YOUR HOME LIBRARY

For the Commodore 64*

Productivity and Recreational Programs for the New User.

TRI MICRO

THE HOME LIBRARY:
Master Key to the C-64

HOME LIBRARY transforms the C-64 into a friendly gateway to five useful and easy to use programs. These are 1) STAR*SCRIPT, a word processor; 2) YOUR PERSONAL ACCOUNTANT, a home finance package; 3) YOUR FILING CABINET, a file manager; 4) TRI GRAPH, the Color Palette, an electronic drawing program; 4) COSMIC SPLIT, an action game.

To operate HOME LIBRARY, you will need to have the Commodore 64 computer, a Commodore 1541 Disk Drive, and a TV or a video monitor. A printer is necessary for use with the STAR*SCRIPT program, and is strongly recommended for PERSONAL ACCOUNTANT and FILING CABINET. A joystick is necessary to operate the the COSMIC SPLIT terrestrial game. You can use the joystick with TRI GRAPH as well although it is not required.

You also need at least four floppy disks to exercise the examples illustrated in the programs. You may use a brand new disk or an old disk which contains data you no longer need. In either case, you do not have to prepare (format) the disks prior to using the program. A menu selection allows you to format disks while in the program.

LOADING THE PROGRAM

Insert the disk labeled HOME LIBRARY into the disk drive. Close the drive door. Type:

LOAD''*'',8 (press the RETURN key)

The screen will display a READY prompt. Type RUN. Press the RETURN key.

The program will begin loading, indicated by the stars in the upper left hand corner of the screen. The screen will display a graphics label, 'THE

MASTER KEY'.

When the first program is loaded, the screen will display a menu as below.

Master Key Menu
(Press illuminated selection key)

1	**Star-Script**	**Word processing**
2	**Account**	**Finances**
3	**Cabinet**	**File manager**
4	**Palette**	**Electronic drawing**
5	**Cosmic Split**	**Action game**
6	**Format Disk**	7 **Exit Program**

(Press 1...7)

Press the number of your choice, and the individual program will load. Before loading selections 1,2,3,4, select (6) to enable you to format your blank disks.

When you choose to format a disk, a message will appear on the screen:

Insert blank or used disk
to be formatted.

Please note that formatting
erases all old information.

Should we continue? (press y or n)

To format the disk, press Y. The screen will ask you for the name of the disk. Following the question mark, type in any name desired up to sixteen characters in length. The screen will then ask you for a 2-digit id number. Enter any two digit number.

The system now displays the disk name and id number,

and asks 'All set? (y or n) Press Y to begin the formatting procedure. Note: if you have left your system disk mistakenly, the formatting procedure will not allow you to format the system disk. In this way you cannot format your program disk.

Once the disk has been formatted you will return to the Master Key Menu and may select the program of your choice.

STAR*SCRIPT

A Word Processor

by

David W. Johnson

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What is STAR*SRIPT?

STAR*SCRIPT is a word processor for the Commodore 64 or Executive 64 computer. The word processor lets you use your computer like a typewriter. With the word processor, you can:

- o Create and edit up to 77 characters per line and 99 lines of text per fifle;
- o Insert and delete characters and lines of text;
- o Copy, insert, and delete blocks of text;
- o Search for and replace words;
- o Save, load, delete and merge files;
- o Format and print documents.

Using STAR*SCRIPT, you will need the following equipment:

- o A Commodore 64 or Executive 64 computer;
- o A Commodore 1541 disk drive;
- o A TV or monitor;
- o A Commodore 1526, 801, DSP 1101, or other compatible printer, properly interfaced.

Turn on the disk drive, monitor, and printer. If you don't have any formatted disks for data storage, you should format several now. You ALWAYS need to format a new disk before it can store files created with STAR*SCRIPT. Once you have chosen selection 1, the screen will display a description of your selection and ask if the selection is OK?(press y or n). To load this selection, press Y. To return to the menu, press N.

STAR*SCRIPT will begin loading, indicated by the stars in the upper left hand corner of the screen. When loading is complete, the following will appear on your screen:

```
-------------------------------------------
( )




.........................................
L=  01  C=  01
-------------------------------------------
```

This is the Word Processor. You now have the ability to use your 64 keyboard like a typewriter. REMOVE THE STAR*SCRIPT DISK FROM THE DRIVE AND INSERT A FORMATTED DISK.

The white square in the upper left hand corner is called the 'cursor'. It is the marker for where your text will appear when you type. The reverse video 'L=' indicates the line (01) and 'C=' the column (01) that the cursor is currently positioned in; whenever you move the cursor, these numbers change.

The Word Processor has three modes: the Editing mode, the Command mode, and the Print Formatting mode. We'll begin with the Editing mode.

---------- EDITING MODE ----------

Press f2 for help list

Press these keys to control the cursor

<-- CRSR	**Cursor left**		**Cursor up**
		CRSR	
--> CRSR	**Cursor right**		**Cursor down**
f7	**Cursor to right side of page**	**f8**	**Cursor to left side of page**
CLR HOME	**Cursor to top of file**	**SHIFT CLR HOME**	**Cursor to bottom of file**

INST DEL	**Deletes text to left of cursor**	**SHIFT INST DEL**	**Inserts a space left of cursor**
C= @	**Restores text**	**RETURN**	**Carriage return with line feed**
CTRL	**Sets tab position where marked**		
<--	**Moves cursor to pre-set tab positions**		

CURSOR LEFT and RIGHT

The cursor keys at the lower right hand corner of your keyboard control the horizontal and vertical movement of the screen cursor. Press the left/right CRSR key once. The cursor moves one character to the right. Now hold down the SHIFT key and press the left/right CRSR key once again. The cursor moves one character to the left.
Press and hold down the left/right CRSR key until the cursor reaches column 77. This 'automatic repeat' works for all keys. Now hold down the SHIFT and press the left/right CRSR keys until the cursor moves back to column 01.

The screen only shows 37 columns of text at one time, but through a technique called 'scrolling' you may enter up to 77 columns of text per line. The text simply shifts to the left when you pass column 37 and continues until you reach column 77.

CURSOR UP AND DOWN

With the cursor at line 01, column 01, press the up/down CRSR key once. The cursor moves down one line. Now hold down the SHIFT key and press the up/down CRSR key once again. The cursor moves up one line.

Press and hold down the up/down CRSR key until you reach line 99. This is the last line of your file. Now hold down the SHIFT and up/down CRSR keys until

the cursor moves back up to line 01.

With the cursor at line 01, column 01, type the following. Press the SHIFT key to type capital letters. Press the SHIFT/LOCK key to type all captial letters. Press the RETURN key (<--'s in reverse video) to force a carriage return and line feed, just as you would on an electric typewriter. Single-space between words and after commas. Double-space after periods. Type the text EXACTLY; there are intentional errors.

```
--------------------------------------------------
What is a Word Processor?<--
<--
A word processor is a tool that allows yoo to enter,
edit, print and store text, using a coomputer. A word
processor will save you many hours of typing. Using
the 64 keyboard as a typewriter, you enter characters
electronicaly onto a video screen.<--
<--
<--
<--
A word processor also allows you to change the format
of yout document without having to retype the entire
thing. By inserting a few simple commands in your
texxt you can change margins, page size, line spacing,
and print with bld type.<--
--------------------------------------------------
```

Notice the reverse video arrows where you pressed the RETURN key. These tell the printer to return to the next line. They will not show up in your document when you print it out.

CURSOR TO LEFT AND RIGHT SIDE OF SCREEN

As stated, you can only view 37 characters on the screen at once. To see the right half of the screen, press the f7 key. To see the left half of the screen, press the f8 key (hold down the SHIFT key and press the f7 key). When you press the f8 key, the cursor will also advance down one line to help you read through a document. Using these two keys you can

scan the entire file quickly and easily.

CURSOR TO TOP AND BOTTOM OF FILE

Press the **CLR/HOME** key to move the cursor to the tope of file. You are back at line 01, column 01. Now hold down the SHIFT key and press the **CLR/HOME** key to move the cursor to the bottom of the file. You are back to the last line the cursor was positioned on. Using these two keys you can move from the beginning to the end of your file instantly.

Got it so far? Good. Now, let´s fix those errors we created in our sample file.

Using the CRSR keys, move the cursor to line 03, column 42. To correct the spelling of yoo to you, simply position the cursor over the second ´o´ and press the ´u´ key. In this way, you can correct mistakes without having to retype everything.

DELETING AND INSERTING CHARACTERS

Move the cursor to line 04, column 15. To delete the extra ´o´ in coomputer, position the cursor over the second ´o´ and press the **INST/DEL** key. This deletes the text to the left of the cursor. Now move the cursor to line 05, column 73. To insert a space so you can add the missing ´l´ to electronicaly, position the cursor over the ´y´, hold down the **SHIFT** key and press the INST/DEL key. This inserts a space to the right of the cursor. All you have to do now is type ´l´. In this way, you can delete and insert characters at the touch of a key.

Let´s try the next paragraph. Move the cursor to line 10, column 61. To correct the spelling of yout to your, position the cursor over the ´t´ and type´r´.

Move the cursor to line 12, column 07. To delete the extra ´x´ in texxt, position the cursor over the second ´x´ and press the INST/DEL key.

Stay in line 12, but move the cursor to column 74. To

insert a space so you can add the missing 'o' to bld, position the cursor over the '1', hold down the SHIFT key, and press the INST/DEL key. Now type 'o' in the space.

Press the f8 key, then the CLR/HOME key to move the cursor back to the top of the file, at line 01, column 01.

RESTORING DELETED TEXT

With the cursor positioned over the 'W' of what, press the RETURN key. WHOOPS! The entire line is deleted. NEVER USE THE RETURN KEY TO MOVE THE CURSOR AROUND. If you do, you may find yourself deleting some of your document.

Each time you press the RETURN or INST/DEL key, the line or character deleted is saved to a 'buffer'. This means that if you should make a mistake all is not lost. Simply position the cursor back at line 01, column 01, hold down the **C= key (the Commodore Logo** key at the lower left hand corner of the keyboard) and press the @ key. The deleted line will be restored.

Since this line is still in the buffer, you can repeat it anywhere you position the cursor. To see this, move the cursor to line 15, column 01. Hold down the **C= key and press the @ key** again. You may repeat this procedure until you press the RETURN key and a new line is saved to the buffer. This command only works with the LAST line or character deletion.

SETTING TABS

To set tabs, move the cursor where you want to set the tab (such as in column 37), hold down the **CTRL key** and press the <-- key (the left arrow at the upper left hand corner of the keyboard). A * will appear at the bottom of the screen, showing what column the tab is set in. Experiment with setting tabs in different columns; you may set as many tabs as you like. A tab

is automatically set in column 77, so you never have to set one there. When finished, move the cursor back to column 01.

To move the cursor the the set tab position, press the <-- key. Each time you press it the cursor will advance to the next set tab. When you reach the right half of the screen, and want to return to column 01, press the **f8** key or the left/right CRSR key.

Now that you have the Editing mode under control, let´s move on to the Command mode.

---------- COMMAND MODE ----------

Press f2 for help list
Press f1 each time you want to type new command
Press C= and Q to repeat last command

f1	To enter Command Mode	ca	Catalog of disk Press SPACEBAR to pause and RETURN to continue
id	Initialize Disk		

Editing Commands

il	Insert line	ib	Insert block of text
dl	Delete line	db	Delete block of text
sp	Set pointer	sr	Search for word
ep	Erase pointer	re	Search and replace
cp	Clear all pointers	ct	Clear all tabs
cb	Copy block of text	cm	Clear memory

File Commands

sf	Save file	df	Delete file
lf	Load file	mf	Merge file

Print Commands

*p	Print screen	pr	Print file from disk

Normally, when you use the word processor, you simply type in text, which is displayed on the screen. However, by pressing the **f1** key, you are able to give the word processor a special set of commands. These commands are all two letter commands that tell the word processor to perform one definite function. Once the function is completed,

you may go back to normal typing.

Press the **f1** key at the upper right hand corner of the keyboard. A W> will appear just above the L= at the bottom left hand corner of the screen with the cursor beside it. At this point, the word processor is waiting for you to type in a two letter command, in either upper or lower case.

CATALOG A DISK

Type **ca** and press the RETURN key. A catalog of the disk appears on the screen. The catalog lists the contents of a disk and shows how many blocks remain free. Always have another data disk formatted so you can change disks easily if one becomes full. One block equals 254 characters. When your catalog gets long, you can press the SPACEBAR to pause scrolling through it, and the RETURN key to continue. Follow the instructions on the screen and press the RETURN key.

REPEAT COMMAND

Now hold down the **C= key and press the Q** key. You will get a catalog of the disk once again. This command tells the word processor to repeat the last command. You may repeat the last command as many times as you want until you press another key.

INITIALIZE A DISK

The command **id** is used to initialize a disk. It should only be used when loading a file from one disk and saving the file to a new disk. **The** id should be done just before the saving a file or after changing disks.

EDITING COMMANDS: INSERTING and DELETING LINES

Move the cursor to line 05, column 01. Press the f1 key to enter command mode. Type **il** and press the RETURN key to insert an extra blank line at line 05. Now press the f1 key again. **Type** dl and

press the RETURN key to delete the line. In this way, you may insert and delete whole lines, instead of doing it character by character.

SETTING, ERASING and CLEARING POINTERS

Move the cursor back to line 01, column 01. Hold down the SHIFT key and press the INST/DEL key three times. The entire document shifts to the right three spaces. In order to avoid moving text you don't want to move, you must set a pointer at the end of the line or paragraph in which you are deleting or inserting. This will stop all text movement beyond the pointer, keeping the remainder of the text as you left it. To see how this works, let's first move the text back into its original format. Move the cursor to line 01, column 04 and position the cursor over the 'W' of What. Now press the INST/DEL key three times. The entire document shifts back three spaces.

To set a pointer at the end of the first paragraph, first move the cursor to the last line of the first paragraph, line 06, coclumn 01. Press the f1 key, they type sp and press the RETURN key. A '<' appears at the right side of the screen, signifying a pointer has been set. Now move the cursor back to line 01, column 01, hold down the SHIFT key and press the INST/DEL key a few times. The only text the moves is the text before the pointer. REMEMBER TO ALWAYS SET POINTERS AT THE END OF ANY TEXT IN WHICH YOU WANT TO INSERT OR DELETE. It is easiest to get into the habit of setting a pointer at the end of each paragraph as you are typing. In this way, you do not have to set the pointers at editing time.

When you want to erase the pointer, simply position the cursor on the line the pointer is set, line 06. Press the f1 key, type ep and press the RETURN key. The '<' will disappear, signifying the pointer has been removed.

After setting many pointers, you may want to clear

them all without doing it one by one. To do so, press the f1 key, type cp and press the RETURN key. All of the pointers will be removed.

COPYING, INSERTING AND DELETING BLOCKS OF TEXT

A block of text is a grouping of text and can be up to 15 lines long. Blocks of text may be deleted with a single command instead of having to delete it line by line. Blocks of text may also be moved to other areas of your document with a single command.

The beginning of a block of text is the line on which your cursor is positioned. The end of a block of text is marked by setting a pointer on the last line.

Let's move the first paragraph to another area of your document. First you have to mark the end of your block by setting a pointer at the last line of the block. Move the cursor to line 06, press the f1 key, type **sp** and press the RETURN key. As before, a '<' will appear at the right side of the screen.

Position the cursor on the first line of the block we want to move, line 01, column 01. Press the f1 key, type **cb** and press the RETURN key. The entire block has now been copied to a 'buffer', where it will remain until removed by a command.

To insert the block in another area of the document, you must first position the cursor where you want to move the block. For this tutorial, move the cursor to line 20, column 01. Press the f1 key, type **ib** and press the RETURN key. The screen will read WORKING in reverse video and the block will copy to where you have positioned the cursor.

You may also delete blocks of text in the same way. First set a pointer at the end of a block. Move the cursor to line 25, column 01. To delete the block, press the f1 key, type db and press the RETURN key. The screen reads WORKING in reverse

video and the block will disappear. This block now replaces the first block in the buffer. As with the **cb** command, you may insert the deleted text elsewhere in the document by using the **ib** command.

When you use either the **cb or db** commands, the text is held in the buffer even when you load new files from disk. This lets you copy a block, switch disks, load a file, and copy the block to another document in the new file.

SEARCHING AND REPLACING TEXT

One of the main advantages of the word processor is the search and replace function. Using this function, you can automatically search for an occurrence of a specific group of characters or words. You can also search for a particular word and replace it with another word. Let's search for the word 'processor' in our sample document.

Press the CLR/HOME key to move the cursor to the top of the file. When the word processor begins to search for a particular character or word, it begins looking at all text FOLLOWING the cursor. If you have the cursor at the end of the file, the search will reveal nothing, since there's nothing to search for.

Press the f1 key, t**ype** sr and press the RETURN key. The screen will read SEARCH:. Type **processor** and press the RETURN key. The word processor in line 03 is immediately highlighted in white. The screen reads CONTINUE Y/N?. Press the Y key (for yes) and the next occurrence of the word is highlighted. The screen reads CONTINUE Y/N? Press the Y key again and the next occurrence of the word is highlighted. Press the Y key once more and you'll be back in the normal editing mode, since every occurrence of processor has been found.

Notice the computer did not find **Processor.** That's because of the capital P. Remember to always type

the word you are looking for the exact way it appears in your text.

Now let's search for and replace the word **Processor** with the word Editor . First move the cursor to line 01, column 01. Press the f1 key, type **re** and press the RETURN key. The screen will read SEARCH:. Type Processor and press the RETURN key. The screen will read BECOMES:. Type Editor and press the RETURN key. The first occurrence of Processor is highlighted and the screen reads CONTINUE Y/N?.

Press the Y key and the screen reads REPLACE Y/N?. Press the Y key again and the Processor will be changed to Editor. If you don't want to change the word, press the N key. The next occurrence of Processor will then be highlighted and the screen reads CONTINUE Y/N?. Press the Y key and the screen reads REPLACE Y/N? Press the Y key and again, Processor will be changed to Editor. Since this is the last occurrence of Processor, the computer returns to the normal editing mode.

When replacing text, the word processor will automatically set pointers if the replace word is a different length than the search word. This will keep your document formatted properly.

CLEARING TABS

To clear the tabs you set earlier, press the f1 key, type **ct** , and press the RETURN key. All of the asterisks will disappear, and you may now set new tabs.

FILE COMMANDS: SAVING, LOADING, DELETING, AND MERGING FILES

Let's save the file we have just created. Make sure your blank, formatted data disk is still in the drive. Press the f1 key, type **sf** and press the RETURN key. The screen reads SAVE FILE:. You may now type any name you want to give the file, up to

sixteen characters long. For the sake of this tutorial type **demo** and press the RETURN key. The disk drive will then write this new file to the disk under the name demo.

Save the same file under a different name now. Press the f1 key, type sf and press the RETURN key. When the screen reads SAVE FILE: type **demo**2 and press the RETURN key. The disk drive will then write this file to the disk under the name demo2.

Note: If you are saving a file already on disk, and type in the same filename as the file on disk, the screen will ask you if you want to REPLACE Y/N the old file with the new one. Type Y for yes and N for no. This message will also come up if the disk is full. Use the ca command to catalog the disk, then check to see how many blocks free are remaining. When the disk is full, always answer N (no) to the REPLACE Y/N? prompt. Insert a new, formatted disk and save the file to this disk instead.

To load the file you have previously saved to disk, press the f1 key, type lf and press the RETURN key. The screen reads LOAD FILE:. Type **demo** and press the RETURN key. The disk drive will then read the filename from the disk, and the file will appear on the screen. If the filename is not correct, however, the screen will read NO FILE!: PRESS RETURN. You should verify your filename by running a catalog of the disk. If the filename is not present in the catalog, you did not save the file. Make sure you type the filename EXACTLY as it appears in the catalog.

Sometimes you may want to merge two or more files together on the screen. Press the f1 key, type **mf** and press the RETURN key. The screen reads LOAD FILE:. Type **demo2** and press the RETURN key. The file will be added to the bottom of the text of your current screen file. Remember, the line limitation per file is 99 lines. If the file you are merging and the screen file exceed 99 lines, some text will

be cut off.

To delete a file from the disk, press the f1 key, type **df** and press the RETURN key. The screen reads DELETE FILE:. Type demo2 and press the RETURN key. The disk drive will spin, deleting the file demo2 from the disk.

Once you have deleted a file, it cannot be restored! Make sure that you want to delete the file before using this command.

CLEARING MEMORY

Be careful when using this command, as it erases everything in the computer's memory. Make sure you have already saved your file to disk, or really want to clear the screen and start over. The only thing retained by the computer after you give it a cm command is the text in the block buffer.

To clear the screen, press the f1 key, type **cm** and press the RETURN key. The screen reads CLEAR ALL Y/N?. This is your chance to reply with an N if you decide not to clear the screen after all. For now, type Y and press the RETURN key. The screen will immediately clear and you may start fresh.

PRINT COMMANDS

After you have written your letter or report, you will probably want to print it. Make sure your printer is properly interfaced with the Commodore 64, and is turned on.

Load the file **demo** from disk.

To print the file currently on the screen, press the f1 key, type ***p** and press the RETURN key. The contents of your C-64's memory will be printed. To print a file you have already saved to disk, press the f1 key, type **pr** and press the RETURN key.

When you print a file from the disk, the screen text

will be automatically saved and the screen will read SAVING..TW (the TW stands for temporary workspace). The screen will then read LOAD FILE:. Type **demo** and press the RETURN kev. The contents of the file will be loaded into the computer and printed.

Notice the printed copy doesn't have any margins. That's because we haven't set any formatting commands yet. But, since you now have the Command mode under control, let's move on the Print Formatting mode.

---------- **PRINT FORMATTING MODE** ----------

Press f2 for help list

This mode is in reverse video

CTRL 9	**Enter Print Formatting Mode**	**CTRL 0**	**Exit Print Formatting Mode**
TYPE:	**(XX=a number)**	**TYPE:**	**(XX=a number)**

Margins

lmargXX;	**left margin**	**rmargXX;**	**right margin**
justify	**flush right margin**	**nojustify**	**turns off justify**
nowrap	**turns off word wrap when printing**	**wrapon**	**turns on word wrap again for printing**

Pages

papersizeXX;	**Sets paper size to XX;**	**pause**	**Stops printer**
pagelenXX;	**Sets text length XX;**	**#page**	**Prints page number**
pagepause	**Printer stops end of every page**	**set#pgXX;**	**Sets beginning page number**

nextpage	**Forces new page**	**lsXX;**	**Sets line spacing(to 10)**
linkfile	**Joins files into document**	**center**	**Centers text on line typed**

Commands for 801 and 1526 Printers

ascl4;	**Turns on enhanced print**	**ascl5;**	**Turns off enhanced print**

Commands for DSP 1101 Printer

asc27;79;	**Bold print**	**asc27;69;**	**To underscore**
asc27;87;	**Shadow print**	**asc27;82;**	**To turn off underscore**

asc27;38; Turns off bold or shadow print

You've probably been saying to yourself: 'This is great, but how do I get my printed copy to look the way I want it? What I see on the screen is not what I want to print out.'

The Print Formatting mode is the mode you enter when you what to give the computer certain commands to format a document. These commands control the final appearance of your copy and are only executed when a document is printed. They are typed in lower case and will not show up in your printed copy. Since these commands are entered as text, there has to be some way for the computer to distinguish the format commands from the actual body of text itself. This is done by typing the format commands in reverse video.

It is more convenient to type these format commands at the very beginning of your document, but they may be embedded at any time. Sometimes you may want to change margins to accomplish a block indent, set

bold type, or center lines at different places in your document. You can either type them in as you go or set them later through the use of the INST/DEL key and the insert line command. The format commands must be typed BEFORE the text you wish to affect.

ENTERING and EXITING PRINT FORMATTING MODE

First, let's make some room at the top of your present screen file, demo. Move the cursor to line 01, column 01. Press the f1 key, **type** i1 and press the RETURN key. Now you have a blank line open to enter format commands in reverse video.

To enter the Print Formatting mode and turn on reverse video, hold down the **CTRL key and press the** 9 key. Type the following in lower case letters: lmarg10;:rmarg70;:justify. Press the RETURN key.

Now move the cursor to line 09, column 01 (the blank line between the two paragraphs) and type: lmarg20;:rmarg60;:nojustify. Press the RETURN key.

To exit the Print Formatting mode and turn off reverse video, hold down the **CTRL key and press the** 0 key.

Notice the letters you have entered are reversed from the normal text. This is what we mean by reverse video. You have just told the computer to set the left margin of the first paragraph at column 10, the right margin at column 70, and to justify, or give the printed copy a flush right margin. With the second format command, you told the computer to set the left margin of the second paragraph at column 20, the right margin at column 60, and to turn off the flush right margin.

Notice the semi-colon and colon placed between commands. THESE ARE VERY IMPORTANT! The semicolon is ALWAYS used after a number (like 10 and 70), and the colon is ALWAYS used to separate multiple instructions on a line.

To see the printed text, press the f1 key, type ***p** and press the RETURN key. Notice the text is printed exactly as you told the computer to print it.

Note: Do not attempt to use the *p with the linkfile command. The only file which will print is the file in memory.

MARGINS

lmargXX;

Typing this sets your left margin at column XX. Simply substitute the XX with the column number you want the left margin to begin at (such as 05, 10, 20,etc.).

rmargXX;

Typing this sets your right margin at column XX. Substitute the XX with the column number you want the right margin to end at (such as 60, 70, 75,etc.).

justify

Typing this gives your printed copy a flush right margin with all of the letters lining up in the last printed column. The words in the line will be appropriately spaced to achieve this.

