

SOFTAPE

LOADING THE PROGRAM

THE ELECTRONIC INDEX-CARD FILE PROGRAM IS SUPPLIED ON A CASSETTE TAPE. SINCE THE PROGRAM IS WRITTEN ENTIRELY IN APPLE'S INTEGER BASIC, IT IS VERY EASY TO LOAD ONTO YOUR DISK.

FIRST, BRING UP THE APPLE DOS (DISK OPERATING SYSTEM) IN THE USUAL MANNER (E.G., HIT RESET, TYPE THE DISK CONTROLLER SLOT NUMBER, THEN A CONTROL-P, AND THEN HIT RETURN. IF YOU ARE IN BASIC THEN TYPE A PR# AND THE DISK CONTROLLER SLOT NUMBER). NEXT, PLACE THE CASSETTE TAPE IN YOUR TAPE RECORDER AND TYPE LOAD (FOLLOWED BY A RETURN, OF COURSE). AFTER THE PROGRAM LOADS IN, SIMPLY SAVE IT ON YOUR DISK (E.G., SAVE ELECTRONIC INDEX-CARD FILE). THE PROGRAM IS NOW READY TO USE.

RUNNING THE PROGRAM

NOW THAT THE PROGRAM HAS BEEN CONVENIENTLY STORED ON YOUR DISK, IT CAN BE RUN BY SIMPLY GIVING THE DOS RUN COMMAND (E.G., RUN ELECTRONIC INDEX-CARD FILE).

THE FIRST THING THE PROGRAM WILL DO IS IDENTIFY ITSELF AND ASK:

NAME OF DATA FILE:

SIMPLY TYPE IN THE NAME YOU WISH TO USE TO IDENTIFY YOUR CARD FILE. SINCE YOU MAY HAVE SEVERAL DIFFERENT DATA FILES ON ONE DISK, THIS TELLS THE COMPUTER WHICH SET OF "INDEX-CARDS" YOU WANT TO WORK ON.

AFTER THE DATA FILE IS SPECIFIED, THE COMPUTER WILL DISPLAY THE SUMMARY OF REQUESTS OR "MENU" AND ASK YOU FOR YOUR SELECTION. THERE ARE SIX REQUESTS THAT YOU CAN MAKE. THEY ARE:

- <INIT> - INITIALIZES THE DATA FILE. THIS MUST BE DONE EACH TIME A NEW DATA FILE IS CREATED. THIS COMMAND ERASES ALL INDEX-CARDS IN THE FILE.
- INSERT - ALLOWS YOU TO INSERT A NEW INDEX-CARD INTO THE DATA FILE.
- DELETE - REMOVES AN INDEX-CARD FROM THE FILE.
- LIST - ALLOWS YOU TO LOOK UP A SPECIFIED INDEX-CARD (OR CARDS) AND DISPLAY ITS CONTENTS.
- MODIFY - LETS YOU CHANGE THE CONTENTS OF AN INDEX-CARD (EXCEPT FOR THE HEADER).
- EXIT - TERMINATES EXECUTION OF THE PROGRAM.

SINCE THIS IS THE FIRST TIME THAT YOUR DATA FILE IS BEING REFERENCED, YOU MUST GIVE THE <INIT> COMMAND.

INITIALIZING THE DATA FILE

AFTER YOU TYPE: <INIT>, THE COMPUTER WILL ENTER ITS INITIALIZATION MODE AND ASK YOU:

LINES PER INDEX-CARD (1-12): ?

EACH INDEX-CARD CAN BE FROM ONE TO TWELVE LINES LONG. HOWEVER, ONCE YOU HAVE SPECIFIED THE NUMBER OF LINES YOU WISH, ALL OF THE CARDS IN THE FILE WILL BE THAT SIZE.

THE FIRST LINE OF EACH INDEX-CARD IS CALLED THE "HEADER". THE CARDS WILL BE PLACED IN THE FILE ALPHABETICALLY ON THE BASIS OF THE INFORMATION CONTAINED IN THE HEADER. THUS, IF YOU ARE CREATING A FILE OF TELEPHONE NUMBERS, YOU MIGHT WANT TO USE THE NAME OF THE PERSON AS THE HEADER AND HIS ADDRESS AND PHONE NUMBER WOULD BE PLACED ON LINES 2, 3 AND 4.

AFTER YOU SPECIFY THE SIZE YOU WANT YOUR INDEX-CARDS TO BE, THE COMPUTER WILL RETURN TO THE MENU AND ASK FOR YOUR NEXT COMMAND.

