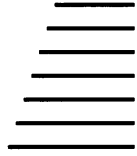


VALUEWARE

™

64 Power Pack



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

User's Manual

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INTRODUCTION

64 POWER PACK combines three popular programs for everyday use— PowerWord for word processing, PowerCalc for spreadsheets and PowerFiler, a data base program.

This manual includes a chapter for each program. As you read, you will notice that the keys you're instructed to press all appear in rounded corner boxes (like **ESC**) that resemble the keys on your keyboard. Words that you are asked to type in appear in a bold type, selected to resemble typewriter type. The left and right arrow keys to move the cursor will be shown like this: **←** and up and down arrow keys like this: **↑**.

1 POWERWORD

Loading the Main Menu

1. Turn on your computer, disk drive and monitor.
2. Insert Side 1 of the PowerPack Program Disk into your disk drive.
3. At the READY prompt, type: **LOAD“:*”,8** and press .
4. When the READY prompt reappears, type **RUN**, press and follow the screen prompt for final loading instructions.

NOTE: Before using this program, be sure to initialize at least one data disk. See your computer manual for instructions on initializing disks.

The Instruction File

To start the program, select 1 from the main menu. Complete instructions for PowerWord are available in a file on your program disk called "Instruct." After loading the program into the computer, press . Then press for LOAD in response to the "SAVE, LOAD, CATALOG, or PRINT?" prompt. Press when asked if you are sure you want to load a file. Enter the file name **INSTRUCT** and press . The file will load into the computer.

Read the file thoroughly and then, using the instructions in the file, print it out on your printer. You will then have a copy for quick reference.

The Help Screen

This program also contains a help screen which you can call up

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at any time. Just press either **CTRL H** or **⌘ H**. The help screen will appear on your monitor display. Press any key to return to entering text.

Text Editing Guides and Writing Tools

PowerWord also contains four text files which offer you a wealth of useful information. To access these files, you first need to load PowerWord into your computer following the loading instructions above.

1. Once PowerWord has been loaded into your computer and the text editing screen is displayed on your monitor, press **F3**.
2. Press **L** for LOAD in response to the "SAVE, LOAD, CATALOG, or PRINT?" prompt; press **Y** when asked if you are sure you want to load a file, and then type in one of the four file names listed below:

Spelling—Spelling Rules offers 15 basic spelling rules and examples, including "i before e," suffixes, plurals and possessives.

Punctuate—Includes more than 25 Punctuation Rules for using commas, semi-colons, colons and exclamation points in your text.

Address—Before writing a letter to your local judge, congressman or clergyman, check this file for tips on what title or form of address to use.

Letters—This file includes 7 popular letter formats for both business and personal correspondence. These formats show you the placement for each element of a letter, including the date, inside address, salutation and closing.

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Loading the Main Menu

1. Turn on your computer, disk drive and monitor.
2. Insert Side 1 of the PowerPack Program Disk into your disk drive.
3. At the READY prompt, type: **LOAD“:*”,8** and press .
4. When the word READY reappears, type **RUN**, press and follow the screen prompts for final loading instructions.

Introduction

PowerCalc is a spreadsheet program that allows you to apply a number of mathematical functions to your numerical data. To use PowerCalc, select 2 on the main menu and follow the prompt for further instructions about disk placement. Once PowerCalc has been successfully loaded, the spreadsheet window will appear on your display.

NOTE: To change your display colors, press and follow the prompts on your display to change the color of your text, the status area (the words at the top of your screen), border area or spreadsheet window. To return to the spreadsheet window, press .

A spreadsheet is an electronic worksheet made up of rows and columns. Each point where a row and column intersect is called a "cell." Each cell is labeled by a letter designating its column and a number designating its row. For example, the first cell in the spreadsheet is in column a, row 1, so it is called cell a1. (This is also known as the cell address.) PowerCalc has 64 rows and 64 columns, offering you 4,096 cells for your data.

Moving through the Spreadsheet

Use your **←** **↑** arrow keys to move through the spreadsheet. As you press an arrow key, the screen will scroll and the address of the current cursor location will appear at the top of your screen. To move to the top of the spreadsheet at any time (cell a1), press **⇧** **⇩**. To move to the top of the current display, press **⇩** only.

