thank the participants in the interviews and focus groups for their time and input. It is their feedback that has made this report possible.

FEATURES

Summary:

Part 1: The File Menu

Part 2: The Report Menu

FEATURES

FOR THE FUTURE
OF THE WORKPLACE

Part

1

THE FILE MENU

Summary

The File Menu options:

- **DESIGN** the file categories, and place them on the screen.
- **ADD** pages to your existing file.
- **EDIT** or **VIEW** pages of your existing file.
- **REMOVE** pages from your existing file.
- **PRINT** labels.
- Review data **DISK STATUS**.
- **COPY** data disks (Apple II series only).
- **MOVE** categories to other places on the screen.

FILE Menu Options

File options can be selected from the File Menu. Return to the File Menu at any time by typing **[ESC]** (Apple II series) or **[STOP]** (Commodore). Eight options are available.

A. Option #1: Design Page Layout

Summary:

You can enter the names of categories for your file, and place those names anywhere on the screen. This is the first step when you begin a new file.

Note: Do not use this option with a disk containing information. The design option erases a disk, and then enters the new category names.

To Design Page Layout:

A. Option #1: Design Page Layout (Continued)

1. Select the DESIGN PAGE LAYOUT option from the File Menu.


You will see a blank screen, with a flashing cursor in the upper right corner, and a solid bar at the bottom. Underneath the bar will appear:

```
Design Page Layout
Help Always Available, Press Apple & ?
(Apple II series)
```

or

```
Help Always Available, Press F1
(Commodore)
```

That area is called the status area. Look at the area under the bar for current options.

2. Enter category names, followed by a colon (:).
3. Press  and **RETURN** (Apple II series) or **F7** (Commodore) to enter the category names onto the data disk. Any information on the data diskette will be erased at that time.
4. The File Menu will appear on the screen.

Category Names

Category names can be as long as you like. **FILE & REPORT** will move the letters which go beyond the limit of the screen to the next line. When you finish a category name, type a colon (:) and go to the next name.

**A..Option #1:
Design Page
Layout**
(Continued)

Here is a sample of what a finished page layout might look like.

Album Name:
Record/Tape:
Category:
Artist:
Record/Tape #:
Cost:
Comments:

Design Page Layout
HELP Always Available

Figure 13

You can place a category anywhere on the screen.

Note: If you do not place a colon after the category name, the program will not know that the category has ended, and will not permit you to enter a field for it. Review page design before saving the layout and adding pages. Leave enough space for your field of information after the category name. You cannot change the layout beyond this point without losing the fields.

Summary:

You can use this option to enter pages of information into your file. You must first design the page layout (Part A). A page consists of one entry for each category name. That entry can be several lines in length. You can then “turn the page” to enter additional pages.

B. Option #2: Add Pages

To add pages:

1. Select the **ADD PAGES** option from the File Menu.
2. Enter your information for that page.
3. Press **⌘** and **RETURN** (Apple II series) or **F7** (Commodore) to go to the next page.
4. When finished, press **ESC** (Apple II series) or **STOP** (Commodore) to return to the File Menu.

Note: To enter dates on a page in **FILE & REPORT**, place the year first, followed by the month and then by the day. Place slashes (/) between each item of a date (year/month/day). The year, month and day should each be 2 numbers long. Example: 84/04/16.

B. Option #2: Add Pages

(Continued)

A completed sample page would look like this.

The screenshot shows a dark gray window with rounded corners. At the bottom, there is a white horizontal bar containing the text "Add Pages to the File" and "HELP Always Available". The main area of the window contains several labeled fields with their respective values:

- Name:** Chris Deering
- Address:** 42 Cliff St.
- City:** Needham
- State:** MA
- Zip Code:** 02214
- Telephone Number:** 617/555-2134
- BirthDay:** 39/23/06
- Comments:** Since Chris is living in Japan for the summer, dial 011-81-422-234 9865 to contact him. When the phone is answered ask for Chris, and the family he is living with will put him on the phone.

Figure 14

The category names will appear for each page of information.

C. Option #3: Edit/View Pages

Summary:

Use this option to view existing pages and to make and save corrections. With certain symbols, you can search for specific pages.

Viewing and Editing Pages

C. Option #3: Edit/View Pages (Continued)

1. Select the **EDIT/VIEW PAGES** option from the File Menu. The status area will read **Search Criteria**
2. Press **⌘** and **RETURN** (Apple II series) or **F7** (Commodore) to see the next page.
or
3. To search for specific pages, enter search criteria for each category, and press **⌘** and **RETURN**. (Apple II series) or **F7** (Commodore).
4. Make any changes on the screen and then save that information by pressing **⌘** and **RETURN**. (Apple II series) or **F7** (Commodore).
5. Press **ESC** (Apple II series) or **STOP** (Commodore) to return to the File Menu.

Search Criteria

Summary:

This option searches the pages for certain conditions you set on this screen.

Upper and Lower Cases

The Search Criteria does not notice the difference between upper and lower case letters. Any letters, regardless of case, which match the search criteria will be selected.

Example: The File Program would select the same files for &Davis, &davis, or &DAVIS.

C. Option #3: Edit/View Pages (Continued)

Search Symbols:

1. **[?]** —match a character, or in place of unknown letters in a word search. For example, **f??r** would produce the page with **Four Seasons** in the **Album Name** category name.
2. **[&]** —match a part of a word with a part of a word in a page of information. For example, **Fo&sea** would find the page with **Four Seasons**.
3. **[/]** —search for fields without the information following that symbol. For example, **/New York Philharmonic** in the **Artist** category name would produce every page except the page with the **New York Philharmonic** in that category.
4. **[>]**, **[<]**, and **[=]** —search for certain numbers
5. **[/ >]**, **[/ <]** and **[/ =]** —search for numbers with conditions

Note: Check the status area for **Search Criteria** within the solid bar. If the program is set for another function:

1. Press **[ESC]** (Apple II series) or **[STOP]** (Commodore) to return to the File Menu.
2. Type number or letter of the option again.

1. ? (Character Match) Use this sign to match a certain letter in a field.

Example: `?a` searches for cases where `a` is the second letter in the field. **FILE & REPORT** will retrieve all cases of the letter **A**, regardless of the capitalization of the letter.

A sample of a letter search would be the following:

**C. Option #3:
Edit/View Pages**
(Continued)

The screenshot shows a search interface with the following fields and values:

- Album Name: F??r ???sons
- Record/Tape:
- Category: 1234?
- Artist:
- Record/Tape #:
- Cost:
- Comments:

Below the search fields, there is a section titled "Search Criteria" with the following text:

Edit/View Pages
HELP Always Available

Figure 15

C. Option #3: and the result would be:
Edit/View Pages
(Continued)

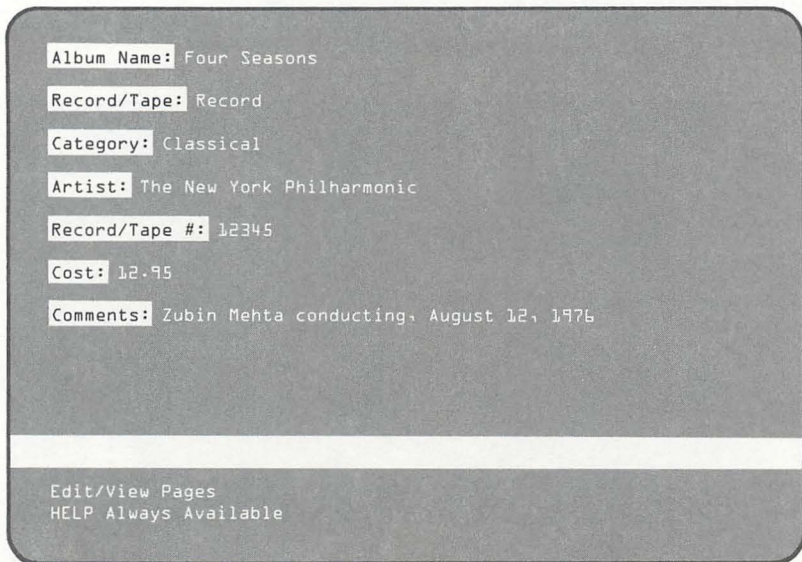




Figure 16

Place question marks before or after a letter to search for words which match the letters provided. The File Program will permit any letter or number in place of a question mark.

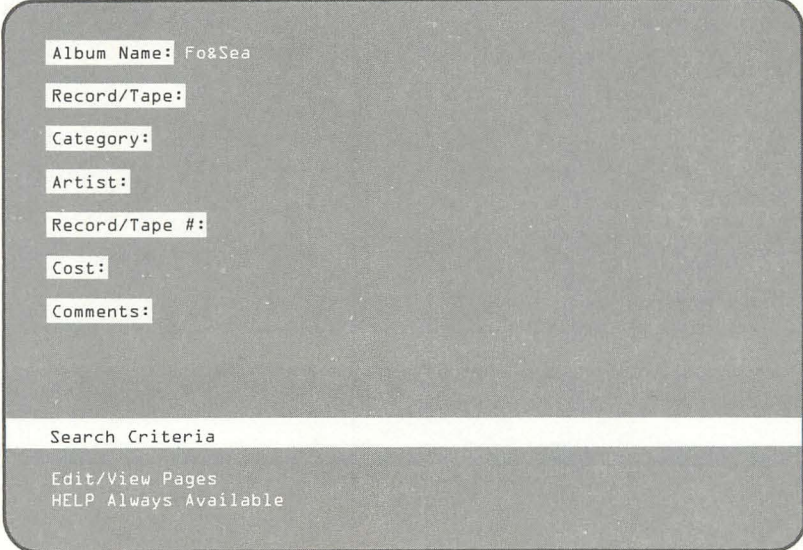
Type  and **RETURN** (Apple II series) or **F7** (Commodore) to go to the next page which meets the search criteria.

2. & (Word Match) Type an ampersand (&) before or after a word or group of letters to:

- Look for a complete word, or a portion of that word.
- Represent an unknown amount of characters before or after the portion of the word.

Example: Enter the letters Fo&Sea next to the **Name** category. The screen would look like this before you hit  **RETURN** (Apple II series) or **F7** (Commodore):

**C. Option #3:
Edit/View Pages**
(Continued)



Album Name: Fo&Sea

Record/Tape:

Category:

Artist:

Record/Tape #:

Cost:


Comments:

Search Criteria

Edit/View Pages
HELP Always Available

Figure 17

C. Option #3: Edit/View Pages (Continued)

Press the  and **RETURN** (Apple II series) or **F7** (Commodore) keys to look for the letters Fo followed by the letters Sea in every page of the file. The second set of letters (Sea in this case) do not have to follow directly after the first set; the ampersand permits characters, punctuation, or spaces between two sets of letters.

After the search, the results would look like this:

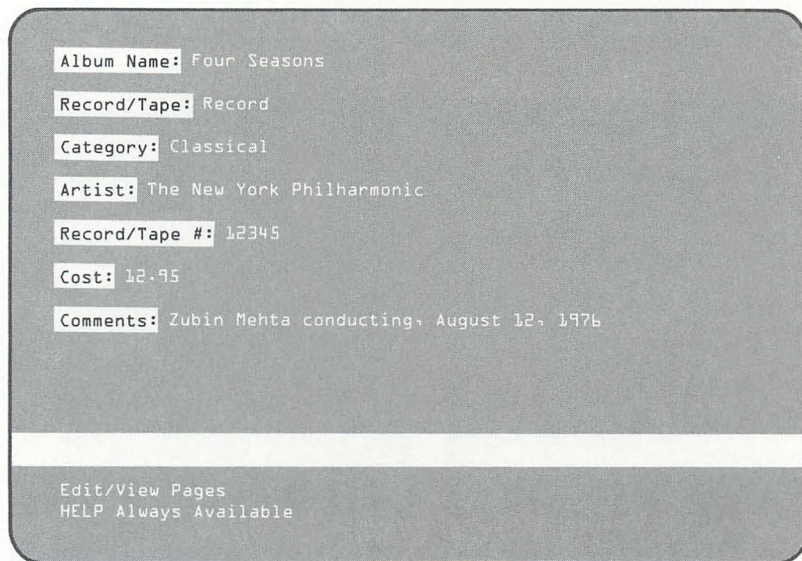


Figure 18

Use the ampersand:

- a. When you do not know the number of letters before or after another group of letters.
- b. To match the group of letters you do know.

The question mark is more specific, and recalls fewer pages with exactly what you want. When you do not know how many characters are in a word, use the ampersand.

Note: You can link ampersands and question marks together.

3. / (Negative searches (Numeric and General)) Use the slash (/) in front of information when you do not want to view or edit fields with that information.

Example: Type /Tape to not select any page with "Tape" for viewing or editing. Use this symbol with other symbols to choose what not to see. Type /&Sea to not select any pages with the letters Sea.

4. <, >, = (less than, greater than, equal) Use only with numeric searches. However, the numbers can be located anywhere in the field of information.

Example: Type ≥5 to search for all apartments with numbers over 5, even though the letters "APT" appear in every page before the numbers.

Note: FILE & REPORT pays no attention to letters with the numeric searches. Make sure that other numbers are not "hidden" within fields. Example: if the address were "45 State Street, #32," the program would accept the number as 4532, not just 45.

**C. Option #3:
Edit/View Pages
(Continued)**

C. Option #3: Edit/View Pages (Continued)

Example: Numerical Searches

To find out which friends were over age 40, use the **FILE & REPORT** numerical search.

If today's date is 85/07/06, all friends over 40 would have a birthday before 45/07/06. Move the cursor to the **Birthday** category, and enter <45/07/06.

Address:

City: State: Zip Code:

Telephone Number:


Birthday: <45/07/06

Comments:

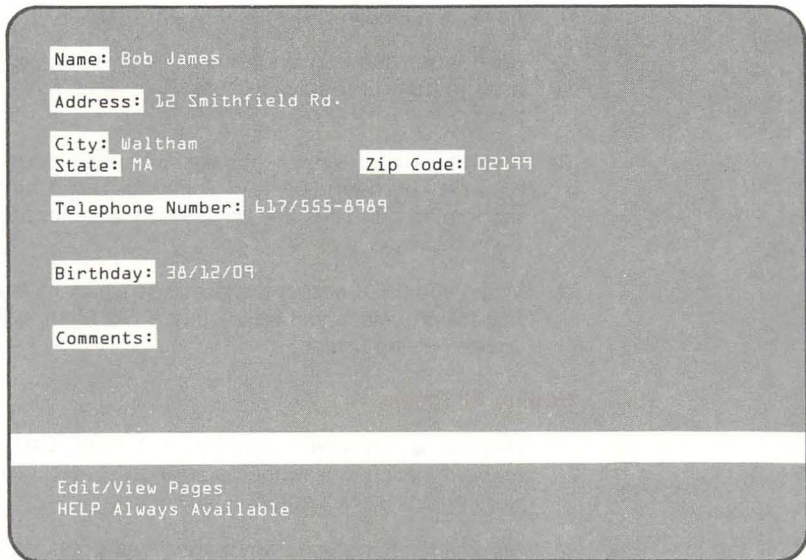
Search Criteria

Edit/View Pages
HELP Always Available

Figure 19

Press  and **RETURN** (Apple II series) or **F7** (Commodore). The File Program will search for pages with birthdays before July 6, 1945. The first page which meets this criteria will appear on the screen.

C. Option #3: Edit/View Pages (Continued)




The screenshot shows a search results screen with the following fields:







- Name:** Bob James
- Address:** 12 Smithfield Rd.
- City:** Waltham
- State:** MA
- Zip Code:** 02199
- Telephone Number:** 617/555-8989
- Birthday:** 38/12/09
- Comments:**

At the bottom of the screen, there is a horizontal line and the text: "Edit/View Pages" and "HELP Always Available".

Figure 20


Type  and **RETURN** (Apple II series) or **F7** (Commodore) to move to the next page with information which fits the search criteria.



Other symbols for numerical searches:

-   (Not Equal To)
-   (Not Greater Than)
-   (Not Less Than)



C. Option #3: Edit/View Pages (Continued)

Editing Pages with Search Criteria

To see other pages which meet the search criteria, press  and **RETURN** (Apple II series) or **F7** (Commodore).

1. Make all changes you want on each page.
2. Save those changes on the disk by pressing  and **RETURN**. (Apple II series) or **F7** (Commodore).
3. If you have no changes to make in a certain page, type  **RETURN** (Apple II series) or **F7** (Commodore) to go to the next page which matches the Search Criteria.
4. When you finish editing the last page which meets the search criteria you selected, the File Menu will appear on the screen.

Editing All Pages

1. Use the  **RETURN** (Apple II series) or **F7** (Commodore) option to view the pages in the order they were entered, one page at a time.
2. Make any changes on any page, then press  and **RETURN** (Apple II series) or **F7** (Commodore) to save the changes. Press **ESC** (Apple II series) or **STOP** (Commodore) to return to the File Menu at any time.

D. Option #4: Remove Pages

1. Select the **Remove Page** Option from the File Menu.

2. The page layout will appear on the screen, and the status area will read `Search Criteria`. Select pages to remove the same way that you select pages to view in option 3. The same search symbols work in this option.

D. Option #4: Remove Pages (Continued)

3. Press `⌘` and `RETURN` (Apple II series) or `F7` (Commodore) when finished. The screen will read:

```
Do you want to see
each matching page
before removing?
```

```
View?: Y
```

4. Type `Y` and `RETURN`, or just `RETURN`, to examine each page which fits the search criteria before deleting it. If you do not enter a search criteria, then the program will show pages beginning with the first page entered and prompt:

```
Remove this
Page from
Data Disk
```

Press `RETURN` to delete the page from the file.



5. Type `N` to automatically remove pages which match the search criteria, without stopping each time for approval.

Note: USE THE DELETE PAGES OPTION WITH EXTREME CAUTION. IT IS POSSIBLE TO LOSE YOUR ENTIRE FILE, IF YOU DO NOT SPECIFY A SEARCH CRITERIA AND DO NOT SELECT THE VIEW EVERY PAGE OPTION.

Only delete pages you wish removed. You cannot recover lost pages.

E. Option #5: Print Labels

This option will print out pages in "label format." You do not have to go to the Report Disk to do this. Set the carriage returns so that they match the size of your paper.

1. The page layout will appear on the screen, and **Search Criteria** will appear on the status area. To print all the labels, press  and **RETURN** (Apple II series) or **F7** (Commodore). To select the pages to print, use the search symbols as described in Option #3: Edit/View Pages. Press  and **RETURN** (Apple II series) or **F7** (Commodore) to go to the Print Format option.

Print Format

The page layout will appear on the screen. Move the cursor to any category you wish to print, and enter any of four symbols to tell the computer how to arrange the information on the labels.

1. **+ (Spacing)** Enter a plus next to the category name to add one space after printing the field of information for that category.

Example: Add four pluses (++++) next to the category name to add four spaces after printing the field of information for that category.

2. *** (New Line)** Enter an asterisk (*) next to the category name to print the field of information for that category and move to the beginning of the next line. This movement to the next line is called **carriage return**.

Example: Add three asterisks (***) next to a category name to insert three carriage returns after printing the field of information.

Note: Use either the asterisk or the plus sign after every category you wish to print on the label. The program will ignore categories without these signs.

3. N (Print Category Name) Enter the letter N next to a category name to print out the name of the category, followed by a colon, and the field of information for that category.

**E. Option #5:
Print Labels**
(Continued)

4. : (Print New Names) Enter a colon (:) followed by a name to print that name followed by a colon, and then the information for that category. You can customize the printing labels for their purpose.

Note: A new name for a category must always be the last item in the field. Any other information must appear before the colon.

Example: To print the word "Addressee" instead of "Name" for the first category in an address book, your print format would look like this:

The screenshot shows a menu for customizing print formats. Each field has a label and a code. The fields and their codes are:

- Name: *::Addressee
- Address: *
- City: ++
- State: *
- Zip Code: *
- Telephone Number:
- Birthdate:
- Comments:


At the bottom of the menu, there is a section titled "Print Format" with the text "Print Records" and "HELP Always Available".

Figure 21

E. Option #5: Print Labels (Continued)

Note: The File Program does not print any fields which do not have either the plus or the asterisk next to the category name. Enter the word "Addressee" after a colon to print that word, a colon, and the field. Enter an asterisk next to a category name to enter a carriage return after printing that category's field. Enter a plus sign to add spaces after that category's information. Enter the letter N next to the category name to print the category name before the information.

To Print Labels

When finished selecting the print format, press  and **RETURN** (Apple II series) or **F7** (Commodore). A box will appear on the screen with the words:

Does printer require linefeeds? N
(Apple II series only)

Check your printer manual to learn if your printer needs linefeeds sent to it from the program. Most printers do not require linefeeds. Type Y to send linefeeds, N or **RETURN** to print without those instructions. The program will then begin to print the labels.

F. Option #6: Show Disk Status

This option will show how many pages are stored on a disk. The program will also tell what percentage of the disk has been used, since the amount each page occupies will vary.

To reach the Disk Status Option:

1. Select the **Show Disk Status** option from the File Menu.
2. If the disk contains more than 15 full records, a message will appear:

```
Disk requires  
Reorganization  
Sorting may take a  
Long time  
Continue?: Y
```

3. Press Y and **RETURN** to calculate disk space, or N and **RETURN** to return to the File Menu.

Note: The information on the disk must be sorted before printing. The sorting process will take longer as you have more pages. If the file is over 100 records, allot several minutes for the sorting.

F. Option #6: Show Disk Status (Continued)

If you have only one disk drive, see the option COPYA in your DOS instruction manual. This program will allow you to copy disks using only one disk drive.

To copy data disks:

1. Select the **Copy Data Disks** option from the File Menu. You will see the following message on the screen:

G. Option #7: Copy Data Disks (Requires 2 disk drives) (Apple II series only)

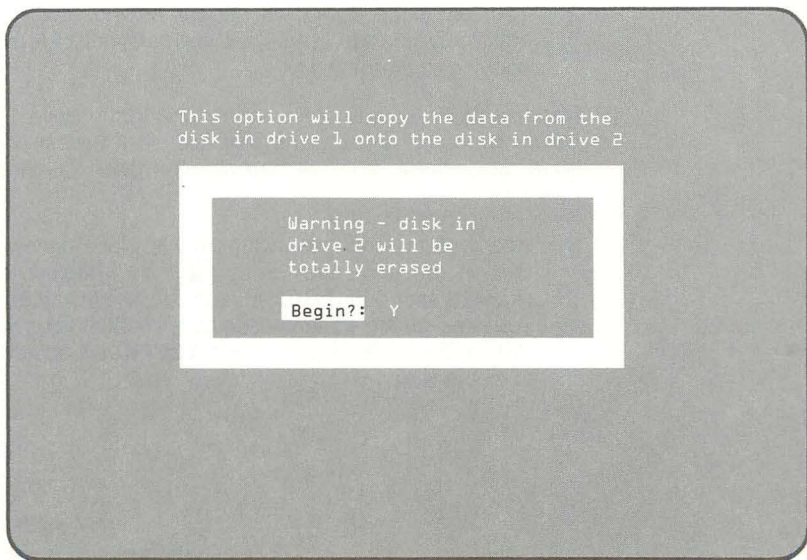


Figure 22 (Apple Only)

G. Option #7: Copy Data Disks (Continued)

2. Place the data disk with information on it in drive 1. Place a blank disk into drive 2.

Note: Make sure that the disk in drive 2 does not contain valuable information. During the copy process that disk will be completely erased.


3. Type Y to copy the file from drive 1 to the disk in drive 2. Type N to return to the File Menu.
-


H. Option #8: Move Page Layout

Use this option to copy the Page Design Layout from one file on one disk to another.

To copy page layout:

1. Select the **Move Page Layout** option from the File Menu.
2. Your old page layout will appear on the screen. Make any changes you want in the layout before copying to the new disk.

Important: Be sure to place a new disk in the drive 1 before pressing  and **RETURN** (Apple II series) or **F7** (Commodore). You will lose all information on the new disk.

3. After making changes in the layout, place a new disk in drive 1 and press  and **RETURN** (Apple II series) or **F7** (Commodore). The layout as you see it on the screen will be copied onto the new disk, and you can begin with the **ADD PAGES** option to fill the file.

Select this option to leave the program.

To leave **FILE & REPORT**:

I. Option #9: Leave Program

1. Select the LEAVE PROGRAM option from the File Menu.
2. A message will appear on the screen:
Are You Sure
That You Want
To Leave
Exit?: N
3. Type Y and **RETURN** to exit the program. Type N and **RETURN** or **ESC** (Apple II series) or **STOP** (Commodore) to return to the File Menu.

THE FUTURE OF WORK

The future of work is not just about technology, it's about how we work together. It's about creating a workplace that is flexible, collaborative, and focused on the well-being of its employees.

As we move forward, we need to embrace change and innovation. We need to create a culture of continuous learning and growth, where everyone has the opportunity to reach their full potential.

Let's work together to build a better future for all. Let's create a workplace that is not just a place to work, but a place where we can thrive.

Together, we can make a difference. Together, we can build a better future for all.

Let's work together to build a better future for all. Let's create a workplace that is not just a place to work, but a place where we can thrive.

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Part

2

THE REPORT MENU

Summary

Before using the Report Menu, you must first **DESIGN** a **PAGE LAYOUT** and then **ADD PAGES** with the File Menu. You can then use the Report Menu to write a report with each field as a separate column, and each page as a new line.

The Report Menu Options:

- **PRINT A REPORT**
- **LEAVE PROGRAM**

PRINT A REPORT steps:

- **SEARCH** for specific pages to be used in your report
- Select your **PAGE FORMAT** for creating reports
- Choose **ADDITIONAL FORMATTING FEATURES** for your report

A. Starting Out

DESIGN PAGE LAYOUT and **ADD PAGES** of information (see Part 1: The File Menu for additional information).

Load Report Menu:

Apple II series:

1. Insert Report Disk (side 2) in disk drive. If you have two disk drives, insert the Report Disk in drive 1. Close drive door firmly.
2. Turn on the monitor or TV.
3. Turn on computer.

4. When the screen reads

Insert the FILE & REPORT data disk

Press any key

- a. Remove Report Disk.
- b. Place data disk, label up, in the same disk drive. Close the drive door firmly.
- c. Press any key.

A. Starting Out

(Continued)

Commodore:

1. Turn on computer, monitor and disk drive.
2. When the word **Ready** appears on the screen, place the **FILE & REPORT** program disk in the disk drive and close the door. Make sure that the door stays closed.
3. Type Load "Better",8 and press **RETURN**. The red light should flash on the disk drive.
4. When the word **READY** appears again on the screen, type RUN and press **RETURN**. The Title Menu should appear on the screen after a few seconds.
5. When the menu appears on the screen, select the option you wish: (1) File Program, (2) Report Program, or (3) Utilities Program. Type the number 2 for the Report Program.
6. The title screen for that function will appear on your screen while the program is loading. The Report Menu should appear on your screen after several minutes.
7. Remove the program disk from the drive and put the data disk in.

A. Starting Out (Continued)

The Report Menu will then appear.

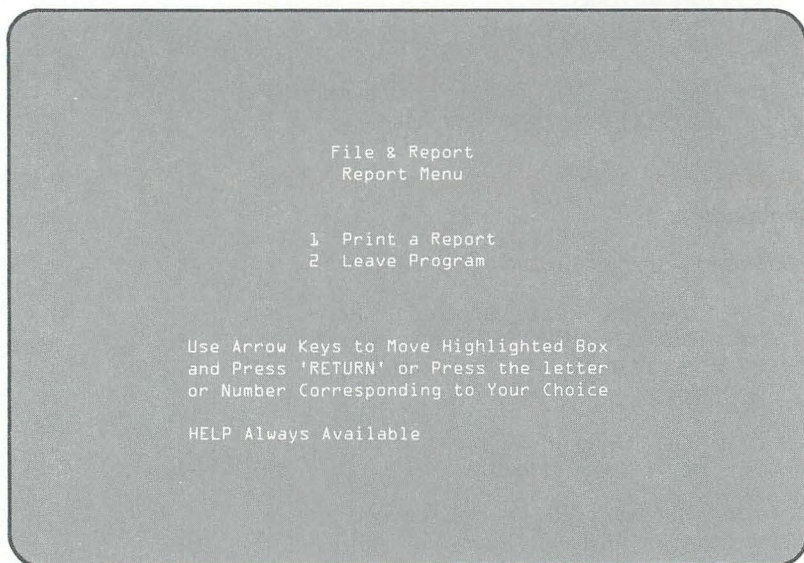







Figure 23

To select an option:

- Move the highlighted bar to the desired selection and press **RETURN**.
- or
- Type the number of the option.
- or
- Type the first letter of the option name.

Select **Print a Report** to begin.

Help Screens (Require 64K RAM)






Press  and  (Apple II series) (Control A on Apple II+) or  (Commodore) at the same time to reach the help screens. A box will appear on the screen with information about what you are doing. Press the arrow keys if there is additional information. Press  (Apple II series) or  (Commodore) to return to the Report Menu.

A. Starting Out (Continued)










1. Search Criteria

Summary:

When you select **Print a Report**, the first step is Search Criteria.

1. Use the search criteria as instructed in Part 1, Section C to select pages for the report.
2. Press  and  (Apple II series) or  (Commodore) to continue,  (Apple II series) or  (Commodore) to return to the Report Menu.

The search symbols are:

1.  —Character matching, or in place of unknown letters
2.  —Word Matching, or in place of an unknown number of letters
3.  —All fields not including the information following that symbol
4. , , , , ,  —Conditions for numeric searches

The status area will read **Selecting Pages** while sorting.

B. Report Disk Steps

B. Report Disk Steps (Continued)

2. Report Format

Summary:

This step allows you to:

- Decide which fields to include in the report
- Select the column to print each field
- Enter the columns widths
- Choose column headings
- Select special formats

To select page format:

1. Type the number of the column next to the category name.
(Maximum number of columns = 25)
2. Type the letter W followed by the maximum column width for each column to be printed.
(Maximum column width for a field = 65)
3. Type the symbols for any special formats desired.
The special formats are:
 - Numerical fields (**#**)
 - Dollar format (**\$**)
 - Total of fields (**T**)
 - Count column entries (**C**)
 - Average column entries (**A**)
 - Minimum and Maximum (**M**)
 - Descending order (**D**)
 - Subtotals (**S**)
4. Type a colon (:) followed by the heading for the field.
(If no heading, then the program will print the category name)

Note 1: The field heading must be the last information on the page format line. All other information or symbols must precede the new heading.

Note 2: All headings will be underlined.

See the Special Formats sections which follows for additional information.

Example:

The screenshot shows a report disk interface with the following field definitions:

- Album Name: 2w20
- Record/Tape:
- Category: 1w10
- Artist: 3w20: Performer
- Record/Tape #: 4w15
- Cost: 5*TMDA
- Comments:

Below the field definitions, there is a section titled "Report Format" with the following text:

```
Print a Report
HELP Always Available
```

Figure 24

You do not have to place a number by every category name. The number 1 next to the category name "Address" will cause the program to print the addresses in the first column, etc.

B. Report Disk Steps

(Continued)

B. Report Disk Steps

(Continued)

The letter W followed by the number 20 next to the category "Album Name" will allow 20 characters in that column. The columns without widths will automatically have the width of 65 characters or the width of the longest field, whichever is shorter, for text, or 11 characters for numbers.

A colon (:) followed by the word "Performer" placed after the category name **Artist** will print "Performer" as the heading for that column. Since no heading was entered for the category **Album Name**, the words "Album Name" will be printed as the heading.

Note: Be aware of the width of the paper that you are using in your printer. 8 1/2" by 11" paper (standard business size) will accept up to 80 characters in width.

Special Formats

Summary:

Special formats allow you to select how the information will be printed in the columns, and to select special categories for your report.

1. Numerical Fields—#

A pound sign (#) next to a category name will identify that field as numerical. You can only do derived calculations with fields identified as numerical. If you use the Total (**T**), Maximum and Minimum (**M**) Dollar sign (**\$**), or Average (**A**), the field will be identified as numerical and you do not have to use the pound sign. Column widths of numerical categories are automatically set at 11 characters. You do not have to use the (W) format.

2. Dollar Format—\$ (numbers only)

To present numbers in a certain column in dollar format (with two decimal places), type \$ after the category name. All numbers without decimals originally will have .00 following the number.

3. Total of Fields—T (numbers only)

To produce a total of the numbers at the bottom of a column of numbers, type T after the category name. The program will print the column of numbers, and then add them together and produce the results at the bottom.

A line is drawn at the bottom of a column and then the column is added. (T will recognize numbers and ignore words in a field)

4. Count Entries—C (all fields)

To produce a sum of the number of fields in a column, type C after the category name. A line will be drawn at the bottom of a column, and the number of fields in the report will be displayed.

5. Average of Column Entries—A (numbers only)

To display the average of the numbers in a column, type A. The Report Program will print a line, and then the average of the numbers in a column.

6. Minimum and Maximum—M (numbers only)

To display the smallest and the largest entry in a column, after printing that column, type M after the category name. The minimum will always be printed before the maximum.

7. Descending Order—D (all fields)

To display the records in descending order, type D after the category name. The fields will be displayed from smallest to largest if the field is identified with a pound sign (#), or from Z to A with letters. Otherwise the Report Program will automatically alphabetize on the basis of the first column.

8. Column Widths—W (all fields)

Type W and a number to select the width of the column for the report. Example: W15 would create a column with a width of 15 characters.

B. Report Disk Steps

(Continued)

B. Report Disk Steps (Continued)

Example:

A printout using the format option would look like the following:

ALBUM COLLECTION				
PAGE 1				
Category	Album Name	PERFORMER	Record/Tape #	Cost
Rock	52nd Street	Billy Joel	12352	15.95
	Aja	Steely Dan	12355	12.65
	Chicago 16	Chicago	12353	9.50
	Country	Windham Hill	12357	15.95
	Sports	Huey Lewis	12354	15.95
	Thriller	Michael Jackson	12356	15.95
Jazz	Manhattan Symphonie	Dexter Gordon	12349	9.95
	Passing Thru	Heath Brothers	12350	5.50
	Touch	John Klemmer	12351	8.75
Classical	Appalachian Spring	Sympho Nova	12346	4.95
	Dante	Boston Symphony Orchest	12347	12.95
	Four Seasons	The New York Philharmon	12345	12.95
	Planets	London Symphony Orchest	12348	10.95
Totals				151.95
Minimum				4.95
Maximum				15.95
Average				11.69

Figure 25

9. Subtotals—S (all fields)

To display a subtotal for all columns whenever the information in the first column changes, type S after the category name. The Report Program will look to the first column for changes, and then subtotal every column which has been selected for Totals (T), Minimum and Maximum (M) or Average (A).

Example:

B. Report Disk Steps (Continued)

ALBUM COLLECTION				
PAGE 1				
Category	Album Name	PERFORMER	Record/Tape #	Cost
Rock	52nd Street	Billy Joel	12352	15.95
	Aja	Steely Dan	12355	12.65
	Chicago 16	Chicago	12353	9.50
	Country	Windham Hill	12357	15.95
	Sports	Huey Lewis	12354	15.95
	Thriller	Michael Jackson	12356	15.95
Sub-Totals				85.95
Sub-Min				9.50
Sub-Max				15.95
Sub-Average				14.32
Jazz	Manhattan Symphonie	Dexter Gordon	12349	9.95
	Passing Thru	Heath Brothers	12350	5.50
	Touch	John Klemmer	12351	8.75
	Sub-Totals			
Sub-Min				5.50
Sub-Max				9.95
Sub-Average				8.07
Classical	Appalachian Spring	Sympho Nova	12346	4.95
	Dante	Boston Symphony Orchest	12347	12.95
	Four Seasons	The New York Philharmon	12345	12.95
	Planets	London Symphony Orchest	12348	10.95
	Sub-Totals			
Sub-Min				4.95
Sub-Max				12.95
Sub-Average				10.45
Totals				151.95
Minimum				4.95
Maximum				15.95
Average				11.69

Figure 26

B. Report Disk Steps


(Continued)

Subtotals are always listed as **SUBTOTAL** in column number 1. When a new entry appears in column 1, the other columns are then totaled.

Note: The Report Program will display a subtotal of whatever calculations you have requested in setting up the page format.

Example:

If you entered A and S, the Report Program will then display a subtotal of the average as well as the subtotal of the sum of the column whenever the information in column 1 changes. This function works as well with Maximum and Minimum and Count.

Press  and **RETURN** (Apple II series) or **F7** (Commodore) to finish the page formatting, and move to the next section.

3. Additional Report Formatting Features

After typing **⌘** and **RETURN** (Apple II series) or **F7** (Commodore) to exit the **Page Format** option, the Additional Page Formatting Features screen will appear.