INSERTING AN INDEX-CARD

TO INSERT A CARD INTO THE DATA FILE, SIMPLY TYPE: INSERT AS YOUR REQUEST FROM THE MENU. THE COMPUTER WILL CLEAR THE SCREEN AND PRINT:

INSERT A n-LINE INDEX CARD

(TYPE CONTROL-T TO TERMINATE)

AT THE TOP OF THE SCREEN. (NOTE: n IS THE NUMBER YOU SPECIFIED FOR THE LENGTH OF EACH CARD). IT WILL ALSO ASK YOU TO SPECIFY THE HEADER FOR THE CARD WHICH CAN BE UP TO 40 CHARACTERS IN LENGTH.

AFTER THE HEADER IS SPECIFIED, THE COMPUTER WILL ERASE THE WORD HEADER AND MOVE THE HEADER INFORMATION TO THE TOP OF THE CARD. IT WILL THEN DRAW THE BOTTOM OF THE INDEX-CARD AND POSITION THE CURSOR TO THE BEGINNING OF LINE 2. THE PROGRAM WILL NOT LET YOU INSERT A HEADER WHICH ALREADY EXISTS IN THE FILE.

AFTER ALL n-LINES OF THE CARD HAVE BEEN FILLED IN, THE INDEX-CARD WILL DISAPPEAR FROM THE SCREEN AND THE COMPUTER WILL ASK YOU FOR THE NEXT CARD'S HEADER.

IF YOU WISH TO INSERT LESS THAN n-LINES OF INFORMATION ON AN INDEX-CARD, YOU MAY SIMPLY HIT THE RETURN KEY AT THE BEGINNING OF A LINE (OTHER THAN THE HEADER) AND THE COMPUTER WILL AUTOMATICALLY FILL IN THE REMAINDER OF THE CARD WITH BLANKS.

AFTER YOU HAVE INSERTED ALL OF THE INDEX-CARDS YOU WANT, SIMPLY TYPE A CONTROL-T (FOLLOWED BY A RETURN), AND YOU WILL RETURN TO THE MENU.

DELETING AN INDEX CARD

TO REMOVE AN INDEX-CARD FROM THE DATA FILE, SIMPLY TYPE: DELETE AS YOUR REQUEST FROM THE MENU. THE COMPUTER WILL THEN CLEAR THE SCREEN AND PRINT:

DELETE AN INDEX-CARD

(TYPE CONTROL-T TO TERMINATE)

AT THE TOP OF THE SCREEN. IT WILL ALSO ASK YOU TO SPECIFY THE HEADER OF THE CARD YOU WISH TO DELETE. YOU MUST ENTER THE HEADER EXACTLY THE SAME WAY IT WAS INSERTED OR THE PROGRAM WILL PRINT THE MESSAGE "THAT INDEX-CARD DOES NOT EXIST!".

AFTER THE CARD IS DELETED, THE COMPUTER WILL COME BACK AND ASK FOR THE HEADER OF THE NEXT CARD TO BE DELETED. TYPING A CONTROL-T AS THE HEADER WILL AGAIN RETURN YOU TO THE MENU.

DISPLAYING THE CONTENTS OF AN INDEX-CARD

NOW THAT YOU HAVE FILED AWAY ALL OF YOUR INDEX-CARDS CONTAINING THEIR PRICELESS GEMS OF INFORMATION, YOU ARE PROBABLY WONDERING HOW YOU CAN RETRIEVE THE STUFF. WELL, YOU SIMPLY TYPE: LIST AS YOUR REQUEST FROM THE MENU. THE COMPUTER WILL THEN CLEAR THE SCREEN AND PRINT:

LIST THE INDEX-CARDS

(TYPE CONTROL-T TO TERMINATE)

AT THE TOP OF THE SCREEN. IT WILL ALSO ASK YOU TO SPECIFY THE HEADER OF THE INDEX-CARD TO BE DISPLAYED. YOU CAN SPECIFY AS MUCH OR AS LITTLE OF THE HEADER AS YOU WANT. THE COMPUTER WILL SEARCH THE CARD FILE AND DISPLAY THOSE INDEX-CARDS WHOSE HEADERS MATCH (BEGIN WITH) THE SPECIFIED HEADER. FOR EXAMPLE, IF YOUR CARD FILE CONTAINS CARDS WITH THE HEADERS: JOHN, JOE, BOB, JUDY AND BILL, THEN SPECIFYING: JOE AS THE REQUESTED HEADER WOULD LIST THE SINGLE INDEX-CARD LABELED: JOE. SPECIFYING: JO FOR THE HEADER WOULD LIST THE CARDS LABELED: JOE AND JOHN. SPECIFYING: B WOULD LIST BILL AND BOB (I.E., ALL CARDS STARTING WITH THE LETTER B). SPECIFYING "NOTHING" (I.E., SIMPLY HITTING RETURN) WILL LIST EVERY CARD IN THE FILE. YOU SHOULD NOT ATTEMPT TO STOP THE PROGRAM WHILE IT IS LISTING. TO RETURN TO THE MENU, TYPE A CONTROL-T.

