

FILE CABINET
by
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Yes, we know your New Year's resolution. It was the same as ours. This was going to be the year that you finally got ORGANIZED. The year that you got your ducks all in a row. The year that your rolodex stopped being a collection of initials and phone numbers scribbled on Juicy Fruit wrappers.

Look around. It's almost summer. Have your goals brought order to chaos? Or have they slunk off to where old diets go to die?

Well, there are no more excuses-- LOADSTAR brings you FILE CABINET, the perfect database to organize every thing from your stamp collection to your favorite addresses.

FIRST THINGS FIRST....

FILE CABINET can be used to store an unlimited number of files on different disks, but before you start creating new files, you must have an initialized disk-- which you will learn how to make when we discuss the COMMAND ENTRY option of the MAIN MENU.

Some other points.... Shibley has included two sample files, PHONE and ALBUMS, for you to practice using FILE CABINET. Also, remember to press RETURN when you wish to enter file and field names.

*** MAIN MENU OPTIONS ***

NEW FILE

Choosing the NEW FILE option allows you to set up the parameters of the new file. The program first asks you to enter the filename, which may be up to sixteen characters long. Then you are asked to enter the number of fields-- variables like names, zip codes, and addresses that you want to keep track of. You may have up to eight separate fields.

The program then prompts you to enter the field names, which may be up to eight characters long. If you do not enter a field name, the program will assign you one.

Here is an example of what you would enter if you were keeping track of phone numbers:

Filename: PHONE
Of Fields: 4
Field 1: NAME
Field 2: STREET
Field 3: CITY/ZIP
Field 4: PHONE#

Pressing RETURN after each entry moves the cursor to the next field. Once you have established the fields, you then set up your initial records. After you have completed entering

records, pressing RETURN for each field in a record will take you to the FILE MENU, whose options will be discussed later.

NOTE: You may have a maximum of thirty files on one disk.

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All of your files need not take the same format as PHONE; you may also set up VARIABLE FILES. Variable files have only one field, but can have up to ten entries per field.

ALBUMS is an example of a variable file. The author wanted to start a file of record albums to be listed by group. He named the field ALBUMS, then chose "1" as the number of fields. VARIABLE FILES MUST HAVE ONLY ONE FIELD.

The author named the field *ARTIST; the "*" in front of the field name tells the program that this is a variable file. Then the author entered his artists' names, then their albums.

You may set up your own variable files in the same manner. If you have less than ten entries for a particular record, merely press RETURN on a blank line to move on to the next record.

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EXISTING FILE

Once you have created a file, this option allows you to manipulate the data within it. When you choose this option, you are first prompted to enter the complete filename. After you have entered the filename, you will see the FILE MENU screen.

DISPLAY DISK

This options lists all of the filenames of the disk currently in your drive.

COMMAND ENTRY

The COMMAND ENTRY option of the MAIN MENU has a number of options that allow you to manipulate your data files-- initialize disk, copy files, etc. These options will be discussed in detail later on.

*** FILE MENU OPTIONS ***

DISPLAY

The DISPLAY option allows you to index any record in the file you are working with. For example, if you wanted to view a record in the PHONE file, you would enter it's filename when prompted. The program would then display the file's fields. An entry in any of the fields will display the record you are looking for.

For example, if you entered PHONE, fields like NAME and STREET would be displayed. Then, entering JOHNSON in the name field would access the record for Bill Johnson.

If you do not know the entry for that record's NAME, pressing RETURN will move the cursor to the NUMBER field, allowing you to access the record with the phone number. You do not have to enter the full name to access a record; the program will display the first match it finds.

You may also "scroll" through the records by entering single letters until you get a match. Once you get a match, pressing RETURN repeatedly will display the records. To exit the records, press N for NEXT. This will send you to a blank record screen. Entering nothing in each field (pressing RETURN repeatedly) will return you to the FILE MENU.

ADD RECORDS

This option allows you to add a new record to a file, entering it as you did the records in the NEW FILE option. At the upper right hand corner of the screen is total number of records in that file. The number may not exceed 200. Pressing RETURN for each field of a record, again, will return you to the FILE MENU.