Entering Information

You can enter three types of information into your spreadsheet: numbers, labels (titles) and formulas.

Numbers—To enter a number, move the cursor to a cell. Type the number (it will appear at the top of your screen and in the cell) and press **↵**. A V for value (another word for number) will appear at the top of your screen. You can type in as many digits as your column width allows. If a number is larger than a cell, the number will appear at the top of the display and a row of *s will appear in the cell. Use the Width command, which is discussed in the Command Instructions section, to widen or shrink your cells.

Labels—Labels are used as titles for rows or columns. To enter a label, move the cursor to a cell. Type letters from a to z (they will appear at the top of your screen and in the cell) and press **↵**. An L will appear at the top of your screen. You can type as many characters as you wish, because as you type, the characters will spill into the next cell to the right. To enter a number as a label, press the quote key (") first.

Formulas—Formulas are mathematical sentences used to tell the computer which mathematical operations to perform. Each formula includes numbers or cell addresses of the numbers that are to be used for calculation.

For example, you may want to add the numbers in cell b1 and b2 and place the sum in cell b3. To enter the formula for this example, position the cursor in cell b3 and press **=**. This key tells the computer you are entering a formula. Enter **b1 + b2** and press **↵**. An F will appear at the top of your screen. Press the **F7** key to calculate the formula. The result will be shown in cell b3.

PowerCalc will calculate exponential (-) problems first (the up arrow key to the left of the RESTORE key), multiplication (*) and division (/) next, and addition (+) and subtraction (-) last. Use parentheses to change this order. For example, given the formula $(2 + 3) * (2 + 2)$, the computer would perform the addition inside the parentheses first. The result would be 20.

NOTE: To delete a character when entering information, position the cursor on that character and press the key. To insert a character, move to the location for the new character and press and then type the character.

Mathematical Functions

PowerCalc includes two mathematical functions, which are used to find the sum of a range, or group, of numbers, and the average value in a range. These functions must be entered with special formats. Let's take a look at each.

The Sum of a Range

To find the sum of a range of numbers, position the cursor in a blank cell. In this cell, enter the format for the Sum function. This format includes the addresses of two cells: the upper left corner cell and the lower right corner cell of the range you've selected. For example, to find the sum of the numbers in cells a1 through c10, you would enter **=SUM(a1:c10)**

Press to calculate this formula. PowerCalc would then place the result in the cell where the cursor is located.

The Average Value of a Range

To find the average value in a range of numbers, position the cursor in a blank cell. Now, enter the AVG format along with the addresses of the two cells in the block you want to work with: the upper left corner cell and the lower right corner cell. For example, to find the average of the numbers in cells a1 through c10, you would enter **=AVG(a1:c10)**

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Press **F7** to calculate this formula. PowerCalc would then place the result in the cell where the cursor is located.

The Help Screen

PowerCalc includes a help screen which contains a list of the program commands and important keys. To call up this screen at any time, press the **CTRL** and **H** keys at the same time. Press the **I** key to scroll the screen, or press any other key to return to the spreadsheet.

Command Instructions

The Escape Function—To escape from a command after selecting it, press **RUN/STOP**. You will then be able to continue entering information into the spreadsheet.

Inserting a Row or Column

To insert a new row or column in the spreadsheet, press **F1**. Be sure the cell is in the location for the new row or column. Press **R** to insert a row or **C** to insert a column.

Deleting a Row or Column

To delete a row or column, press **F2** and then press **R** to delete a row or **C** to delete a column.

Clearing a Cell

To erase the information in a cell, press **F6**, and the cell will be cleared.

Copying Cell Information

To copy cell information from one cell to others, press **F5**. Be sure that the cursor is in the cell containing the information to be copied. The current cursor location will appear at the top of your screen. Move the cursor to the upper left corner cell of the range where you want to copy this information. Press **RETURN**. If you are copying to one cell, press **RETURN** twice. Now move to the lower right corner cell of the range and press **RETURN** again. Your information will be copied.

Changing the Cell Width

To change the width of your spreadsheet columns, press **F8** and enter a width from 4 to 36 characters. Press **RETURN**, and your column width will be modified.

Disk Commands

Press **F3** to save or load a file, view the disk directory or print. You will see a sub-menu with the options Save, Load, Catalog and Print.

Save

To save a spreadsheet, place a formatted data disk in the disk drive. Press **S** and enter a name for your file. The spreadsheet that is currently in the computer will be saved onto your data disk.

Load

To load a spreadsheet from disk, press **L** and enter the name of the spreadsheet file that you want to load.

Catalog

To view a list of the files on your data disk, place the disk in your disk drive. Press **C** and the list of files will appear on your display. Press any key to return to the spreadsheet.

Print

Press **P** to print your spreadsheet. You will see three options at the top of your screen:

Configure—To set your printer to work with PowerCalc, press **C**. You will see prompts about your printer and interface. Consult your printer and interface manual for information on answering these prompts.

Normal—To print the spreadsheet that is currently in your computer, press **N**. The printer will begin printing.

Formulas—To print a list of the formulas in your spreadsheet, press **F**. The printer will print this list.

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NOTE: *Your program disk contains three sample spreadsheets, The Expense Record, The Gas Mileage Calculator and The Home Budget. Use the Load option to load these into the computer using the file names EXPENSE, GAS or BUDGET. Each contains some sample data, which you can type over, or use the key to clear those cells. See the end of this chapter for more information on these sample spreadsheets.*

Ending the Program

When you are finished working with PowerCalc, press and at the same time to exit to BASIC.

NOTE: *Be sure to save the spreadsheet that is currently in the computer before exiting the program.*

The Sample Spreadsheets

Your program disk contains three sample spreadsheets that you might find useful:

The Expense Record—Use this spreadsheet to keep track of all your taxable and non-taxable expenses. Load this spreadsheet using PowerCalc's Load option. The file name is EXPENSE. When the expense record appears on your screen, you can begin entering your data (just type over the sample data, or use to clear these cells). Modify the record any way you wish.

The Home Budget—Use this spreadsheet to record and work with your home budget. Load this spreadsheet using PowerCalc's Load option. The file name is BUDGET. When the budget spreadsheet appears on your screen, you can begin entering your data (just type over the sample data, or use to clear these cells). Modify the spreadsheet any way you wish.

The Gas Mileage Calculator—This spreadsheet helps you calculate your car's mileage and determine how much gas you will need for a particular trip. Load this spreadsheet using PowerCalc's Load option. The file name is GAS. When the mileage calculator appears on your screen, you can begin entering your data (just type over the sample data, or use to clear these cells). Modify the spreadsheet any way you wish.

3 POWERFILER

Introduction

The PowerFiler will help you to quickly and easily organize a variety of items, ranging from your Christmas card addresses to detailed club or client information, including dates and amounts.

Each of the items stored on this system are called "records." A record could be an address including name, address and city.

Your records may be from 1 to 8 lines in length, and each line can be a maximum of 30 characters long. Numerical amounts and dates may be used, and PowerFiler can retrieve records by these values.

Statistical analysis of amounts is also possible since the PowerFiler can produce the Sum, Average, and Standard Deviation and a Frequency Chart (Bell Graphs) for any statistical data entered.

PowerFiler also contains an index code which lets you set up your own classifications, and a safety feature is provided which allows you to generate extra back-up copies of your recorded information to guard against the loss of important data.

The PowerFiler can bring all types of important information to your screen at the push of a button. At the end of this Chapter is a section on suggested uses.

Before Getting Started

To determine the format of your record, ask yourself some questions:

1. What information do I need to store?
2. How many lines are needed? (30 characters maximum per line.)
3. In general, what will be on each line? (name, address, city, etc.)

After answering the questions above, you are ready to start. Once you have set the format of your records, try to stay consistent.

Loading PowerFiler

1. Turn on your computer, disk drive and monitor.
2. Insert Side 1 of your PowerPack Program Disk into your disk drive.
3. At the **READY** prompt, type: **LOAD":*"',8** and press .
4. When the word **READY** reappears, type **RUN**, press and follow the screen prompts for final loading instructions.
5. To use PowerFiler, select **3** on the main menu and follow the prompt for further instructions about which disk and side to insert into your disk drive.
6. When loading is completed, take the Power Pack program disk out of your disk drive and place your own 5¼-inch floppy disk in the disk drive.

NOTE: *This entire disk will be used to store your data. Nothing else can be stored on it.*

7. Press (to continue) when your data disk is in the disk drive.
8. The first time you run PowerFiler, you'll want to initialize a new data disk, so press (for yes) in response to "INITIALIZE THE SYSTEM?(Y/N)." Next time, to use an already initialized data disk, press .
9. If you are making a new data disk, press in response to the next warning.
10. Now select the type of display you prefer. Press for white letters on a black display or for black letters on a white display.

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11. Type in the number of lines you want to use per record.
You can use up to 8 lines with 30 characters per line.

Sit back. It will take awhile for PowerFiler to set up your disk to store and retrieve your information.

Making Changes to Your Format

The PowerFiler program allows you to make changes in your record format before the data file is actually created. If you go beyond the record limits, the computer will not create the data disk until the format is within the record limits.

The screen prompt will read "CHANGES?(Y/N)." If you wish to make changes, type **Y**, press , and proceed with the following instructions. If you have no changes, type **N** and press .

Adding a Field to Your Format

A new field may be added as long as your format contains less than 20 fields and there is still some space remaining for the new field's length. When you see the prompt "ADD/DELETE/MODIFY(A/D/M)," type **A** and press . Then type in the total number of fields you want your records to contain and press . PowerFiler will add the open fields that you requested. You will be instructed to title, classify and specify the length of each open field.

Deleting a Field from Your Format

You may delete any field you wish. When a field is deleted, each field below the deleted field will move up to fill the vacancy created. When you see the prompt "ADD/DELETE/MODIFY(A/D/M)" press and press . Then enter the field number you wish to delete and press .

The field you chose will be deleted and the screen prompt will now read CHANGES?(Y/N). To make more changes, type and press . Otherwise, type and press .

Modifying an Existing Field

All fields may be modified as long as the changes meet the data file requirements. Field names, classifications and lengths may be changed while in the field modification mode.

NOTE: When field classifications are changed to dates, the lengths will be set at 8 bytes automatically. When field classifications are changed to numbers, the lengths will be changed to 9 bytes or less, depending on the number of bytes remaining.

1. The screen prompt should read "ADD/DELETE/MODIFY?(A/D/M)." To modify a field, type and press .
2. Enter the number of the field you wish to modify and press .
3. The screen prompt will read "TITLE, CLASS OR LENGTH?(T/C/L)."
 - To change the field title, press . Enter the new field title and press .
 - To change the field classification, press . If you want the field to hold a character string (text), type again and press . If you want the chosen field to hold a date, enter and press . If you want the field to hold a number, enter and press .
 - To change the field length, press . Enter the new length and press .
4. At the "CHANGES?(Y/N)" prompt, type **Y** and press to make more changes. If you are satisfied with your record format, type **N** and press .
5. If you typed **Y** in step 4, the screen prompt will again be "ADD/DELETE/MODIFY?(A/D/M)." You can now add, delete or modify another field.

Getting Started

Type **1** for Menu Item 1, VIEW/MODIFY INFORMATION. Press . You will see a list of general information.

1. To fill in the blanks, press at the prompt "CHANGES?(Y/N)." Type **1** in response to "WHICH ITEM?." Now enter the type of data you will be storing, addresses, recipes, etc. (30 characters maximum). Then press .
2. Press again, then type **2** in response to "WHICH ITEM?." Enter a list of any Pointers you will be using, for example, D>, A>, P>. Press . (More information on Pointers in a moment.)
3. Press , then type **3** in response to WHICH ITEM? You can then enter today's date.

Now press in response to "CHANGES?(Y/N)," then press to return to the menu.

Entering Items

Use Menu Item 2 to "ENTER NEW ITEMS." You will see the item number of the record you will be entering. PowerFiler automatically starts this section with the next item to enter, so, if you previously entered 20 items, Item 21 will be first when entering this section. If you make any errors, you will be given a chance to correct them.

As you enter your data, each line of each record must have at least one character on it. If you have no information to enter on a line, type **N** (for none) on that line.

NOTE: If you are ever in input (<) mode, entering a record or search code, and you would like to "escape" back to the menu, press the key. There must not be any characters on the Input Line in order to use this feature. If needed, you may delete all the characters you have typed in and press the key.

1. At the bottom of your screen you will see "INPUT LINE 1?" Enter Line 1 of your record. Then press .
2. Next, you will see "INPUT LINE 2?" (if you are using more than one line). Enter Line 2, then press . Continue entering lines as requested.
3. When you see "CHANGES?(Y/N)," you have entered a complete record. Look it over and if there are any errors, press . Enter the line number to be changed, then type any corrections. If everything is correct, press . The next item number will appear.

NOTE: The table below shows the maximum number of items that can be stored on a good quality 5¼-inch floppy disk.

LINES PER RECORD	MAXIMUM RECORDS PER SYSTEM LOAD
1	5205
2	2600
3	1735
4	1300
5	1040
8	867
7	743
8	650

4. When you want to return to the menu, press at the prompt INPUT LINE 1?

A Word on the Use of Pointers

What is a Pointer? In this program, Pointers will be used to tell the computer that the value that follows is a certain date or amount. You define the Pointers used in PowerFiler, allowing maximum flexibility.

A Pointer consists of a letter or group of letters followed by a greater than sign (>). This is followed by a value or date.

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NOTE: *All values must be followed by a space but cannot have a space or dollar sign between the > and the value.*

For example, let's say you want to include birthdays in your address list. Lines 1 through 3 are the name, address and city. Line 4 could be for other information. (If you only use three lines for information, dates and amounts could be squeezed in with other data on the three lines.) To put a birthday of November 30, 1996, in Line 4, type **B>11/30/96**. B> is the birthday Pointer.

January 3, 1992, would be **B>01/03/92**, not 1/3/92. You must use 0 to fill all character locations. If this is not done, you will get an error when retrieval is attempted. If the year is not important, you may use 00, **B>11/30/00**. Any other letter or group of letters could be used—**A>**; **BIRTH>**; etc. You may use as many Pointers as you wish. Searching will be quicker if your Pointers are close to the beginning of the line.

Let's say that in Line 4 of your address list you also want to record: Anniversary date (**A>**), Years you have known the person (**Y>**) and amount of Money spent for their last birthday (**M>**).

We can get this all on Line 4. The line would look like this:
A>03/15/91 Y>5 M>15.25.

NOTE: *Only 30 characters are allowed per line. Your date or amount should immediately follow the >. Make sure there is no dollar sign in the field for money. Using the > in a record without following it with a number or date will result in an error during retrieval.*

If you wanted to view a list of all your friends you have known more than five years, you could use the **Y>** Pointer from the previous example.

NOTE: *To search by amounts or dates, you must use a Pointer in your record, and the item searched for must always appear in the same sequential line.*

A Word on the Use of Index Codes

You can use Index Codes to quickly recall records dealing with a specific subject. Index Codes can be anywhere in your record, but must always appear in the same sequential line. It is best to place them as close to the front of the line as possible. An Index Code may be a number or letter and should be enclosed by parentheses: (1), (A), (REL), etc.

In an address list, Line 1 might include an Index Code to identify relatives, close friends, work friends, neighbors, etc. An index system like the one below could be used:

(R) RELATIVES
(CF) CLOSE FRIENDS
(F) FRIENDS
(WF) WORK FRIENDS
(N) NEIGHBORS

When you want to retrieve all your RELATIVES' addresses, for example, use (R) as your Search Item.

NOTE: *To speed the computer search, Index Codes (and Pointers) should be the first item in a line.*

View/Modify Items

Menu Items 3, 4, 5 and 6 are used to search through your records and retrieve the ones you want. Enter a search key, which may be an item number, name, date range or amount range, and records will be listed for you one screen at a time. You may also cross-search (X-SEARCH) records previously retrieved. More on X-SEARCH later.

After a search is completed, you can view the selected records

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by pressing **(Y)** at the "LIST?(Y/N)" prompt. After each list of items, you will see "CHANGES?(Y/N)." Press **(Y)** to make changes to a record. You will be requested to enter the record number, then line number. Enter the new line the way it should appear.

If you choose **(N)** at the "CHANGES?(Y/N)" prompt, you will see either "PRESS -M- FOR MENU" or "PRESS -C- TO CONTINUE." If the continue prompt appears, this means your search has retrieved more records than can be displayed on a single screen. Pressing **(C)** will list the next page of records. Pressing **(M)** will return you to the menu.

When you choose VIEW/MODIFY BY ITEM NUMBER, enter the item number you would like to view/modify. It will be listed followed by a number of subsequent items. To make changes, press **(Y)** in response to "CHANGES?(Y/N)." Enter the record number, then line number. Then, enter the replacement line as explained above.

Next, you will see "NEXT PAGE OR MENU?" Press **(P)** to view the next page or **(M)** to return to the menu.

View/Modify by Item Element

Use Menu Item 4 to VIEW/MODIFY BY ITEM ELEMENT. When you are requested to enter an item or name, you may enter up to 30 characters. Next, enter the line number where this may be found. This option can be used to search by full words or word fragments (numbers also). If you would like to retrieve all your addresses in Chicago, enter **CHICAGO** or any word fragment such as CHI. Longer search words assure faster searches.

NOTE: *To search by index code, use parentheses around your Index Code as the search word. When the computer is searching through your records, the number of the record currently being searched is displayed at the bottom of your screen.*

View/Modify by Date Range

Use Menu Item 5 to VIEW/MODIFY BY DATE RANGE. Enter

the Date Pointer, then press . A typical Date Pointer could be **D>**. For more information, see the section on Pointers.

Next, enter the line number in which you have placed the date.

Next, enter the date range, earliest date first, then later date. Always use a MM/DD/YY format, so January 4, 1991, would be 01/04/91. Zeros must be included to assure proper placement.

NOTE: *Although you must always use a MM/DD/YY format, you may use dates without one of these values by simply replacing it by two zeros. Birthdays and anniversaries may be recorded as 11/30/00 or 03/15/00. When doing a search, use 00 for the YY entry. An error will result if any of your dates have been entered with an incorrect format.*

View/Modify by Amount Range

Use Menu Item 6 to VIEW/MODIFY BY AMOUNT RANGE. At the prompt, type the Amount Pointer, then press . A typical Amount Pointer could be **A>**.

Follow the prompts to enter the line number and amount range, lower amount first, then the higher amount.

X-Search

When you return to the menu after doing a search by ITEM ELEMENT, DATE RANGE or AMOUNT RANGE, you will see "X-SEARCH?(Y/N)."

X-SEARCH is a very helpful tool in searching for records. It allows you to search again through records you have just retrieved from your entire list.

For example, let's say you have 80 addresses in your list. To pick out all the people you know in Chicago, use Menu Item 4, VIEW/MODIFY BY ITEM ELEMENT. Type **Chicago** for the ITEM NAME, then the line number the city should be in.

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NOTE: *Make sure you type the word or element you're searching for exactly as it was entered. In other words, if you searched for **CHICAGO** and originally entered it as **Chicago**, no match would be found.*

You will see the number of matches found listed at the bottom. After the LIST prompt, press **Y** in response to "X-SEARCH?(Y/N)."

Now to view your close friends (those assigned an index of CF) who live in Chicago, select Menu Item 4 again. Use your Index Code for close friend as the item name (type in **CF**), then press . Enter the line number your Index Code is in. Now, your list of Chicago addresses will be searched for your close Chicago friends. Press in response to "LIST?(Y/N)" to view the list.

You may X-SEARCH a list as many times as you want, narrowing your list to be viewed down to the exact records you want. You may use any combination of Menu Items 4, 5 and 6.

NOTE: *Due to the constraints of the Commodore system, a maximum of 1000 records may be X-SEARCHED at any one time. Try to narrowly define your searches so as not to result in retrieving over 1,000 records.*

Data Analysis

The PowerFiler is capable of analyzing numerical amounts in your records. By using Menu Item 7, you may obtain the Sum, Average, Standard Deviation and a Frequency Chart.

Here's what you can do with this type of analysis:

Sum—Gives you the sum of all your desired amounts.

Average—Gives you the statistical average of the selected group. Average = Sum / Number of Values.

Standard Deviation—Gives you an indication of how consistent your data is. The value you will see displayed for STD DEVIATION is a measure of the variation of your values from the Average amount. A large Standard Deviation (larger than the Average) tells you that your values are widely dispersed. A small Standard Deviation (25-50% of the Average) tells you that your values are mostly in the range of your Average amount.

For example, concerning the distance your friends live from your home, if your Average is 15 miles and the Standard Deviation is 20 miles, your friends probably range from across the street to 35 miles away. On the other hand, if your Average is 15 miles and the Standard Deviation is 5 miles, your friends are mostly 15 miles away.

Frequency Chart—Gives you a graphic representation of your data amounts. On the horizontal axis of the Frequency Chart you will see the range of your values from lowest to highest. The range is split into 32 increments, and the number of data amounts that falls within these ranges are tallied and displayed. The vertical axis shows this tally.

A Frequency Chart tells you:

1. The most frequently occurring range of values will be the tallest bar.
2. The largest and smallest values in your Data Set are displayed.
3. The dispersion (variance) of your Data Amounts is displayed.

NOTE: *If your values have more than five digits, you may have problems obtaining Frequency Charts.*

Use Menu Item 7 to ANALYZE DATA AMOUNTS.

1. In response to "ALL AMOUNTS OR LAST SORT?(A/L)," you must select which group of amounts to analyze.
 - All Amounts—All the records in your Data Set.

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- Last Sort—Only the records found in the last search you made using Menu Items 4, 5 or 6.
2. Next, type in your Amount Pointer (A>, Sales>, etc.). Then press .
 3. Type in the line number in which the Data Amount appears. Then press .
 4. Now type in what type of amounts these are, sales figures, distances, etc. (19 characters maximum). This is simply a title and does not affect the result.

NOTE: *Use all lower case letters for the type of amounts.*

5. Next, follow the prompts for the next three questions pertaining to your analysis needs. While the analysis is being prepared, you will see the Record Number of the current record displayed at the bottom of the screen.

NOTE: *A Two Pass Analysis is used to assure accuracy and conserve computer memory.*

You will see the values you requested displayed, along with other useful information.

Press to continue, or press to return to the menu.

If you selected for Frequency Chart, you will see this generated. Press to return to the menu.

Printing

If you would like a printed copy of your records, select Menu Item 8 to send records to the printer.

NOTE: *Be sure your printer is connected or an error message will appear. Do not connect your printer after you have turned on your computer!*

Select which group of amounts to print:

All Amounts—Print all the records in your data set.

Last Sort—Print only the records found in the last search you made using Menu Items 4, 5 or 6.

NOTE: *If you would like to stop printing at any time, press and hold the key until the printing stops.*

Making a Back-up Data Disk

Use Menu Item 9, END RUN when you're ready to leave PowerFiler. Press in response to "MAKE BACK-UP DISK?(Y/N)." Then follow the directions on the screen closely to make your back-up disk.

NOTE: *Always exit the PowerFiler using Menu Item 9, or you may lose your data.*

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Suggested Uses

Possible uses of the PowerFiler are endless. Below are a few suggestions:

ADDRESS LIST 3 Lines
Line 1 - Name
2 - Address
3 - City, State, etc.

RECIPES 8 Lines
Lines 1-8 Recipe

You may also use more than one record to store your information. A 16-line recipe could be stored on two consecutive 8-line records.

CLIENT, CLUB,
VENDOR LIST 4 Lines
Line 1 - Name
2 - Address
3&4 - Other information, special interests, sales, etc.

SOFTWARE 3 Lines
CATALOG, Line 1 - Program Name
BOOK LIST, ETC. 2&3 - Description

EXPENSE 2 Lines
RECORD Line 1 - Index, date, amount
OR Line 2 - Comments
LEDGER SYSTEM

Interfacing PowerPack

A powerful feature of PowerPack is its ability to interface PowerFiler with PowerWord and PowerCalc.

To load the PowerFiler interface program, follow these steps:

1. Turn on your computer, monitor, disk drive and printer. Insert Side 2 of the PowerPack program disk into your disk drive.

2. At the READY prompt, type **LOAD"interface",8** and press

RETURN

3. When the **READY** prompt reappears, type **RUN** and press .
4. To continue, follow the appropriate screen prompts when using any one of the eight PowerFiler interface options.

You can also interface PowerCalc into PowerWord. While using PowerWord:

1. Insert your PowerCalc data disk into your disk drive.
2. Press to call up the PowerWord disk options.
3. Press to load a file.
4. Type the name of the PowerCalc file you wish to use and press .

You can now use PowerWord's text editing keys to make any changes you wish.

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