MODIFYING THE CONTENTS OF AN INDEX-CARD

SUPPOSE YOU HAVE A TELEPHONE FILE LISTING THE NUMBERS OF ALL OF YOUR FRIENDS. THEN ONE DAY, ONE OF THEM DECIDES TO MOVE AND GETS A NEW PHONE NUMBER. WHAT DO YOU DO (BESIDES GIVING HIM A HOUSEWARMING PARTY)? YOU CAN USE THE MODIFY COMMAND TO CHANGE HIS INDEX-CARD IN YOUR FILE.

TO MODIFY THE CONTENTS OF A CARD IN YOUR FILE, SIMPLY TYPE: MODIFY AS YOUR REQUEST FROM THE MENU. THE COMPUTER WILL THEN CLEAR THE SCREEN AND PRINT:

*****MODIFY AN INDEX-CARD*****

(TYPE CONTROL-T TO TERMINATE)

AT THE TOP OF THE SCREEN. IT WILL ALSO ASK YOU TO SPECIFY THE **HEADER** OF THE INDEX-CARD TO BE MODIFIED. YOU **MUST** ENTER THE **HEADER** EXACTLY THE SAME WAY IT WAS INSERTED OR THE PROGRAM WILL PRINT THE MESSAGE "THAT INDEX-CARD DOES NOT EXIST!"

AFTER THE **HEADER** IS SPECIFIED, THE COMPUTER WILL SEARCH FOR A CARD WITH THAT EXACT **HEADER**. IF SUCH A CARD EXISTS IN THE FILE, THE COMPUTER WILL CLEAR THE SCREEN AND MOVE THE **HEADER** INFORMATION TO THE TOP OF THE CARD. IT WILL THEN DRAW THE BOTTOM OF THE INDEX-CARD, DISPLAY THE CONTENTS OF LINE 2 AND POSITION THE CURSOR OVER THE FIRST CHARACTER OF THAT LINE. YOU NOW HAVE THE APPLE'S SCREEN-EDITING FEATURE AT YOUR DISPOSAL IF YOU WISH TO **MODIFY** THAT LINE. IF THE LINE IS OK AS IT STANDS, SIMPLY HIT **RETURN** TO GO ON TO THE NEXT LINE.

TO CHANGE THE INFORMATION ON A LINE, SIMPLY TYPE IN THE NEW INFORMATION (UP TO 40 CHARACTERS PER LINE) AND HIT **RETURN**. YOU MAY COPY OVER A LINE BY USING THE RIGHT AND LEFT ARROWS. DO NOT TYPE OVER 40 CHARACTERS PER LINE BEFORE ISSUING A CARRIAGE RETURN. YOU MAY NOT EDIT A LINE AFTER HITTING A **RETURN**.

AFTER ALL LINES OF THE INDEX-CARD HAVE BEEN THUS PROCESSED, THE COMPUTER WILL REMOVE THE CARD FROM THE SCREEN AND ASK YOU FOR THE **HEADER** OF THE NEXT CARD TO BE MODIFIED. TYPING A CONTROL-T AS THE **HEADER** WILL AGAIN RETURN YOU TO THE **MENU?** (NOTE: YOU ARE NOT ALLOWED TO MODIFY THE **HEADER** OF AN INDEX-CARD. DOING SO WOULD PUT THE CARD "OUT OF PLACE" ALPHABETICALLY. IF YOU DO NEED TO MODIFY A **HEADER**, YOU WILL HAVE TO **DELETE** THE CARD AND **INSERT** A NEW ONE WITH THE NEW **HEADER** INFORMATION AND CONTENTS).

WHEN YOU ARE ALL FINISHED USING THE PROGRAM, SIMPLY TYPE: **EXIT** AS YOUR REQUEST FROM THE **MENU**. THIS WILL CLOSE YOUR CARD FILE AND RETURN YOU TO **BASIC**. DO NOT USE A CONTROL-C OR RESET TO TERMINATE THE PROGRAM AS THIS COULD RESULT IN THE LOSS OF INDEX-CARDS!

AS A FINAL NOTE, THE APPLE DISK WILL GIVE YOU A "DISK FULL" MESSAGE WHEN YOU HAVE NO MORE ROOM FOR "INDEX-CARDS". ALSO, DO NOT <INIT> A FILE MORE THAN ONCE AS THIS CAN DESTROY FILES YOU WISH SAVED. FINALLY, BE CAREFUL NOT TO ENTER IMBEDDED CONTROL CHARACTERS (E.G., CONTROL-G, CONTROL-B) WHEN INSERTING OR MODIFYING CARDS. THESE CHARACTERS ARE NOT DISPLAYED ON THE SCREEN AND WILL MAKE MODIFYING AND DELETING THESE CARDS IMPOSSIBLE.

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