B. Report Disk Steps

(Continued)

Header 1:
Header 2:
Footer:
Lines/Page: LL
Control Codes:
Format 1:
Formula 1:
Format 2:
Formula 2:
Format 3:
Formula 3:

Additional Page Formatting Features

Print a Report
HELP Always Available

Figure 27

Move the cursor to any desired option, and enter the correct information. When finished, press **⌘** and **RETURN** (Apple II series) or **F7** (Commodore) to print the report.

Note: The information added at this point must be added each time the program is turned on.

B. Report Disk Steps

(Continued)

1. Headers

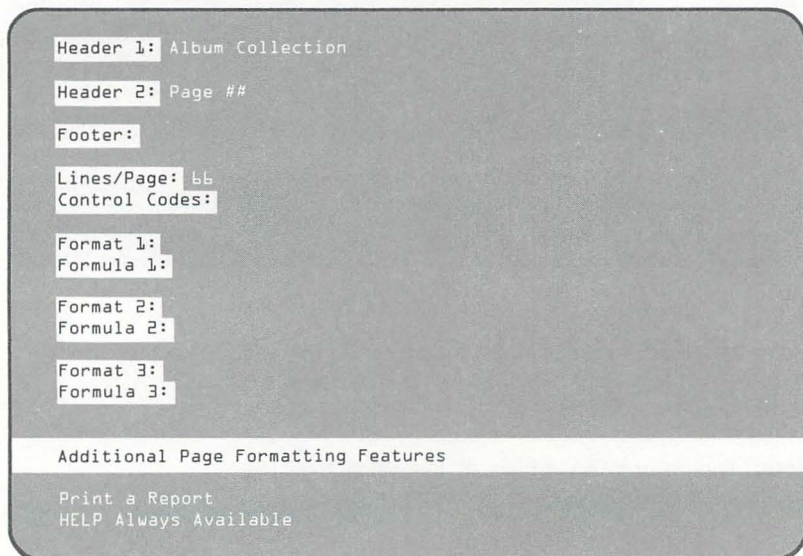
Headers refer to information which will be printed at the top of each page of printed paper, as a title. You can select up to two lines of text at the top of each page. All headers are centered automatically. To display page numbers at the top of each page, type `##` where you wish the numbers to appear.

2. Footer

Footer refers to the information to be displayed at the bottom of each page of printed text. All footer information will be centered. `##` will display the page number at that point in the footer.

Example:

A typical header format would look like this:



```
Header 1: Album Collection
Header 2: Page ##
Footer:
Lines/Page: 66
Control Codes:
Format 1:
Formula 1:
Format 2:
Formula 2:
Format 3:
Formula 3:
Additional Page Formatting Features
Print a Report
HELP Always Available
```

Figure 28

The top of the printed page would look like the top of this page:

B. Report Disk Steps (Continued)

ALBUM COLLECTION				
PAGE 1				
Category	Album Name	PERFORMER	Record/Tape #	Cost
Rock	52nd Street	Billy Joel	12352	15.95
	Aja	Steely Dan	12355	12.65
	Chicago 16	Chicago	12353	9.50
	Country	Windham Hill	12357	15.95
	Sports	Huey Lewis	12354	15.95
	Thriller	Michael Jackson	12356	15.95
Jazz	Manhattan Symphonie	Dexter Gordon	12349	9.95
	Passing Thru	Heath Brothers	12350	5.50
	Touch	John Klemmer	12351	8.75
Classical	Appalachian Spring	Sympho Nova	12346	4.95
	Dante	Boston Symphony Orchest	12347	12.95
	Four Seasons	The New York Philharmon	12345	12.95
	Planets	London Symphony Orchest	12348	10.95

Totals				151.95
Minimum				4.95
Maximum				15.95
Average				11.69

Figure 29

A footer would be similar, but would be made up of one line.

3. Lines/Page

Enter the number of lines on each printed page. 8 1/2 x 11 pages (normal typing paper) have 66 lines. 8 1/2" x 14" (Standard legal size) have 84 lines. (based on 6 lines per inch).

4. Control Codes

To print in condensed or expanded mode, consult your printer instructions for the appropriate printer codes, and enter them in this option. The Report Program will normally work with most printers in "normal text."

B. Report Disk Steps

(Continued)

5. Derived Information: Format and Formula

Prints a column that is composed of a formula involving other columns.

Derived Format

Use the **Derived Format** Option to enter

- the column number for the derived information
- the other functions desired for that column (Maximum and Minimum (**M**), Count (**C**), Subtotal (**S**), Dollar Format (**\$**), Average (**A**) and/or Total (**T**))
- the title for the derived column

Header 1: Album Collection

Header 2: Page ##

Footer:

Lines/Page: 66

Control Codes:

Format 1: 7*MAT: Avg. Pricing

Formula 1:

Format 2:

Formula 2:

Format 3:

Formula 3:

Additional Page Formatting Features

Print a Report

HELP Always Available

Figure 30

The number 7 tells the Report Program to print the new information in column 7. The \$, M, A and T tell the Report Program to make the number in dollar format, and print a total, average, and the minimum and maximum values for that column.

Note: The format symbols in the Additional Page Formatting Step are the same as the Format option for Printing a Report (see Part B, Step 2, Report Format, for details).

Derived Formula

Use the **Derived Formula** Option to select

- columns to use in the formula
- the formula itself

Note: All columns used in derived formulas must be identified as numerical in the Report Format step (Part B, step 2).

Type # to indicate that the following number refers to one of the columns to be used in the formula. For example, #5 + #7 will add the numbers in the fifth and seventh columns together.

B. Report Disk Steps

(Continued)

B. Report Disk Steps

(Continued)

Numbers without the # sign can be used in the formula as well. For example, #5*5.97 would multiply the information in the fifth column by 5.97, and produce the information in the derived information column selected in the **Derived Info** option.

Header 1: Album Collection

Header 2: Page ##

Footer:

Lines/Page: 66

Control Codes:

Format 1: 7#MAT: Avg. Pricing

Formula 1: #5*5.97

Format 2:

Formula 2:

Format 3:

Formula 3:

Additional Page Formatting Features

Print a Report
HELP Always Available

Figure 31

Note: The Report Program recognizes the following mathematical symbols: +, -, /, *, and parentheses (). Numbers in parentheses will be calculated before other numbers in the formula.

There are 3 sets of Derived Format and Formula, so you can make 3 extra columns of derived information. A derived formula can be based on information in previous derived formulas. Be sure that the numbers called in a derived formula have already been designed in a previous formula to avoid an error message.

To conclude:

B. Report Disk Steps

(Continued)

1. Press  and **RETURN** (Apple II series) or **F7** (Commodore). The message

```
Does printer  
require a  
linefeed
```

```
Linefeed: N
```

will appear on the screen. (Apple II series only)

2. Type Y for a linefeed and N if your printer does not require a linefeed. Consult printer instructions for additional information.
3. Check your printer.
4. Type **RETURN** to print the report, or **ESC** (Apple II series) or **STOP** (Commodore) to return to the Report Menu.



Reference Manual

Reference Manual

APPENDIX A

THE UTILITIES MENU

Summary:

The Utilities Menu allows you to transfer information between **FILE & REPORT** and other Better Working programs, **SPREADSHEET** and **WORD PROCESSOR**.

Getting Started

To Load:

Apple II series:

1. Insert the **FILE & REPORT Utilities disk** (side 3) in the disk drive. If you have two drives, insert the Utilities Disk into Drive 1. Close the door of the drive firmly.
2. Turn on monitor or TV.
3. Turn on computer.
4. When the screen reads

Insert FILE & REPORT Data Disk
Press any key to continue

- a. Remove program disk.
- b. Place data disk, label up, in the same disk drive. Close the drive door firmly.
- c. Press any key.

Commodore:

1. Turn on computer, monitor and disk drive.
2. When the word **Ready** appears on the screen, place the **FILE & REPORT** program disk in the disk drive and close the door. Make sure that the door stays closed.
3. Type Load "**Better**",8 and press **[RETURN]**. The red light should flash on the disk drive.
4. When the word **Ready** appears again on the screen, type RUN and press **[RETURN]**. The Title Menu should appear on the screen after a few seconds.

5. When the menu appears on the screen, select the option you wish: (1) File Program, (2) Report Program, or (3) Utilities Program. Type the number 3 for the Utilities Menu.
6. The title screen for that function will appear on your screen while the program is loading. The Utilities Menu should appear on your screen after several minutes.
7. Remove the program disk from the drive and put the data disk in.

Summary:
(Continued)

Utilities Disk Options:

- Move pages from **SPREADSHEET** file
- Move pages from **WORD PROCESSOR** file
- Move pages to **SPREADSHEET** file
- Move pages to **WORD PROCESSOR** file
- Copy Data Disks
- Leave program

Note: The options on the Utilities Menu are discussed out of order for easier understanding.

Utilities Mini-Guide

Option 1	
(Move pages from SPREADSHEET)	Page 87
Option 2	
(Move pages from WORD PROCESSOR)	Page 85
Option 3	
(Move pages to SPREADSHEET)	Page 86
Option 4	
(Move pages to WORD PROCESSOR)	Page 84
Option 5	
(Copy Data Disks)	Page 88

Note: The Utilities Menu requires two disk drives. (Apple II series only)

A. Option 4: Move pages to WORD PROCESSOR file

1. Make sure that the WORD PROCESSOR Data Disk has been formatted.
2. Insert data disk in drive 1. Insert formatted blank disk in drive 2 (Apple II series). For the Commodore 64, place the **FILE & REPORT** data disk in the disk drive. The program will prompt you to remove the **FILE & REPORT** data disk and replace it with a WORD PROCESSOR data disk.
3. Type 4 to select the option, or use the arrow keys to move the highlighted bar to option 4, and then press **RETURN**.
4. Enter the search criteria to select the pages to copy onto the new disk. The search symbols are the same as described in Part 1, section C. Press **⌘** and **RETURN** (Apple II series) or **F7** (Commodore). To move all the pages, enter **⌘** **RETURN** (Apple II series) or **F7** (Commodore) without criteria.
5. The status area will read **output order**. Number each category name in the order in which they should appear on the word processor data disk. Press **⌘** and **RETURN** (Apple II series) or **F7** (Commodore) when finished. Any category names not numbered will not appear on the word processor data disk.
6. The status area will read **Get Filename**. Enter the name of the word processing file to copy to. Maximum file name is 30 characters. Press **⌘** **RETURN** (Apple II series) or **F7** (Commodore) when finished.

To transfer information from a word processing file to a **FILE & REPORT** data disk:



B. Option 2: Move pages from WORD PROCESSOR

1. Arrange the information on your WORD PROCESSOR data disk in the following manner:

of category names, followed by **RETURN**
 each category name, followed by **RETURN**
 the data for each field, followed by **RETURN**





Note 1: For a blank field, enter **RETURN** to indicate that a field should be blank.

Note 2: The word processor should produce ASCII text. Check documentation to be sure.

2. Load **FILE & REPORT** Utilities Disk (side 3) into disk drive. For the Commodore 64, place the FILE data disk in the disk drive. The program will prompt you to remove the File data disk and replace it with a WORD PROCESSOR data disk. The data disk should already have the category names designed. Place the WORD PROCESSOR disk in drive 2. (Apple II series only.)
3. Move the highlighted bar to option 2 and press **RETURN**. The status area will read **Input Order**.
4. Number the field names in the order of the information on the word processor file. Press  **RETURN** (Apple II series) or **F7** (Commodore). The status area will read **Get Filename:**.
5. Enter the name of the file on the word processing disk to copy onto the data disk. Press  **RETURN** (Apple II series) or **F7** (Commodore).

C: Option 3: Move pages to SPREADSHEET

Note: all numbers on the FILE data disk will be values in **SPREADSHEET**, for calculations.

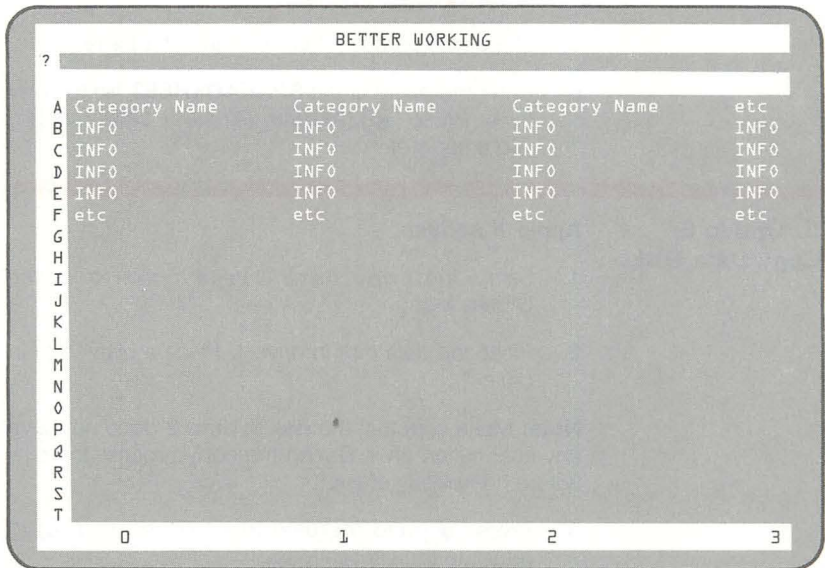
1. Move the highlighted bar to option 3 and press **RETURN**. Place the FILE data disk in drive 1 and the **SPREADSHEET** data disk in drive 2 (Apple II series only). Press  **RETURN** (Apple II series). For the Commodore 64, place the FILE data disk in the disk drive. The program will prompt you to remove the File data disk and replace it with a **SPREADSHEET** data disk.
2. The status area will read **SEARCH CRITERIA**. Enter search criteria and press  **RETURN** (Apple II series) or **F7** (Commodore).
3. The status area will read **OUTPUT ORDER**. Number the field names as they will appear on **SPREADSHEET**. Press  **RETURN**. (Apple II series) or **F7** (Commodore).
4. The status area will then read **Get Filename:** Enter the name of the file on Spreadsheet that the FILE program should copy to. Press  **RETURN** (Apple II series) or **F7** (Commodore).

D. Option 1: Move pages from SPREADSHEET

Note: The category names should already be designed on the Data Disk before beginning this option.

1. The data in the **SPREADSHEET** file must be arranged as indicated in Figure 32.

**D. Option 1:
Move pages
from
SPREADSHEET
(Continued)**



The screenshot shows a window titled "BETTER WORKING" with a question mark in the top-left corner. The spreadsheet contains the following data:

	Category Name	Category Name	Category Name	etc
A	INFO	INFO	INFO	INFO
B	INFO	INFO	INFO	INFO
C	INFO	INFO	INFO	INFO
D	INFO	INFO	INFO	INFO
E	INFO	INFO	INFO	INFO
F	etc	etc	etc	etc
G				
H				
I				
J				
K				
L				
M				
N				
O				
P				
Q				
R				
S				
T				

Figure 32

2. Place the FILE data disk in drive 1 and the **SPREADSHEET** data disk in drive 2 (Apple II series). For the Commodore 64, place the FILE data disk in the disk drive. The program will prompt you to remove the File data disk and replace it with a **SPREADSHEET** data disk.

**D. Option 1:
Move pages
from
SPREADSHEET**
(Continued)

3. Move the highlighted bar to option 1 and press **RETURN**.
4. The status area will read **Input Order**. Number the fields in the order of the information on the **SPREADSHEET** file. Press **Apple II** **RETURN** (Apple II series) or **F7** (Commodore).
5. The status area will then read **Get Filename:**.
6. Enter the name of the **SPREADSHEET** file to copy from. Press **Apple II** **RETURN** (Apple II series) or **F7** (Commodore).

**E. Option 5:
Copy Data Disks**

Apple II series:

1. Select the **Copy Data Disks** option from the Utilities Menu.
2. Place the data disk in drive 1. Place a blank disk in drive 2.

Note: Make sure that the disk in drive 2 does not have any information on it. During the copy process the disk will be completely erased.

3. Press **Apple II** and **RETURN** to continue, or **ESC** to return to the Utilities Menu.
4. Type **Y** to copy the file from drive 1 to drive 2. Type **N** to return to the Utilities Menu.

Commodore:

1. Select the **Copy Data Disks** option from the Utilities Menu.
2. Place the data disk in the disk drive.
3. Press **F7** to continue, or **STOP** to return to the Utilities Menu.

**E. Option 5:
Copy Data Disks**
(Continued)

The program will prompt you to remove your data disk from the disk drive and replace it with a blank disk. Remember that the disk you use as a backup will be totally erased in the process. The copy option will erase the backup disk every time you use that option.



APPENDIX B

COMMAND CHART

SPECIAL KEYS

Apple IIe & IIc	Apple II +	Commodore	Description
ESC	ESC	F2	Return to the previous command or to the main menu
Apple 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
Apple 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 →	CONTROL I	F3	Move to the next category on the page
Apple TAB or Apple ←	CONTROL L	F5	Move to the previous category on the page
→	→	→	Move one character to the right
←	←	←	Move one character to the left
↑	CONTROL Q	↑	Move up one line
↓	CONTROL Z	↓	Move down one line
Apple ↑	CONTROL T	HOME	Move to the first category on the page
Apple ↓	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
[S]	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



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BACK-UP REQUEST CARD FOR FILE & REPORT

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Signature: _____ Date: _____

Computer model: _____

Your warranty card must be on file before we can process this request. Please send this card with your check or money order for \$5.00 to:

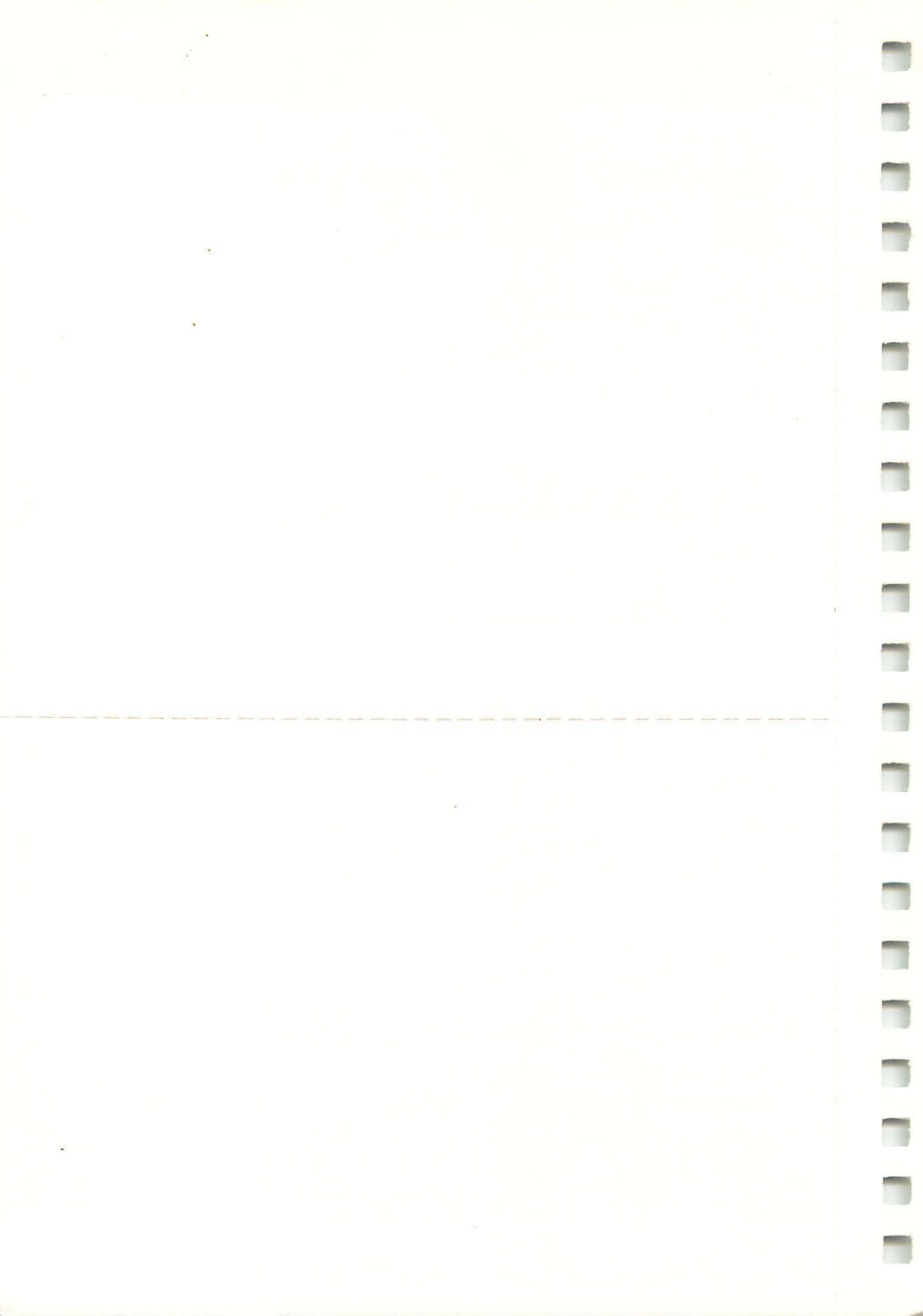
BETTER WORKING SOFTWARE

Back-Up Request

One Kendall Square

Cambridge, MA 02139

Allow four weeks for processing.



BETTER WORKING SOFTWARE WARRANTY POLICY

If this product should fail to work for any reason whatsoever during the first 30 days following purchase, return it to the dealer from whom it was purchased for a free replacement. If it should fail to work after the first 30 days, mail it to **BETTER WORKING SOFTWARE** at the address below. If it has been physically damaged, you will be charged \$5.00 for a replacement.

Should you have any questions concerning this warranty, please contact the dealer from whom you purchased this program, or write or call **BETTER WORKING SOFTWARE**.

Technical Support

If you have questions regarding this program, please call our Technical Support Department at the phone number below.

Back-Up Copies

To obtain a back-up copy of this program, send in the Back-Up Request Card along with a check or money order made payable Spinnaker Software for \$5.00. Please allow four weeks for your order to be filled. Unless your warranty card is on file, your order cannot be filled. There is also a limit of one back-up copy per program purchased.

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One Kendall Square
Cambridge, MA 02139
(617) 494-1225

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