Note: A justified right margin is typically used in formal documents such as term papers or reports; and an unjustified, or ragged edge, margin for informal documents such as letters and memos.

nojustify

Typing this turns off the right margin justification.

papersizeXX;

Typing this tells the computer what size paper you are using. The word processor automatically defaults to an 8.5 X 11 sheet of paper (which contains 66 lines), so you don't have to use this command unless you're using a different size paper. Substitute the XX with the number of vertical lines that make up the paper (such as 66). Assume that for every inch of paper size, there are six (6) lines.

pagelenXX;

Typing this tells the computer how many lines to print before it starts a new page. This allows you to set the margins at the top and bottom of the page. A command of **pagelen55;** would mean that 55 lines of text would be printed, then the printer would line feed 11 lines before beginning to print the next page. When you are ready to print your document, position the first page of paper where you want the printing to start in each page. Substitute the XX with the number of lines you want printed on each page (such as 55).

Note: the page length must always be smaller than page size number.

pagepause

Typing this tells the printer to pause at the end of a page. This allows you to insert paper if you are using single sheets as opposed to continuous feed paper. If you don't use this command, the printer automatically continues to the next page.

nextpage

Typing this forces the printer to advance to the next page. This is useful when you end something in the middle of the page and want to start the

following text on the next page.

linkfile'type filename here'

Typing **linkfile**, followed by the name of the file in quotation marks, will link separate files into one document when you print. Type this at the end of each file to link the next file to it. There is no limit to the number of files which can be linked together. Also, any formatting instructions in the first file will carry over to the next file, unless you change the formatting along the way.

You can link files on multiple disks by inserting a **pause** command just prior to the linkfile command. When the pause occurs, simply switch disks, press RETURN, and continue printing. Use the **pr** command to print linked files. You cannot link a screen file.

pause

Typing this causes the printer to pause until you press the RETURN key to continue. This is useful with the linkfile command and for changing print wheels (if you have a daisy wheel printer) in the middle of printing, or for switching disks when printing files. The printer will pause every time it reads a pause command embedded in the text. When the printer pauses, switch disks and press the RETURN key.

#page

Type this when you want the computer to automatically number your pages at the bottom margin during printing. The numbering begins at Page 1 and continues to increase the page count by one throughout the text. If you desire to begin at any other number but 1, use the following command.

set#pgXX;

Type this when you want to begin numbering at any

page but 1. First turn on paging with the #page command.

Then type the **set#pgXX;** command, substituting the XX for the number with which you want the paging to begin (such as 02, 05, 10, etc.).

lsXX;

Type this when you want to set the line spacing at anything but single spacing. Substitute the XX for the number of lines you want spaced between printed text (such as 02 for double spacing, 03 for triple spacing). The maximum amount of lines you can space is 10.

center

Type this before any line you want to center on the printed page. It must be typed on the same line you want centered.

SPECIAL PRINTER COMMANDS

These commands insert ASCII (American Standard Code for Information Interchange) characters in your text. The ability to insert these characters allows you to take advantage of different printer features such as enhanced printing, underlining, and boldface type. They are typed in reverse video just like all the other formatting commands.

For example, to cause enhanced printing on the Commodore 801 and 1526 printers, you would:

1. Press **CTRL 9** to enter Print Formatting mode.

2. Type **asc14;** to turn on enhanced printing.

3. Press **CTRL0** to exit Print Formatting mode.

4. Type **this will be enhanced.**

5. Press **CTRL 9** to enter Print Formatting mode.

6. Type **asc15;** to turn off enhanced printing.

7. Press **CTRL 0** to exit Print Formatting mode.

8. Type **and this will not.**

Your screen should look something like this:

asc14; This will be enhanced asc15; and this will not.

These special printer commands, like all other reverse video commands, will not show up in your printed copy. Remember to turn the print command ON before the text you want to affect, and to turn the print command OFF when you want the text to return to normal.

The word processor can only process six ASCII commands for every 80 character line. Therefore, you will need to watch the placement of your commands. Multiple ASCII commands may be necessary with non-Commodore printers. Please call if you have printer interface problems, 714-771-4038.

With the DSP 1101 Letter Quality printer, it is possible to underline using the ASCII commands. To make a blank underline, however, such as after a name, type **NAME** . Then turn on reverse video.

Type **asc27;69:** . Turn off reverse video. Type some spaces for the length of the desired underline, then type a period (or any other printable character). This last character is needed to end the underline when preceded by blanks. To end the underline, turn on reverse video and type **asc27;82;** . For example: (R = reverse on: 0 = reverse off)

NAMERasc27;69;0 . . Rasc27:82:0

For non-standard Commodore printers, you need to

consult the printer manual to find the ASCII equivalent to activate bold, shadow, or other special printing features.

RETURNING TO MASTER KEY MENU

When you have completed working with the word processor and wish to return to the Master Menu, press f1. Type **ex** . Your screen will flash for a second and then the menu will appear on your screen to allow you to make another selection.

YOUR FILING CABINET

A File Manager

by

David W. Johnson

A Product of

International Tri Micro

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YOUR FILING CABINET

YOUR FILING CABINET is an information storage and retrieval system. The purpose of such a system is to allow information to be eeasily accessed, updated and sorted.

Before you can utilize YOUR FILING CABINET effectively, it is helpful to understand the structure of a file manager. The physical form in which information is typically stored may be a filing cabinet, a filing box, or a book. The term for the computer equivalent is a DATA BASE.

Each DATA BASE contains RECORDS . A RECORD is equivalent to the file folder found in a filing cabinet or a page of a book. Each RECORD contains particular pieces of data/information. For example, a file folder may contain bits of information relating to a particular classification. Particular pieces of data, such as the contents of a recipe, may be written on a card. A page of a book may contain a record of the name and addresses of business customers. These pieces of information, all relating to a single item (or RECORD), are known in a DATA BASE as FIELDS.

The FIELDS in a DATA BASE are organized to suit your purposes. The FIELDS are given TITLES for your reference in designing the structure. For instance, a sales file on a customer might contain FIELDS with TITLES of Name, Address, Date of Last Sale, Credit Limit, Year-to-Date Sales Total. A recipe file, on the other hand, would contain FIELDS with TITLES of Type of Meal, Main Ingredient, Other Ingredient, Cooking Time. These classifications are all FIELDS with TITLES for your reference.

YOUR FILING CABINET is limited in the number of RECORDS and the number of fields which can be stored on a disk. These limitations are:

1. 200 RECORDS per DATA BASE.

2. 15 FIELDS per RECORD

3. 38 characters (any combination of letters, numbers, spaces) per FIELD.

EXAMPLES IN CREATING FILES

First, load the program, utilizing the loading instructions in the introduction. After the YOUR FILING CABINET program is loaded, your monitor or TV will display the following screen.

```
-----------------------------------------
     IF SCREEN BECOMES INVISIBLE
     SELECT ANOTHER COLOR COMBINATION
     C HARACTER COLOR
     S CREEN COLOR
     B ORDER COLOR

     L OAD YOUR FILING CABINET 1.0
     P RINT YOUR FILING CABINET 1.0
-----------------------------------------
```

The program allows you to change the colors of characters, screens, and borders, so that you can find a combination which is pleasing to you and make adjustments to your specific television or monitor. To change the colors, press the highlighted letter of your choice, such as ''C'' to change character color. Then press the key of the color of your choice. The colors are indicated on the number keys of your Commodore 64, keys numbered 1 through 8.

To return to the original colors, do the following sequence.

Press C and then Press 2.

Press S and then Press 1.

Press B and then Press 3.

EXERCISE 1.

To begin this first exercise, press L. The screen tells you to ´´Insert data disk and press return.´´ Insert a blank disk in the same manner as you inserted the program disk and press return.

The screen now presents you with the ´outer menu´, as shown below.

```
-----------------------------------------
     n ew file          p rinter options
     o ld file          d isk
     r e-start
-----------------------------------------
```

Programs which give you a series of choices in the English language are said to be menu-driven programs because you select from a menu in order to tell the computer what to do. The YOUR FILING CABINET menu is a neumonic menu, that is, you respond by pressing the first letter of your desired selection:

Since this is a new file, you will be creating, press N.

The program will remind you, again, to insert a new raw data disk. Since you already inserted a new disk, press Y and then RETURN.

The screen will then ask you to enter the report title.

Type INVENTORY and press RETURN.

Now you are asked how many fields you want.

Type 8 and press RETURN.

The screen now displays now many characters you will be allowed as your maximum for the entire record, and asks you to enter field name for field number 1.

Type **NAME and press RETURN.**

You are now asked to enter the length of the field. The length of the field defines how many characters you will be allowed to enter in the field. The remaining space in your record displayed.

Type **20 and press RETURN.**

This sequence is repeated until you have named each of your fields and defined the length of each field. You type in your response to each question, followed by return. For this exercise and continuing with field number 2, your answers to the above sequence of prompts should be as follows,

Field Number	Field Name	Field Length
2	Descrption	38
3	Cost	10
4	Purch Date	8
5	Rec Locate	20
6	Type	25
7	Lst Apprs	8
8	$ Apprs	10

After you have pressed your last return, the next screen will display your data base format for you, showing you a listing of each of your fields, their appropriate names, and lengths. Note that ''Descrption'' has been purposely abbreviated since the field name cannot be longer than 10 characters. You are then asked if this format is ''OK y/n?''

Press Y and press RETURN.

The disk will now be prepared (formatted) for your actual operation. As the screen indicates, this preparation will take some time, approximately five minutes. Relax and review what you have just done

while you sip your coffee.

When the disk preparation is completed, the screen will display the ´´**record update menu**´´.

```
----------------------------------------
     a dd record          d irectory = 0
     r ecord recall       n umber to item
     g et next            k runch file
     b lock copy          s earch fields
     e xit
----------------------------------------
```

To begin adding records, press A.

Type in your responses exactly as they appear on the following page. When you finish your first record, you will have typed, ´na´ to ´$ Apprs.´ The program will then automatically return to the record update menu. Again, press A.

You are ready to enter information for your second record, also displayed on the following page. Continue the sequence until you have completed entering the information for all five records.

In this exercise, we have created a data base, titled INVENTORY, used to store the information pertinent to our home inventory. This information can be used for filing insurance claims in the event of a fire or theft.

Name Dining Rm Table
Descrption Oak Claw Leg in Oval Shape
Cost 259.00
Purch Date 83-09-23
Rec Locat Dining Room
Type Personal Goods
Lst Apprs na
$ Apprs na

Name Chairs
Descrption Oak Ladderback 4 w/out arms
Cost 89.00 ea
Purch Date 83-09-23
Rec Locat Dining Room
Type Personal Goods
Lst Apprs na
$ Apprs na

Name Chairs
Descrption Oak Ladderback 2 w/arms
Cost 129.00
Purch Date 83-09-23
Rec Locat Dining Room
Type Personal Goods
Lst Apprs na
$ Apprs na

Name Lithograph
Descrption Yellowstone print-Jerry Schurr
Cost 350.00
Purch Date 82-09-27
Rec Locat Bank Safe Deposit
Type Art
Lst Apprs 83-05-27
$ Apprs 750.00

Name Movie
Descrption VCR Casablanca
Cost 49.95
Purch Date 83-03-12
Rec Locat Family Room
Type Personal Enjoyment
Lst Apprs na
$ Apprs na

EXERCISE 2.

The file named INVENTORY will need updating from time to time as we obtain appraisals of the items. To update a record, press R.

The program, however, does not know which record to recall, therefore the screen will ask you to type in the name of the item. Type CHAIRS and press RETURN.

Record Number 2 will be displayed for you on the screen. At the bottom of the screen, a prompt will appear, ´´correct y/n or type delete.´´

Since the record is not correct, type N and press RETURN.

The screen now asks you which field number needs to be corrected.

Type 7 and press RETURN.

to obtain the FIELD for Last Appraisal. The screen now displays ´´enter´´.

Respond to the question by typing in the date of the last appraisal.

Type 83-06-24 and press RETURN.

You will then be asked again if the record is ´correct y/n or type delete.´ The record is still not completely updated since we have not yet entered the appraised value of the chairs. Type N and press RETURN.

Again you are prompted for the field number. Type 8 and press RETURN.

Enter the dollar value of the appraisal. Type ?19.00 ea and press RETURN.

You have now changed the record to your satisfaction

and may answer 'yes' to the 'correct y/n' question. Type Y and press RETURN.

The screen will display the record update menu for you once again. Since we have made our changes, press E to return to the ''outer menu.''

CAUTION: It is extremely important to exit the record update menu by pressing 'E' after creating a new file or making changes to an old file. Otherwise, the files will not be properly closed which will result in the loss of your data.

The process of ''exiting'' saves new file data and record updates.

At the outer menu, we suddenly remember that we had two records with chairs, but we only updated one record. In order to access the file, type O.

In accessing our old file, or a file already created to which we are making changes, we come again to the record update menu. The screen shows us that the last record access was to record number 2. We know the two chair records follow each other, therefore, type N.

In selecting the ''number to item'', you are telling the program to search the file by record number. The screen asks you to type the number of the records you wish found. Type 3 and press RETURN.

The screen now displays record number three which contains the information on the second chair. Following the same sequence as you followed for the previous correction, make the corrections to this record, changing fields 7 and 8 to reflect the new appraisal date and appraisal value. Then, in response to the 'correct y/n' prompt, type Y and press RETURN.

Once you are back to the record update menu, press E to return to the outer menu.

You have now created a data base, called INVENTORY, having entered information for five records. In addition, you have changed that information. For now remove your data disk from the drive and label it INVENTORY. We will use it again in future exercises.

REVIEW

In this last section, we showed how to use a menu driven program, how to organize and format a data base, and how to update records in that data base. Several points should be remembered.

1. YOUR FILING CABINET is a menu driven program. With menus, you are presented a choice of command selections. The menu in YOUR FILING CABINET in neumonic. This means that you indicate your menu selection by typing the first letter of the selection desired. This letter is highlighted on the screen in reversed characters.

2. When creating a new file, always use a new data disk or a disk containing files you no longer need. If you make a mistake and insert a disk which already contains a file, you have an opportunity to remove it and insert the appropriate disk instead. Simply answer 'n' to the question. The program will return you to the outer menu.

3. When updating an old file, the screen displays for you the name of the data disk which is present in your drive.

4. Data Base Titles, Report Titles or Field Titles are limited to ten characters.

5. When formatting your field names and lengths, pay appropriate attention to the structure. the remaining characters available for your data base structure are indicated each time you type in the length for the FIELD. If you exceed the number of characters remaining, your entire format will be ignored and you will have to begin the formatting

procedure from field 1 once again.

6. A blank report sheet, found on the following page, is provided for your use in creating additional data bases. As you create data bases, file these dictionary format sheets. It is important to use these sheets to prevent repetitive reformatting when you discover that you have exceeded the size limitation. They are also useful for referencing field numbers and titles when you format a printed report.

7. Note that the dates are entered in reverse order -- YY-MM-DD. Always enter dates in this manner. The reasons for such entry will be explained when we discuss searching and sorting through your file.

The following pages also contain one more example of data bases -- titled SALES HIST. Working with the formats indicated and the printed records, create a new data base, on its own disk, labeled SALES HIST. We will use it in future exercises.

DATA BASE/REPORT TITLE:.....

NUMBER OF FIELDS:.....

Field Number	Field Name	Field Length
1	.....	.....
2	.....	.....
3	.....	.....
4	.....	.....
5	.....	.....
6	.....	.....
7	.....	.....
8	.....	.....
9	.....	.....
10	.....	.....
11	.....	.....
12	.....	.....
13	.....	.....
14	.....	.....
15	.....	.....

DATA BASE/REPORT TITLE: SALES HIST

NUMBER OF FIELDS: 14

Field Number	Field Name	Field Length
1	First Name	15
2	Last Name	20
3	Street	25
4	City State	35
5	Phone	8
6	Lst Sale	8
7	$ Lst Sale	6
8	Lst Bking	8
9	$Lst Bking	6
10	Lst Cont	15
11	Cont Type	15
12	Cont Res	15
13	Prod Pref	38
14	YTD $Tot	7

SALES HISTORY LIST

First Name	Mary
Last Name	Jones
Street	123 Any Street
City State	Mytown CA
Phone	834-3512
Lst Sale	83-03-05
$ Lst Sale	79.35
Lst Bking	83-03-05
$Lst Bking	534.23
Lst Cont	83-04-23
Cont Type	Prod delivery
Cont Res	Account coll
Prod Pref	Skin care/foundation
YTD $Tot	134.56

First Name	Betty
Last Name	Smith
Street	4567 Elm Street
City State	Mytown CA
Phone	768-5436
Lst Sale	83-04-25
$ Lst Sale	123.12
Lst Bking	83-03-25
$Lst Bking	345.76
Lst Cont	83-05-10
Cont Type	Thank you
Cont Res	Returned Call
Prod Pref	Eye shadow/mascara
YTD $Tot	178.34

First Name	Sue
Last Name	Rice
Street	2341 Las Palmas Street
City State	Mytown CA
Phone	921-2453
Lst Sale	83-06-04
$ Lst Sale	34.52
Lst Bking	83-02-01
$Lst Bking	523.78
Lst Cont	83-06-04
Cont Type	Phone
Cont Res	Order
Prod Pref	Skin care/blush
YTD $Tot	231.52

EXAMPLES IN WORKING WITH FILES

In this section, we will continue your guided tour through more extended use of YOUR FILING CABINET. We will be making references to the data base titled SALES HIST. If you have not already created this file disk, review the last chapter and create this file from the information provided at the end of the section.

If your program is not already loaded, load the master key menu with the instructions provided in the introduction. Choose [C] for ''Cabinet'', and the first screen will appear. As we did before, press L. Once the program has loaded, insert the file disk labeled SALES HIST.

At the outer menu, press O since we will be working with an already created file.

The screen now displays the ''record update menu''. To work with an already existing record, press R.

You have chosen to recall a record, however, the program does not know which record to choose. The screen will therefore ask you to enter record name. Type JONES and press RETURN. The screen will tell you that no record was found, and the program will return to the menu. WHY?

Jones is the information stored in field two of record number one. Record recall only searches for information in field one of any record. Since 'Mary' was the information stored in field one of the Jones record and since Jones does not appear as information stored in field one of any other record, the program could not find the record of Mary Jones.

Wait, you say. What if I didn't remember her first name but needed to update her record? In this case, press S . This will activate the search function.

The screen asks you to ''enter item to search for''. Type JONES and press RETURN.

Now the screen asks you ''field number to serach on''.

You know that the last name in your file is field two. (If you didn't remember which field held the information for last name, you could have referred to your dictionary format sheet introduced in the last section).

Type 2 and press RETURN.

In the upper left hand corner of your screen, you will see a display of the field contents of the records you are searching and the record number being searched. It finds Jones immediately as it is record number one. The message in the upper left hand corner of your screen displays:

```
-----------------------------------------
        match found at record #1
        continue y/n?
-----------------------------------------
```

Since this is the record we are searching, press N. to return to the record update menu.

Press N to put you into the number to item mode. When asked for record number, type 1 and press RETURN.

The contents of record one, 'Mary Jones', are now displayed on the screen. Displayed below the contents of the record is:

```
-------------------------------------------------
        correct y/n or type 'delete'?
-------------------------------------------------
```

You have recently sold her additional products and you need to update her record, therefore, type N and press RETURN.

You are now asked for the field number to be changed, type 6 and press RETURN.

The screen asks you to ''enter'' the changes. Type 83-06-24 and press RETURN.

The updated record is displayed on the screen, and you are, again, asked if the record is correct? The record is still not completely updated since we have not yet entered the amount of last sale, or the date and type of last contact with Mary Jones, or the YTD sales total, therefore type N and press RETURN.

Enter the remaining changes following the procedure described above and displayed below. Remember to press RETURN after each typed entry.

Type 7

Type 50.00

Press N

Type 10

Type 83-06-24

Press N

Type 11

Type Party

Press N

Type 12

Type Order

Press N

Type 14

Type **184.56**

You have now changed the record to your satisfaction and may either answer 'yes' to the 'correct y/n' question. Type **Y and press RETURN.**

To view the next record and see if any updates need to be made, press G . ''Get next'' will access the next record in sequence, and display the record contents on the screen for you. You realize that the last time you contacted Betty Smith was when she asked you to return her call. You make a note of that, and since all the information is correct, type **Y and press RETURN.**

Press G again. Viewing Sue Rice's record, you realize that she has moved to another city where you will not be able to service her account. Therefore, you decide to delete her from your sales file.

Type **DELETE and press RETURN.**

The record has been deleted and the program returns to the record update menu. If you want to be sure the record is deleted, attempt to access the record. Press N .

Type **3 and press RETURN.**

The record displayed for you will have only one entry in field one, and that record will be displayed on the screen as ''xdx''. This 'xdx' is the indicator that the record has been deleted. However, as you can see, it is still present in the physical format within the file, therefore, it is taking space and counts as one record in your maximum file size of 200 records. To completely eliminate the record and optimize file space, opening room for other records, you may press **K.**

The screen will then ask you ''krunch y/n?''. Since you want to 'krunch' the record, type Y and press

RETURN.

The screen will show that it is busy by displaying dots on the lower part of the display. Each dot represents a scanned record, as the program executes the 'krunch' instruction. When completed, the program returns to the record update menu.

If you now try to access record number 3, you will receive a 'record not found' message.

To view the customers in your file, press D to display the directory.

The screen will display for you the name of each of your customers and the record number of each. Please note that if the name of your customer was in a field other than field one, you would not get a listing of customer names. The directory displays the contents of field one only.

At the bottom of the screen is displayed:

---

enter Q to quit.
press return to continue.

The screen will display a maximum of 16 records. If you wished to continue viewing more records, assuming you had a file larger than 16 records, you would press return. Since we have only three records, type Q and press RETURN.

Assume that you have another customer whose product preference and contact dates are the same as Sue Rice. Use the ''block copy'' as a shortcut to entering the information. To duplicate the original Sue Rice record, press B. The screen will display:

---

enter record number to copy from?

Type 3 and press RETURN. The screen will then display:

```
------------------------------------------------
          enter number to copy to?
------------------------------------------------
```

Type 4 and press RETURN. A third display will appear:

```
------------------------------------------------
          enter last record number
------------------------------------------------
```

Type 4 and press RETURN.

Dots will appear on the bottom of the screen as the copying is executed. The program will then return to the menu.

In using the 'block copy' command from the menu, there are several things to note. The 'number to copy from' is the record number of the record which you wish duplicated. The 'number to copy to' is the record position of where you wish to begin duplication in your file. The 'enter last record number' is the record number where you wish to end duplication.

WARNING: If you indicate a record number which already contains information, that information will be replaced with the information of the record you're copying.

REVIEW

We have now exercised all of the commands of the record update menu. This menu contains the necessary functions for adding, changing, deleting, copying, finding and searching records in your file. Several points should be remembered.

1. When updating an old file, the screen displays the name of the data disk which is present in your drive. If this file is not the file desired, you must exit to the outer menu and press re-start. The re-start procedure initializes the system to accept a new data disk.

2. Because of size limitations, you will grow creative in abbreviations which indicate your information and meaning. If you exceed the length of the field while typing, the program is not affected in any way. However, the program simply truncates, or 'cuts off' everything you have entered which exceeds the field length maximum.

3. The search function can be used to find a record based on any criteria when you do not remember either the record number or the contents of field number one of a record. Rather than scanning a printout of the records to find your information, utilize the search function to find the appropriate record(s).

4. Record recall finds the record by comparing the record name which you give it with the contents of field number one. The contents of field number one must match the name which you type exactly. If field one contains the name 'Chili' and you type 'CHili', the program will indicate that no record was found. Your input must match the name in field one exactly.

5. As your file grows in size, you may find more than one match when you are exercising the search function. For this reason, a prompt, following the display of a match, will ask if you want to continue

the search.

6. When you delete a record, the contents of field number one of that record will indicate 'xdx'. The record, however, is still in your file and taking space in your 200 record limitation. To completely eliminate the record and optimize file space, use the krunch selection.

7. The directory will display the number of records in your data base at all times. Selecting the directory from the menu will display a review of the contents of the first field in each of your records with the record number beside it. Only sixteen records will be displayed on the screen at one time, however, you can continue the display by flipping through screens until you are done.

8. The block copy can be used to copy any record to another place in the file. This copying can be a single copy or, if you desire the record duplicated several times, a block copy. If you indicate a starting or ending number of a record which already exists, the old record will be eliminated and replaced with the record being copied.

9. The program assigns each record its own unique record number in sequence as the records are entered. This record number is like the file label which you attach to a file folder -- a means used by the program to identify the record.

PRINTING YOUR FILES

As you generate files, you will want to print them out for visual reference, for mailing lists, or labels, or for hard-copy reports. In this section, we will exercise the printing capabilities of YOUR FILING CABINET, again utilizing the files which you have already created -- INVENTORY and SALES HIST.

If the program is not already loaded, do so. If the program is loaded, press P to load the printing menu.

The screen will show that the printer menu is loading. After it is loaded, you will be asked to insert a data disk. Insert the disk labeled INVENTORY and press RETURN.

The next display you will see is the printer menu.

```
-----------------------------------------
        p rint          f ormat print
        d isk           r e-start
        e xit
-----------------------------------------
```

Before you can print your file, you must format the file contents to the page. Press F . The screen will display ´´format print new page y/n?´´

Since we have not formatted this report before, type Y and press RETURN.

The screen will display:

```
-----------------------------------------
     how many fields ´1...maximum´?
-----------------------------------------
```

Type 8 and press RETURN.

To print less fields than the entire record contains, you must include field one. You are

allowed to print from the beginning of your record, field one, to any field following. However, you cannot begin with field three and end with another field.

```
------------------------------------------
        how many rows in a page?
        max = 60
------------------------------------------
```

Type 9 and press RETURN.

The definition of rows in a page will determine what the length of the paper is. For example, if you are printing labels, you will need enough rows for the printed lines and rows to advance the printer to the following label. You might set the row count at 8 for printing one-inch labels which typically have 6 rows.

The format sequence will now begin. You will be asked to enter field title, row position and column position. A row is a horizontal line on a page, and a column is the vertical position of the printed character on a page as shown below:

```
-------------------------------------
     1   2   3   4   5   6   7   8
-------------------------------------
1    c       c       c       c       row
2    o       o       o       o       row
3    l       l       l       l       row
4    u       u       u       u       row
5    m       m       m       m       row
6    n       n       n       n       row
-------------------------------------
```

Sequentially, you will see a screen display and then you will enter the asked for information as outlined below:

```
------------------------------------------
     you may press return for no entry
     field 1
     title limit 10 letters?
```

Type **NAME** and press RETURN.

```
-----------------------------------------
        row position?
-----------------------------------------
```

Type 1 and press RETURN.

```
-----------------------------------------
        column position?
-----------------------------------------
```

Type 1 and press RETURN.

```
-----------------------------------------
        field 2
        title limit 10 letters?
-----------------------------------------
```

Type DESCRPTION and press RETURN.

```
-----------------------------------------
        row position?
-----------------------------------------
```

Type 2 and press RETURN.

```
-----------------------------------------
        column position?
-----------------------------------------
```

Type 1 and press RETURN.

You will notice that your column position is '1' for both fields. If your fields start printing all in column one, the left margin will be flush on a straight line down the printed page.

You will notice that your row position is the same as your field number, and incremented by one. If your row position is the same as your field number or if your row position is incremented by one, the

printing will follow one line after another with no spaces between lines.

Let's continue. The screen will display:

```
-----------------------------------------
        field 3
        title limit 10 letters?
-----------------------------------------
```

Type COST and press RETURN.

```
-----------------------------------------
        row position?
-----------------------------------------
```

Type 3 and press RETURN.

```
-----------------------------------------
        column position?
-----------------------------------------
```

Type 1 and press RETURN.

Continue the input until you have formatted all eight fields. Use your dictionary format sheet for referring to title names. the row position will be the same as your field number, the column position will be '1' throughout.

After you have finished formatting field 8, the screen will display a review of your format for you, indicating field title, row position, and column position. At the bottom of your display you will be asked if the format is correct. Let us say that you decided to indent field 2 on the page. You would first, type N and press RETURN.

The screen prompts as are as follows:

```
-----------------------------------------
        change page row count y/n?
-----------------------------------------
```

Type N and press RETURN since we don't want to change the size of the page.

Type 2 and press RETURN.

Type DESCRPTION and press RETURN.

Type 2 and press RETURN.

Type 5 and press RETURN.

You have now formatted your printing so that field 2 will be indented from the left margin when printed. Field 2 will begin printing 5 spaces in from the left margin. In response to the prompt, 'ok y/n?', type Y and press RETURN.

The program will return to the printer menu. Now we are ready to print, press P.

You will first be asked, ''sort y/n?''.

Press Y and press RETURN.

You are then asked:

---

how many fields (1...3)?

You respond by telling the program how many fields you would like sorted. the sorting routine places the records in a different sequential order than that already existing. You can compare sorting to alphabetizing files or organizing 3x5 cards by dates. If the field contains numeric contents, that is, only numbers, then the sorting will place the records in numeric order from lowest number to highest number. If the field contains alphanumeric contents, that is, a combination of numbers and letters, then the sorting will place the records in,

first, numeric, then alphabetic order. That is, all the numeric entries will be at the top of the list in numeric order, then the remaining entries will be displayed after the numeric entries in alphabetic order.

Type 2 and press RETURN.

This indicates that you want your fields sorted by the contents of two fields. A maximum of three fields is allowed.

You are now asked ''enter 1st field #''. Type 1 and press RETURN.

In response to ''enter 2nd field#'', type 3 and press RETURN.

These responses tell the program to sort on field number 1, which is the field containing names. Having entered '1' for the field number, the list will first be sorted by names, listing the names in alphabetical order. Next, the records are sorted by field number 3, which contains the cost of the item. Within the alphabetized list, the items will be listed in ascending order according to their cost. The screen indicates that the sorting is occurring.

You are now asked ''sift by threshold y/n?''.

Type Y and press RETURN.

---

enter threshold item?

Type 75.00 and press RETURN.

Next, the screen will display

---

will sift be less (1) than
or greater (2) than?

Type 2 and press RETURN.

With this routine, you have instructed the program to 'sift' through your file to isolate all those records with costs greater than 75.00. The greater than sift means that the entries will be sifted for information greater than or equal to the threshold item. The less than sift means that the entries will be sifted for information less than the threshold item. This threshold sifting can be used to print out records with gross sales greater than a certain figure, or to view records who have had a movie or book borrowed a length of time greater than YY-MM-DD, or athletes with times less than 'x' in a certain event, etc.

Once the sift display is completed, the screen will ask whether you want to ''direct output to printer y/n?''. Before continuing, be sure to turn on your printer! Type Y and press RETURN.

When printing is finished you will have printed a sorted report of your home inventory.

You may now quit program operation or continue to exercise this section with any of the data files which you have created. The next chapter is a quick reference section of instructions.

REVIEW

There are a few points to remember in generating printed copies of your files.

1. When entering the printer menu section, the screen will prompt you to remove your data disk and insert system disk. Then you must remove your program disk and re-insert your data disk. If no data disk is present in the drive, the prompt will not appear.

2. Before printing your file, you must format the

file contents to the page. this formatting tells the printer where you want the printing to take place on the page. You do this by specifying the row and column position where the printing should begin. The row position represents the horizontal rows, or the lines, on a page. The column position represents the vertical column, or the spaces on the line across the page.

3. You are also asked to type in field title during the formatting procedure. The title can be 10 characters long. If you press RETURN only, no title will be entered.

4. After you are ready to print, two procedures appear on the screen, sort and sift by threshold.

5. Sorting re-organizes the order of the information. Compare it to filing file folders by alphabet, or three by five cards by date, or invoices in ascending order of amount. You may sort on up to three fields. If the field contains alphanumeric content, i.e., letters and numbers, the sorting will be alphabetic. If the field contains numbers only, the sorting will be numeric, from lowest number to highest number. The sorting is accomplished in the order in which you enter your fields. The first field entered will be the first sorting, the second field entered will be the second sorting, and the third field entered will be the third sorting.

6. Sifting by threshold searches your entire file for items greater than or equal to a specified item and for items less than a specified item. Threshold refers to the item which acts as the point of comparison.

7. You will need to exercise the sorting and sifting routines often to develop a sense of their uses. Remember that sorting acts on a specified field with regard to re-organizing the order of the records or file folders. Sifting acts on the entire record base to identify items greater than or equal

to and less than a specified threshold item, and isolate them from the rest of the file.

QUICK REFERENCE GUIDE TO YOUR FILING CABINET

YOUR FILING CABINET is a menu-driven program. Menus offer you a choice of command selections. Your choices are indicated through keyboard input and then the program executes your instruction. The key which you press to indicate your selection is the first letter of the choice you desire. This key is highlighted in reverse video on the screen. When you press the key of your selection, the screen will prompt you how to continue program operation, ask you a question requesting further input, or present you with the next menu for another selection.

Responses to menu selections require that you type the appropriate letter only. Responses to any other screen prompt or program question are followed by RETURN.

The menus are the outer menu, the record update menu, and the printer menu. These menus 'drive' the program and each menu selection will now be reviewed.

THE OUTER MENU

```
-----------------------------------------
     n ew file       p rinter options
     o ld file       d isk
     r e-start
-----------------------------------------
```

Press N = new file.

This selection is for creating new data files. You must use a blank disk or an old disk on which you no longer want the data. If you enter a data disk which you wish to keep, the program allows you to answer 'n' in order to return to the outer menu so that the old data disk is not erased. If you answer 'y', the program proceeds to ask you the questions for formatting your data base.

First question = Report Title

You can now type in the title of your report and then press RETURN

Second question = Number of Fields

Type in your response and then press RETURN. A maximum of 15 fields are allowed.

NOTE: After each of the following entries, the screen will display the maximum numbers of characters you can still add to your data base.

Third question - Name for Field #

Type in the description of the field and press RETURN. A maximum of 10 characters are allowed for each description of field.

Fourth question - Length of Field

Type in the maximum number of characters which you want the field to be and then press RETURN. A maximum of 38 characters are allowed.

Questions three and four will be repeated for each of the remaining fields allocated in question 2.

After these questions are answered, the disk will be formatted and the program will take you to the record update menu.

Press 0 = old file

This is the selection to be used when using a data file which you have already created which you wish to update. The program will take you to the record update menu.

Press R = re-start

This is the selection to be used if you wish to re-start the program without exiting and loading the program again. It is commonly used when you want to switch to another data file than the one you are using. You must re-start to initialize the program before switching data disks for use.

Press P = printer options

This selection advances the program to the printer menu. You must remove your data disks and insert the program disk as the program directs you. Then re-insert your data disk when instructed.

Press D = disk

This selection initializes your disk. If you remove the disk for any reason during operation or if you have problems with your disk that you think may be corrected by initializing, use this selection.

THE RECORD UPDATE MENU

```
-----------------------------------------
     a dd record        d irectory
     r ecord recall     n umber to item
     g et next          k runch file
     b lock copy        s earch fields
     e xit
-----------------------------------------
```

Press A = add record

This selection will enable you to enter information into your file. You will be prompted by each field name and should type in your information, taking care not to exceed the field length. Any information which you type in which exceeds field length will be truncated. The program will not allow you to type beyond 38 characters in any case.

When you have completed each entry, the program will ask you if the information is correct. A response of 'y' for yes returns you to the record update menu, a response of 'n' for no asks you which field number to correct and allows you to make your corrections.

Press R = record recall

This selection recalls records already created by YOUR FILING CABINET, allowing you to view, to change or update, or to delete any or all the records. The records must be recalled by the contents of field 1. When prompted for the record name (the content of field 1), the entry must match field 1 exactly. For example, 'CHili' will not match 'Chili', but an entry of 'Chili' would find the record. Once you have pressed 'R', prompts will guide you through the viewing, corrections, or deletions.

Press G = get next

This selection recalls the record which sequentially follows the record which you last accessed. If you know that a second record you are seeking follows, in order, you can use the get next command to recall the next record. This command is also useful to 'scroll' through the files without knowing the exact contents of field 1.

Press B = block copy

This selection duplicates a record either once or multiple times. You can duplicate a record more than once by entering the record number you wish the duplication to begin and at which record number you wish the duplication to end. Since you can duplicate over an existing record, thereby erasing the existing record, be careful when you specify the records numbers for copying.

Press D = directory

This selection displays the record number and the contents of field 1 for the entire data file. Whenever the records update menu is displayed, the current number of records in your file will be shown on the left side of 'directory'. You should take notice of this number every so often, keeping in mind that YOUR FILING CABINET holds no more than 200 records.

Press N = number to item

Each record is assigned a record number when a record is added, which appears in the printed reports. YOUR FILING CABINET can search for a number more quickly than a string of characters, thus this selection offers the quickest method of recalling a record. After pressing 'N', the screen prompts you to enter the record number of the record you want to recall.

Press K = krunch file

This 'krunch' selection is used to maximize your file space on the disk. When a record is deleted through the record recall menu, the content of field 1 is coded with 'xdx' so that the system knows not to include that record in reports or searches. The record, however, still exists and uses space on the disk. If you 'krunch' the files, then those records that were deleted will be removed from the disk, allowing that space to be used again for additional records.

Press N = number to item

This selection allows you to quickly search your files for a specific item of information. You are asked for the name of the item for which you are

searching (again, the typed name must match the field contents exactly) and in which field number this item would appear. The upper portion of the screen will indicate that your data base is being searched, record by record, and the record will be displayed if a match is found. A match means that, in that record and in the field being searched, the contents of that field contains the same item you are seeking. In this way, you can view, via the screen, those records which meet certain parameters.

Press E = exit

This selection allows you to return to the main outer menu. You must exit the records update menu by pressing E. If you fail to do this, the files on your disk will not properly close, thus you may lose access to your files.

```
-----------------------------------------
      p rint          f ormat print
      d isk           r estart
      e xit
-----------------------------------------
```

Press P = print

This selection directs the output to the printer. You are asked two questions before printing. The first is 'sort y/n?'. If you respond by entering 'y' for yes, then your files will be sorted. You are then offered up to three fields for sorting concurrently. If the field specified for sorting contains only numbers, then your files will be sorted in ascending order, from the lowest to the highest number. With alphanumeric field contents, the numbers (if any) will be sorted in ascending order first, then the remaining records will be sorted alphabetically. the second question is 'sift by threshold y/n?'. A response of 'y' for yes will prompt you for the threshold item - the item to be used as the basis of comparison. You will also be

asked if the comparison should be for items less than threshold or for items greater than or equal to the threshold. Although you must use the print selection to accomplish sorting and sifting, you may direct the output to the screen if yu do not want a printed copy.

Press D = disk

This selection initializes your disk. If you remove the disk for any reason during the program operation, or if you have problems with your disk that you think may be corrected by initializing, then you should use this command.

Press F = format print

You must select format print before you can proceed to choose to print your file. After choosing the format command, you are prompted for page length, field title, and for the column and row position of the actual printed reports or labels. A row is a horizontal line on a page, and a column is a vertical position of the printed character on a page.

You can request to print less than the entire contents of your records, but you must always request to print from field 1 to some other field. In other words, you can format the printing for fields 1 through 5, but not for fields 6 through 10.

Press R = re-start

This selection is to be used if you wish to re-start the printing mode without having to exit and begin again. It is commonly used when you want to switch to a data file other than the one you are currently using.

YOUR PERSONAL ACCOUNTANT

A Home Finance Package

A Product of

International Tri Micro

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YOUR PERSONAL ACCOUNTANT is a personal finance package capable of maintaining a cash expenditure account, two checking accounts, and up to seven charge accounts per data disk. Twenty categories of expenses may be entered per disk, and a total of 150 expenditures and deposits may be entered per month.

After loading the program as described in the introduction, a main menu is displayed on the screen, as shown.

```
--------------------------------------------------
                    MAIN MENU
--------------------------------------------------
 WOULD YOU LIKE:

   0-TO CHANGE THE SCREEN COLOR

   1-THE INITIATION PROGRAM

   2-THE EXPENDITURE PROGRAM

   3-THE LISTING PROGRAM

   4-THE SEARCH ROUTINE PROGRAM

   5-THE RECONCILIATION PROGRAM

   6-TO END YOUR PERSONAL ACCOUNTANT
--------------------------------------------------
```

You will notice that the menu is shown as black characters on an orange screen. The background color is blue. You cannot change the black or blue colors. If, however, the orange is unpleasing or the characters are not clear, then you may press 0.

The screen will tell you that ''You may change the color of the screen by entering any number from 1 to

15''. The cursor will flash beside the word ''COLOR''. You may enter any number from 1 to 15, except 6, which is blue (the background color). To return to the Main Menu, press 0 or press RETURN.

THE INITIATION PROGRAM

This program is the first program you will use. With it, you enter the names of your accounts, the year of the expenditures, and the categories with their beginning balances. This program prepares a new data disk for you.

By pressing 1 in the Main Menu, you will load this program. The Initiation Menu will then appear.

```
--------------------------------------------------
                INITIATION PROGRAM
--------------------------------------------------

   DO YOU WANT TO:

   1. BEGIN INITIATION
   2. REVIEW INITIATION DATA
   3. LOAD INITIATION DATA
   4. CHANGE INITIATION DATA
   5. SAVE INITIATION DATA
   6. RETURN TO MAIN PROGRAM

--------------------------------------------------
```

To begin, press 1 . The program will ask you for the year of expenditures. Enter the last two digits of the current year or the year of interest, and press RETURN.

Now you will be asked to enter your accounts. The first entry is for the name of your checking account. Each entry is limited to ten characters and any character can be entered. Proceed by entering the name of your checking account. If you do not want to enter an account, simply press RETURN which will advance you to the next entry. After entering the two checking accounts, the program will

ask you to enter the seven charge accounts. An example of the screen after the entries have been made is shown.

```
-----------------------------------------------
                ENTER YOUR ACCOUNT
-----------------------------------------------
                  CHECKING ACCOUNTS

              ACCOUNT 1  CALIF FED
              ACCOUNT 2  ----------

                   CHARGE ACCOUNTS

              ACCOUNT 1  BOFA VISA
              ACCOUNT 2  CA BK VISA
              ACCOUNT 3  CA BK MCHG
              ACCOUNT 4  J C PENNEY
              ACCOUNT 5  SEARS
              ACCOUNT 6  ----------
              ACCOUNT 7  ----------

-----------------------------------------------
```

A cash account is automatically set up and will be seen when the LIST OF ACCOUNTS is reviewed.

After entering the seventh charge account, you will be asked to ''ENTER THE 19 MOST USED CATEGORIES''. The categories are entered in the same manner as your entered accounts with a maximum of 10 characters per category description. To designate a tax deductible expendtire, begin your expenditure description with an asterisk, for example, ''*INTEREST''.

During the SEARCH, you can search for '*' and pull out all the tax deductible items for the year. You may also subdivide the categories to designate rental properties, for instance, by beginning the description with ''*R'' and searching for only the '*R' expenditures.

On the 19th entry, a CASH category is displayed.

This cash category is used to maintain cash balances. You may designate another category as a cash account as well in the event you want to maintain a cash balance for yourself and a separate cash balance for your spouse. The 20th category is automatically selected to be the CHARGE PMT account and will maintain a running balance on each charge account. A 21st category exists, defined as OTHER, which can be used as a catchall.

Now that you have defined your accounts and categories, you are asked if you want to enter beginning balances. Press Y . The screen will display your LIST OF ACCOUNTS. Press the number of the account with which you will begin entering data. You are then asked to ENTER BALANCE. Enter a numeric entry with either a positive or negative value. After entering the balance, press RETURN.

You are returned to the previous screen, which asks if you want to enter beginning balances. Cycle yourself through the procedure, until you have entered all the beginning information necessary to open your accounts and keep them in balance. After you have completed this process, press RETURN through the screens until you return to the initiation menu.

REVIEW INITIATION DATA

To review the data just created, press 2.

You will be asked which initiation data you wish to see.

INITIATION PROGRAM

DO YOU WISH TO SEE:

1-THE YEAR

2-LIST OF ACCOUNTS

3-LIST OF CATEGORIES

4-BEGINNING BALANCES

Press the number of your choice to review the information now stored in your data file. Once you finish your review, you may press any key to return to the INITIATION PROGRAM MENU.

CHANGE INITIATION DATA

Once the initiation data has been entered and saved, you probably will not need to use this program except once a year to change the year of expenditures or any categories you may wish to change. If, however, you have made a mistake in entering data or if you later want to add new categories or accounts, you will use this menu selection. To access it, press **4**.

A screen similar to the REVIEW screen will appear, asking if you wish to change the year, an account, a category, or a beginning balance. Press the number of your choice and enter your data. If the entry is limited to one item of information, you can just press RETURN to return to the INITIATION PROGRAM MENU. If, however, multiple items may be required, such as changing multiple accounts, a response of ''N'' to the question, 'Do you wish to continue changes?' will return you to INITIATION PROGRAM MENU.

SAVE INITIATION DATA

Once you have entered and corrected the initiation data, you are ready to save this file. From the INITIATION PROGRAM MENU, press **5** . The screen will ask if your data disk is prepared. If you have already formatted your data disk using the utility provided by HOME LIBRARY, type **Y** and the program

will bypass the disk preparation and begin saving the initiation data.

If you have not already prepared a data disk, type N to begin the preparation of a new disk. CAUTION: Be very careful in selecting which disk to insert in the drive. All information on the disk you are going to insert as your data disk will be erased during the formatting process. The program allows you to either continue the disk preparation by pressing the Space Bar or to abort the process by pressing any key.

Once you press the Space Bar to format the disk, you are asked to enter the disk name. Type in any name up to sixteen characters and press RETURN. Then you will be asked to enter the ID number of the disk. Type any two digit number and press RETURN.

The screen displays a message saying that the initiation file is scratched. This prompt is supposed to occur so do not worry about the message.

LOAD INITIATION DATA

To load the data you have created, press 3 from the INITIATION PROGRAM MENU. The screen will display INITIATION DATA LOADING. After the data is loaded, the program will return to the INITIATION PROGRAM MENU.

Once you have finished using the Initiation Program, you may return to the main menu by pressing 6 . The screen will clear and you will be asked ''Ia program disk inserted!!''. Be sure to insert your program disk and press any key to continue. After a few moments, the MAIN MENU of the program will be displayed.

EXPENDITURE PROGRAM

Using the expenditure program, you enter the monthly files which you can later manipulate through the other programs. To enter the expenditure program, press 2 . The menu will appear as follows.

EXPENDITURE MENU

DO YOU WISH TO:

1-BEGIN MONTHLY EXPENDITURES
2-ADD MORE EXPENDITURES FOR MONTH
3-UPDATE EXPENDITURE FILE
4-SORT EXPENDITURES BY DATE AND SAVE
5-RETURN TO MAIN MENU

To begin, press 1 . You will then be asked if the data disk is inserted. Be sure that the data disk on which the initiation data has been stored is inserted in the drive and press any key
First the initiation data will be loaded. You will then be asked to enter the month. You are asked to use the letter abbreviation for the month. The accepted abbreviations are JAN, FEB, MAR, APR, MAY, JUNE, JUL, AUG, SEP, OCT, NOV, and DEC. After entering the monthly abbreviation, press RETURN.
The program will display the year below the month, afterwhich the screen will display a LIST OF ACCOUNTS. You will be asked to select the account for which you want to enter expenses. Type in an X , where X is the account number. The name of the account will be displayed at the top of your screen so that you may see if you have made the right choice. You can than select to (1)-Add to Account; (2)-Add Deposits; (3)-Change Account; (4)-End Entries.

Add To Account

To add to the account, press 1 . The screen display is as follows.

```
------------------------------------------------
                ACCOUNT EXPENDITURES
------------------------------------------------

          DAY:              [ ]

          CHECK NUMBER:

          CATEGORY:

          PAYEE:

          AMOUNT:

------------------------------------------------
```

You can enter the day as any number 1 through 31. If you have made a mistake in choosing to add to account, you can return to the previous menu by typing 0 and pressing RETURN.

After entering the date, press RETURN. If you have chosen a checking account, the next entry will be for a check number. the program will allow the entry of any four characters. If you make a cash withdrawal, you may want to enter a code such as WD instead of the check number. After entering the check number, press RETURN.

Had you chosen the cash account, the second entry line on the screen would display CASH and continue to the third entry line automatically. If you had chosen a CHARGE account, the second entry line would display CHARGE and automatically continue to the third entry line.

On displaying the third entry line, the bottom half of the screen will display a list of the categories. Enter any any number from 1 to 21 and press RETURN. No other entry is possible. The category

corresponding to the number you have typed will appear on the third entry line.

If you enter 21 , the category signifying OTHER, you are allowed to enter any category up to 15 characters long. You may want to maintain a list of the other categories which you reference frequently. After the category is entered, press RETURN.

At the fourth entry line, you are asked to enter the payee. You may enter up to 15 characters for the payee designation. If you had chosen 20, the CHARGE PMT category, the only payee the program will accept is one of the seven charge accounts. The accounts are listed for you on the bottom of the screen. You simply press the number of the account and press RETURN.

The next entry will be for the AMOUNT. You can only enter numbers, decimal periods and a negative sign. No letters are accepted. The program will not accept more than two decimal places and will not accept input beyond 99,999.99. After entering the amount, press RETURN.

Having pressed RETURN, the screen will ask if you want to change any entries. A response of N will return you to the previous menu. A response of Y will change the lower portion of your screen, asking if you wish to change the DATE, NUMBER, CATEGORY, PAYEE, or AMOUNT. As the screen instructs, press the appropriate letter of your choice.

Add Deposits

To add deposits, press 2 . If you had chosen a cash or charge account, the deposit entry is inoperative. After pressing 2, the screen will display the account name as the heading and you will be asked to enter the DAY OF TRANSACTION. The date convention remains the same. You may enter a number between 1 and 31, or enter 0 to abort the process. After you enter the date, press RETURN.

Now, enter, in your desired order, each individual deposit and the amount of each deposit entry. You can use up to 20 characters to describe the deposit. After entering the deposit, be sure the entry is correct and press RETURN. Once you have completed your entries, type END and press RETURN and you will return to the prior menu.

You can only enter a maximum of 6 individual deposits at any one time. If you should happen to have more than six, you will have to repeat the process a second time.

Change Account

To change an account, press 3 . A list of accounts will be displayed.

Type X where X is the account number to be changed. The screen will return to the prior menu.

End Entries

After you have entered your expenditures for the month, and are ready to end the process, press 4 and you will return to the EXPENDITURE MENU.

ADD MORE EXPENDITURES FOR MONTH

Adding more expenditures for the month is similar to beginning the expenditures. Press 2 . The screen will clear and a display will ask to which month you wish to add expenditures. Enter the abbreviation for the month you want and press RETURN. The program will remind you to insert the data disk. Once the data disk is inserted, press any key to continue. The initiation data will load the expenditures for the month and year desired.

Once the data is loaded, you will be asked what you wish to do, with the same screen used for beginning monthly expenditures. Follow the same procedures as explained in that section.

SORT EXPENDITURES BY DATE AND SAVE

After beginning or adding expenditures for the month, you will want to save your data. To accomplish this, press 4 from the EXPENDITURE MENU.

This program will sort your data by date and save the data on the disk present in the drive. Be sure that you have inserted your data disk, the same one on which the initiation data is saved. Before the expenditure is saved, the prior data file for the month will be scratched. Therefore, be sure that the protection 'write protect' tab is removed.

As the expenditures are being sorted, the screen will display the transaction entry. After the expenditures are sorted and saved, the number of entries remaining will appear and the screen will display that the file is saved.

There is one precaution if you update a previous month. You must also update all successive months. For example, if the current month is May, and you add a correction and update the expenditure file for March, you must update the files for April and then May. Use the UPDATE selection to update the expenditure files without adding expenses.

After the expenditures are sorted and saved, press the Space Bar to review the balance of each account. Press Space Bar again to return to the prior menu.

LISTING PROGRAM

This program is used to either list your expenditures to the screen or to obtain a hard copy of them if you have a printer. You have the option to list all your expenditures for a selected range of months or to list the expenditures or deposits for any one account.

Entering Months

To begin, be sure you have returned to the MAIN MENU and press 3 . The screen will ask you to type in the beginning month. Enter the appropriate three letter abbreviation for each month and press RETURN.

You may start at any month. After entering the BEGINNING MONTH, you will be asked to enter the ending month. Enter the last month you wish to list and press RETURN. If you wish to list only one month of expenditures, you do not need to enter ending month. Just press RETURN and the program will enter ending month for you.

If you have made a mistake by entering the LISTING PROGRAM, enter any three characters other than an acceptable monthly abbreviation for the beginning month. For example, type in AAA to return to the MAIN MENU.

Expenditure Selection

The screen will next ask if you want to list all the expenses or just the expenses of a particular account. To list all your expenditures, press 1 . You will be asked if the data disk is inserted. Once it is in the drive, press any key to continue.

To list expenditures from only one account, press 2 . You are now asked if you want to list your income or deposits. To list the income for the month(s), press Y followed by any key to continue.

To list your expenditures, press N followed by any key to continue. A LIST OF ACCOUNTS will appear on the screen. Type X where X is the account number.

Screen Display/Printout Selection

The screen will now ask if you want a screen display only or a printed copy. If you want a screen display only, press S . If you do have a printer and want a printed report, make your selection by pressing P . You will then be guided through the printer options as detailed in the section THE USE OF THE PRINTER.

If you have chosen the screen display only, the screen will clear and the expenditures or deposits will appear. The screen will list the first five entries, a bell will sound and you will be asked to press Space Bar to continue.

After reviewing the final screen, press any key and the program will return to the MAIN MENU. With the printer option, the program will automatically return to the MAIN MENU.

SEARCH ROUTINE PROGRAM

You may need to search for payments or costs under certain criteria. You may search by date, by check number, by payee, or by category. You are allowed to search sub-categories as well. For example, you can search for *R expenses, and then for *R-garden and *R-util as well.

To activate the search routine, press 4 from the MAIN MENU.

Entering Months

As with the listing program, you will be asked to enter the beginning and ending months. Enter your months following the same procedure described under the LISTING PROGRAM.

Screen Display/Printout Routine

After entering the ending month and pressing RETURN, the screen will clear and ask if you want a screen display or a printed copy. Follow the same procedure desribed in the LISTING PROGRAM.

Entering Item of Search

Once you have indicated your choice to screen display or printed copy, the following screen will appear.

```
-------------------------------------------------
                SEARCH ROUTINE PROGRAM
-------------------------------------------------

    DO YOU WISH TO SEARCH FOR:

        1-DATES              2-CHECK NUMBERS
        3-PAYEES             4-CATEGORIES
-------------------------------------------------
```

Enter the number of your choice and press RETURN.

If you press 4 to search by category, the lower part of the screen will display the categories for you. Press the number of the category desired and press RETURN.

You are next asked for the item you want to search for. You enter the item you want to search for and press RETURN. You do not have to enter the entire item. You may only have to enter the first few characters of the item.

This is useful if you have forgotten the name of a payee. If you remember what the payee's name starts with, you can search the item out. Of course, every item beginning with the same letters will also be found.

This searching technique is also used to establish sub-categories, as in the rental property example just discussed. When you enter the item to be searched, simply type in *R, and the procedure will find all expenses for rental categories which begin with *R. Therefore, the summary would display the detail and totals for the months requested for the *R-garden and the *R-util categories.

RECONCILIATION PROGRAM

Each month you face the task of balancing your checkbook with your bank statement. The reconciliation performs this task for you without the frustration. To make this selection, press 5 from the MAIN MENU.

Entering Beginning Month

The screen will ask you for the beginning month. Enter the appriate three letter abbreviation and press RETURN. You will be reminded to insert your data disk. Press any key to continue. Now the screen will ask you if you want to reconcile the statement from account 1 or account 2.

To reconcicle your first checking account, press 1. To reconcile your second checking account, press 2. Immediately after pressing 1 or 2 , the screen will display the first entry which has not been previously reconciled. If the first entry is a check, the screen will look as follows.

```
-------------------------------------------------
                RECONCILIATION PROGRAM
-------------------------------------------------

      DA   CHK.     AMOUNT      BALANCE
      --   ----   ----------   ---------
      14A  901          5.18   2942.49

    HAS THIS CHECK CLEARED THE BANK?  (Y/N)
-------------------------------------------------
     Press [f1] IF THERE ARE NO MORE ITEMS
        TO ENTER FROM THE BANK STATEMENT
-------------------------------------------------
```

If the screen is displaying a deposit, [DEP] will be displayed under check number and you will be asked if the deposit is listed in your statement. If you find either a check or deposit, press Y .

If you don't find the check or deposit on your statement, press N . AFter pressing Y or N, the next check or deposit will appear on the screen. Continue cycling through until the entire month has been reconciled. After the entire month has been reconciled, the screen will clear and you will be asked if you want to reconcile the followig month. Since most bank statements cover a two month period of time, you will probably press Y to continue the reconciliation program for the next month. The reconciled month will be saved and then you will be cycled through the same procedure as just discussed for the checks and deposits of the following month.

When you reach the last item shown on your bank statement, instead of pressing Y, press fl . Be absolutely sure to press fl when you reach the last entry in your bank statement. Otherwise the checkbook balance which is automatically entered into the program will not be correct. Again, the second month's reconciled file will be saved.

Reconciliation Summary

After saving the reconciled month(s), you will be asked if you want a screen display or printed copy of the summary. After pressing S or P , the screen will display the checkbook balance. Next, you will be asked to enter the STATEMENT BALANCE. Look up the ending balance on the bank statement, enter the balance, and press RETURN.

Next the program will list any deposits which were listed in the data files but not yet recorded in your bank statement. Immediately following this is a display of any outstanding checks, that is, checks in your data file which have not yet cleared the bank.

You will be asked to enter any charges shows on your bank statement which you have not previously entered into the EXPENDITURE PROGRAM. The description of the charge may be up to 20 characters long. Press RETURN and then enter the amount of

the charge. To end the charge entries, type **END** and press RETURN.

Now you will be asked to enter any interest earned on the account. If you do not have an interest bearing account, just enter **0** and press **RETURN**.

The screen will appear as shown throughout this procedure.

```
-------------------------------------------------
            RECONCILIATION PROGRAM
-------------------------------------------------
  CHECKBOOK BALANCE                      2385.43

  STATEMENT BALANCE                      2373.09

  DEPOSITS NOT IN STATEMENT

  OUTSTANDING CHECKS
     JAN14 901 GEMCO                        5.18
                                          -------
                    TOTAL                   5.18

  ENTER CHARGES SHOWN ON BANK STATEMENT
    CHARGE     DESCRIPTION                AMOUNT
    ----------------------                -------
    SERVICE CHARGE 2/08                      4.50
    INSUFF. FUNDS 1/30                       5.00
                                          -------
                    TOTAL                   9.50

  ENTER INTEREST EARNED                     2.34
-------------------------------------------------
```

After entering the interest, the screen will display the balance from the bank statement and the adjusted checkbook balance. If the two balances are the same, the messages ''CHECKBOOK IS CORRECT'' will appear. You may press any key to return to the MAIN MENU.

If the two balances do not agree, press any key to display the amount of the imbalance. The

correction you need to enter into your checkbooks will be displayed as well as advice to verify all your deposits and checks, including automatic withdrawals and deposits.

Change your checkbook balance to accept the correction. Or you can redo the reconciliation program to verify that the correction is right or to enter something you forgot. In either case, after reviewing the correction, press any key to return to the MAIN MENU.

To reconcile the months of DEC and JAN, you will need to change data disks between beginning month and the following month reconciliation.

USE OF THE PRINTER

Any Commodore printer, or non-Commodore printer with a parallel interface, can be used with the program. When asked to press either S or P for the type of display desired throughout the program, if you press P , the program will display the open statement for the printer and ask if the printer information is correct.

If the printer open statement is correct for your needs, press Y.

If you wish to change the open statement, press N . If you press N, the lst two numbers of the open statement will be blanked out. To change the open statement, enter the appropriate numbers. Consult your printer or interface manual for instructions. The statement should be the proper one for most printers and interfaces. Once you have corrected the statement, press Y in response to the question whether the statement is correct.

If you change the open statement, the change will remain in memory only so long as the program is being used. Once the computer or printer is turned off and then turned back on again, the original open statement, [4,4,4], will be reactivated.

After you have answered the Y to the correct open statement, you will be asked

---

DO YOU WANT TO ENTER SPECIAL COMMAND CODES? (Y/N)

Special command codes can be added to enhance or change the type of print in your report. The most common command codes which are available are listed below.

CHR$(14) EXPANDED PRINT (5cpi)

CHR$(15) CONDENSED PRINT (16.2cpi)

CHR$(20) NORMAL PRINT (10cpi)

where ''cpi'' is ''characters per inch.''

Check your printer and interface manuals to be sure that these commands are the ones appropriate to your printer. If not, substitute these command codes with those indicated in your printer manual. If you do not want to enter special command codes, press N.

To enter the special command codes, press Y and the screen will display a cursor next to CHR$. The message will inform you to enter each command code as a two digit decimal number or to enter a 0 to end and return to the program. After you enter the first command code, the screen will display another CHR$ below the first entry.

This sequence continues until you enter the last command code. You may enter as many as five codes, although one or two should be sufficient. When you are finished entering the command codes, type 0 and press RETURN.

After pressing RETURN, you return to the program in progress, either the LISTING, the SEARCH ROUTINE, or the RECONCILIATION program.

TRI GRAPH

AN ELECTRONIC PAINT BRUSH

by

David W. Johnson

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INTRODUCTION

Your Commodore 64 has various color capabilities which make it suitable for drawing pictures and graphs. To access the graphics power of a computer usually requires programming knowledge. TRI GRAPH was designed to allow you to draw and design graphics without this programming knowledge.

TRI GRAPH has a bit-mapped screen, with a full 64,000 dot resolution. In other words, you have 64,000 dots which you can join together to form pictures or graphs. You control these dots from the keyboard with keyboard input to move the lines in the direction you wish drawn, or with a joystick by moving the joystick in the same direction as the direction of the line you wish drawn. If you want to label a particular item, TRI GRAPH also allows entry of text while you are drawing. It is possible to design a screen or shape, and save it for future editing or review.

Additionally, TRI GRAPH contains a simulated animation feature which allows you to use a combination of rapid duplicaton and retracing to move shapes around the screen. A "HELP" function is available to allow you a quick review of your basic functions without having to refer to this manual.

As you become more familiar with TRI GRAPH, you will become expert in manipulating the cursor to achieve desired results. Think of the cursor as a paint brush or pencil, one which is eraseable and easily duplicated. Experiment with the keyboard to become comfortable with cursor movements. Remember, you are drawing with dots; therefore, circles may seem awkward at first try. As with everything, "Experience holds the key!" (In this case, the computer key holds experience.)

SUMMARY OF FEATURES

1. 64,000 dots available for drawing.

2. Eight background and "brush" colors available.

3. A design library can be built by saving screens or shapes for recall.

4. Key stroke tracing can be manipulated for quick design or animation.

5. Text/labeling ability while in program operation.

6. Eight variable brush sizes (to adjust the size of the drawn line).

7. Quick reference "Help" function.

8. Fill/diagonal commands available.

9. Machine language speed.

COSMIC SPLIT

A TERRESTRIAL GAME

by

David Lummis

GETTING STARTED

COSMIC SPLIT is a terrestrial game in which you have to defend yourself and Earth from chain-linked space ships. In addition to flag ships and convoy ships, you must defend yourself from Mutants (valued from 400 to 800 points), Mother Ships (valued at 250 points) and UFOs (valued at 1500 points). The Flagships, the head of the chain-linked space ships are valued at 100 points and the Convoy Ships (trailing the Flagships) are valued at 10 points.

After loading COSMIC SPLIT utilizing the loading instructions found in the MASTER KEY INTRODUCTION, the COSMIC SPLIT title screen will appear. To begin your defense from the terrestrial ships

Press **FIRE BUTTON**

on your joystick. The directions for COSMIC SPLIT will then appear. Four function keys are utilized in the COSMIC SPLIT program. You may

Press **F3** for Auto Firing

Press **F1** for Normal Firing

Press **F7** to Pause the Game

Press **F5** to Continue the Game

To continue,

Press **FIRE BUTTON**

again. You may then select the difficulty level of the game, from Level 1 to Level 99. You also have the choice to change the colors of the background, foreground, or any of the space ships, etc. if you

Press **X**

If you decide to change colors by pressing [X], then you can

Press **F7**

to return to the previous screen. To begin the actual game,

Press **FIRE BUTTON**

and you are on the way to one of the most exciting terrestrial adventure you will ever encounter. Good luck in defending our planet.

Before reading the detailed instructions for operation of TRI GRAPH, we recommend that you take a guided tour through the system. In this way, you can familiarize yourself with the interaction of different commands and the system, and see what you actually produce as a result of this interaction. Please follow the step-by-step tour for a better understanding of your program.

THE MAIN MENU

First, load the program, utilizing the loading instructions in the MASTER KEY introduction. After the program is loaded, the following screen will be displayed.

```
-----------------------------------------------
          TRI GRAPH 1.0 from tri-micro
             program by d.w. johnson


          SCREEN

          E dit      L oad      S ave
          H elp      C atalog   A clear
          1 device type
-----------------------------------------------
```

This screen is known as a menu. Programs which give you a series of choices in the English language are said to be menu-driven programs because you select from a menu in order to tell the computer what to do. TRI GRAPH's menu is a neumonic menu, in that you respond by pressing the first letter or number of your desired selections.

BEGINNING TO DRAW

To begin drawing, you must enter the Edit Mode.

Press E

You are now in the Edit Mode and ready for drawing. Your screen will appear blank with a flashing dot in the center of the screen.

Press U

(With joystick, push to top or front)

You have created a vertical line in an upward direction.

Press E

You are now in the erase mode. Having pressed [E] you can erase the lines you previously drew.

Press D

(With joystick, push to bottom or back)

You will see the vertical line which you just drew being erased. Pressing [D] will move your line in a downward direction. To return to drawing mode, or write mode,

Press W

You can now "write" lines on the screen.

Perform the following sequence.

Press U

Press R

Press D

Press L

Your screen should be displaying a square. Instead of pressing the keys, you can also move your joystick to the top, then right, then down, then left. Pressing the keys, [U],[R],[D],[L], will move your lines up, right, down, and left respectively. NOTICE that the command keys are neumonic -- [U] for up, [R] for right, etc.

To return to the Menu

Press F1

Pressing [F1] during editing operation will always return you to the Menu. To return to your canvas and view your square,

Press E

to go back to the Edit Mode. You now have your square displayed for you once again. If you want to clear the screen to have a new canvas available for further drawing,

Press F6

Pressing [F6] means to press [SHIFT] and [F5] together. Your screen will clear except for a flashing dot in the center of your screen.

CHANGING BRUSH SIZE

To change the size of your line or "brush", you should press [V], for vertical, or [H], for horizontal, and then press a numbered key. For example,

Press V and then Press 9

You have just changed the size of your vertical line or "brush." To view the size, sequentially

Press U

Press U

Press H

Press 4

Your upward line was the size indicated with your vertical brush command. Pressing [H] and [4], likewise, will change the size of your horizontal brush. To view the size,

Press L

The left line should be a smaller size than the vertical line. To set brush size, remember that you have two brushes: a vertical brush and a horizontal brush. To set the vertical brush,

Press V

To set the horizontal brush,

Press H

To set the brush size, you may press any number from [1] to [9]. The width of your line increases with the number. To reset your brush to original condition,

Press V and then Press 1

Press H and then Press 1

CURSOR MOVEMENT

To draw on another part of the screen without tracking your line,

Press CRSR

You have moved the flashing dot in the right direction, but no line is visible. To move to the left,

Press SHIFT and CRSR

at the same time. To move down,

Press CRSR

To move up,

Press SHIFT and CRSR

at the same time.

Work with the cursor key in moving your dot around the screen and position it in a place in which you would like to begin drawing again.

DIAGONAL LINES

To draw a diagonal line

Press C= and D

together. You will see a diagonal line moving to the left in a downward direction. You can also manipulate the joystick to move in a diagonal direction, however, this requires some experimentation to obtain the right feel of the joystick direction.

NOTE: the joystick diagonal will not have the same precision as a diagonal drawn with the keyboard.

Press SHIFT and D

together. You will see a diagonal line moving to the right in a downward direction. Again, you can also manipulate the joystick in a diagonal direction.

Press SHIFT and U

together and you will see a diagonal line moving to the right in an upward direction.

Again, you can also manipulate the joystick in a diagonal direction.

Press C= and U

together, and now you will see a diagonal line moving to the left in an upward direction. Again, you can also manipulate the joystick in a diagonal direction.

NOTE: the conventions for creating a diagonal line are:

Press	C=	to move left.
Press	SHIFT	to move right.
Press	D	to move down.
Press	U	to move up.

Using these conventions, you must press either [C=] or [SHIFT] together with either the [D] or [U] key in order to draw a diagonal line.

You have now reviewed some of the basic operations of TRI GRAPH. Practice with these to create drawings and designs to your liking. In the next section, we will discuss the more advanced operations of TRI GRAPH.

Now that we exercised the basic commands of TRI GRAPH, this next section will review the more advanced features of TRI GRAPH. These features require some practice to become truly familiar with the program, therefore, don't hesitate to break into the sequence of commands to practice the current commands as they are being outlined.

Before beginning these exercises, load the prgram and enter Edit mode as explained in the prior section.

COLOR CONTROLS

The appropriate colors appear on the bottom of your number keys, 1 through 8. There are only eight colors available as we are operating in high resolution mode -- the eight extended set colors cannot be accessed in high resolution mode.
To change the background color, i.e., the color of your canvas

Press CTRL and 3

together. To set the background color after pressing the number key, you must next

Press F7

Your screen is now red. To change your screen to green

Press CTRL and 6

together and then,

Press F7

Your screen is now green. Experiment with all your number keys in the same sequence of

keystrokes to view your different color capabilities.

To change the foreground color, which is the color of lines and shapes,

Press C= and 3

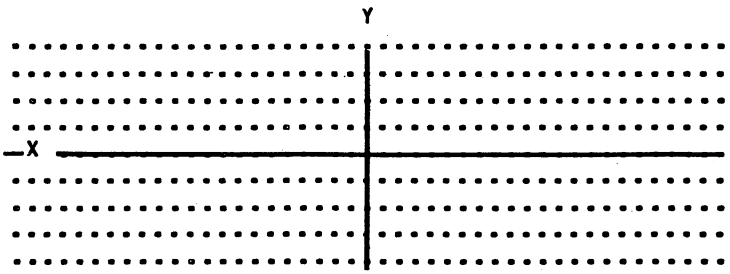
together.

NOTE: Do not press [F7] in this sequence. Since [F7] changes the background color, your background and foreground would then be the same color and you would have no visible drawing. BE VERY CAREFUL. Once you have set background color with F7, you cannot recover your character colors and you will then have lost your drawing, unless the drawing has previously been saved.

Sequence through the colors keys to view the different colors available to you in drawing lines and shapes and to view the combination of different colors in background and foreground. Your color can be changed any time in the middle of a drawing. In other words, you can draw one shape one color. Change the foreground color, and proceed to draw the next shape in that color.

AUTO SIDE PLOT

In bit mapping your screen, the computer views the 64,000 as a complete matrix with the dots organized in horizontal rows and vertical columns. Try to visualize two lines bisecting the middle of your screen into four sections. The vertical line is the "Y" axis while the horizontal line is the "X" axis.



With your flashing dot positioned in the middle of the screen,

Press X

The line will extend to your right border.

Press Y

and the line will extend to your top border.

Position your cursor to the left of the center of your screen and

Press X

This time, the line will extend to your left border.

Position your cursor slightly to the bottom of center.

Press Y

and the line will extend to your bottom border.

Experiment with different brush size, as explained in the prior section, while exercizing the Auto Side Plot function. You will develop a feel for this function and how it can be used for different design functions to avoid repetitive keying.

EXTENDED DIAGONAL COMMAND

It is possible to develop variations on the diagonal command by utilizing a combination of the diagonal command and the brush size command, both covered in the previous chapter.

You can use any of the variable brush sizes, [V] + [1] to [9], for the vertical brush, and [H] + [1] to [9], for horizontal lines, to draw diagonals of varying degrees. You can experiment with this function by performing the following sequence.

Press H and then Press 1

Press V and then Press 1

Press C= and U

together several times.

This will draw your diagonal at a 45 degree angle, one up and one left.

Press 3

This will change your vertical axis since [V] was the last axis used in your command sequence. Again,

Press C= and U

Press U together several times.

together several times. This will draw your diagonal line at a 30 degree angle, one up and three left. In general, by holding the horizontal axis at 1, and varying the vertical axis 1-9, you can achieve a varying degree of angles to your diagonal lines. By adjusting the horizontal axis, you can reverse the directions of the diagonal lines.

Experiment with changing your axis settings

and with your diagonal commands to view the different angle combinations which can occur through extended diagonal commands.

SIMULATED ANIMATION

You are capable of simulating animation with TRI GRAPH through a function which traces your keystrokes in sequence and which may be recalled in a play mode to view animation. A combination of drawing, erasing, drawing, erasing, etc., will result in the same effect as high speed page flipping which creates animation in physical terms. To begin this function,

Press F3

Draw and/or erase a sketch in any sequence you want. After you have created a shape and you want to end the sequence,

Press F3

Your screen should flash briefly (similar to a camera flash), giving you an indication that the computer is memorizing the sequence of your keystrokes.

NOTE: any animation sequence is a shape -- this is important when you save the shape, as explained in FILE HANDLING FUNCTIONS.

To "play" the shape which is in memory,

Press C= and P

together. The shape will begin playing from the current cursor position. By moving your cursor around the screen you can use the animation feature to quickly duplicate a design on your screen, in sequential repetition of play. During play, if the pvspace bar is pressed, the play sequence

will be stopped at that point. Starting the animation mode again, by pressing F3, will enable you to modify your animated shape and play the modified shape once again. Practice with the animation feature extensively. It is a powerful feature and can be used for many different variations. Always REMEMBER to Press F3 to end the sequence -- you must take your picture for the computer to remember the keystrokes.

FILE HANDLING FUNCTIONS

From the main menu,

Press S

This will display the following prompt on your screen:

---

screen or shape 1/2?

Press 1

to save the entire screen or

Press 2

to save the shape only. REMEMBER that an animation sequence should always be saved as a SHAPE.

After you have responded, the screen display asks:

---

save y/n?

Press N

if you decided to make changes before saving.

Press Y

for saving the file. The screen will prompt you to:

---

enter name

Respond with any name for the shape or screen. TRI GRAPH will save your file.

Press L

The screen will display:

---

screen or shape 1/2?

Press 1 or Press 2

for "screen" or "shape", respectively.

---

load y/n?

To load,

Press Y

and you will be prompted for name. Enter the name of your screen or shape and the program will load your file.

LABELING GRAPHS

It is possible with TRI GRAPH to incorporate a written text into your drawing or graph directly in Edit Mode. To do this,

Press F2

NOTE: Pressing [F2] is done by pressing [SHIFT] and [F1] together.

This will activate the Text Command Mode. First, position the cursor in the area of the screen you want the text to appear. To enter the letter "A"

Type A

The character "A" will appear on your screen directly to the bottom and the right of the cursor. Note that only numbers and upper case letters are available. Continue typing in your text to get the feel of labeling graphs.

To exit the drawing mode,

Press F2

again. You can now begin drawing again.

THE FILL COMMAND

Once you have created a shape, you can fill in the shape with a foreground color by activating the fill command. First, position the cursor in the middle of the shape, and then

Press *

Your shape will fill with the foreground color from left to right and downward. The "fill color" will not cross lines; therefore, you will have to manipulate the fill command to completely fill certain shapes. If a shape has not been completely filled, position your cursor to the middle of the open space and

Press *

again. Repeat the procedure until your shape

is filled with color.

As mentioned above, the fill color is the color of the foreground (see COLOR CONTROLS subsection), thus you can have a multicolored sketch by changing the foreground before filling different shapes. If you do not like a particular fill color, you can erase the color by entering the Erase Command (see BEGINNING TO DRAW subsection) and repeating the FILL COMMAND procedure.

USES OF TRI GRAPH

Now that you have learned the advanced functions of TRI GRAPH, continue to practice drawing and creating graphs. In addition to using TRI GRAPH to draw pictures, you can utilize TRI GRAPH to

1. Draw a floorplan of your house or office and label the floorplans with the dimensions of the rooms and the names of the rooms. This would be particularly useful if you plan to remodel. You can draw in your present floorplan and then change the drawing to suit your intentions in the remodeling.

2. Sketch shapes of furniture, and then arrange the shapes on the screen to visualize how your potential room rearrangement.

3. Draw "templates" of electrical components, and then create electrical circuits on the screen. You may create similar "templates" with any field of interest, such as landscape architecture and instument flow diagrams.

As your comfort increases, you will find hours of enjoyment and productivity from TRI GRAPH.

TRI MICRO

Pacific TriMicro
58 Plaza Square, Suite J
Orange CA 92666
(714) 771-4038

Pacific TriMicro
904 West Cypress Drive
Arlington Heights, IL 60005
(312) 394-2322

Pacific TriMicro
901 Summit Hill Dr
Knoxville TN 37915
(615) 522-4824