EDIT RECORDS

This option allows you to make changes to existing records after you have accessed them. Once the record you want to alter is displayed, you may use the DELETE key to move the cursor to the left hand margin and then type in the new entry. Once you have made the changes, you may return to the FILE MENU as you have in other options.

DELETE A RECORD

This option will eliminate an entire record from the file you are working on. After you have accessed the record, you will be asked if this is indeed the record you want to erase. Respond with either (Y)es or (N)o. If you answer "no", the program will continue to search for another match and restate the question if one is found.

PRINT

To use this option, you must have a printer attached and ready to run. The program will print the entire file in the order in which it was entered (unless you have performed a sort by using an option from the COMMAND ENTRY option.) You may also alter the format of the printout by using the SET PRINT command that will be discussed later.

EXIT FILE

This option exits to the MAIN MENU. Pressing RUN/STOP will also exit. If you have altered the file, you will be asked if you wish to save those changes; respond with (Y)es or (N)o.

*** THE COMMAND MODE ***

The COMMAND ENTRY option of the MAIN MENU allows you to manipulate your data files with direct entries. When you choose this option, you will first see a brief list and explanation of all the commands at your disposal. After you have completed the list (or have pressed RUN/STOP), you will go to a screen where you enter commands. Commands (and their abbreviations) are:

HELP-- H

Entering "HELP" will give you another look at the list of commands. It may be abbreviated "H".

INITIALIZE NEW-- I NEW

Any data disk that you use must be formatted before it can be used. Use this command only when you have a blank, unformatted, disk in your drive. If you initialize a disk with work stored on it, all of those files will be erased.

INITIALIZE OLD-- I

This command is similar to the last one, but it does not format the disk, allowing other files to remain on the disk. However, if you use this command on a disk with FILE CABINET files on it, those files will be erased.

DISPLAY-- D

This command lists on your monitor all of the files that are on the disk currently in your drive.

LIST-- L

This command sends a list of files and their fields to your printer.

KILL FILENAME-- K

This command erases an entire file from a disk. Type "KILL" or "K" and then press RETURN.

COPY FILENAME-- C

This command copies a file from one disk to another. To use this command, have the disk with the file you want copied in the drive. Then type in the command and the filename and

press RETURN. You will be prompted when you need to insert the new disk. The new disk must be initialized.

SORT FILENAME-- S

FILE CABINET F.CMD
PTR.FMT DIR

This command arranges files in alpha-numeric order. To use the command, enter the command or its abbreviation and the file you want sorted. If the file has more than one field, those fields will be displayed, and you will be prompted to enter the field that you want the file sorted by. The program will then re-save the sorted file back on the disk.

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SET PRINT-- SET

The normal PRINT format places a comma between each of the entries and omits field headings. The SET PRINT command allows you to alter this format. If you enter this command, you will see a screen displaying the current format. By pressing "1" and "2", you may activate and deactivate the heading and commas. When you have the format you want, pressing "3" will permanently save that format on that disk.

MAIN MENU-- M

This command will return you to the MAIN MENU. You must have the program disk in your drive. Other ways to exit the COMMAND ENTRY option are to type in "Q", "QUIT", or "END" and press RETURN, or press the RUN/STOP key.

*** ERROR MESSAGES ***

VARIABLE ERROR-- You designated a new file a variable file and chose more than one field. Only one field is allowed.

DISK FULL ERROR-- You tried to create a new file, but the disk you are using already contains 30 files.
FILE FULL ERROR-- The file that you are working on already has 200 records.

FILE EMPTY ERROR-- You are not able to delete the last record of a file.

FILE DUP. ERROR-- The file that you tried to access is not on this disk.

INVALID COMMAND-- A space is missing between the command and filename or you have used an improper command.

MISSING FILENAME-- The command you are using requires a filename after it.

DRIVE NOT READY-- Your disk drive door is open or there is no formatted disk in your drive.

UNFORMATTED DISK-- You are trying to save information on a disk that you have not initialized under FILE CABINET.

FILES REQUIRED: