

PERSONAL SOFTWARE™
VISIDEX™

USER'S GUIDE
APPLE II & II PLUS 48K 16 SECTOR

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VISIDEX™

USER'S GUIDE

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INTRODUCTION

OVERVIEW OF THE VISIDEX™ PROGRAM

A sales representative must write and file call reports so he can quickly find a client by the purchasing agent's name, company name, or area code. He would like the ability to search his own catalog by product name, part number, or price. He also wants to convert his call reports into mailing lists that he can sort alphabetically or by ZIP code. Printouts of his records would be handy. The national sales director of his company also wants him to send each day's orders to the company's central computer over telephone lines.

A physician needs to keep a catalog of new drugs so that she can quickly check a product by brand name, generic name, and symptoms treated, before writing a prescription. She would also like to review each patient history by name, ailment, and medical plan.

A free-lance writer has to keep topical bibliographies, research files, plus query and idea lists at his fingertips. He would also like to find all the information he has saved on a given topic at a moment's notice. An interactive calendar system would help him stay up to date on deadlines, royalty schedules, and copyright renewals.

How will these people do their jobs? With file folders? With boxes of index cards? With notebooks crammed with random information? With a pile of used envelopes, matchbook covers, and odd size pieces of paper? Not if they have the VisiDex™ program.

The VisiDex program from Personal Software Inc. turns your computer's screen into an "electronic index card." Like an index card, you can enter information spontaneously or in a structured format. The VisiDex program automatically indexes each screen for rapid retrieval (usually in less than a second).

Consider these VisiDex features...

Information Entry:

- Spontaneously (without having to define a data base) using powerful editing features.
- According to any format you wish to create.
- By reading text files from other programs.

Information Storage:

- By keyword(s)—either alphabetic or numeric.
- By date—using the calendar feature.

Information Retrieval:

- By any word or number on any screen on a diskette.
- Using the powerful VisiDex keyword feature to find all information saved under a given word or words.
- By any alphabetic or numeric range—including multiple ranges.
- Automatically by date or specified period using the VisiDex keydate calendar feature.

Printing Capability:

- Print to the screen, to a text file, or to a printer.
- One screen at a time.
- As a sorted list.
- By topic and/or range (using the keyword feature).
- By number of lines (perfect for mailing labels and formatting forms).
- By date, week, month, year—for calendar items.
- Many other options as well.

Who can make their professional lives more productive with the VisiDex program? Business people, managers, salespeople, researchers, writers, scholars, doctors, lawyers, students... you.

See Appendix D for "101 Ways to Increase Your Productivity with the VisiDex Program."

ABOUT THIS MANUAL

Personal Software Inc. has prepared this manual to help you learn the VisiDex program easily and quickly. Its four chapters take into account the fact that different people using the VisiDex program will have differing levels of computer experience.

Chapter 1 contains information about equipment requirements, and complete instructions for loading the VisiDex program and creating VisiDex data storage diskettes.

Chapter 2 is a step-by-step tutorial on how to use VisiDex with your Apple® II or Apple II Plus. Those with little or no experience with personal computers will find that it anticipates many of the questions and problems that may arise.

INTRODUCTION

Each lesson will show you exactly what to type, keystroke by keystroke. You should study the tutorial section, Chapter 2, at your computer. This "hands-on" approach will help you gain familiarity and confidence in using the VisiDex program. Before long, you'll need only Chapter 3 and the VisiDex Pocket Reference.

Chapter 3 is the VisiDex Command Reference. It contains a chart of VisiDex commands illustrating their relationships, notes on the elements of the VisiDex screen display and keyboard, and a detailed discussion of each command.

You will probably find yourself referring to this section frequently, especially with advanced features and complicated applications. The VisiDex Pocket Reference summarizes the entire VisiDex command set.

Four appendices follow Chapter 3. The first helps first time computer users set up their printers, printer interface cards, and computer. The second appendix gives all the VisiDex error messages and describes what causes the particular errors. The third appendix lists equipment supported by the VisiDex program. The fourth appendix offers "101 Ways to Increase Your Productivity with the VisiDex Program." We hope you'll find it stimulating to your personal productivity.

A complete index to this manual follows the appendices. It alphabetically lists subjects with their page numbers.

The best way to learn the VisiDex program is to put it to work. Experiment! Trying out ideas will help you answer a lot of your questions, while enhancing your experience and confidence.

IMPORTANT FOLLOW-UP PROGRAM

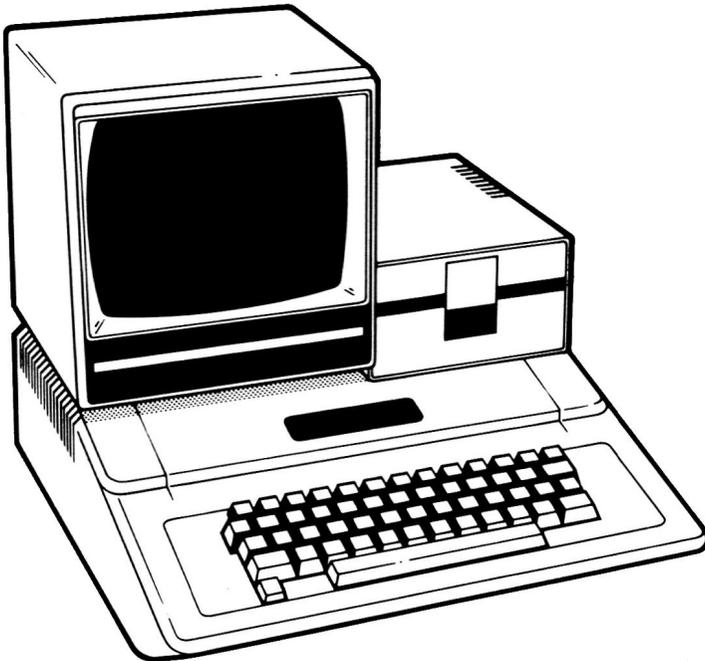
Please read the VisiDex warranty statement and proprietary rights notice. Then fill out and mail the VisiDex owner warranty registration card. This will ensure that you will be covered by our diskette support policy if your VisiDex program diskette is ever damaged or lost. You will also be kept informed of new versions of the VisiDex program.

After you've used the VisiDex program, we'd like to hear your comments and suggestions for improvement. We have provided the Reader's Critique Form at the back of this manual for this purpose.

WHAT YOU NEED

The VisiDex program requires the following components. See Appendix C for a list of products successfully tested with the VisiDex program.

1. Your Apple II or Apple II Plus with at least 48K of memory.
2. At least one (and preferably two) Apple Disk II™ Disk Drive with 16-sector ROMs on the controller card.
3. Some blank 5¼" diskettes.
4. The VisiDex program diskette, enclosed in the inside front cover of this manual.
5. A TV set or other video monitor. A black and white set is fine.
6. You can also use these optional pieces of equipment:
 - a. A printer with appropriate interface card for hard copy reports.
 - b. A clock card to handle date stamping of screens. See your dealer.
 - c. A lower case chip for upper and lower case display and printouts. See your dealer.

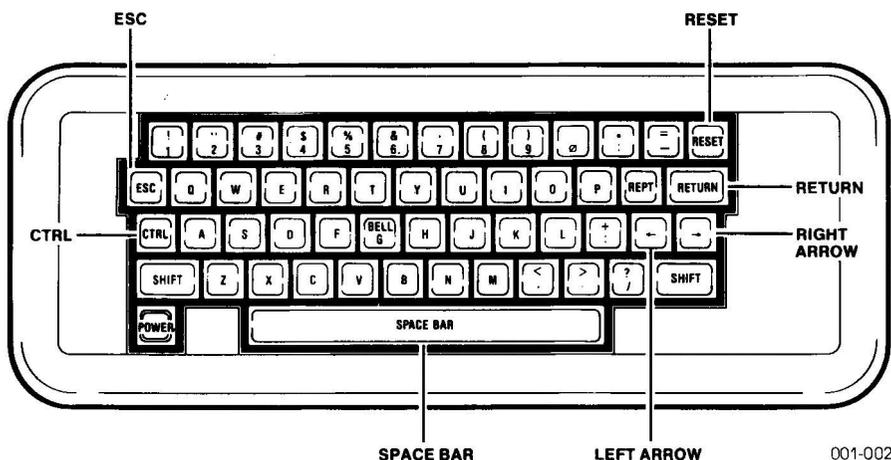


002-001

SOME NOTES ON YOUR KEYBOARD

Although this manual tells you how to execute each command key-stroke by keystroke, we do assume that you will press the SHIFT key if necessary.

In order to give you feedback as you work, each key makes a click sound when pressed. Certain commands will make a blip sound when executed. Warnings and errors will elicit a beep.



001-002

With the Apple keyboard illustrated above, you will need to press SHIFT to type special characters such as the asterisk (*), the ampersand (&), the "less than" sign (<), the "greater than" sign (>), quotation marks ("), and the "pound" or "number" sign (#).

The CTRL Key

A key that you operate much like SHIFT is the key marked CTRL (for CONTROL). When you are told to press CTRL C, for example, you must press the CTRL key and hold it down while you press the C key. Release the CTRL key after you've released the C key.

Likewise, if you are told to press CTRL D you would press CTRL and hold it down while pressing the D key. The VisiDex program uses control characters (as they are called) extensively for editing text that you have typed on the screen.

To speed up certain functions, we will ask you to press CTRL Z REPT. This means that you need to press and hold down three keys simultaneously—first CTRL, then Z, and finally, the key marked REPT (for REPEAT).

Special Symbols

Throughout this manual when there is a possibility of confusing a keyboard key name with text to be typed, we use small capitals to represent the keyboard key name (e.g., RETURN, ESC). Otherwise, keyboard key names appear in large capitals (e.g., RETURN, ESC). The symbol ← stands for the left arrow key, and the symbol → stands for the right arrow key.

Upper and Lower Case

To write and display upper and lower case characters, you must have a lower case chip installed in your computer. See your dealer for purchase and installation.

When you first load the VisiDex program you will be given the choice of turning on lower case. Text saved in upper and lower case will reproduce in upper case on Apple II's that don't have a lower case chip and in those that do have the chip when you don't turn on the feature.

You must press ESC before pressing any letter you want to capitalize. See Chapter 3, "The VISIDEX SCREEN AND KEYBOARD" for details about producing special characters on your screen.

A WORD ON DISKETTES

A word of caution about the handling of diskettes—you can't be too careful with your diskettes! Each diskette is a small, magnetically coated plastic disk, sealed in a protective square plastic cover. You can see the magnetic surface of the actual diskette through the oval cutout in the square cover.

Never touch the exposed magnetic surface with your fingers or any implement. Protect diskettes from dust by storing them in the paper sleeves they come in. Keep them at least six inches from magnetic fields such as those generated by a TV, speakers, and copy holders that use magnets to secure paper.

Extremes of temperature (such as in a car trunk on a warm day) destroy a diskette, and the data or program it bears. Never fold, bend, or staple a diskette. And don't write on the square plastic cover with a hard pen or pencil (use only the soft felt tip pens). Always store diskettes in a special diskette binder or diskette case.

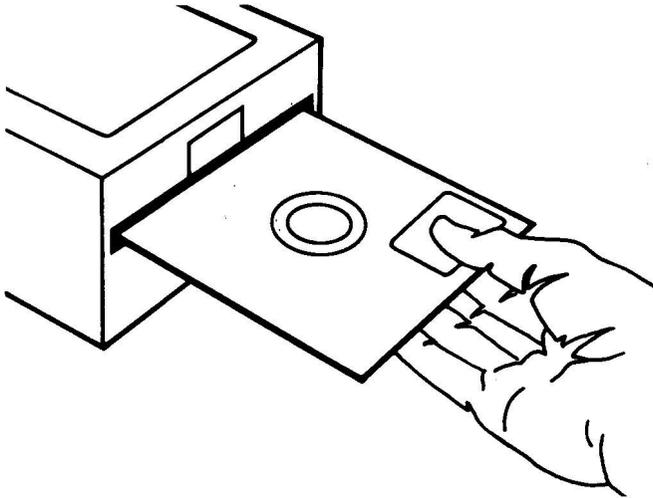
CLOCK CARD PLACEMENT

To assure proper rapport between your clock card and the VisiDex program, we recommend that you place the card in slot 7.

LOADING THE VISIDEX PROGRAM DISKETTE

First, make sure that your video monitor or TV set is connected, your disk drive is hooked up, and that the Apple is plugged in. Assuming that your video monitor and computer are OFF (the Apple's POWER light at the left corner of the keyboard is not lit) follow these instructions.

1. Turn your video monitor or TV set ON.
2. Open the door of drive 1 by lifting up on it and gently insert your VisiDex program diskette label side up with the label entering last (see the illustration below). Close the drive door by pushing down on it until you hear it click shut.
3. Turn the Apple power switch ON.



001-001

If you have the Autostart ROM, the Language System, or the Applesoft Firmware card, the Apple will beep, the Disk II will whir and click, and its IN USE light will come on. Shortly thereafter, a screen display resembling the one in the photo on page 1-9 will appear. You will have successfully loaded the VisiDex program.

However, if you have a basic Apple II without any of these autostart components, you will see a screen full of random characters with an asterisk and a blinking box in the left bottom corner. The Disk II will

remain inactive. To activate the drive and load the VisiDex program, you must perform the following steps.

1. Press the key marked RESET.
2. Assuming that your Disk II controller card is in slot 6, type 6. If it is in a different slot, type the number of that slot instead.
3. Hold down the key marked CTRL while pressing P.
4. Press the key marked RETURN.

This combination of characters is referred to as RESET 6 CONTROL P RETURN and must be executed every time you want to load or activate the drive on an Apple without Autostart ROM. See your Apple DOS manual for more details.

If nothing happens:

1. Read the instructions again.
2. Turn the Apple OFF and check to see which slot number the Disk II controller card is in. Also make sure that the ribbon cable is connected to the pins on the controller card.
3. Try again. If, after a few more attempts, the drive still doesn't activate, see your dealer.

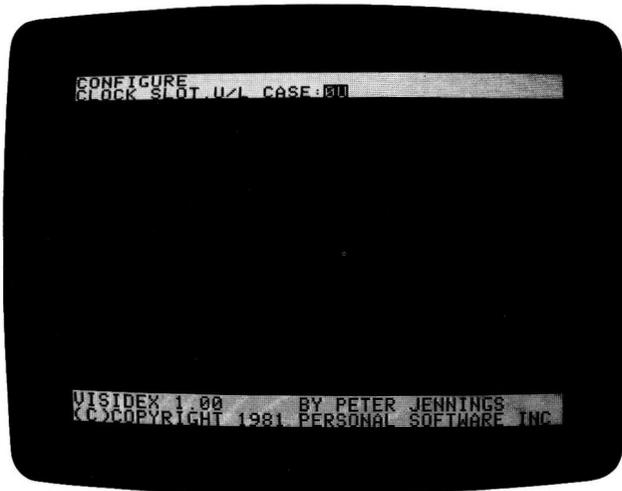
If the drive starts whirring but doesn't stop, wait for about 15 seconds. Then press the key marked RESET, or (if you have set up your Apple for this command) CTRL RESET. In a few seconds the drive will stop and the IN USE light will go out.

Open the drive door and gently remove the program diskette. Make sure that you inserted it properly—label side up, label in last. Reinsert the diskette and close the drive door.

Turn the Apple OFF and then ON again. If your efforts prove unsuccessful after a few tries, see your dealer.

STARTUP PROCEDURES

After loading your program diskette your screen should resemble the one in the photo below.



Note the white bar at the top of the screen. Each time you load the VisiDex program diskette, the program will display a series of questions on the second line of this bar. Your responses to these questions configure the VisiDex program to your particular setup. If you make a typing error while answering these questions, press the left arrow key to erase the mistake(s) and retype your answer. The first question is CLOCK SLOT, U/L CASE: 0U.

If you have neither a clock card nor a lower case chip, press RETURN.

If you have a clock card and no lower case chip, type the clock card slot number (7 is the preferred position), the letter U, and press RETURN. Example: 7U RETURN.

If you have a lower case chip and no clock card, type 0L (for lower case) and press RETURN.

If you have a clock card and a lower case chip, type the number of the slot in which the card resides and L and press RETURN. Example: 7L RETURN.

Once you have responded to the clock and lower case question, the program will ask three questions to get the current date if you don't have a clock card. Note that some cards may ask for the year.

```
ENTER TODAY'S DATE  
MONTH:00
```

Respond to this question by typing the appropriate number from 1 to 12 and pressing RETURN. If the current month is a single digit, you can just type in its number without putting a zero to its left.

Next, the program will prompt for today's date by asking: DAY:00. Enter the appropriate number from 1 to 31 and press RETURN. If today is a single date, you can just type the number without a zero to its left.

The program will ask for the year with YEAR: 19. Type in the appropriate two numbers and press RETURN.

Your screen should resemble the photo below.



Let's examine this screen closely. The top line reads INSERT DATA DISK and displays the date and, if you have a clock card, the time.

The bar at the bottom of the screen includes your version number and the copyright notice. Please include the version number in any communication concerning the VisiDex program. You may want to write it on the inside front page of your manual.

INTRODUCTION

LOADING THE DATA STORAGE DISKETTE

The VisiDex program needs a data storage diskette on which to store the screens you have created. You must tell the program the location of this diskette (also known as a data diskette). This is the process that you must perform to load the data diskette each time you load the program. Let's go through the steps.

1. Remove your VisiDex program diskette from drive 1. Replace it in its paper jacket and put it back in the pocket in the inside front cover of this manual. You will not need it again until the next time you load the program.
2. Take out a diskette—either a blank or a used diskette. Because you have never initialized a VisiDex data diskette before, you will need to do it now. Note: if you choose a used diskette, make sure that it is not one with valuable data on it. The initialization process will completely erase it.
3. Follow the instructions at the top of the screen and insert the data diskette in the drive (preferably drive 1). Close the drive door and, if your drive controller card is in slot 6, respond to the prompt **SLOT #6** by pressing RETURN. If you've placed the card in any other slot, type the slot number and press RETURN.

The **SLOT** prompt will be replaced with **DRIVE:1**.

4. If you have placed the diskette in drive 1, press RETURN. If you have it in drive 2, type 2 and press RETURN.

You must go through the above steps each time you load the VisiDex program diskette. However, you will need to perform the next series of instructions—for initializing a VisiDex data diskette—only once, as part of the loading procedure. Once you have entered the program you can invoke the Storage Initialization command to do this job. See Chapter 3, "The STORAGE Command" for details.

A note to clock card users: the initialization process interrupts the reading of the clock. Your time display will freeze. The clock itself is still running, however. The program will return to reading the correct time when the initialization and format procedure is complete.

INITIALIZING THE FIRST DATA STORAGE DISKETTE

When you press RETURN the Disk II IN USE light will come on. The drive will clatter and whirl for about 20 seconds. Then you'll hear a little blip sound and the drive will stop. Whenever you insert a diskette that you haven't initialized with the VisiDex program, the top of the screen will display:

```
NOT VISIDEX DATA DISK
ERASE S6 D1 (Y/N)? N
```

The VisiDex program is telling you that it doesn't recognize the current diskette as one of its own initialized diskettes. ERASE means that it can erase and initialize the diskette that is currently in drive 1 (D1) connected to the controller card in slot 6 (S6). The 1 for drive, and the 6 for slot are values that you gave the program by answering the previous set of questions.

Note that if you typed 5 as your controller slot number and/or 2 as your drive number, the program will display these values instead. We will use 6 as the default slot value and 1 as the default drive value throughout this manual.

The VisiDex program also protects you from writing over a diskette you don't want to erase by making NO the default answer to the question ERASE. The default N also allows you to reconsider the other default values.

For example, if you decided you would rather initialize the diskette in drive 2 you would want to answer NO. Because NO is the default answer, pressing RETURN will return you to the slot question. At that point, you could also change diskettes or whatever you wanted to do.

If you want to initialize the current diskette, you must type Y RETURN. At this point, make sure that the default values are the ones you want and that the diskette to be initialized is in the drive indicated by the default values. Then follow the steps below.

1. Type Y RETURN. The initialization process will begin. The words

```
STORAGE
FORMATTING DISK
```

will appear in the left corner of the white bar at the top of the screen. The IN USE light will go on and the drive will scrape and whirl for about two minutes. The words DISK NAME: will replace FORMATTING DISK.

INTRODUCTION

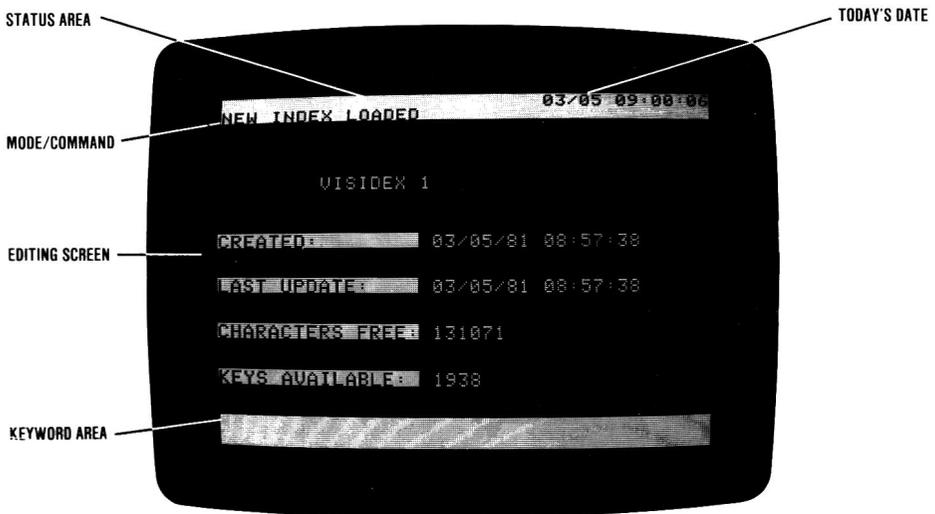
2. Type in any name you want. Maximum word length is 32 characters. You won't have to type it again. You could type VISIDEX1 or even your own name. Press RETURN. The words INITIALIZING DISK will appear in place of DISK NAME: and the drive will whir for about 30 seconds. The next prompt you see in the bar at the top of the screen looks like a replay. It repeats

```
INSERT DATA DISK
SLOT:6
```

If you entered a different slot number, it will be displayed instead of 6. Unless you change your mind about where you want to put your diskette, go ahead and press RETURN twice. Once you do, the initial VisiDex screen will appear.

THE INITIAL VISIDEX SCREEN

Every time you load the VisiDex program and a data diskette, you will see a screen similar to the one below. The dates and values on your screen may differ from those in the photograph. Let's examine it for a moment.



The white bar at the top of the screen is called the **status area**. The VisiDex program communicates with you in the status area. It tells you things like the date and whether you are in the Edit mode or the Command mode. The status area also displays command menus and prompts for the information it needs to complete the task you've assigned it.

The white bar at the bottom of the screen is called the **keyword area**. Every time you add a keyword to a screen, it appears in this area. When

you load a screen from diskette, it will show the keyword(s) you've selected for that particular screen. However, when you first load the VisiDex program, you'll see your VisiDex version number and the copyright notice in the keyword area.

The dark area between the status and keyword areas is the editing screen. This is the area in which you will enter and edit text. Let's look at the information currently on the editing screen.

The second line of the status area reads `NEW INDEX LOADED`. Each data storage diskette has its own index. For the program to work, the index must be loaded into the computer's memory.

Just below the status area, you'll see the diskette name that you typed during the initialization process. Below the name, you'll find four key facts about this diskette.

`CREATED` gives the date that you initialized this diskette. If you have a clock card, the time of the initialization will also be displayed.

`LAST UPDATE` tells you when you last added or deleted material from this diskette. On this first time through, it will be the same as the date above. If you have a clock card, the same time will also be shown.

`CHARACTERS AVAILABLE` tells the number of characters that a data diskette can store. The current number on your screen is the maximum. As you add screens to the diskette, this number will decrease. Keep an eye on this number. Once it drops below 5000, you should consider creating another diskette.

Simply deleting screens does not increase the number of available characters. To use this space, you must use the Storage Backup command. It compacts data on the storage diskette, by moving data into the spaces created by deleting screens.

Once you have backed up a diskette, the number of available characters should increase. See Chapter 2, Lesson Four, and Chapter 3, "The STORAGE Command," for information on deleting screens and making backup data diskettes.

`KEYS AVAILABLE` shows the number of keywords and keydates that you can create. After initialization this number is at its maximum. Also watch this number. It too will decrease as you add keys and increase as after data compaction. We recommend that you write your `CHARACTERS AVAILABLE` and `KEYS AVAILABLE` number in your manual, in case you need it for future reference.

LESSON ONE

This lesson will cover the VisiDex editing screen and how to enter text on it. We will put the Command Prompt feature to work in both the Edit and Command modes.

THE EDITING SCREEN

When you first load VisiDex, pressing any alphabetic key (including the space bar) or RETURN will erase the initial screen and cause the editing screen to appear. Press the SPACE BAR and watch what happens.

The initial screen clears. The keyword area goes blank, and new information appears in the status area. The date remains in the upper right. The word EDIT in the upper left tells us that we can enter and revise text. On the second line of the status area, you should see a command menu:

```
/ < - - > CTRL(QCTWASZ FBV IDEX RKY)
```

Except for the slash character (/), each of the characters in the menu represents an editing action that you can choose. Pressing the slash (/) key will put the VisiDex program in the Command mode. If you accidentally press /, you can return to the Edit mode by pressing ESC.

Note that with few exceptions, pressing ESC will return you to the Edit mode. The exceptions are certain prompts for inputs. If this is the case, reply to the prompt and then press ESC. In a few instances, you may have to press ESC more than once.

ENTERING TEXT

With the VisiDex program, entering text on the editing screen is simply a matter of typing. The little blinking rectangle, called the cursor, indicates the position where the next character you type will appear.

Unless you have typed something, the cursor should be in the home position—in the upper left corner of the editing screen (just below the status area). To return the cursor to the home position at any time, type CTRL Q by holding down the key marked CTRL while you press Q.

Look at the second line of the status area. Q is the first command option inside the parentheses. If the cursor isn't in the home position now, go ahead and press CTRL Q. Don't worry about any text you might have entered on the first line. The next characters you type will write over any earlier characters.

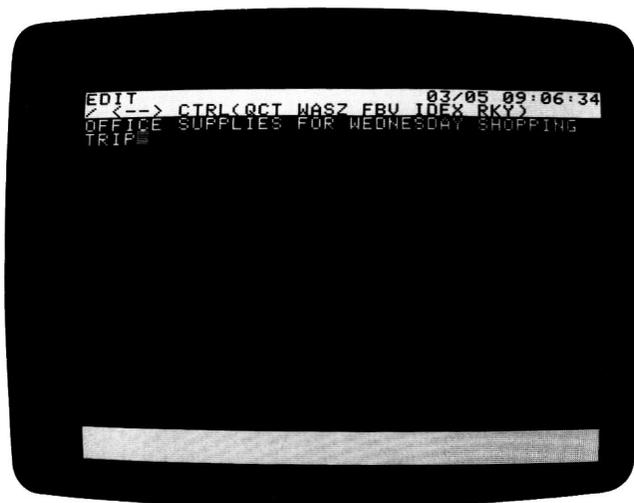
Type in the following line, but do not press RETURN at the end of the line. Instead, watch what happens when you come to the end of the first line. If you make any typing errors, press ← to delete back to the mistake. Then type in the correct letter(s) and continue.

OFFICE SUPPLIES FOR WEDNESDAY SHOPPING TRIP

Did you see the entire word TRIP move to the left side of the screen? We call this feature text wraparound.

Wraparound takes effect when you type part of any word after the 40th column of the line. It breaks the line at the last space character or hyphen character (-) preceding the word and moves the word down one line and over to the left margin. The wraparound feature will move a maximum of 20 characters.

Of course, you could have pressed RETURN after the word SHOPPING and then have typed TRIP. Your screen should resemble the photo below.



Did you notice the beep when you typed the I in SHOPPING and the T in TRIP? When the cursor reaches the 36th column (or character), you'll hear a soft beep sound or blip. This is the computer's version of the bell on a typewriter. It signals that you have nearly filled one line. A second beep sounds at the 40th column—the last column of the Apple screen.

If you missed the wraparound feature or the warning beeps the first time around, you can repeat this example. First, however, let's clear the screen for a fresh start with the **CTRL C** editing command. It's one of the control commands in the status area. Press **CTRL C** (hold down the **CTRL** key while pressing **C**).

The computer will beep, and the second line of the status area will display the prompt: **SCREEN NOT SAVED, OK? N.** Here is an example of how the VisiDex program protects you from accidentally destroying text that you have created. The prompt displays a negative answer as the default reply, meaning it's not okay. Pressing **RETURN** at this point will cancel the clear screen command and return you to the edit mode with your screen intact.

To tell the program that you want it to clear the screen, you must press **Y** (for Yes) and **RETURN**. Go ahead and do just that. Then go back and type the words again: **OFFICE SUPPLIES FOR WEDNESDAY SHOPPING TRIP**. Watch for the text wraparound and listen for the soft beeps.

THE COMMAND PROMPT FEATURE

So far, we've mentioned only three commands displayed in the status area—**CTRL Q**, **CTRL C**, and **←**. What about the other commands? The VisiDex program has a special feature that allows those of us with less than perfect memories to handle these commands with ease. It's called the **Command Prompt** feature.

Look at the upper line of the status area and press **CTRL Y** (the **Y** stands for **Yes I need help**). Just after **EDIT:**, you should see **/ COMMAND**. The Command Prompt is telling you that pressing **/** will place the program in the Command mode. Press the space bar once. The next command will appear: **<— DELETE CHARACTER**. You may have already used it, if you made a typing error.

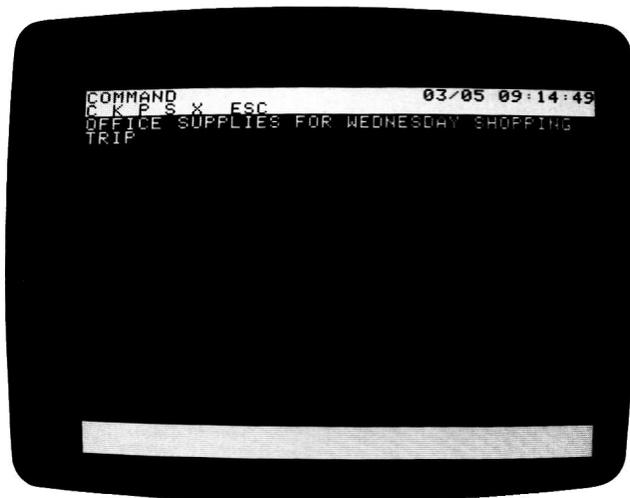
Continue pressing the space bar, comparing the letter on the second line with the Command prompt on the upper line. Get a feel for what's out there. Eventually, you will return to **/ COMMAND**. The Command prompt will continue to cycle through the options until you press **ESC** to return to the Editing mode or until you execute one of the commands. Press **ESC**.

Once you have engaged the Command Prompt feature, you can execute any of the displayed commands in one of two ways: by pressing **RETURN** or by typing the command. Note that with control characters, you must press both **CTRL** and the command character.

THE COMMAND MODE

So far, we have explored the Edit mode. The Command Prompt feature also works in the Command mode. Press CTRL Y again. The prompt displays / COMMAND indicating that at this point we have access to the Command mode. The Command mode supplies the commands that let you do various things with the text you have created in the Edit mode, things like saving screens on diskette, retrieving screens from diskette, and printing out screens.

Watch the status area and press RETURN. The program executed the command to enter the Command mode. Your screen should look like the one below.



Notice that the status area now says **COMMAND** instead of **EDIT**. Also, the text remains on the editing screen, but the cursor disappears. A new command menu occupies the lower line of the status area:

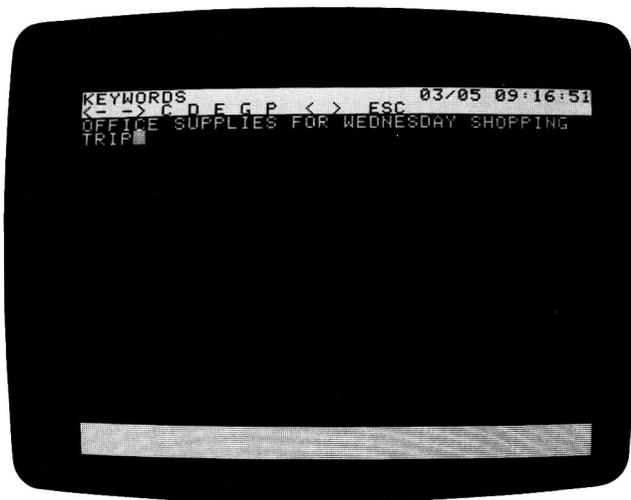
C K P S X ESC.

Each of these letters stands for a set of commands. Press the space bar. The first command, symbolized by **C**, is **CALENDAR**. Press the space bar again. **K** **KEYWORDS** appears.

Continue pressing the space bar. The Command Prompt works the same in the Command Mode as it does in the Edit mode. When you press the space bar after **ESC** (for **EDIT**), the Command Prompt will cycle around to the first command option—**CALENDAR**. Likewise, pressing either the command letter or **RETURN** will execute the command that the letter stands for.

Press ESC to return to the Edit mode. As you learn how to operate the VisiDex program, you will become so accustomed to the command structure that you will rarely use the Command Prompt feature.

For example, press / to enter the Command mode and type the letter K for Keyword. Your screen should look like the one below



Notice that the upper line of the status area displays the name of the command group you've selected: KEYWORDS. The lower line gives the options for the Keyword command: <- -> C D E G P <> ESC.

Once you have entered the Command mode (anytime after pressing /), you can invoke the Command Prompt feature simply by pressing the space bar.

Press the space bar, studying the Keyword command set as you do. When you have cycled through it a couple of times, press ESC to return to the Edit mode.

Lesson Two will show you how to use the Keyword command menu to create keywords, save the text currently on the screen, and retrieve it from the diskette. If you must leave the computer now, feel free to turn it OFF. All you will have to do at the start of Lesson Two is type in the one line of text currently on the screen.

SUMMARY OF LESSON ONE

EDIT MODE COMMANDS

SYMBOL FUNCTION

/	Places the VisiDex program in the Command mode.
←	Deletes the character to the left of the cursor's current position.
CTRL Q	Sends the cursor to the upper left corner of the screen (the home position).
CTRL C	Clears the editing screen of all text.
CTRL Y	Invokes the Command Prompt feature—Y(es I need help) in the Edit mode.
ESC	Puts the program back in the Edit mode from any point in the VisiDex command structure.

To type a control character, press CTRL and hold it down while typing the desired alphabetic character.

THE COMMAND PROMPT FEATURE

From the Edit mode, press CTRL Y to invoke the command Prompt feature. Press the space bar to see what each command character symbolizes.

From the Command mode, press the space bar to invoke the Command Prompt feature. Press the space bar to see what each command character symbolizes.

To execute a command with the Command Prompt feature, either press RETURN or the appropriate character.

To stop the Command Prompt feature, either execute a command, or press ESC.

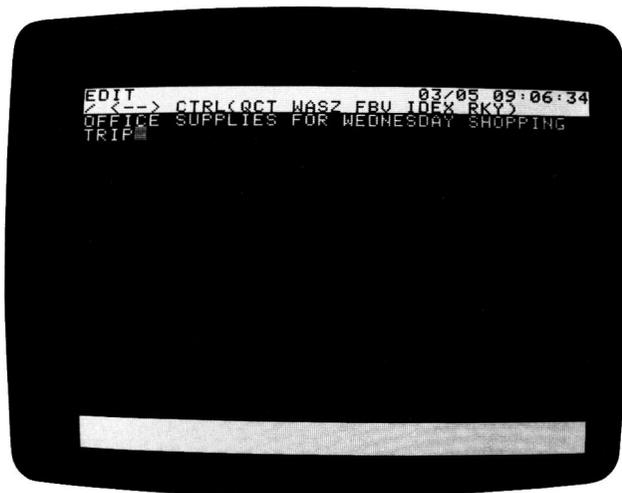
LESSON TWO

Lesson Two introduces the Keyword command set. We will show you how to create a keyword, how to put the keyword and its screen on diskette, and how to get a screen you've saved from diskette.

If you're not continuing directly from Lesson One, follow these steps:

1. Load the VisiDex program diskette.
2. Insert your storage diskette and load it by answering the SLOT and DRIVE prompts.
3. Clear the initial screen by pressing the space bar.
4. Type the words: OFFICE SUPPLIES FOR WEDNESDAY SHOPPING TRIP.

Your screen should resemble this photo.



THE KEYWORD COMMAND

The VisiDex program uses keywords or keys, as we also call them, as indexes to store, find, and retrieve screens of text. Keywords act something like file folder labels. Whenever you save a screen, the program puts that screen in the folder(s) with the keyword(s) you've given it. When you request that same screen, the program looks under the key and pulls out everything you've asked it to put there.

To store a screen on diskette, you must have created at least one keyword for that screen. The VisiDex program cannot save a screen that does not have a keyword. Type the following sequence of commands:

1. Press / to invoke the Command mode.
2. Press K to invoke the Keywords command.
3. Press P to P(ut) this screen on diskette.

The program responds with the warning: **NO KEYS!** and refuses to go any further. This is how the program protects you from saving a screen that doesn't have a keyword. Press ESC to return to the Edit mode.

CREATING A KEYWORD

Follow the steps below to create a keyword for the current screen.

1. Press / to put the program in the Command mode.
2. Type K to invoke the Keyword command set. The status area will display the Keyword command menu:

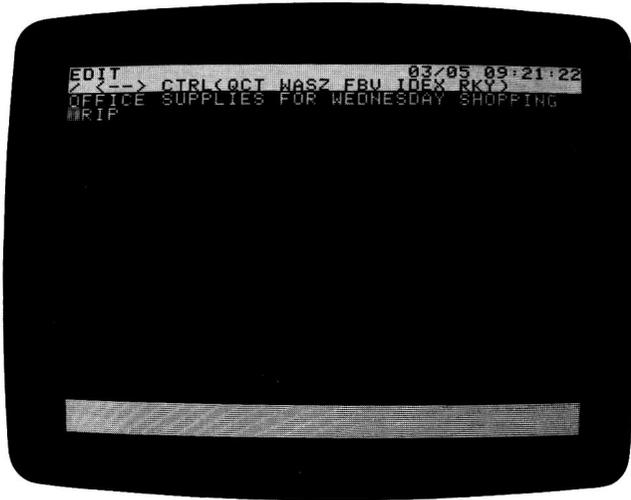
```
KEYWORDS  
< - - > C D E G P < > ESC.
```

3. Let's make the word **SUPPLIES** our first keyword. We want to position the cursor on the first S in **SUPPLIES**. To create a legal keyword, the cursor must rest on the **first** character of the word you want to make into a keyword. Assuming that the cursor still rests on the space following **TRIP**, press ←. The cursor should jump leftward to the T on **TRIP**.

If your cursor was somewhere else, press ← anyway and watch what it does. It should go to the first letter of the word to the left of its earlier position. Use the arrow keys to position the cursor on the T in **TRIP**.

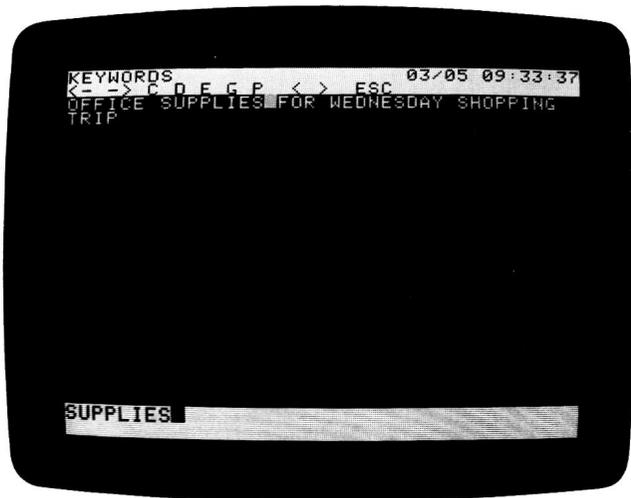
The arrow keys behave differently in the Keyword command than in the Edit mode. They move the cursor to the first character of the nearest word: → to the word to the right and ← to the word to the left.

Before continuing, make sure your screen looks like this.



4. Press ← again and the cursor will jump to the S in SHOPPING. Press it three more times. The cursor should now rest on the first S of SUPPLIES. Now we're ready to turn SUPPLIES into a keyword.
5. With the cursor correctly positioned, we can create our keyword. Type C and watch the keyword area at the bottom of the screen.

The Keyword Command set remains in effect. Your screen should look like the photo below.



The results of executing the **CREATE KEYWORD** command are that the VisiDex program:

1. places the keyword in an index area of the computer's memory;
2. prints the keyword in the upper left corner of the keyword area;
3. puts the cursor in the space following the keyword on the editing screen. Note that if a punctuation character separates two words, the cursor will rest on the punctuation.

Note that we could have executed the entire sequence above, including the cursor moving commands and the **Create Keyword** command, with the **Command Prompt** feature. Press the space bar once. The upper line of the status area reveals that **<—** means **BACK ONE WORD**.

Examine the rest of the **Keyword** command menu by pressing the space bar to see the meaning of each command. When you come around to **BACK ONE WORD** again, stop. We'll show you how to execute commands with the **Command Prompt** feature in a moment.

MULTIPLE KEYWORDS AND COMPOUND KEYWORDS

The program lets you create multiple keywords (two or more keywords per screen). As we will see in later lessons, this feature makes VisiDex a powerful cross-referencing tool. For example, you could create a catalog that would let you find price information either by product name or product number.

Let's create another keyword with the **Command Prompt** feature. Make sure that the upper line of the status area reads **KEYS:<— BACK ONE WORD**.

Although pressing **←** would work, execute the **←** command by pressing **RETURN**. The cursor jumps back to the first **S** in **SUPPLIES** and **Command Prompt** feature turns off. Press the space bar to get it back. This time, press the **←** key.

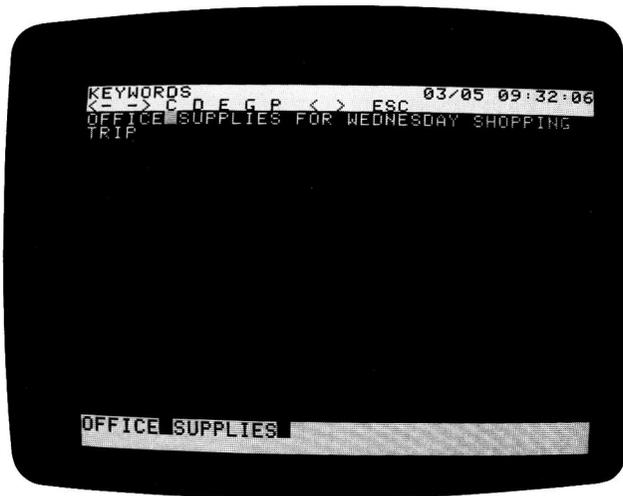
This shows that you can execute a command either by pressing the command menu symbol or **RETURN** when using the **Command Prompt** feature. The cursor now rests on the **O** in **OFFICE**.

Let's use the **Command Prompt** to create a keyword. Press the space bar three times. The upper line of the status area should now read

KEYS: C CREATE KEYWORD

Press RETURN to make OFFICE a keyword. You've just added the word OFFICE to the program's list of keywords and to the keyword area. Note that the program has placed OFFICE in the upper left corner of the keyword area, pushing SUPPLIES to the right. Each time you create a keyword, it appears in the upper left corner, pushing all other keywords to the right. The little black notch between the two words means that SUPPLIES and OFFICE are separate keys.

Your screen should look like the one in the photo below.

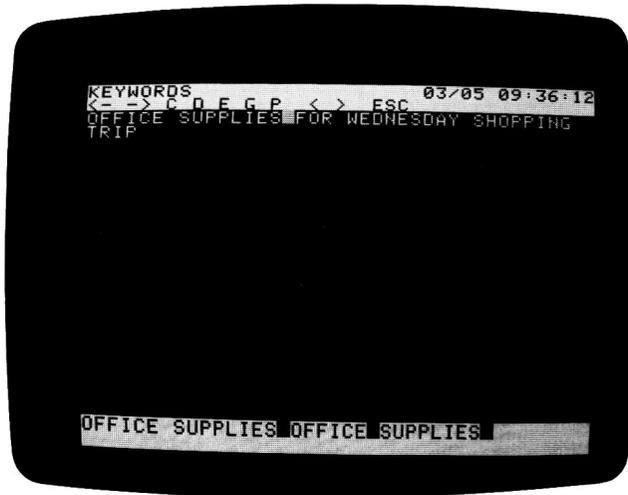


VisiDex also lets you create **compound keywords**—a keyword composed of two or more words. The program always offers you the option of creating a compound keyword by placing the cursor in the space after a keyword and not on the first letter of the next word.

Let's see this in action by creating the compound keyword OFFICE SUPPLIES.

1. Press ← once so that the cursor rests on the O in OFFICE.
2. Press C. Note that the black notch appears between the keywords OFFICE and OFFICE in the keyword area. So far, so good.

3. Press **C** once more. You have created your first compound keyword—**OFFICE SUPPLIES**. Note that no notch separates the words **OFFICE** and **SUPPLIES** and that **OFFICE SUPPLIES** now occupies the corner position in the keyword area. Your screen should look like the photo below.



PUTTING A SCREEN ON DISKETTE

At this point, the office supply list and its keywords exist only in the computer's memory. If the power to the computer were interrupted, the text and keywords would be lost. To save a screen, we must put it on a VisiDex data storage diskette.

Press the space bar until the status area shows

KEYS: P PUT SCREEN

<— —> C D E G P < > ESC

Now press P (or RETURN).

The disk drive will whirl and in a few seconds the screen will clear, returning the program to the Edit mode. That's all there is to saving a screen. The VisiDex program has saved the screen under the keywords **SUPPLIES**, **OFFICE**, and **OFFICE SUPPLIES**.

Your text screen is safely stored on diskette. The clear screen feature allows you to continue entering more text without having to clear the screen.

GETTING A SCREEN FROM DISKETTE

Now that you've saved your text screen, how do you get it back? Just follow the steps below.

1. Choose the Command mode by typing /. The status area should show

```
COMMAND  
C K P S X ESC
```

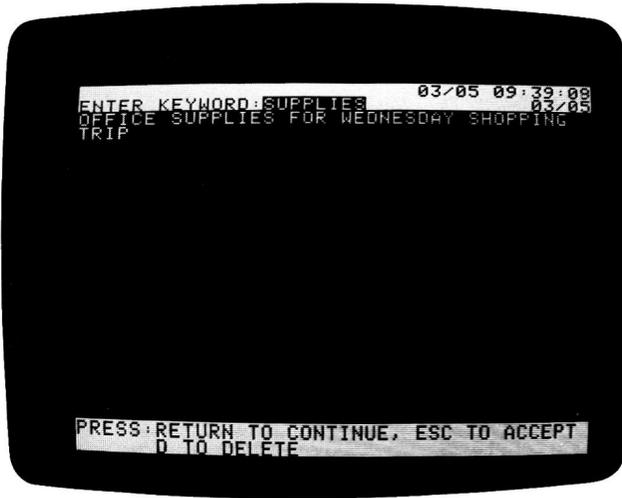
2. Press K to select the Keyword command set.
3. Press G (for Get screen). The disk drive will activate making a whirring sound. The lower line of the status area will prompt ENTER KEYWORD:.
4. Go ahead and type the word SUPPLIES and press RETURN.
The screen you saved will appear immediately and the drive will stop spinning.

The VisiDex program starts the disk before you have entered your keyword to get your screen as quickly as possible. The drive will spin for approximately 15 seconds. You can enter the keyword while it spins or after it stops. It's okay to let the diskette spin. It won't harm the drive or the diskette.

It's also okay if the drive stops before you've entered your keyword. The prompt will remain, and the program will accept your keyword input just as if the drive were still spinning. The only difference is that it won't retrieve your screen as quickly.

LESSON TWO

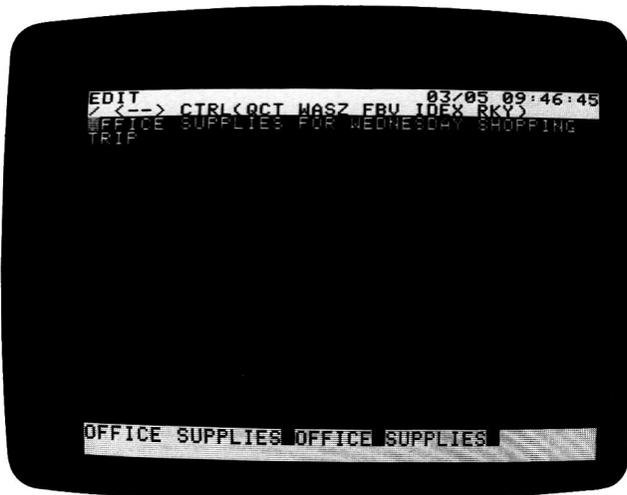
Your screen should look like the photo below after the VisiDex program has retrieved your screen.



Look at the screen. The status area still retains your keyword. The keyword area at the bottom of the screen reads:

```
PRESS: RETURN TO CONTINUE, ESC TO ACCEPT
D TO DELETE
```

To get back to the Edit mode, we need to **accept** the screen. Press ESC to accept. Your screen should now look like the one below.



The program offers you these three options every time you get a screen from diskette. Let's examine them individually.

RETURN TO CONTINUE lets you review multiple screens that share at least one common keyword. When you type /KG and enter a keyword, the program searches the index for all the screens containing that key. It then puts the appropriate screens in a queue with the earliest screen first. Each time you press RETURN the program presents the next screen from the queue. Pressing RETURN automatically accepts the last screen.

ESC TO ACCEPT accepts the current screen by stopping the review process and invoking the Edit mode for the current screen. When more screens await, pressing /KG RETURN will get the next screen if you wish to continue. Later in the tutorial, we will explore this feature more extensively.

D TO DELETE lets you delete the current screen. We will examine this option in the next lesson.

SPECIAL CHARACTERS AND RESERVED CHARACTERS

Some characters cannot be printed simply by pressing a key. We call these special characters. The slash is an example. When you press /, you put the VisiDex program in the Command mode. How do you print a slash on the screen? The answer: press / twice. The first time will invoke the Command mode. The second will return the program to the Edit mode and print the slash character. The rest of the special characters must be typed as control characters.

TEXT CHARACTER

\
@
[
]
^

CONTROL CHARACTER

CTRL O
CTRL P
CTRL J
CTRL L
CTRL N

Reserved characters are characters that have special meanings to the VisiDex program. They should not be placed in keywords. If they are the program will replace them with a question mark (?). These reserved characters are the ampersand (&), the less than sign (<), the greater than sign (>), the equals sign (=), and the at sign (@). Further, the asterisk (*) and the hyphen (-) should not be among the first two or the last characters of a keyword.

If you want to take a break now, go ahead. Your screen is safely stored on the diskette with its keywords. In the next lesson, we will show you how to use the editing commands and how to revise a screen.

Before going on to Lesson Three, we recommend that you review Lessons One and Two. You have the information you need to enter text, create keywords, save your screens on diskette, and get them back.

To become more comfortable with the VisiDex program, write and save some screens of your own—name ten colors, catalog your office furniture, list titles of books you'd like to read, make a real shopping list, write a "Things to Do"—anything you want. The practice will help you iron out points you might feel unsure of. Also, feel free to read pertinent items in Chapter 3, "The KEYWORD Command."

SUMMARY: LESSON TWO

TO CREATE A KEYWORD

You must have some text on the screen, including the word you intend to use as a keyword.

1. Type /K to invoke the Keyword Entry command set.
2. Use ← and/or → to position the cursor on the first letter of the word you've chosen as the keyword for that screen.
3. Press C to add the keyword to the list. The keyword area at the bottom of the screen will display your selection.

TO SAVE A SCREEN ON DISKETTE

1. Assign at least one keyword to the screen (see above).
2. Press /KP. The drive will whirl. The program will return to the Edit mode and a blank editing screen.

TO GET A SCREEN FROM DISKETTE

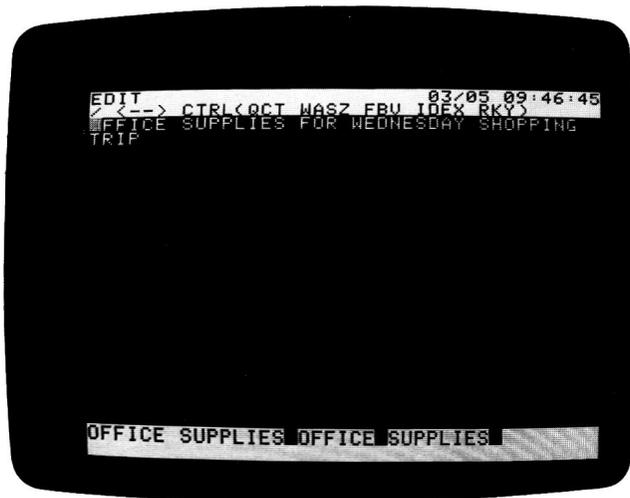
1. Type /KG.
2. Type in the appropriate keyword.
3. Press RETURN.
4.
 - a. Press RETURN to see the next screen.
 - b. Press ESC to accept the current screen and place the program in the Edit mode.
 - c. Press D to begin the screen deleting process.

LESSON THREE

This lesson will cover VisiDex editing and display controls. We'll put them to work revising the office supplies screen. If you turned off your computer or loaded another program after Lesson Two, follow the steps below to reload the OFFICE SUPPLIES screen.

1. Load the VisiDex program diskette, as shown in Chapter 1, "INTRODUCTION"
2. Load the data storage diskette containing the OFFICE screen, and press ESC to get the editing screen.
3. Type /KG OFFICE RETURN to get the screen from the diskette.
4. Press ESC to accept the OFFICE screen.

Your screen should look like the next photo.



Look at the right end of the status area. The lower line displays a date. Each time you put a screen on diskette, the date for that screen is recorded and then displayed the next time you get the screen. When you revise a screen, the date of the revision replaces the earlier screen date.

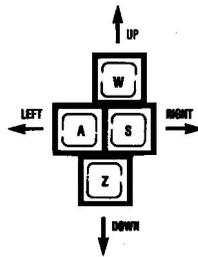
BASIC EDITING: CURSOR CONTROLS

Before we begin editing, let's become familiar with some of the controls at our disposal. Study the command symbols on the second line of the status area for a moment.

/ < - - > CTRL (QCT WASZ FBV IDEX RKY)

The letters inside the parentheses are Edit mode control characters. You will use these control characters to edit the messages you type on the screen.

Look at the keyboard for a moment—specifically, the keys W A S Z. Together, they form an Up-Left-Right-Down directional cluster. Note that these letters are represented in the status area—just after CTRL (QCT. Think of this cluster as a "cursor control" keypad when used in combination with the key labeled CTRL (for CONTROL).



002-003

Let's use the Command Prompt feature to see the meanings of the individual symbols. Type CTRL Y (remember to press CTRL and hold it down while typing Y) and press the space bar until the prompt reads T TAB. Press the space bar once more and the prompt will display W CURSOR UP in the status area.

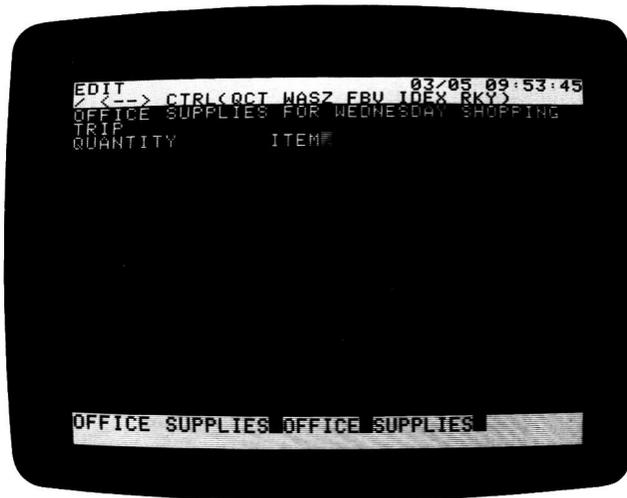
Press the space bar again and A CURSOR LEFT appears. Press the space bar once more and you'll see S CURSOR RIGHT. Press it again and the display reads Z CURSOR DOWN. Press RETURN to execute CTRL Z with the Command Prompt feature.

The cursor moved downward and rests on the T in TRIP. Move the cursor down one more row by typing CTRL Z.

Let's set up a format for our office supply list. Type the word QUANTITY. Now let's move the cursor to the right so that it rests under the space that follows the word SUPPLIES.

You could hold down CTRL while typing S seven times. Or you could hold down the keys CTRL and S and the key marked REPT. Try it! We will refer to such a use of the REPT key in the form CTRL S REPT. If you overshoot, press CTRL A to back the cursor up. You can also press CTRL A to back up and correct mistakes.

Once the cursor is in position, type the word ITEM. Check your work against the photo below.



Now we're ready to type in our list of items and quantities and to use CTRL T—the editing screen's TAB command. The editing screen's fixed tab stops are columns 8, 16, 24, 32, and 40. Let's see this command in action.

Press RETURN to return the cursor to the left margin. Now type 4 BOXES and press CTRL T once. One keystroke caused the cursor to leap to the tab stop at column 16—directly below the I in ITEM. To complete the line, type the word STAPLES.

Press RETURN and type in the following list. Type CTRL T once or twice (as needed) between each group of words, just as you did on the line above.

- 2 DOZ PRINTER RIBBONS
- 6 REAMS TYPING PAPER
- 4 CASES FANFOLD PAPER
- 2 BOXES PAPER CLIPS
- 20 DISKETTES
- 1 DOZ XFINE FELT TIPS
- 1 VISICALC PROGRAM

Your screen should look like the photo below.



To begin, let's specify that we want 5" diskettes. Type CTRL W (cursor up) twice to put the cursor on the proper line. Use CTRL A (cursor left) to position the cursor on the D in DISKETTES.

Continue by pressing CTRL X three times. As you can see, each time you press CTRL X you insert a space character after the cursor. As each space character is inserted, the text to the right of the cursor is pushed one space to the right. Now type 5".

The word TRIP is back! And the reason is simple. When you delete text with CTRL D, the text goes into a special storage area in the computer's memory called a **text buffer**. The buffer has a maximum capacity of 100 lines of text. As we'll see in a later lesson, you can use the buffer to move text between screens. To empty the buffer of unwanted lines, type CTRL E.

Let's try again. Press CTRL D to delete the second line as before. Now press CTRL E to empty that line out of the buffer. Did you hear the blip sound? It sounded to tell you that the program executed your command. Finally, type CTRL I to insert a blank line.

Let's continue by cleaning up the rest of the screen's title. Press CTRL W once to place the cursor on the first D in WEDNESDAY. Press CTRL T three times to tab the cursor to the end of the line.

We're going to delete the words FOR and SHOPPING using ←. Why ← instead of CTRL D? Because ← deletes individual characters, whereas CTRL D deletes individual lines.

Press ← twice. It deleted a space and then the letter G. Now, press ← and then the REPT key until you've erased SHOPPING. If you overshoot, you'll have to retype the letters you accidentally deleted. Characters deleted by ← do not go into the text buffer.

Because we want to keep WEDNESDAY, press CTRL A REPT until the cursor rests on the space between FOR and WEDNESDAY. If you overshoot, press CTRL S as many times as necessary to position the cursor.

If you had pressed RETURN to select N (don't delete the earlier screen) the program would respond by printing NOT DELETED in the status area. We'll explore this option further in Lesson Four.

SCREEN DIMENSIONS

WARNING: When editing a screen, you must be careful not to push text beyond the 40th column with CTRL X or the 20th line with CTRL I. Exceeding either dimension will cause the text involved to be irretrievably lost. The wraparound feature applies only to typing in text, not to pushing text with CTRL X. CTRL X wraparound could disturb formatted text, such as columnar and template arrangements.

To demonstrate this, home the cursor to the bottom of the editing screen by typing CTRL QQ. If the cursor is in the upper left corner, CTRL Q sends it to the lower left. Press CTRL Z. The beep sounds to tell you the cursor won't go any lower. You can't type anything below the 20th line, but you can push text beyond it.

Type the word BYE and then press CTRL W. Now insert a line by pressing CTRL I. Remember how when you inserted a line for the word STAPLER it pushed the text below it downward. In this case, you inserted a line and pushed BYE beyond the 20th line. It is no more.

Likewise, you can push text off the right side. Press RETURN and type BYE again. Press CTRL A three times so that the cursor rests on the B in BYE. Now press CTRL X REPT, and hold all three keys down until BYE disappears. The second BYE is gone for good.

This lesson has introduced you to the most commonly used VisiDex commands. Review this lesson if you need to. Then write your own revisions to this example and create your own screens. A little practice will help you feel completely at home with the VisiDex editing commands.

SUMMARY OF LESSON THREE

EDITING CONTROL CHARACTERS

- CTRL Q** HOME to upper left corner.
CTRL QQ HOME to lower left corner (from any position but the upper left).
CTRL T TAB.
CTRL W UP.
CTRL A LEFT.
CTRL S RIGHT.
CTRL Z DOWN.
CTRL X INSERT one space and push characters to the right of the cursor to the right.

You must hold down the CTRL key while typing the control character. To cause the control key action to repeat without retyping, press CTRL and the appropriate direction key before pressing REPT.

DISPLAY CONTROL KEYS

- CTRL F** FLASH characters.
CTRL B BLACK on white (inverse) characters.
CTRL V VIDEO normal characters.

OTHER KEYS

- ←** DELETE one character to the left of the cursor and tow characters to its right one space to the left.
RETURN RETURN the cursor to the left edge of the screen, down one line from its current position.

THE TEXT BUFFER

Three control characters act on a 100-line text buffer:

- CTRL D** Deletes a line of text from the screen and places it in the text buffer.
CTRL I Inserts a line onto the screen. If the buffer contains text, it takes the line from top of the buffer. If the buffer is empty, CTRL I will insert a blank line.
CTRL E Empties the buffer of any text.

THE EDIT SCREEN

The edit screen is 40 columns across and 20 rows deep. Any text pushed beyond the 20th row or 40th column will be lost.

LESSON FOUR

In Lesson Four, we'll examine the options offered when you revise a screen. Further data storage topics include classifying data by diskette, changing data diskettes, initializing diskettes, creating backup diskettes, deleting screens, and printing. We'll conclude by showing you how to exit the VisiDex program.

SCREEN STORAGE AND RETRIEVAL

In the last lesson, you got a screen from diskette, revised its text, then replaced the earlier version with the revised version. We refused the option to keep the earlier version.

Let's see what happens when we save both versions. If you don't have a clear editing screen, either put the current screen on diskette or press CTRL C. If you are prompted with SCREEN NOT SAVED, OK? N, type Y RETURN.

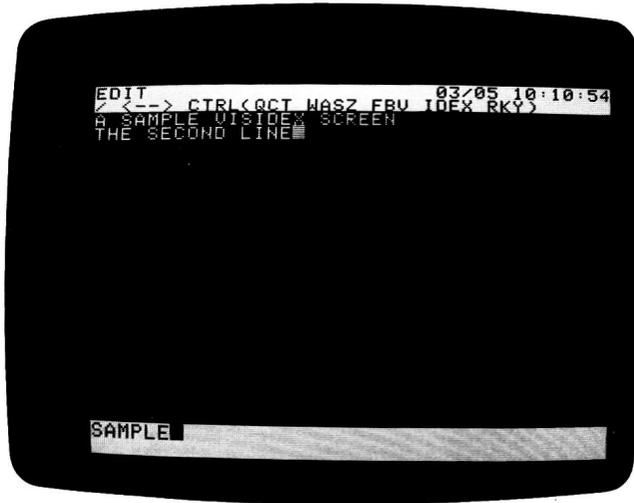
Now type the words A SAMPLE and press CTRL K. The word SAMPLE should appear immediately in the keyword area. CTRL K creates a keyword from whatever word is directly to its left. Its purpose is to let you create keywords quickly—while you're typing in text—without stopping to invoke the Keyword command.

Let's continue with our example. Press the space bar and type the words VISIDEX SCREEN.

Put this screen on diskette by typing /KP. The drive will whirl and the screen will clear. Now we'll get our new screen back and modify it.

Type /KG and respond to the prompt ENTER KEYWORD: by typing SAMPLE and pressing RETURN. Press ESC to accept the screen.

Let's add a second line to the screen. Type CTRL Z to move the cursor down to the second line and type the words THE SECOND LINE. Your screen should look like the one in the next photograph.



Now we'll explore some storage options. Type /KP to put this revised screen on diskette. The drive will whir, the original screen will appear, and the status area will display the prompt DELETE THIS SCREEN FROM DISK? N. If we accept the default N(o) response, we will put not only the second screen on diskette, but save the first in its original form. Both screens will have SAMPLE as their keyword.

Press RETURN to accept the default N(o) response. The message NOT DELETED appears. Press ESC to return to the Edit mode.

Let's get the revised screen. Type /KG SAMPLE and press RETURN. Our original screen appears first. Rather than accepting it by pressing ESC, we'll continue in order to see the second screen. Press RETURN to continue.

The second screen replaces the first. Press ESC to accept the revised screen. We got both screens back because we saved them under the same keyword—SAMPLE. By creating another keyword, we can get this screen independently of the first screen.

Type /K then press → until the cursor rests on the S in SECOND. Press C to make SECOND a keyword. Now put this screen on diskette by pressing P.

The program displays not the first version of the screen, but the second. Note that it has only one keyword in the keyword area. The newest screen has two—SAMPLE and SECOND. Let's keep the earlier screen—for a total of three screens saved with the keyword SAMPLE. Press RETURN to accept the default N(o) and the words NOT DELETED appear again. Press ESC to return to the Edit mode.

Let's get our last screen with the keyword SECOND. Type /KG SECOND RETURN. The screen appears with the standard prompts in the keyword area. Are there any more screens waiting? Press RETURN to continue. No. The point is that even though this screen shares common text and a common keyword with two other screens, it did not get them too because we asked for it by its unique keyword—SECOND.

We will see this principle at work in Lesson Five when we discuss cross-referencing. By assigning multiple keywords to screens, we can keep a large file of screens under a central keyword and still get individual groups of screens. We can also find a screen from different viewpoints.

To conclude our discussion of storage and retrieval, let's delete the second SAMPLE screen. Press CTRL C to clear the screen. Type /KG SAMPLE RETURN and the first screen will appear. Press RETURN to continue.

Let's delete the second screen. Follow the prompt in the keyword area and press D. The screen will clear and the drive will spin. The status area prompts: DELETE THIS SCREEN FROM DISK? N. Press Y RETURN. The disk drive will spin and the third screen will appear. That's all there is to deleting a screen. You can also delete a screen after accepting it with the /SD command. For details, see Chapter 3, "The STORAGE Command." Press RETURN to accept the last screen.

We can summarize what we have learned about storage with three points:

1. If you revise a screen and answer N(o) to the prompt DELETE THIS SCREEN FROM DISK, the program will save the revised screen and retain the earlier version too.
2. If you revise a screen and answer Y(es) to the prompt DELETE THIS SCREEN FROM DISK, the program will save only the revised screen and will delete the earlier screen.
3. When you type the /KG command, the program presents only the screen(s) indexed by the keyword you enter.

CLASSIFYING DATA BY DISKETTE

The VisiDex program with its quick data entry and data access makes for a powerful tool in any office. You can increase its power by classifying the kind of data you intend to create on separate diskettes.

For example, many people have a catch-all diskette on which they keep information of immediate interest such as important phone numbers. Beyond this, they create groups of diskettes for individual tasks.

For example, one user has divided his diskettes into the following groups: MAILING LIST, SALES CALL REPORTS, COMPANY INVENTORY (including product name, description, and part number), OFFICE SOFTWARE LIBRARY, ADVERTISING RATES, CALENDAR, and MYSTERIES (a catalog of his detective fiction library). On his catch-all diskette (titled BRAIN.01) he keeps not only important phone numbers, but a quick index to the rest of his data diskette library.

You don't need to set up a dozen diskettes right now. But as you move into the advanced section of this tutorial (beginning with Lesson Five), keep his example in mind. You might even make up a screen of possible titles that will serve your particular purposes.

INITIALIZING DATA STORAGE DISKETTES

The first time you loaded the VisiDex program, you had to initialize a data storage diskette. The Storage command includes an initialization command: /SI. VisiDex data storage diskettes have a different format than ordinary Apple diskettes (those created with the INIT command).

We recommend that you take a couple of minutes now and initialize at least one extra data diskette. You will need it for a coming lesson. If you don't have a spare diskette handy, you can initialize it later.

Turn to Chapter 3, "The STORAGE Command" for instructions on how to use the Storage Initialization command: /SI.

BACKING UP DATA STORAGE DISKETTES

Making copies of diskettes containing valuable data is absolutely essential. Diskettes can be lost, damaged by accident or carelessness, or inadvertently erased—to name a few problems.

The VisiDex Storage Backup command, /SB, performs two functions: it copies one diskette to another and it compacts the diskette storage area.

Whenever you delete a screen from a diskette, a gap is left in the diskette storage area. The program will not write new screens or screen revisions into these gaps. If you do much deleting, you can leave a considerable amount of diskette storage space out of service. When you back up a diskette, you protect yourself from losing valuable information, and you create more useable storage space by compacting the original data.



Storage area with four screens and unused area before deleting.



Storage area with three screens, a gap, and unused area after deleting screen 2.



002-004

Storage area after the backup command. Note increase in unused area.

For maximum protection and efficiency, you should make two backups. Then store the original and the second backup in a safe place and use the first backup as your working copy. When it comes time to backup again, backup the current work diskette to the two diskettes you stored, then place it away and select one of the backups as your working copy.

This three diskette method helps protect you from the total data loss that could happen if a hardware or power failure should occur during the backup process. For instructions on how to backup a data diskette, see Chapter 3, "The STORAGE Command."

CHANGING DISKETTES

When you need to change data diskettes or switch between drives to access a different diskette, you must follow a particular procedure. The reason is that when you insert a data diskette after loading the VisiDex program diskette, the program loads the data diskette's index (the keywords and keydates you've assigned to the various screens) into the computer's memory. The index is the program's only reference to the screens you've stored on diskette.

When you change data diskettes, you must change indices, so that the computer knows what the new diskette contains. If you don't load the index of the new diskette, the status area will display the message: DISKETTE MISMATCH ERROR.

LESSON FOUR

If you have not saved the current screen, you will lose it. To load in the new index after this error, press RETURN and respond to the prompts for SLOT and DRIVE. These are part of the New Data Disk command: /SN. To change diskettes, or to switch between drives when each contains a data diskette, follow the steps below. Even if you have only one data diskette presently, try out the command.

1. Press /S to invoke the Storage command.
2. Type N to execute the New Data Disk command. The status area will prompt

```
INSERT DATA DISK  
SLOT:6
```

3. Select a drive and place your new data diskette in it. If you want to use your current data diskette just leave it where it is.
If you have your disk controller card in a different slot, it will be represented here. Press RETURN to accept the default value. If you need to change this value, type in the new number and press RETURN.
The prompt DRIVE: will appear. The default drive number will be represented. If you are using a dual drive system, you must use /SN to change drives if you want to have two diskettes on line.
4. If you need to change the number, type it in and press RETURN. If you have placed the new data diskette in the default drive, or if you are using the current data diskette, just press RETURN.
The selected drive will spin, and the initial screen will appear. The status area will display the words NEW INDEX LOADED. That's all there is to changing diskettes or drives. Press RETURN to continue.

WHAT GETS SAVED

When you put a screen on diskette, you aren't putting the entire screen (799 characters) on diskette. The VisiDex program saves only the text you've typed along with information about spacing. When you get a screen from diskette, it recreates the screen you've saved.

As a result, you are free to include as much space as you want in your screens—whether for reasons of readability or format. Likewise, you can spread information over several screens, rather than jamming it all into one screen. We designed the VisiDex program to be as economical as possible in terms of storage space use.

FINDING OUT WHAT'S ON DISKETTE

You might have wondered, "How do I know what screens I have saved on this data diskette?" Or you might have asked, "How can I get a screen if I can't remember its keyword(s)?" The VisiDex program has two commands that take care of such problems. Try out these commands with the data diskette you've been working with.

THE PRINT INDEX COMMAND

The keywords for a particular diskette form that diskette's index. You can see the index by following these steps:

1. Press /P to invoke the Print command. The prompt reads
F OR PRINTER SLOT #0.
2. The default slot number zero causes the program to print to the screen rather than to a printer. Press RETURN to accept this value.
3. Press I to print the (I)ndex. The program will print out the index in alphabetical order in two columns. The numerals to the right of each key tell how many screens you have saved under that particular keyword or keydate. Though you can save more than 99 screens under a particular key, the number 99 is the maximum count that the index will display. Just remember that if you see 99, you may have more screens.

The Print Index command prints alphabetic keywords first, followed by numeric keywords, with keydates appearing last. Keydates are the Calendar command's form of a keyword. See Lesson Seven and Chapter 3, "The CALENDAR Command", for further details.

The command will print one screen of indices, the program will present one screen at a time and prompt PRESS RETURN TO CONTINUE in the keyword area. Pressing RETURN will cause the next screen of indices to print. If no more indices remain to be printed, pressing RETURN will return you to the Print command menu.

Press ESC to return to the Edit mode. You can cancel any print command, including the printing of the index, at any time by pressing ESC.

THE STORAGE REVIEW COMMAND

The Storage Review command will present every screen you've put on diskette in the order you created them. Just as when you get a screen, the review offers you the opportunity to delete any screen you don't want. To review your screens, follow the steps below.

1. Press /S to invoke the Storage command.
2. Press R the first screen saved on the diskette being reviewed appears. To see the next screen, press RETURN. To accept the screen currently in view and halt the review process, press ESC. Review a few screens, then press ESC.

EXITING THE VISIDEX PROGRAM

Unless you've worked straight through the manual to this point, you've probably found yourself turning the power OFF in order to load another program. The VisiDex program has a more elegant way of letting you move to another program—the Exit command. Give it a try now by following the steps below:

1. If you want to continue to the next lesson, put the VisiDex program diskette in drive 1. If you want to go on to another program, place the appropriate program diskette in drive 1.
2. Type /X. The status area displays the Exit command prompt:
BOOT SLOT: 6.
3. The default value will be the slot in which you have placed your controller card. Assuming that you have just one controller card, press RETURN.

If you have two controller cards, and want to change from the default slot, type in the slot number of your other controller card and press RETURN.

The diskette in drive 1 will boot. If you choose to reload the VisiDex program diskette, you'll see the first screen, just as though this were a power up start.

SUMMARY OF LESSON FOUR

/PI	Print the diskette index.
/SR	Review all the screens on the diskette.
/SI	Initialize and format a diskette.
/SB	Back up a diskette (copy and compress data).
/SN	Load new index when changing diskettes.
/X<n>	Exit VisiDex and boot the diskette in slot <n>.

LESSON FIVE

The previous lessons have taught the basics of the VisiDex program. Beginning with this lesson, we will introduce you to techniques and commands that bring out the full power of the "electronic index card."

CROSS-REFERENCES

One of these techniques is cross-referencing. As an example, let's say that you have a screen from a mailing list. You could save the screen by the name of the person. That would constitute a single reference. But what if you wanted a group of names and addresses by ZIP code? If you make the ZIP code a keyword, you can also get the screen with the ZIP code.

If more than one screen has that particular ZIP as a keyword, the program will present the additional screens if you enter the particular ZIP as your keyword when getting screens.

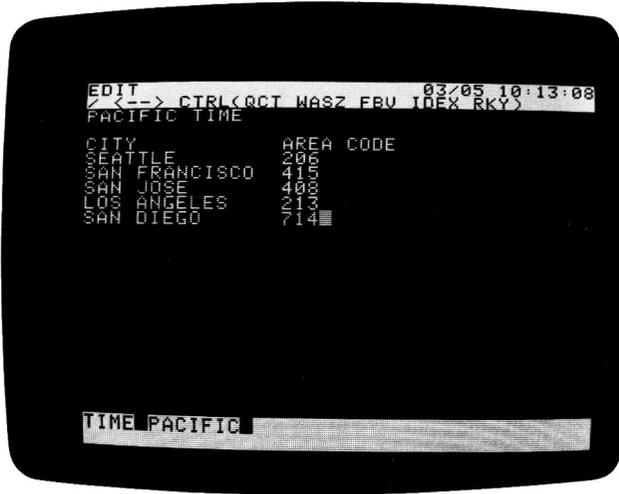
To demonstrate cross-referencing, we'll create four screens—one for each time zone in the United States. Each time zone screen will contain the names of five major cities and their area codes.

Assuming you have loaded the VisiDex program and your data diskette, clear your screen either by typing CTRL C or by putting its current contents on diskette (/KP). Begin by typing the word PACIFIC and pressing CTRL K (to make PACIFIC a keyword). Then press the space bar and type TIME. Type CTRL K once more. Then press RETURN twice.

Type the word CITY and press CTRL T twice. Now type AREA CODE and press RETURN. To complete this screen, type in the following information. Type CTRL T once after each city name to tab over to the area code column.

SEATTLE	206
SAN FRANCISCO	415
SAN JOSE	408
LOS ANGELES	213
SAN DIEGO	714

Your screen should look like the photo below.

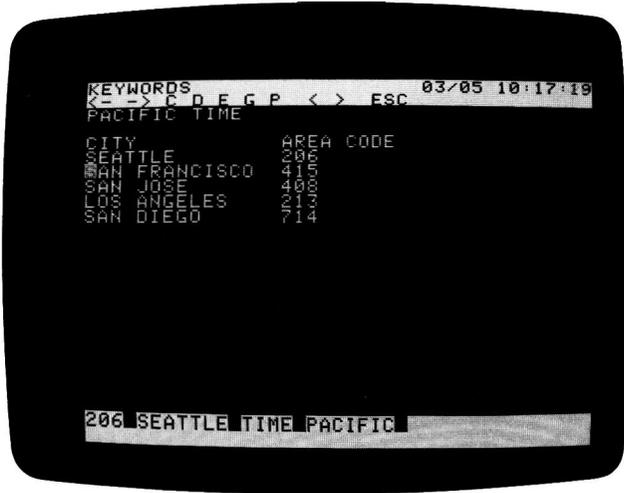


Note the little black notch between **TIME** and **PACIFIC** in the keyword area. That means that each is a separate keyword. This separation allows us more flexibility in retrieving screens. If we enter **TIME** as a keyword, we will get all four time zone screens. If we enter **PACIFIC** we will get just the Pacific time zone screen.

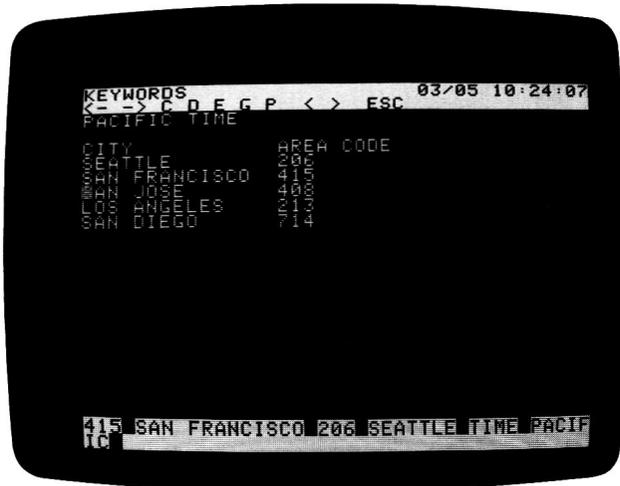
Now let's create city and area code keywords. Press /K to invoke the keyword command. Press ← until the cursor rests on the S in SEATTLE.

Now press C→C→. The first C made SEATTLE into a keyword, the → jumped the cursor to the Seattle area code (206), the second C made 206 a keyword, and the second arrow positioned the cursor on SAN FRANCISCO. Look at the keyword area for a moment. The last keyword

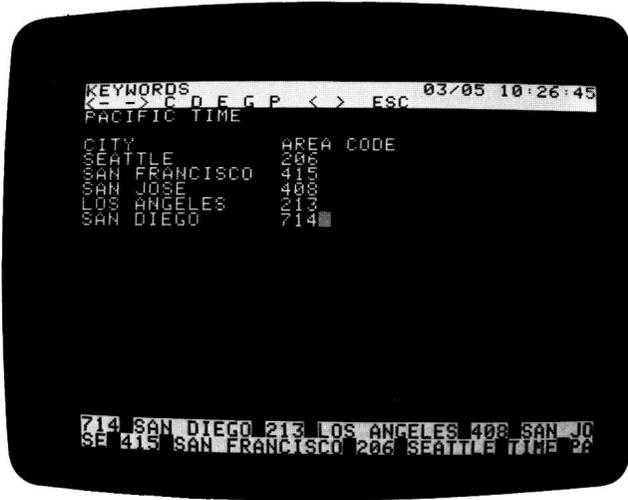
entered, 206, is in the first position, followed by previous keyword, SEATTLE. Each time you enter a new keyword, the other keys are pushed to the right. Your screen should look like the photo below.



The rest of the city names on this list will be compound keywords. Therefore, we won't press → between the two words. Instead, press C twice. The keyword area shows SAN FRANCISCO without a notch between the two words. Now press →C→. The notch will show between FRAN-CISCO and 206. Your screen should look like the one below with the cursor resting on the first S in SAN JOSE.



Go ahead and create keywords out of the rest of the city names and area codes. Keep an eye on the keyword area as you do. When you finish, your screen should look like the one below.



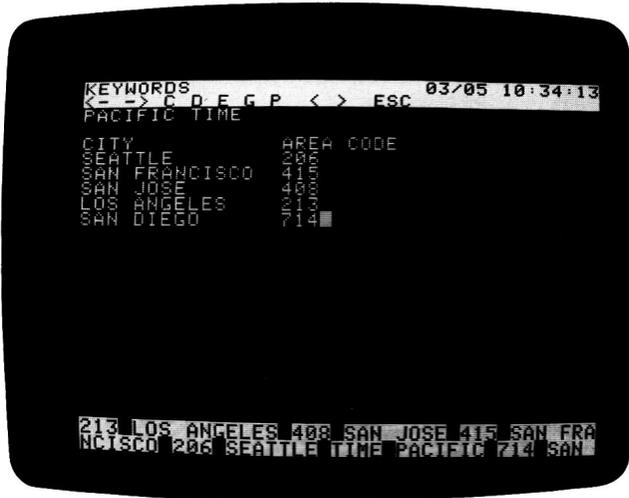
Check your work against it. If you made something into individual keywords that should've been a compound keyword or vice versa, you can remove the error(s) with the Drop Keyword command and create the proper forms.

DROPPING KEYWORDS

The Drop Keyword command operates on the keyword occupying the first position in the keyword area—the upper left corner of the keyword area—currently occupied by 714. Press D to drop 714.

Gone! That's fine if you wanted to drop the last keyword entered, but what if you had misspelled PACIFIC? Press ← C to make 714 a keyword again. And come to think of it, is PA a keyword instead of PACIFIC?

Now press <. 714 disappeared again and PACIFI has appeared at the end of the status area. Press < again. Your screen should look like the one in the next photograph.



The San Diego area code has emerged on the lower line of the keyword area. Pressing < has caused the screen words to scroll to the left. Words that disappear to the left reappear in the lower right corner of the keyword area. Press > twice. The keywords scroll to the right, putting us back where we started.

The less than sign (<) and greater than sign (>) turn the keyword area into an 80 character window through which you can view all your keywords. This is necessary because the VisiDex program allows a maximum total keyword character count of 253 (including notches and spaces).

The program puts your keywords on a loop. You can scroll in either direction as long as you want. Press > REPT and hold them down for a few seconds. Before continuing, scroll 714 back into the first position.

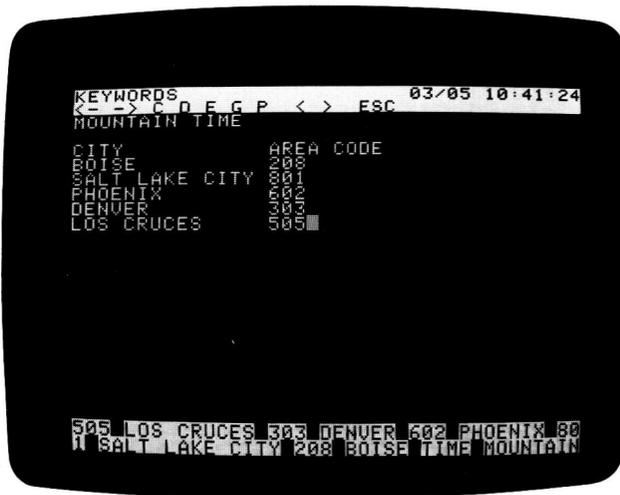
If you need to make any changes, make sure the keyword command remains in effect, scroll the offending keyword into the first position, then press D. Create the proper form of the keyword by positioning the cursor with the arrow keys and pressing C.

Once you have made your corrections (if any), save the screen to diskette by pressing P (for Put).

Begin the next screen by typing **MOUNTAIN** CTRL K, pressing the space bar and typing **TIME** CTRL K RETURN RETURN. Now type **CITY** CTRL T CTRL T **AREA CODE** RETURN. Go ahead and put in the following cities and their area codes. Then make each city and area code a keyword. You should make **SALT LAKE CITY** and **LOS CRUCES** compound keywords.

BOISE	208
SALT LAKE CITY	801
PHOENIX	602
DENVER	303
LOS CRUCES	505

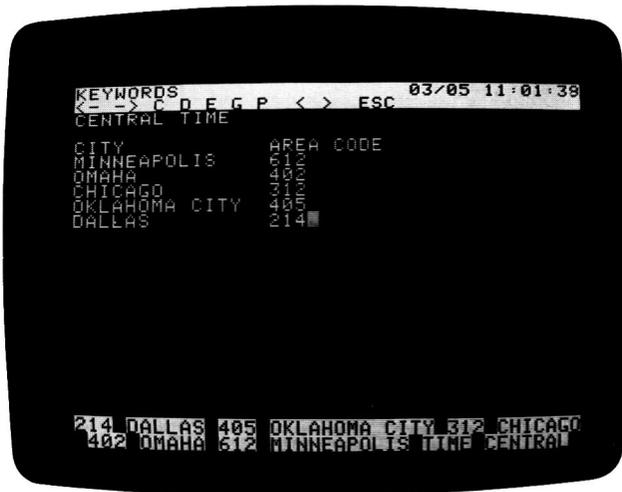
When you've finished, your screen should look like the one below. If it doesn't, make any necessary corrections before continuing. Put the screen on diskette by pressing P from the Keyword command set.



With a clear screen in front of you, follow the format we've established, beginning with the words **CENTRAL TIME**. Make both into a keyword as you go with CTRL K. Using the previous screens as an example, enter this list of cities and area codes.

MINNEAPOLIS	612
OMAHA	402
CHICAGO	312
OKLAHOMA CITY	405
DALLAS	214

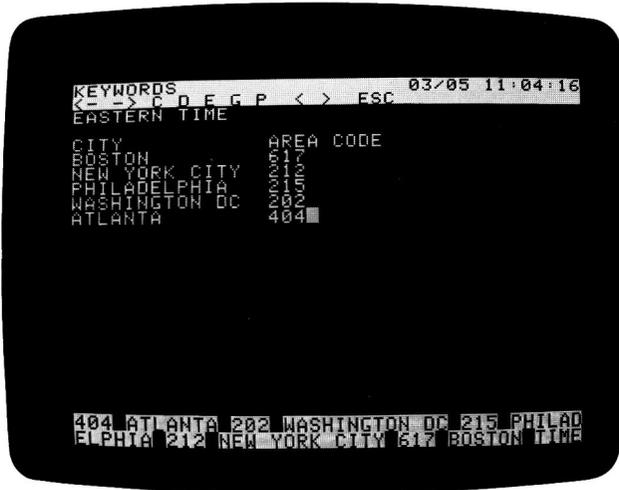
When you have completed the list, make each city and area code into a keyword. Once your screen looks like the one below, save it to diskette by typing /KP.



Now for the final TIME screen. Type **EASTERN TIME**, making each a keyword as you go and follow our format as you enter the following cities and their area codes.

BOSTON	617
NEW YORK CITY	212
PHILADELPHIA	215
WASHINGTON, DC	202
ATLANTA	404

Go ahead and create keywords according to the format we've established. Check your screen against the photo below. Make any necessary changes and then put the screen on diskette by pressing P.



Now let's answer some questions. What city has the area code 402? Type /KG to get a screen. Answer the prompt ENTER KEYWORD: by typing 402 RETURN. Press ESC. The answer is OMAHA.

What cities are in the Mountain time zone? Press /KG and respond to the prompt by typing MOUNTAIN RETURN. Press ESC.

What is the area code for Seattle? Type /KG and answer the prompt by typing SEATTLE RETURN. The Pacific Time screen appears. Press ESC to accept. The answer is 206.

Let's look at all the screens saved under the keyword TIME. Type /KG and answer the prompt with TIME RETURN. The Pacific Time screen appears. Instead of pressing ESC to accept this screen, press RETURN to continue. The Mountain Time screen replaces the earlier screen. Press RETURN again. The Central Time screen appears.

Note that these screens are tied together by the keyword TIME and that when you get screens with this word, the program presents them in the order in which you saved them. Before we go on to the Eastern Time screen, press ESC to accept Central Time.

If you wanted to go on to see the Eastern Time screen, would you have to use the keyword EASTERN or repeat the entire sequence of all four TIME screens? Type /KG and look at the status area prompt. It reads ENTER KEYWORD: TIME.

The program has kept TIME as a default keyword. Just press RETURN. You don't need to type in the word TIME. The Eastern screen appears. Press ESC to accept it. Anytime you accept a screen by pressing ESC, the keyword will remain as the default keyword—even when you have accepted the last screen of the series. In this case, pressing RETURN will return you to the Edit mode.

WILDCARDS

The VisiDex program lets you use wildcards. Wildcards are characters that you substitute for characters in keywords following the Keyword Get command (/KG). The program has two such symbols: the hyphen (-) and the asterisk (*).

The hyphen can replace any character or series of characters in a keyword except for the first two characters and the last character. For example, LO-S and LOS-LES are both proper hyphen substitutions when searching for the keyword LOS ANGELES. L-S, -ANGELES, and LO- are not.

Type /KG LO-S RETURN. The drive whirs as the program searches through the index, searching for all keys that begin with LO and end with S. The Pacific time zone screen appears with LOS ANGELES. Is that all? Press RETURN to continue. The drive whirs again and the Mountain time zone screen appears with LOS CRUCES.

LOS CRUCES also matches our wildcard keyword, LO-S. Press RETURN to see if any more screens remain that fit the wildcard keyword LO-S. The program enters the Edit mode indicating that those were the only two keys on the diskette to match.

Now type /KG LOS-LES RETURN. The screen with the keyword LOS ANGELES appears again. Press RETURN. The screen enters the Edit mode. LOS ANGELES is the only word on our current list that matches the wildcard keyword LOS-LES.

The hyphen wildcard can be handy for cutting the amount of typing necessary to enter longer keywords. It can help you find screens with related character groupings. Bear in mind, however, that you may also get unexpected matches as well.

The second wildcard symbol is the asterisk (*). The asterisk only replaces individual characters on a character by character basis. As with the hyphen, you must type the first two and the last character. For example, OMAHA could become OM**A or OMA*A. The asterisk becomes most valuable in selecting special groups of numbers—as in ZIP codes, employee numbers, and parts numbers.

Note that wildcards can be used more than once and in combination in the same keyword. NE-Y-Y, NEW Y**K ***Y, and NE-****-Y are all acceptable wildcard forms of the keyword NEW YORK CITY.

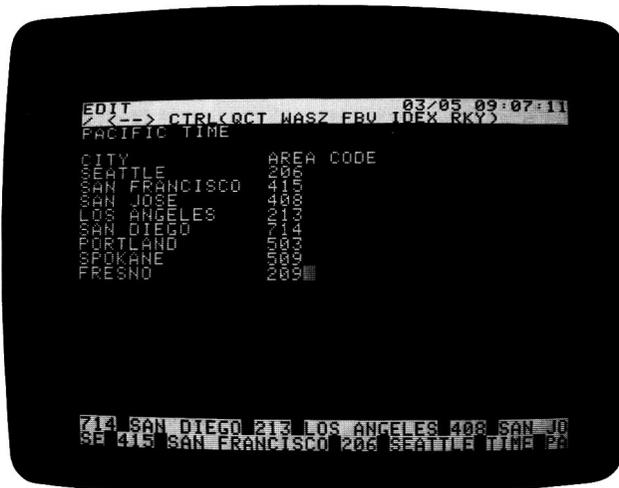
THE AMPERSAND

The ampersand character (&) is a special search character. Rather than searching the index as keywords do, the words after an ampersand are searched for in screen text. One of the special benefits is that you can search for non-keyword words and numbers. Let's create an example. Get the Pacific time screen by typing /KG and the wildcard keyword PA-C RETURN. When the screen appears, press ESC to accept it.

Position the cursor below the S in SAN DIEGO by pressing CTRL Z REPT. Type in these cities and their area codes:

PORTLAND	503
SPOKANE	509
FRESNO	209

Your screen should look like the photo below.



This time, we'll put the modified screen on diskette without making these six items into keywords. Press /KP and respond to the prompt with Y RETURN to delete the previous version of the screen.

Now let's get the screen with Fresno on it. Type /KG and respond to the keyword prompt with TIME&FRESNO RETURN. Press ESC to accept the screen.

Even though FRESNO is not a keyword, the program went through the index finding all the screens with the keyword TIME. It then proceeded to look through the text of the screens with the keyword TIME seeking a match for the character string FRESNO.

You can also combine the ampersand with wildcards. You could answer the ENTER KEYWORD prompt with TIME&PO-D to find the screen containing PORTLAND. When the hyphen is placed after an ampersand, however, you don't need to follow the rule for keyword hyphen use—that of having to give the first letters and the last letter.

A hyphen placed after & tells the program to search for any string (group) of characters fitting the letter(s) and the hyphen. In the example above, the hyphen caused the program to search for any string of characters beginning with PO and ending with D.

For example, TIME&P- will retrieve all the screens with the keyword TIME that have words beginning with the letter P, including the words PACIFIC, PORTLAND, PHOENIX, and PHILADELPHIA. If you enter TIME&-GO the program will display the screens containing SAN DIEGO and CHICAGO. TI-E&PO-D would also work, because you can still hyphenate the keyword.

You can skip a keyword altogether and enter a search string beginning with &. For example, &SPOKANE will retrieve the Pacific time zone screen containing the character string SPOKANE. You could also work in wildcards too—&SPOK- for example.

When you give the program a search string without a preceding keyword, it searches all screens on the diskette to match the search string. If you were to enter &S- the program would present every screen that has a word beginning with S.

Because of the power of the & character, you don't have to make every significant word a keyword. You can be selective. For example, in our time zone screens, we could've had only one keyword per screen (the absolute minimum). However, searching for a screen with an ampersand can take longer than searching with a keyword.

You should think out your priorities before creating screens and keywords—particularly setting up formatted screens for projects like mailing lists, catalogs, bibliographies, and the like.

Note: the characters -, *, or & are reserved characters. For a systematic discussion of keywords, search strings, wildcards, and the ampersand, see Chapter 3, "The KEYWORD Command."

SUMMARY OF LESSON FIVE

TO DROP A KEYWORD

1. Type /K to invoke the Keyword command.
2. Press < or > to position the keyword to be dropped in the first position in the keyword area.
3. Press D.

WILDCARDS

- Replaces any string of characters between the first two and the last character of any keyword. When used after an ampersand, it replaces any string of characters without restrictions on the number of first and last characters. The hyphen can be used more than once in a single word.
- * Replaces individual characters between the first two and the last character of any keyword on a character by character basis. After an ampersand, the asterisk can replace any character. The asterisk can be used with the hyphen.

AMPERSAND

- & Words following the & are used to search screens for the character string that follows it. If preceded by a keyword, only screens indexed by the keyword are searched. If used without a keyword, all screens on the default diskette will be searched.

LESSON SIX

In Lesson Six, we will show you how to create template screens and how to perform numeric searches. We will also discuss transferring lines from one screen to another and screens from one diskette to another.

DATA TEMPLATES

A **data template** is nothing more than a standard form for gathering information. The VisiDex program lets you create these standard forms on screens, fill them in, save the information, and automatically receive a fresh form. Template screens can be handy for your personal use and for having clerical help enter data without having to learn the VisiDex program.

Template examples include a salesman's call report form that always asks for vital points of information. Likewise, a marketing director needs a standardized demographics format for reporting her surveys. A service manager might want his secretary to maintain a standard list of customer names, addresses, and service records.

CREATING A DATA TEMPLATE

Let's create a simple, three-field template for demographic information. A **field** is a data category, usually identified by a **field name**. We'll use the screens we create with this template to demonstrate VisiDex numeric searches. First let's create a keyword for the screen—an invisible keyword.

On a clear screen with the cursor in the upper left corner, type /KE. The status area will prompt ENTER KEYWORD:. Type #DEMO and press RETURN ESC. The keyword area displays the keyword #DEMO (for DEMOGRAPHICS), but the editing screen remains blank.

Take note of three things. First, template screens do not demand an invisible keyword. You could have typed the keyword on the screen and then used either /KC or CTRL K. The invisible keyword is particularly handy because it allows you to print out forms and information without printing the keyword.

Second, the keyword that identifies the screen as a template to the program must begin with a pound sign (#) immediately preceding the first character of the keyword. You'll see shortly how template screens behave differently than ordinary VisiDex screens. Because of the special role it plays, # is a reserved character; you mustn't prefix ordinary keywords with it.

Third, a template may have additional keywords with or without #.

Now let's create three fields. Type the following.

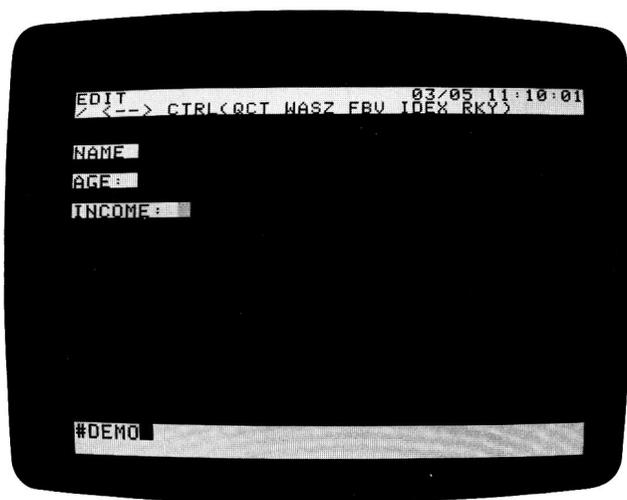
RETURN RETURN CTRL B

NAME SPACE BAR RETURN RETURN

AGE: SPACE BAR RETURN RETURN

INCOME: SPACE BAR

Your screen should look like the one below.



We double-spaced from the top to make the screen easier to read. Where you begin a template on the screen will depend on a number of considerations, such as how you will want to format a printout and how many lines of data you will require per screen.

We have also double-spaced between fields for readability. Note that you can have multi-line fields. These are quite important for comments and descriptions.

We asked you to enter the field names in inverse video for three reasons. First, inverse field names affect cursor movement when you press ← or →.

Second, inverse video comes in quite handy at print time. The Print command gives you the option of printing or not printing inverse characters. This means you can have a printout without the field names. This is particularly important when printing mailing labels.

Third, when typed as part of a template, inverse video characters cannot be written over. This helps to ensure the integrity of the format.

The colons following the field names **AGE** and **INCOME** will allow us to perform numeric searches on **DEMO** screens. You can also use the equals sign (=) for the same purpose. The space following each field name simply separates the field name and its data.

Save the template now by typing **/KP** then type **/KG #DEMO** RETURN to get the template. The **#DEMO** screen reappears with a blip sound to announce that this is a template and not an ordinary screen.

Note first that the keyword has modified itself slightly, dropping the **#**. This is because **DEMO** will be the keyword with which you get any template screen once you've filled it in and saved it. The other difference is that the cursor follows the field name, **NAME**, rather than taking its usual place in the upper left corner of the screen. The cursor is prompting you to fill in the **NAME** field. Type **JAMES QUINCY**.

Now instead of pressing RETURN, press →. The cursor places itself after **AGE**, prompting us to fill in the age field. Type **28** and press →.

Fill in the final field with **\$26,000.00**. Put the completed template on diskette by typing **/KP**. The program saves the **QUINCY** screen and returns a fresh template. This automatic return of a template is one of the features of a template screen—one created with **#** as the first character.

You didn't need to assign a keyword, because the screen already has one—**DEMO**. You can add extra keys if you want. In more extensive templates, an extra keyword, such as a person's name, can lessen the time it takes the program to get the screen from the diskette.

LESSON SIX

Let's add five more screens to our demographics file. Enter the following names, ages, and incomes on separate screens. Remember to press → after the first two fields. If you press RETURN by mistake, press ←. Save each screen by typing /KP.

NANCY PHELPS

23

\$18,500.00

EDWARD PAULEY

45

\$32,750.00

ROGER CRAIG

39

\$50,800.00

SUSAN NAYLOR

36

\$31,600.00

JOHN TULLY

27

\$14,500.00

To turn the repeating screen feature off, press CTRL C or invoke any command but Keyword (/K). Anytime you want to put more names in your demographic file just type /KG #DEMO RETURN. Press CTRL C.

GETTING COMPLETED TEMPLATE SCREENS

To get individual screens, just omit the # from the keyword. Typing /KG DEMO RETURN will present all the screens you have filled, in the order you entered or modified them. As with ordinary VisiDex screens, you can revise any text on the screen.

To get individual screens follow DEMO with & and any word that you saved on a DEMO screen. Press ESC to accept the screen. Type /KG DEMO&SU- RETURN and the screen with information on Susan Naylor will appear. Press ESC and type /KG DEMO&45 and Edward Pauley's screen will appear.

Had you made any of the data (like last names) keywords, you could get individual screens with those keys alone, i.e., with no reference to DEMO.

MODIFYING A TEMPLATE

To modify a template, you must defeat its field protection and automatic reloading characteristics. A way to defeat the field protection is to type /C ESC. Then modify it as needed with the Edit commands. Before saving the modified template, drop the shortened (without #) template keyword with /KD. Enter a new keyword with # as its first character with /KE.

WARNING: Each data template must have a unique keyword.

Because a template loads immediately when you type /KG you cannot access two templates with the same keyword unless the second is distinguished from the first by a difference in screen content. Then you can get the second template by typing the keyword, the ampersand, and a distinguishing string, i.e., #DEMO&PAGE2.

If you accidentally create such a second template with the same template keyword as an earlier template, you can retrieve the second template with & as described above or with the /SR command. Alternatively, you can delete one of the pair with /SD.

NUMERIC SEARCHES

The VisiDex program has special operators that search through numeric data to provide special kinds of information. For example, what if you want only the names of people older than 30? What if a sales promotion called for the names of people with incomes between \$26,000 and \$33,000? Or, what if you wanted just the names of individuals earning less than \$25,000 who are under 25 years of age?

In order to perform such searches, the field name to be searched must be followed by either a colon (:) or an equals sign (=). AGE: and INCOME: appeared in our earlier example to allow for numeric searches. Note that characters like the space or the dollar sign can intervene between field name and the number. Numbers can also include commas and decimal points. INCOME=\$40,000.52 is an example.

LESSON SIX

To perform numeric searches, we will follow the main keyword with an ampersand, the field name, and a numeric operator. The VisiDex numeric operators are:

CHARACTER	MEANING
=	Equals
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
<> or ><	Not equal

As an example, let's ask for the names of everyone with an income less than \$30,000.00. Type /KG and enter the keyword DEMO&INCOME<30000, and press RETURN. James Quincy's screen appears first. Press RETURN. Then Nancy Phelps' screen. Press RETURN. John Tully's screen is next. Pressing RETURN accepts Tully's screen—the last one with an income under \$30,000. Pressing ESC at any point would have accepted the current screen.

Note that we did not include the dollar sign, the comma, or the decimal point in our search value. Numeric searches disregard these characters. Had we entered incomes without them, and then included these numeric punctuation characters within our search string, the program would still have delivered the correct screens.

As previously indicated, you can also perform numeric searches over a range of values. Let's ask for all persons with incomes between \$31,600 and \$50,800. To put it another way, we want all incomes that are equal to or greater than \$31,600 and less than or equal to \$50,800. Type /KG and enter this keyword: DEMO&INCOME>=31600&INCOME<=50800 and press RETURN. Edward Pauley's screen appears. Press RETURN again and you will see Roger Craig's screen. Press RETURN once again and Susan Naylor's screen is displayed. Pressing RETURN once more accepts this screen and concludes the search.

When typing the keyword, did you notice the keyword start moving to the left when you pressed the less than sign? This movement is called **horizontal scrolling**. The program will not accept a keyword longer than 38 characters, so scrolling is limited.

You can include wildcards to economize on the number of characters in a keyword. For example, you could have performed the last search by typing

DEMO&IN->=31600&IN-<=50800

or

DEMO&I->=31600&I-<=50800.

Note, however, that you cannot place wildcards (including the asterisk) in the numbers you're searching for. The reason is that the VisiDex programs performs an actual numeric search, not a character string search when looking for the numbers that satisfy your specifications. The VisiDex program can accurately handle numbers with up to 12 digits before the decimal point and 7 digits after it.

You can also search more than one field at a time. Let's find all persons with an income greater than 30,000 and an age between 30 and 40. We'll use wildcards to shorten the search string. Type /KG and enter the keyword DEMO&I->30000&A->=30&A-<=40 followed by RETURN to see Roger Craig's screen. Press RETURN once more and Susan Naylor's data comes up. One more RETURN shows that these are the only two persons answering our specifications.

TRANSFERRING SCREENS BETWEEN DISKETTES

The VisiDex program has a Storage command for transferring a screen from one diskette to another. For example, you might have selected certain ages and incomes for a special promotion. The Storage Transfer command would let you put these names on a data diskette of their own.

To perform a screen transfer, you must have a second VisiDex data diskette. If you don't have one, see Chapter 3, "The STORAGE Command," for instructions on how to initialize a diskette (/SI).

To operate the Storage Transfer command, the screen to be transferred must be displayed. We'll use Susan Naylor's screen. If you don't have it on the screen in front of you type /KG DEMO&SU- RETURN and press ESC when her screen appears. Now follow the steps below.

1. Type /ST. The status area reads

INSERT DESTINATION DISK
SLOT:6

LESSON SIX

2. If you have two drives, put the destination diskette (the one that will receive the screen) in the drive that doesn't contain the current data diskette.

If you have a single drive, switch diskettes, inserting the destination diskette—the one that will receive the transferred screen.

If you have more than one drive controller card, make sure that the default slot number is correct. We've used 6 here; your screen may read differently. If you want to transfer to a different slot, type the new value.

3. Press RETURN. The status area will prompt for a DRIVE number.
4. If the drive number is correct for the destination diskette, press RETURN. If not, type in the correct drive number and press RETURN. For single drive systems, type 1 and press RETURN.
5. The drive will whirl, and the screen will clear. If you have two drives, the program will return to the Edit mode with the original drive remaining as the default drive. If you have a single drive, you must re-insert the original diskette if you want to continue with it.

TRANSFERRING TEXT FROM ONE SCREEN TO ANOTHER

In Lesson Three, we discussed the Control characters I (Insert), D (Delete), and E (Empty buffer) and their relationship to the VisiDex text buffer. You can use these commands to move selected portions of text from one screen to another. The receiving screen can be blank or have text already on it.

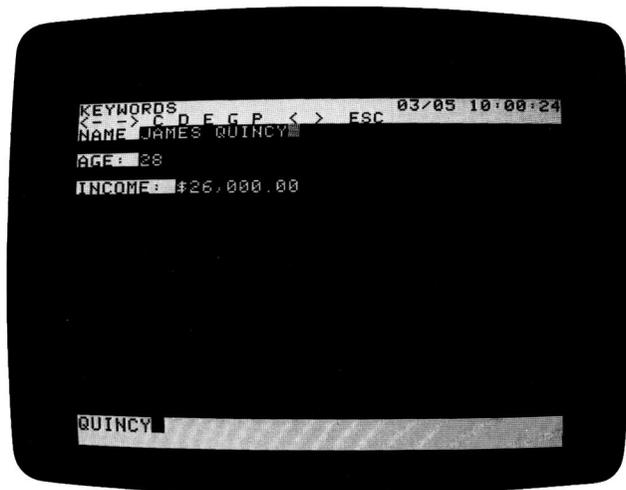
As an example, we'll take one of our DEMO screens and transfer it to a blank screen and resave it with a new keyword. Type /KG DEMO RETURN and press ESC to accept the first DEMO screen that appears (James Quincy's). Follow the steps below.

1. Press CTRL Z twice to position the cursor on the N in NAME.
2. Press CTRL E to empty the buffer. Even though the buffer has a 100 line capacity, this is a good precaution. A beep will sound indicating that the buffer has been emptied.

When filling the buffer, a warning beep sounds when you enter the 90th line and with each line thereafter.

3. Press CTRL D seven times. The first press will delete the NAME line. The other two lines will move up. The next six presses will delete the AGE and INCOME lines and the blank lines between the fields.

4. Press CTRL C Y RETURN to clear the screen. Don't worry. You haven't lost the screen. It's still safe on diskette.
5. Press CTRL I. The last line deleted, INCOME, appears at the top of the editing screen. Press CTRL I six more times to get the other two text and space lines from the text buffer. That's all there is to it. Let's save this new screen under the keyword QUINCY.
6. Type /K to invoke the Keyword command.
7. Press → twice to position the cursor on the Q in QUINCY and type C to make QUINCY a keyword. Your screen should look like the photo below.



8. Put the screen on diskette by pressing P.

You can see if the transfer worked by first getting the new screen with /KG QUINCY RETURN ESC. Is the original screen still available? Type /KG DEMO RETURN ESC. You are free to edit the new screen—add information to it or to delete text from it.

Note the purpose of this exercise was simply to demonstrate transferring text. To change a screen's keyword quickly, you would type /KG DEMO RETURN ESC to get the first screen to change keys. Type /KD to drop the keyword DEMO. Put in the new keyword by typing E QUINCY RETURN.

Text transferring can serve a number of purposes. For example, after requesting a range of screens by age and income, you could extract the names of the individuals meeting your requirements and place them on a separate list.

SUMMARY OF LESSON SIX

CREATING A DATA TEMPLATE

1. Create a template keyword with CTRL K, /KE, or /KC. The first character must be #.
2. Type in the field names for the screen. Use inverse characters if you don't want the field names to appear in a printout. Follow numeric search field names with either : or =.
3. Put the template screen on diskette by typing /KP.

USING A DATA TEMPLATE

1. Get the template by typing /KG and entering the template keyword, making sure to include the #.
2. Type in the data for the first field and press → to proceed to the next line.
3. Continue entering data until the last field is filled.
4. Press /KP. The program will put the filled in template on diskette and return a blank.
5. To stop, press CTRL C when the next blank template screen appears. Typing any command but /K will also stop the process.

GETTING TEMPLATE SCREENS

1. Type /KG and the template keyword without the # to get all screens saved under the template keyword.
2. To select screens, type /KG and the template keyword followed by &, any string to search for or a field name, the numeric search operator, and the numeric data that describe the screen(s) desired.
3. If you have created individual keywords in the template data, you can use them to get data as you would with an ordinary screen. Type /KG and the keyword.

MODIFYING A TEMPLATE

1. Type /KG to get the template.
2. Type /C ESC.
3. Modify template with Edit commands.
4. Drop the template keyword with /KD.
5. Create a new keyword with /KE.

TRANSFERRING A SCREEN FROM ONE DISKETTE TO ANOTHER

1. Get the screen to be transferred with /KG.
2. Type /ST.
3. Check the default values for SLOT and DRIVE. Press RETURN to accept. If you only have one drive, insert the destination diskette as prompted in the status area. Replace the original diskette when prompted and press RETURN. If you have two drives, the program will automatically return to the Editing mode.

TRANSFERRING DATA FROM ONE SCREEN TO ANOTHER

1. Get the screen that has the text you want to transfer with /KG.
2. Press CTRL E to empty the text buffer.
3. Position the cursor on the first line to be transferred and press CTRL D to delete that line of text from the screen and move it into the buffer. Repeat this step as necessary.
4. Press CTRL C, type Y RETURN to clear the screen if you want to transfer to a clear screen. Type /KG to transfer to an existing screen.
5. Type CTRL I as many times as necessary to place all the deleted text on the new screen.
6. If you wish to edit text on the new screen, do it, then create at least one keyword for the screen and save it to diskette by pressing P in the Keyword command.

LESSON SEVEN

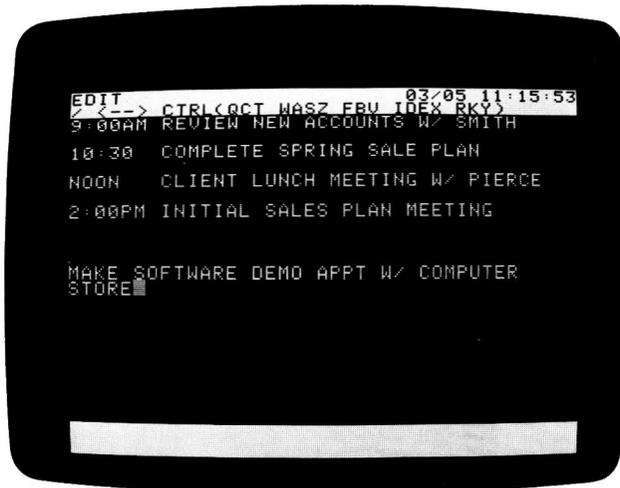
The Calendar command is perfect for daily reminders, scheduling, action lists, and for keeping track of repeated events—bill paying, oil changes, club meetings, etc. This lesson will cover the Calendar command and its cornerstone, the keydate.

CALENDAR SCREENS AND KEYDATES

You enter calendar screen information in the normal way. Let's set up a daily schedule. On a clear editing screen, type in the following data. Remember that to type a slash (/) you must press / twice—the first invokes the Command mode, the second prints the character.

```
9:00AM  REVIEW NEW ACCOUNTS W/ SMITH RETURN RETURN
10:30   COMPLETE SPRING SALES PLAN RETURN RETURN
NOON    CLIENT LUNCH MEETING W/ PIERCE RETURN RETURN
2:00PM  INITIAL SALES PLAN MEETING RETURN RETURN RETURN RETURN
MAKE SOFTWARE DEMO APPT W/ COMPUTER STORE
```

Your screen should look like the screen below.



PUTTING A KEYDATE ON DISKETTE

Although it's perfectly legal to type the day and/or date you want a calendar screen to appear, it isn't necessary. You create a keydate directly through the Command mode. Press /C to invoke the Calendar command. Now press P (for PUT DATE SCREEN).

The prompt PUT DATE SCREEN appears in the upper left corner of the status area. Below, the program prompts for the MONTH. The default month number is the same as you entered when you last loaded the VisiDex program. If you have clock card, the program takes the date from it. So that you won't have to wait until tomorrow to see the automatic keydate feature work, we'll save this screen under today's date. Press RETURN to accept the default month number.

The prompt for the DAY appears with today's date as the default number. Press RETURN to accept it. To change either of the default values, type in the new number and press RETURN. Also, you needn't precede single digit numbers with a 0.

The next prompt reads WARNING:00. You can have the calendar portion warn you ahead of time by typing a number (from 1 to 15) and pressing RETURN. If you were to enter a 1, the screen would appear one day before its keydate.

Likewise, if you were to type in 14 the screen would appear two weeks before the keydate and would continue to appear every day through the keydate. Again, because we've selected today's date, we'll select the default by pressing RETURN. Note that the keydate now appears in the lower right corner of the keyword area!

The next prompt reads REPEAT PERIODICALLY? N. The VisiDex program offers three options for periodic reminders. Press Y RETURN to review them. Note: if you answer N(o) to each of the three options, the program will go ahead and put your calendar screen on diskette. Answering Y(es) to any of the three options accepts the option and puts the screen on diskette.

The first period is weekly, as represented by the word EVERY followed by the name of today's day. Choose this for anything from weekly staff meetings to a regular get-together with friends. Press RETURN to select the default N(o).

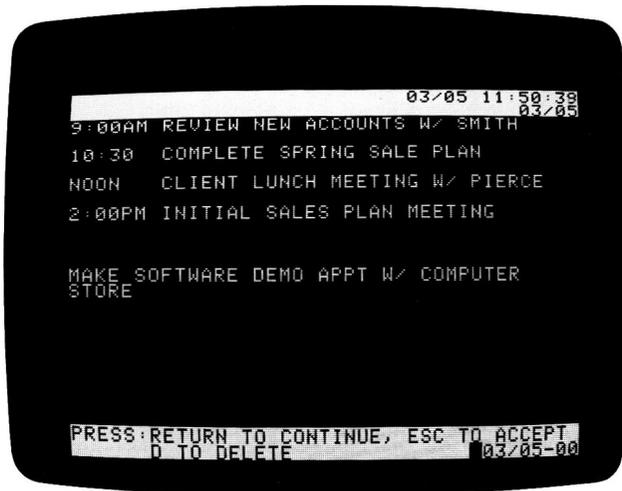
The second period is monthly by date. On the second line of the status area, you should see your date followed by TH OF EVERY MONTH. The perfect reminder for monthly meetings and making sure that certain bills or notes are paid on time. Again, press RETURN to accept the default N(o).

The third period is monthly by weekday. Press RETURN to accept the default N(o). The drive spins, putting your keydate screen on diskette. The screen clears and returns to the Edit mode.

THE AUTOMATIC CALENDAR FEATURE

Although you can get a keydate screen with the /CG command, let's put the automatic calendar feature to work. To do this we must simulate a start up. Type /SN, the New diskette command. Press RETURN twice to accept the default SLOT and DRIVE values. The drive will whir and the initial screen will appear.

Press RETURN again and today's keydate screen will appear. Your screen should resemble the photo below. Note the date in the lower right corner of the keyword area. That's the keydate for this particular screen. The two zeroes indicate that you did not choose to have any warning for this screen.



The prompts in the keyword area work differently with keydate screens than with keyword screens. First, pressing ESC cancels the automatic calendar feature, putting the program in the Edit mode. Press ESC to see this in action. If you press ESC when the initial screen is present, no date screens will appear.

If any other keydate screens are waiting, you won't see them. To see all the keydate screens in the queue, press RETURN as you would with a keyword screen. Pressing RETURN after the last keydate screen has presented itself will clear the screen and put the program in the Edit mode.

DELETING A KEYDATE SCREEN

The automatic calendar feature will present a screen for six days following the keydate to remind you to delete it. After the six days, the screen and its keydate do not self-erase. They simply do not appear.

Pressing D during the presentation of keydate screens will delete the keydate from the index, but not the screen itself. The screen will be automatically deleted when you backup the diskette with the Storage Backup command (see Lesson Four and Chapter 3, "The STORAGE Command," for details). Because the VisiDex program can't use the space until after you've backed up the diskette, this is the simplest solution.

GETTING A KEYDATE SCREEN

Occasionally you may want to revise, review, or delete a keydate screen. To demonstrate the Calendar Get command, we'll get the keydate screen that we saved under today's date. Type /CG to G(et) a calendar screen.

The upper line of the status area reads GET DATE SCREEN. The second line gives the default month you indicated when you last loaded the VisiDex program. Press RETURN.

The DAY prompt with its default value appears. Again, the default is the value that you entered when you last loaded the VisiDex program. Press RETURN.

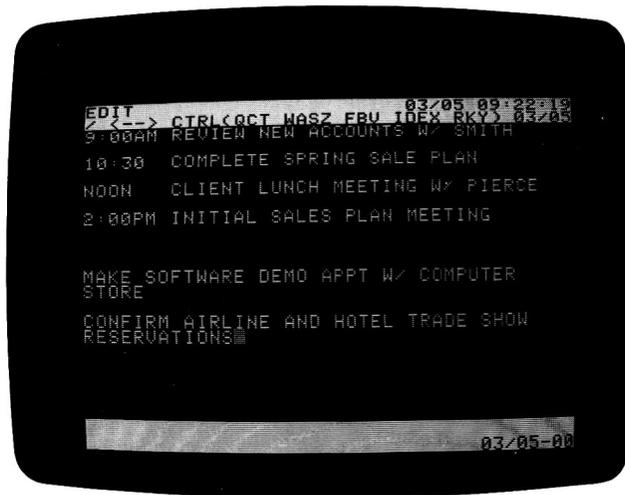
The keydate screen appears. Because it did not appear automatically, pressing ESC will not clear the screen. Press ESC to accept. Note that if other keydate screens dated up to six days previous to the current screen were on diskette, they too would appear following the Calendar Get command.

Let's revise this screen by adding a line. Press CTRL Z REPT to move the cursor down to two lines below the last line. Then enter the reminder:

**CONFIRM AIRLINE AND HOTEL TRADE SHOW
RESERVATIONS**

LESSON SEVEN

Your screen should now resemble the screen below. Remember, your date will probably be different.



Now let's put the revised screen on diskette. Type /CP and the MONTH prompt appears. We'll save the revised screen under the same date, so respond to the MONTH and DAY prompts by pressing RETURN once for each.

Note that these defaults will change to reflect any changes you might make to the previous MONTH and DAY prompts. You can move a calendar screen to a new date by changing these month and/or day values.

We'll choose not to have a warning. Press RETURN to accept the default 00 value. Press RETURN again for N(o) periodic reminders. The drive will whir and present the unrevised version of the screen.

Just as when you revise a keyword screen, the program asks DELETE THIS SCREEN FROM DISK? N. If you accept the default N(o) by pressing RETURN you will have two screens—the earlier version and the revised version. If you type Y RETURN you will have only one screen—the revised version. Press Y RETURN. The drive will whir, saving your revised screen. The screen will clear and return the program to the Edit mode.

THE PERPETUAL CALENDAR SCREEN

The Calendar command lets you create screens that appear every time you load the VisiDex program. One use for a perpetual screen is a simplified master index to the data on the particular diskette.

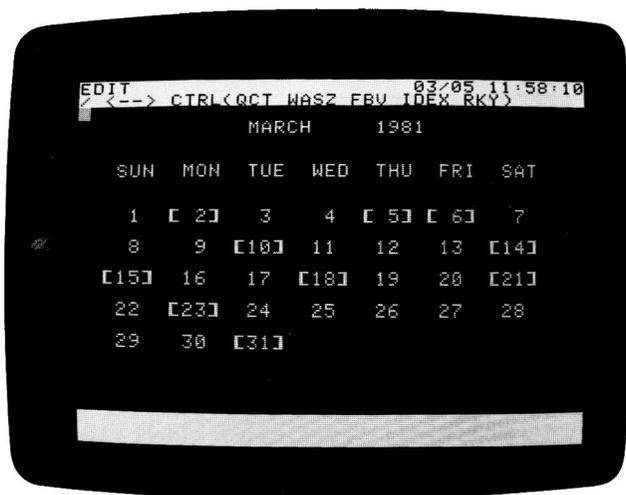
To create a perpetual screen, type in whatever information you want on the screen then invoke the Calendar command with /CP. Type zero and press RETURN in response to the prompts for MONTH and DAY. The WARNING and PERIODIC REMINDER prompts will not appear. A perpetual screen can be revised or deleted like any VisiDex screen.

THE CALENDAR AT-A-GLANCE FEATURE

What do you do if you want to examine the coming week, month, or year? Whether for planning vacations or business trips months in advance, or for seeing if you have time to squeeze in an appointment, the ability to quickly review your schedule becomes important. The VisiDex program has two command sets to make such reviews. The first is part of the Calendar command set, the second belongs to the Print command set.

Type /CM to see the calendar M(onth). Respond to the YEAR prompt by pressing RETURN. Respond to the MONTH prompt by pressing RETURN to see the current month.

Immediately, a calendar sheet for the month appears. You should see a pair of square brackets ([]) surrounding the date of your sample calendar screen. If you have made any other calendar entries for the month, they too should be surrounded by brackets. The photo below shows a typical month screen.



By responding to the month prompt with appropriate numbers, you can see any month in the same way. If you want to see what you have scheduled on a bracketed day, type /CG to get the calendar screen in question.

THE VISIDEX YEAR

The VisiDex program includes a calendar routine that will match any date to its proper weekday. The purpose of the YEAR prompt is to reach this calendar routine. However, the program does not use YEAR data like it does other time data. Thus, if you were to type in 1990 as the year and give the month of your date screen, you will see your sample calendar screen date bracketed in 1990!

If you intend to do long range planning with the VisiDex calendar feature, you should create separate diskettes for future years.

THE PRINT CALENDAR COMMAND

The Print command set includes its own Calendar command set. Type /P then press RETURN to choose SLOT #0 as the default. Printing to slot #0 causes the program to send the text to be printed to the screen instead of to the printer. The Print command menu will appear:

```
C D I K, L P S T ESC
```

Press C to select the Print Calendar command. The status area now shows the Print Calendar menu: D W M Y ESC. Press D to print one D(ay). Follow the prompt in the keyword area and press RETURN.

We want to see the calendar screen you created for today. Press RETURN to accept the default MONTH value or, if necessary, type in the calendar screen month and press RETURN. Follow the same course of action for the DAY prompt.

You will see the day, month, date, and year underlined with equals signs. Press RETURN and the screen itself appears. Press RETURN to return to the Print Calendar menu.

To see the week ahead, press W and RETURN. Respond to the MONTH and DAY prompts as before. Press RETURN and the day, month, date, and year underlined will appear again. Press RETURN and the screen itself will appear. Continue pressing RETURN and each of the next six days will be displayed in a similar way.

If you have no screen for a particular date, the program will move on to the next date when you press RETURN. To print out your schedule for the coming week, you would probably want to start with the Monday date. The Print Calendar Month gives the same display as the Calendar Month command.

The Print Calendar Year command prints the calendar year (January through December). As with the Calendar Print command and Print Calendar Month command, calendar screen dates (those used as key-dates) are bracketed.

For more information on the Print command see Lesson Eight and Chapter 3, "The PRINT Command." If you have never used your printer before, you should read Appendix A on setting up your printer, printer card, and computer.

SUMMARY OF LESSON SEVEN

CREATING A KEYDATE

1. Enter the desired data on the editing screen.
2. Type /CP to invoke the Calendar Put Command.
3. Respond to the Month and Day prompts with the date on which you want the screen to appear.
4. Respond to the Warning and Periodic Reminder prompts. For no warning and no reminders, just press RETURN for each. The drive will spin and the screen will clear.

GETTING A KEYDATE

1. From the Edit mode, type /CG.
2. Respond to prompts for month and day by typing the desired dates and pressing RETURN. The drive will spin and the screen will appear.
3. Follow the prompts in the keyword area.

VIEWING A ONE MONTH CALENDAR

1. From the Edit mode, type /CM.
2. Respond to the prompts for year and month by typing the desired dates and pressing RETURN. The drive will spin and a calendar for the requested month will appear. Bracketed dates are those for which you have saved keydate screens.

PRINTING A CALENDAR

1. From the Edit mode, type /P RETURN C.
2. Select D(ay), W(eek), M(onth), or Y(ear) from the Print Calendar menu.
3. Respond to the prompts for the desired date.
4. The calendar for the date(s) you selected will appear on the screen.

LESSON EIGHT

PRINTING TO A PRINTER

The purpose of this lesson is to acquaint you with how to print to a printer with the Print command. If you have never printed to a printer before, we recommend that you read **Appendix A** before continuing. It gives you tips on setting up your computer, interface card, and printer.

A WORD ON INTERFACING

Because of the many different combinations of printers and printer interface cards, you may have to experiment to get a printout that meets your format specifications. This is not particularly difficult if you properly set up your printer, printer interface card, and Apple before attempting to print out a screen. Note that the type of interface card will influence what you see on your video monitor while your printer is printing VisiDex screens.

You may have already set the various switches on your card and printer for certain kinds of jobs. Leave them alone for the time being. The VisiDex Print command has a number of options that allow you to set up formats without touching switches.

From this point, we will assume that your Apple can send characters to your printer and that the printer can print them.

A FIRST PRINTOUT

The best way to learn how to use the Print Command is by printing a VisiDex screen. Select a keyword that indexes a single screen and keep it in mind. We'll use this as your first printout example. Let's go through the print procedure step-by-step.

1. Turn your printer ON. Your computer should also be ON with the VisiDex program and a data diskette loaded.
2. Type **/P** to invoke the Print command. The status area will read **F OR PRINTER SLOT#0**.

The **F** option allows you to print VisiDex screens to diskette in the form of ASCII text files. You can incorporate such text files into BASIC programs. See Chapter 3, "The PRINT Command," for details on writing and reading text files.

The **PRINTER SLOT** number option is always set to 0 as the default slot. Pressing **RETURN** will send all printouts to your video monitor

instead of to a printer. We discuss printing to a screen in Lesson Four and in Chapter 3, "The PRINT Command."

To print to a printer, you must type in the slot number of your printer interface card before pressing RETURN. Most people place their printer cards in slot 1. Throughout our discussion of the Print command we will tell you to type 1. If you use a different slot, type your slot number instead of 1.

3. Press 1 and RETURN. The status area will display the line feed prompt: — + RETURN ESC. Line feed is the character that causes the paper to advance to the next line. A minus (—) deletes a line feed; a plus (+) adds a line feed. The best way to see if you need to use any of these controls is to print something and analyze the results of the printout. Some printer and card combinations don't need a line feed change.
4. For the moment, press RETURN. The printer should respond by printing the name of the diskette and the date (and, if you have a clock card, the time). After it types this title line, the print head should return to the left margin two lines down. If the print head comes to rest a different number of lines down, a setup string and/or line feed controls are called for.

If nothing happens, go over your connections. Is the card in the correct slot? Is it hooked up to a cable to the printer? Is the cable from the printer card properly connected at the card and at the printer? If your printer has a LINE/LOCAL switch, is it set to LINE? Have you performed the printer test in the Appendix of this manual? If, after checking out your printer, card, and computer, you can't find the problem, ask your dealer for help.

Assuming that the printer responded, the status area will show the Print command menu: C D I K L P S T ESC.

5. If you know that your printer needs a particular setup string to print—one or more control or ESC characters—type T, and enter the string now.

If you can print only to the printer or to the screen, turn off screen printing with the appropriate setup string. Trendcom and Centronics printers take CTRL I N to turn off screen printing.

If you have a Trendcom or a Centronics printer, you must enter the setup string CTRL I N. This string switches printing from the screen to the printer. Other printer/card combinations may need to turn off screen printing. See your printer and/or printer interface card manual for details.

Let's label this test. Type T to select the Print Title option. The status area will prompt PRINT CHARACTERS:. Type PRINTER TEST 1. The space following the prompt will not expand as you type in this string of characters. Rather, you will see each character individually. The

printer may respond simultaneously by printing each letter as you type it or it may save the characters until you press RETURN. When you have finished, press RETURN.

The print head will perform a carriage return and the program will return you to the Print command menu.

6. For the purposes of testing your printer, press **K** (for **KEYWORD**). The status area will prompt **LINES PER DOCUMENT:22**. This will print 3 screens to a standard 11 inch piece of paper using 10 lines per inch. A 12 lines per inch printer setting should print 4 screens to a page. This may vary with different printers.

Typing **0** will print only those screen lines that have text, surrounding each screen with a line of hyphens with a keyword title.

Typing **66** will print 1 screen to an 11 inch piece of paper (with 10 lines per inch).

Typing any other number will print that number of lines for each screen. For example, entering **2**, would type only the top 2 lines of each screen.

7. Press **0** RETURN. The status area prompts **PRINT INVERSE CHARACTERS?Y**.
8. For the purposes of this test, press RETURN to accept the default **Y(es)**.
9. The disk drive will whirl and the prompt **ENTER KEYWORD** will appear in the status area. Type in the keyword you selected earlier and press RETURN.

The printout will begin by first printing the keyword you have chosen and underlining it with equals signs (=) followed on the next line with a row of hyphens. Once it has printed the screen indexed by the keyword you chose, it will print another row of hyphens.

If the keyword you selected indexes more than one screen, the other screen(s) will print. To stop the printout, press **ESC**. Note that if you type in a keyword not in the index, the program will return you directly to the Print menu. When the printout ends, it will return you to the Print command menu unless **ESC** terminates the printing.

THE LINE FEED OPTION

Let's analyze your printout in terms of the line feed character. Look at your printout. Did the printer double space between the lines? If it did, you can cause it to single space by typing a hyphen (-) when the line feed prompt asks: **- +, RETURN ESC.**

Centronics printers and printer cards require a hyphen. The hyphen will also make the Apple Silentype™ print in single space format.

The plus sign (+) inserts a line feed character. If your printer printed the entire screen on one line, you need to type + so that a space will appear between each line. If you normally get a single spaced printout, you can make it double spaced by typing +. Once you enter a line feed character, press RETURN or ESC to continue.

You can press ESC instead of RETURN. Pressing ESC at this point will suppress the printing of the diskette title and date.

Setup Strings: /PT

We asked you to type a title for two reasons. First, when performing experiments, it's a good idea to label each step individually to keep track of the changes you make. If you need to try again, consider labeling each additional experiment.

Second, many printer/card combinations need a setup string to print in proper format. The setup string can include one or more commands to the printer or to the interface card. These commands are usually made by way of control characters, though some printers use Escape characters.

To enter one or more commands, press T to select the Print Titles command from the menu. The status area will prompt PRINT CHARACTERS:.

At this point, you can type in the required printer control characters. Note that these controls will stay in effect until you change them or until either the printer or the computer are turned OFF. Like any of the VisiDex Print commands, you can invoke the Title command again and again, allowing you to change settings and features from one printout to the next. After you enter your string, press RETURN to return to the Print menu and your next printout.

You can also perform set up functions, like moving the paper up to the next sheet—commonly done with a CTRL L to create a form feed—or moving up one line at a time by typing a CTRL J to send a single line feed. See your printer manual for acceptable control codes.

APPLICATIONS SAMPLES

If you were using the Apple Parallel card with a Centronics printer, you may well have gotten triple spacing on your printout. Why? Because the VisiDex print routine sent a line feed, your card sent a line feed, and your printer sent a line feed—three spaces between each line.

To create a single-spaced format, go through steps 1 and 2. At step 3, press - and RETURN to suppress the VisiDex line feed character.

At step 4, type T and respond to the PRINT CHARACTERS prompt by typing CTRL I 40N RETURN. This is the string described on page 17 of the Apple Parallel Interface Card Manual.

When entering a setup string, press RETURN only when you have entered all the control characters you wish to use in a particular printout.

Let's look at another example. The NEC Spinwriter with an Apple Serial card does not need a setup string to print out. However, you can use the setup string to modify the format. For instance, you cause the paper to advance to the top of the next page (a form feed), indent the entire format with this string, and print the message PRINT ME at the top of the printout by entering the following print control string: ESC L ESC M PRINT ME RETURN.

Enter a + when prompted for a line feed character to cause double spacing. ESC L will form feed the paper. ESC M will set the left margin where the print head currently rests. In this case, you press the space bar to move the printhead inward to the preferred margin before entering the string. The words PRINT ME will be inserted at the top of the printout.

You can use similar strings on a variety of printers. Again, see your printer manual and printer card manual for information on control characters.

Once you have worked out the settings and instructions that allow you to print in the format you desire, you might write them down and keep them in your VisiDex binder for future reference. You might even type them on a VisiDex screen and print it!

THE PRINT COMMAND MENU

The following is a brief review of the VisiDex Print command set. Detailed information on how to use each command may be found in Chapter 3, "The PRINT Command."

Print Calendar: /PC

This command offers four options: print a D(ay), a W(eek), a M(onth), or a Y(ear). Excellent for making a plan or schedule portable and immediately visible.

Print Dump: /PD

This command prints all the screens on the default diskette. Screens are printed in the order that you entered them. Each screen is separated by a line of hyphens. After the screen is printed, a hyphen is printed, followed by the screen's keyword on the next line.

The Print Dump command is excellent for creating hardcopy backups of your data and for making your data portable.

Print Index: /PI

The Print Index command prints the diskette's index just as it does on the screen. Alphabetical keywords are printed first, followed by numeric keywords, and finally keydates. The numerals to the right of each key indicate the number of screens indexed by that key. Use this to create a ready reference to each diskette.

Print Keyword: /PK

The Print Keyword command prints all screens saved under a particular keyword. Options include the number of lines to be printed and whether to print inverse characters.

Print Line: /PL

This command prints one line at a time from the current screen and issues a carriage return. To use this command, you must first get the screen from which you wish to print.

Print Page: /PP

This command prints the current screen. Like the Print Line command, you must get the screen to be printed before invoking the Print command. Excellent for saving specific screens, such as action lists and memos.

Print Sorted Listing: /PS

This command sorts a range of screens into either alphabetic or numeric order. Use it to print a range of keys. Like the Print Keyword command, it lets you choose the number of lines per screen and whether or not to print inverse characters. The Print Sorted Listing command is ideal for printing labels and for printing documents in sorted order.

Print Title: /PT

The Print Title command lets you put in any string of characters you wish—control and/or alphanumeric. Use this command to enter printer controls, position paper, and type in actual titles.

SUMMARY OF LESSON EIGHT

BASIC PRINT PROCEDURE

1. With the VisiDex program and data diskette loaded, turn the printer ON.
2. Type /P to invoke the Print command.
3. Type the slot number for the printer card and press RETURN.
4. Enter a line feed character (+ or -), if necessary. Press RETURN to print the diskette title and date or ESC to suppress printing of the diskette title and date.
5. Optionally, press T and type a setup string. Press RETURN to return to the Print command menu.
6. Select the Print command you want and type its letter.

LESSON NINE

APPLICATIONS

To conclude the tutorial, we have created three advanced examples to demonstrate the power and flexibility of the VisiDex command set. The first example handles names, addresses, phone numbers, and business information. The second is a repair center log. The third application shows how to create an index to periodicals.

Each of these examples will include goals for each screen with an explanation of the techniques used to achieve these goals. We would like to emphasize again that careful planning of an application before implementation will pay big benefits in long term utility and efficiency.

Note, too, that planning may involve some experimentation at the screen (and printer) to determine what format will best serve your purposes. When carefully planned, a single format can perform a multitude of tasks. Our first application is a case in point.

NAMES AND ADDRESSES

Creating and printing mailing labels is an obvious VisiDex application. But a mailing label only takes three or four lines. What can we do with the rest of the screen?

For starts, we could add a phone number to create a phone directory. We could also store miscellaneous notes about each addressee—does the screen relate to business, personal, or customer matters? Let's organize our goals.

1. Sort and print mailing labels by ZIP code range. For the purposes of this example we are assuming a label that is six lines deep.
2. Print an alphabetical phone directory including the person's name, number, and the company with which they associate.
3. Print detailed information about certain types of entries, i.e., all business associates who are customers.
4. Search for special cases—customers with sales of greater than \$10,000.

Let's put together a screen that will handle these requirements. We could simply type in screen after screen. However, with applications that will be extensively repeated, it's better to create a template—to preserve uniformity throughout the project. We will use the template feature sparingly, however, to allow for greater flexibility in entering data.

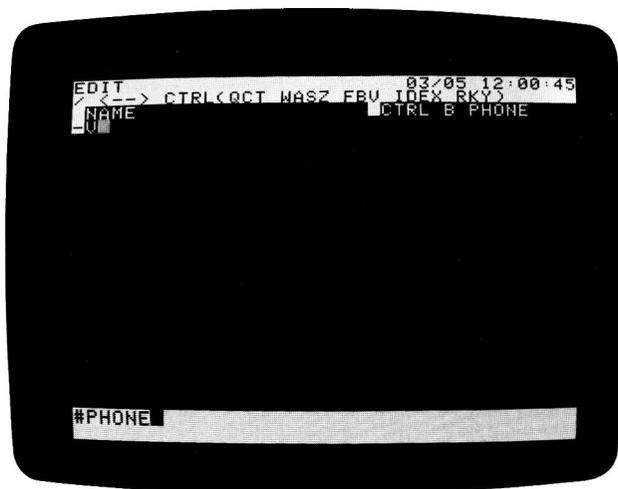
One other tip: before beginning, initialize a diskette reserved for these screens only. The reason is that when you mix mailing labels or the like with other screens, you get unwanted results in your printouts.

Begin by clearing the screen with CTRL C. We'll begin by giving our template a keyword. Type /KE and the keyword #:PHONE, then press RETURN. Press ESC to return to the Edit mode.

We have included the colon (:) so that each screen will print only once per key. Without the colon, each PHONE screen would be included with any alphabetic printout of keywords beginning with P.

Press CTRL B once to turn ON inverse video and press the space bar once. Return to normal video by pressing CTRL V. Type NAME and press CTRL T three times. Once again, press CTRL B and the space bar once. Return to normal video by pressing CTRL V and type the letters CTRL B PHONE.

Press RETURN and CTRL B. Type the hyphen character (-), then return to normal video with CTRL V and type the letter V. Check your screen against the photograph below.



Let's look at what we've just done. We've left two field markers in the form of an inverse space character. These will allow us to use → to jump quickly to the second field instead of tabbing across after typing in the name. Because they are inverse, we can opt not to print them when it comes time to print labels, but we can print them for a phone directory.

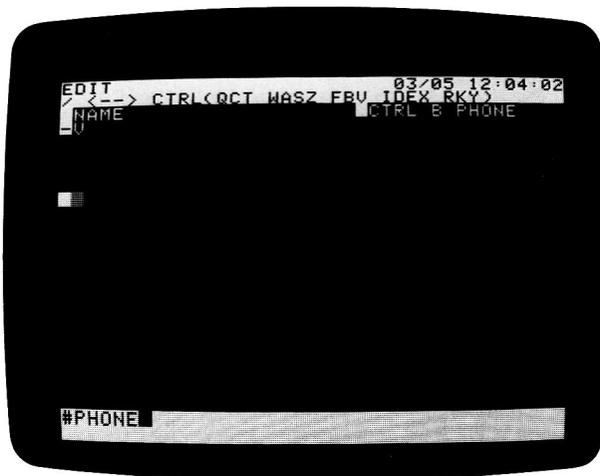
We have typed the words **NAME** and **CTRL B PHONE** and the letter **V** as reminders of what we should type into those positions. We have entered them in normal video so that we can type over them when it comes time to type in data. We want to remind ourselves to type in the phone number in inverse video so that we can choose not to print it when it comes time to make mailing labels.

The hyphen serves to set off the company name. We typed it in inverse video so that we could use the right arrow for positioning and so that it will not print when making mailing labels. By typing the company name on the second line, our phone directory will have three vital pieces of information—the name of the individual, the phone number, and the company. If you want to put friends' names in, simply press **CTRL V** to return to normal video and press the space bar to erase the **V**.

Note that we could have typed all of these reminders in normal video. However, the **→** function would not have worked, slowing data entry. Further, if we had made an inverse space before the phone number, but not before the name, the cursor would position itself at the phone number each time a fresh **#:PHONE** template appears.

To complete our template, press **RETURN** five times. We'll make one more field marker. Press **CTRL B** and the space bar. We have placed this marker on the seventh line, so pressing **→** after filling in the address will take us to the first line beyond the six lines of the mailing label.

Check your screen against the photo below, then put **#:PHONE** on diskette by typing **/KP**.



Let's fill in a few screens to see the screen in action. We'll make the following words into keywords:

1. The addressee's last name to print our phone directory in alphabetical order.
2. The ZIP code to sort mailing labels.
3. The company name (if any).
4. The classification, i.e., business or personal. This will help us sort for special information.

We will precede the classification with a colon (:) so that when we sort alphabetically for names or numerically for ZIP code, the words BUSINESS and PERSONAL will be excluded. Begin by typing /KG#:PHONE to get the template screen.

When the screen appears, type the name ADAM ARMSTRONG and press CTRL K to make ARMSTRONG a keyword. Press → to proceed to the next field marker. Follow your reminder and press CTRL B. Type the phone number 408 555-1111 and press →.

Note: if you make a typing mistake when in inverse video, clear the screen and get a fresh template. You cannot correct inverse characters on a template screen.

Follow your prompt and type CTRL V. Type in the company name UNDERWORLD AIRLINES. Press RETURN and type their address: 12 AIRPORT WAY. Press RETURN again and type in the city, state, and ZIP: CUPERTINO, CA 95014. Press CTRL K to make the ZIP a keyword. Press → to move to the next field marker.

Type :BUSINESS, press the space bar twice and type CUSTOMER. Press the space bar twice and type SALES= \$40,000. We'll place a blank line between each item of information, so press RETURN twice.

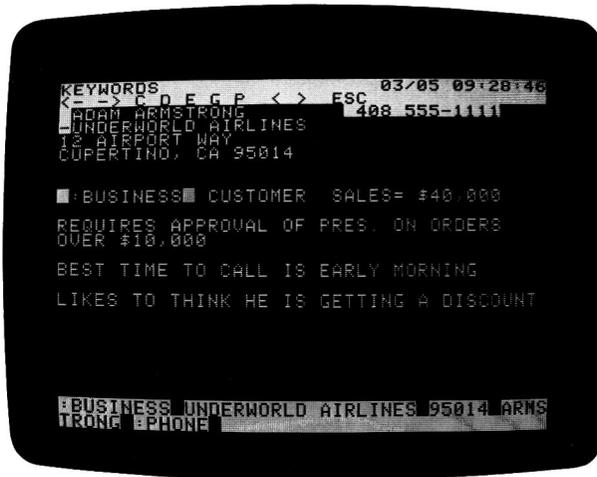
Type REQUIRES APPROVAL OF PRES. ON ORDERS OVER \$10,000 and press RETURN twice.

Type BEST TIME TO CALL IS EARLY MORNING. Press RETURN twice.

Type LIKES TO THINK HE IS GETTING A DISCOUNT.

We still need to make the company name and classification into keywords. Press CTRL Q CTRL Z CTRL S to position the cursor on the U in UNDERWORLD. Type /K to invoke the Keyword command and press C twice. Note that you can't make compound keywords with CTRL K. Note, too, that because we've made the company name a keyword our phone directory will print two listings—one by personal name (ARMSTRONG) and one by company name (UNDERWORLD AIRLINES).

Press → until the cursor rests on the colon preceding BUSINESS. Press C. Make sure that the keyword in the keyword area reads :BUSINESS. Your screen should look like the one below.



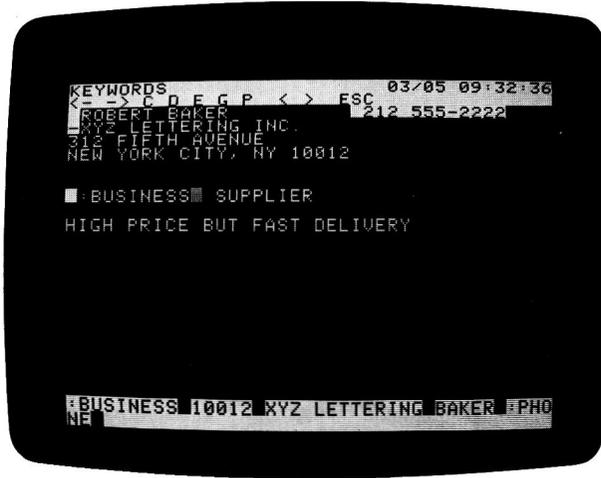
Make any necessary corrections and press P to put this screen on diskette. Then go ahead and type in the following screens using the techniques we employed in creating the Armstrong screen.

ROBERT BAKER 212 555-2222
XYZ LETTERING, INC.
312 FIFTH AVENUE
NEW YORK CITY, NY 10012

:BUSINESS SUPPLIER

HIGH PRICE BUT FAST DELIVERY

Your screen should resemble the one below:



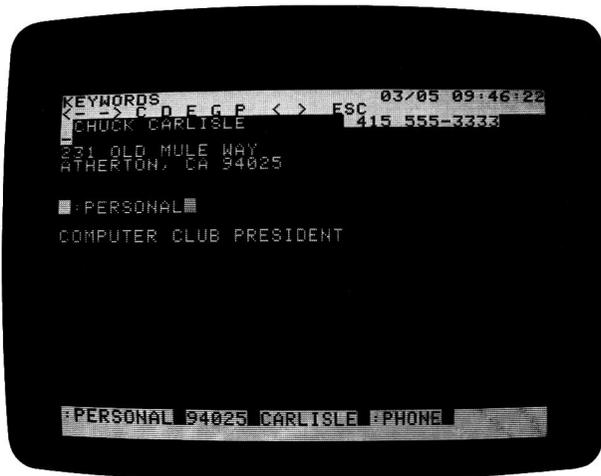
CHUCK CARLISLE 415 555-3333

231 OLD MULE WAY
ATHERTON, CA 94025

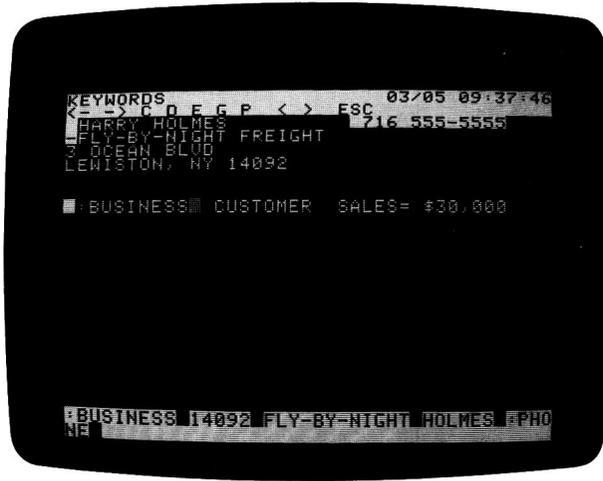
:PERSONAL

COMPUTER CLUB PRESIDENT

Check your screen against the one below.



Check your screen against the one below.



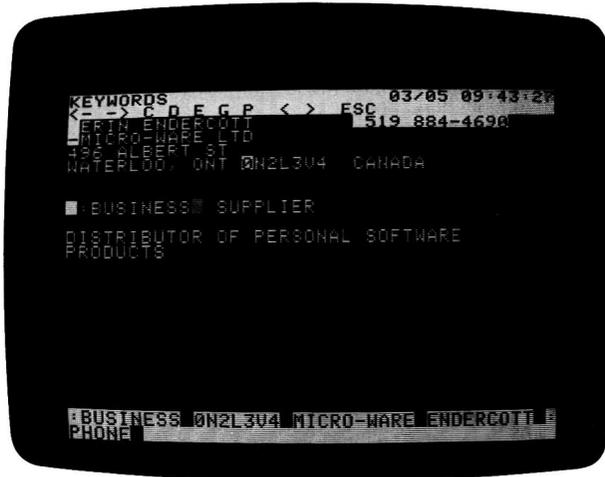
The next screen illustrates how to solve a problem involving foreign postal codes. Often, they begin with letters instead of numbers. For purposes of sorting, prefix the actual code (N2L 3V4) with an inverse video 0. Because it's a legitimate number, the inverse zero makes numeric sorting possible, while not being printed on a mailing label because it is inverse.

ERIN ENDERCOTT 519 884-4690
MICRO-WARE LTD
496 ALBERT ST
WATERLOO, ONT ON2L 3V4 CANADA

:BUSINESS SUPPLIER

DISTRIBUTOR OF PERSONAL SOFTWARE PRODUCTS

Compare your screen with the one below. Be sure you prefaced the postal code with an inverse zero.



PRINTING A PHONE DIRECTORY

Begin by invoking the Print command (/P) and performing the procedures necessary to create a printout. See Lesson Eight and Chapter 3, "The PRINT Command," for details.

When you are ready to select a Print command, press S for Sorted Dump. Because we want to print our entire directory, respond to the prompt, START AT:AA by pressing RETURN. Also press RETURN in response to the STOP AT:ZZ prompt.

Because we want to print just the top two lines of each screen, type 2 and press RETURN in answer to the LINES PER DOCUMENT prompt.

Yes, we do want to PRINT INVERSE CHARACTERS. Press RETURN to accept the default answer. The printout should begin at this point. When it ends, your printout should resemble the one below.

```
ADAM ARMSTRONG      408 555-1111
-UNDERWORLD AIRLINES
ROBERT BAKER        212 555-2222
-XYZ LETTERING, INC.
CHUCK CARLISLE      415 555-3333
-
ERIN ENDERCOTT      519 884-4690
-MICRO-WARE LTD     408 555-4444
FRANK FARRELL
-TIME TRAVEL AGENCY
HARRY HOLMES        716 555-5555
-FLY-BY-NIGHT FREIGHT
HARRY HOLMES        716 555-5555
-FLY-BY-NIGHT FREIGHT
ERIN ENDERCOTT      519 884-4690
-MICRO-WARE LTD     408 555-4444
FRANK FARRELL
-TIME TRAVEL AGENCY
ADAM ARMSTRONG      408 555-1111
-UNDERWORLD AIRLINES
ROBERT BAKER        212 555-2222
-XYZ LETTERING, INC.
```

002-005

The program remains in the Print command. Let's take advantage of this to print mailing labels. Press S to print a Sorted Dump once again. Let's print labels in ZIP code order.

Respond to the START AT prompt by typing 0 and pressing RETURN. Type 9 and press RETURN for the STOP AT value.

Assuming a six line label, respond to the LINES PER DOCUMENT prompt by typing 6 and pressing RETURN.

The prompt PRINT INVERSE CHARACTERS? Y will appear. Because we don't want to print phone numbers, field markers, the hyphen in front of the company name, or the 0 in front of the Canadian postal code, change the default to N and press RETURN.

When the printout ends you should have a complete set of labels. Note that the labels give no indication of the existence of our inverse characters. It's as if they didn't exist. The - in front of the company name, and the 0 in front of the Canadian postal code will not have been printed.

ERIN ENDERROOTT
MICRO-WARE LTD
496 ALBERT ST
WATERLOO, ONT N2L 3V4 CANADA

ROBERT BAKER
XYZ LETTERING, INC.
312 FIFTH AVENUE
NEW YORK CITY, NY 10012

HARRY HOLMES
FLY-BY-NIGHT FREIGHT
3 OCEAN BLVD
LEWISTON, NY 14092

FRANK FARRELL
TIME TRAVEL AGENCY
4 DIMENSION WAY
SILICON VALLEY, CA 91234

CHUCK CARLISLE
231 OLD MULE WAY
ATHERTON, CA 94025

ADAM ARMSTRONG
UNDERWORLD AIRLINES
12 AIRPORT WAY
CUPERTINO, CA 95014

002-005

PRINTING A PAGE

Let's print each business customer screen on its own sheet of 8½ x 11 paper. This way we can keep our business records handy in a three-ring binder. Before we start the printout, check to see that your paper is properly positioned.

If it isn't, select the Print Title command by pressing T. Check your printer manual to determine what characters you should type to cause a form feed and a line feed. Commonly, form feed is CTRL L and line feed is CTRL J—the character we will use.

Then type CTRL L to cause the printer to advance the paper to the top of the next page. Alternatively, you could type CTRL J repeatedly to advance the paper one line at a time. Press RETURN when you have properly positioned your paper.

Note that **CTRL J** comes in very handy for aligning mailing labels. You might want to use the sample labels you've created here to experiment in finding the correct settings for your printer.

Select **K** (for Keyword) from the Print command menu and answer the **LINES PER DOCUMENT** prompt by typing **66** and pressing **RETURN**. This number of lines should print each screen on its own page.

Press **RETURN** to **PRINT INVERSE CHARACTERS** and respond to the **ENTER KEYWORD** prompt by typing **:BUSINESS&CUSTOMER**. This keyword will print the **ADAM ARMSTRONG**, **FRANK FARRELL**, and **HARRY HOLMES** screens—our three business customers. Note that we could have shortened our keyword with the hyphen wildcard (**:B-S&CU-**) and have obtained the same results.

Having set up our screens with **SALES=**, you can also printout by dollar volume of customers or simply use the **Keyword Get** command to view these screens. For example, the keyword **:BUSINESS&SALES>20000** will produce the **ARMSTRONG** and **HOLMES** screens.

You can also use a numeric range to print mailing labels. Press **K** to select **Keyword** from the **Print** command menu. Type **6** and press **RETURN** for lines per document. Type **N** and press **RETURN** in response to the **PRINT INVERSE CHARACTERS** prompt. Then enter the keyword **:BUSINESS&SALES>20000**. This will produce two labels—one for **ARMSTRONG** and one for **HOLMES**.

You could also print notebook size pages by sales volume. For example, accounts with sales between 10 and 20 thousand dollars, between 20 thousand and 30 thousand, and between 30 and 40 thousand.

Likewise, a simple modification to the screen—the inclusion of a time zone name—would permit you to print out a separate phone directory for each time zone.

The lesson of this is obvious. A little forethought can produce a highly flexible format to serve your professional needs at peak efficiency and productivity.

REPAIR CENTER LOG

Put yourself in the position of managing a busy repair center in a computer store. Your duties include dealing with callers who want to know when their ailing computer or peripheral will be ready, keeping an eye on the queue of unrepaired equipment, notifying customers that their equipment is ready, and preparing a mailing list for the store. Also, we want plenty of prompts included so that other employees can use the screen.

To meet these requirements, we have created the screen below, which we have given the keyword #SO. The # automatically retrieves fresh templates after putting filled in screens on diskette. SO stands for Service Order.



```
EDIT / <--> CTRL<ACT WASZ FRU IDEX RKY> 03/05 12:42:00
CUSTOMER: CTRL K PH: CTRL E
ADDRESS: CTRL V
CITY ST: ZIP: CTRL K
JOB NO:
PRODUCT:
SERIAL NO:
DATE RECEIVED: YRMO DY BY:
DATE REPAIRED: YRMO DY BY:
DATE SHIPPED: YRMO DY BY:
PROBLEM:
NOTES:
#SO
```

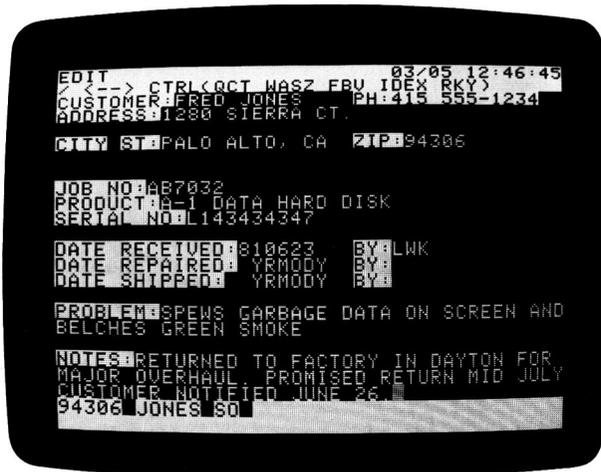
Note that each field name is inverse video so that the user can jump quickly from field to field by pressing →. We've put the name and phone number together on the top line for easy reading. We included CTRL K as a reminder to make the customer's name a keyword for quick access, when someone calls to ask about their equipment. The screen also prompts the operator to type the phone number in inverse video so that it will not print on a mailing label.

The CTRL V prompt after ADDRESS: prompts the operator to return to normal video. We left two lines for the address field to accommodate business customers. We make the ZIP a keyword for sorting our mailing lists.

We also displayed the format for dates in normal video so that they could be typed over. This calls for a date like September 23, 1981 to be typed as 810923. By putting the date in this order, each additional day makes the number one larger. Thus, the service manager can use numeric operators to check the repair queue for information like what jobs brought in before a certain date remain unrepaired.

For example, this information could be summoned by typing /KG and entering the keyword SO&REC->810612&REP.=0. This particular keyword asks for all service order screens that were RECeived after June 12, 1981 and have not yet been REPAired (with no repair date entered, this field will equal 0).

Because of the type of data each screen contains, a service manager can check other information, such as how many disk drives are under repair. The keyword would be SO&DRIVE. How many Apple products are under repair? SO&APPLE. The photo below shows a typical screen.



Once the operator has entered the information, he can print out two copies with the Print Page command. One copy goes to the customer and the other with the item to be serviced. After printing, he can save the screen to diskette with /KP.

When servicing is complete, the operator types /KG and enters the customer's name as the keyword. He positions the cursor on the DATE REPAIRED field and types in the date. Typing /KP and Y RETURN to the prompt DELETE THIS SCREEN FROM DISK will complete the process. He would perform a similar series of steps when the customer comes in to pick up the repaired unit.

A large service center might need to divide diskettes to keep its records. This could be done by equipment brand or type, alphabetically by name, or by month of entry. Other variations are possible too.

For example, many service departments have pre-printed service blanks with a pre-assigned job number. In such an instance, the VisiDex program can index jobs by customer name and job number.

The service person types in the customer's name and the job number on a VisiDex screen before handing over the paper work. When the customer calls up to check on his piece of equipment, the operator need only get the customer's screen by name and then go directly to the job number he finds there.

PERIODICAL ABSTRACTS AND INDEX

One of the most useful VisiDex applications is the periodical index. We often collect publications that contain useful information. But when you need the information, how do you find it? Was that article in Forbes or Barron's? Was it the fall of '79 or the winter of '80?

Create a periodical index with a brief abstract of the article with the VisiDex program. Highlight important words by making them keywords. Even if the word you associate with the article isn't a keyword, you can still find the screen with the VisiDex program's powerful string handling capability.

Though you can create a template, it's not necessary. Take a look at the screen below.

```

EDIT                                03/05 12:49:00
/ <--> CTRL(CACT HASZ FBV INDEX RKY)
ZORK AND THE FUTURE OF COMPUTERIZED
FANTASY SIMULATIONS
P. DAVID LEBLING
BYTE 12 80 U5.N12 P.172
ONE OF ZORK'S 4 AUTHORS DISCUSSES THE
PROBLEMS OF CRUNCHING A BIG PROGRAM ON
TO A SMALL DISK. THE ZORK LANGUAGE
INTERPRETER AND HOW IT PARSES IMPERATIVE
SENTENCES PLUS CONCEPTS USED IN THE
GAME ARE COVERED.
SEE ALSO IEEE COMPUTER, 4 79 AND
CREATIVE COMPUTING, 7 80
PARSER CFS GAME BYTE LEBLING ZORK

```

The screen contains everything we need to find the article. We have highlighted the word ZORK in the title by making it a keyword. Other important keys are BYTE and the author's last name, LEBLING. The third line also gives us the issue date, volume and number, and page number.

In addition we made the word GAME into a keyword. It's often a good idea to have a general category as a keyword.

We also created keywords that aren't found in the text—CFS (for Computer Fantasy Simulation) and PARSER, because the author dwells at length on this interesting topic.

If you had forgotten all of these words, you could still enter search strings like &FANTASY, &INTERPRETER, or &SIMULATION.

If you have an extensive library—of periodicals, books, recordings—consider individual diskettes for various tasks. For example, individual diskettes for each periodical's annual output, for each composer, for each author.

An important aid to classifying information is the perpetual calendar screen (see Lesson Seven and Chapter 3, "The CALENDAR Command," for details) containing an index to each diskette. Remember, too, that a complete index of all keys is available by typing /P RETURN I.

IN CONCLUSION

This concludes Chapter 2, "The Tutorial." From this point, you should be able to put VisiDex to work in your business and personal life with reasonable confidence. Feel free to reread tutorial sections to refresh your memory on certain techniques. Study of related portions of Chapter 3, "The Command Reference" should also prove helpful.

Our main intent for Chapter 2 was to give you a solid knowledge of the basics of the VisiDex program with suggestions to spur your creativity. We did not, however, cover the entire VisiDex command set. We refer you to Chapter 3, "The Command References" for details on the following:

SUBJECT	REFERENCE SECTION
Rapid Loading	THE STORAGE COMMAND
Creating and Reading Text Files	THE PRINT COMMAND and EDIT MODE
Set Alarm	THE CALENDAR COMMAND

Need more applications ideas? See Appendix D, "101 Ways to Increase your Productivity with the VisiDex Program." We hope you will find it an aid to furthering your own productivity. And if you develop an interesting VisiDex application, write and tell us about it!

THE CALENDAR COMMAND

The Calendar command set lets you save and retrieve screens by keydate. A keydate is a date that indexes a screen. The VisiDex program includes a calendar routine that calculates the day of the week for all twentieth century dates. All prompts for YEAR are to provide data for this routine.

The program itself does not, however, distinguish between April, 1981 and April, 1993. For this reason, anyone planning to do long range planning with the VisiDex Calendar command should set up separate diskettes for each year involved.

All prompts for MONTH and DAY have default values based on the information you gave when loading the program. If you have a clock card, the values will be those given by the clock. As with all VisiDex prompts, pressing RETURN enters (accepts) the default value.

Keydates

Keydates are created when you invoke the Calendar Put command, /CP (see below). A keydate screen will appear automatically when you load a data diskette if the keydate matches the date given when you load the program. Further, if keydates exist for up to six days prior to the current date, they too will appear. This is true for screens at loading time and for screens retrieved with the Calendar Get command—/CG (see below).

When you first load a data diskette, the earliest (in terms of when you created or last revised it) keydate screen will appear. The keyword area will prompt:

```
PRESS: RETURN TO CONTINUE, ESC TO ACCEPT  
      D TO DELETE
```

Pressing RETURN will retrieve the next calendar screen. If none exists, the screen will clear. With keyword screens, pressing RETURN accepts the last screen.

Pressing ESC completely halts the presentation of keydates and takes you straight to the Edit mode and a clear editing screen. Pressing ESC after the initial screen will drop the presentation of keydate screens altogether.

Pressing D does not delete the screen. It deletes the keydate only. You can check the index (/PI) and see that the keydate is no longer listed. However, if you perform a Storage Review (/SR), you will see the screen. You can also delete it.

Don't worry about filling up your diskette with permanently dead screens. Each time you backup your diskette (/SB), any screens without keys are done away with.

Unless you want to keep a VisiDex log, the easiest thing to do with an old screen is to press D when the program presents it. See Chapter 3, "The STORAGE Command," for details on the /SB and /SR commands and "The PRINT Command" for details on /PI.

The Calendar Command Set

The Alarm Command: /CA

The Alarm command will only function if you have a clock card. Once set, the alarm command will cause the Apple to beep once per second for one minute at the preset time. To set the alarm, follow these instructions.

1. Type /CA to select the Alarm Set command.
2. Follow the alarm prompt ALARM HOUR and enter the hour on a 24 hour base (3:00 PM is 15:00 and 3:00 AM is 03:00), and press RETURN.
3. Follow the prompt ALARM MINUTE and type in the minute (minute 7 is 07). Press RETURN.

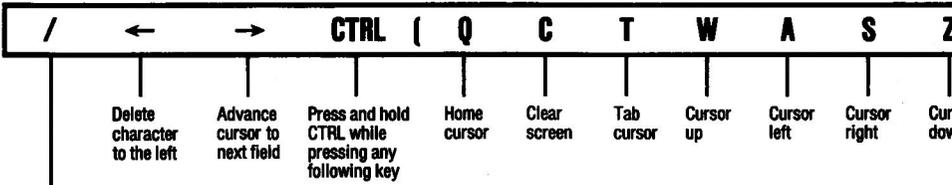
Hour and minute values will remain as the default values as long as you run the VisiDex program. To change them, begin again with step 1 and enter new values. To shut off the alarm once it begins to beep, press /CA ESC.

The Get Date Screen Command: /CG

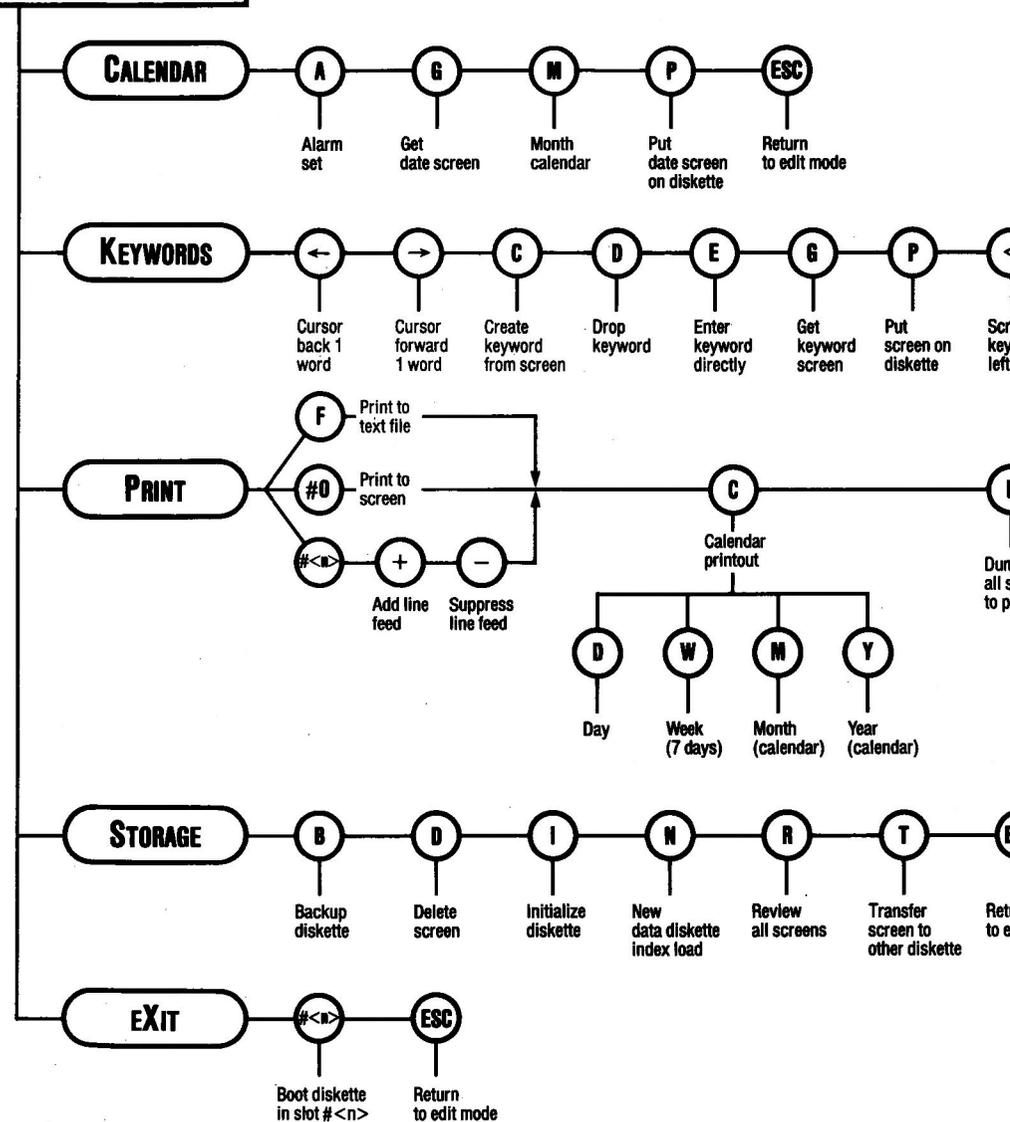
You may want to examine a previously saved date screen, to delete, or to revise it. To do this, use the /CG command. Follow the instructions below.

1. Type /CG to invoke the Get Date Screen command. The status area will prompt for the month.
2. Press RETURN if the month of the screen you want to get is the same as that displayed. Otherwise, type in the correct date and press RETURN. The status area will prompt for the day.
3. Press RETURN if the day is correct. Otherwise, type in the correct value and press RETURN.

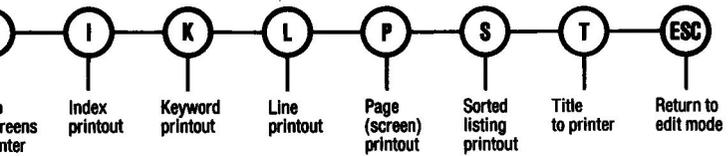
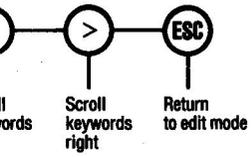
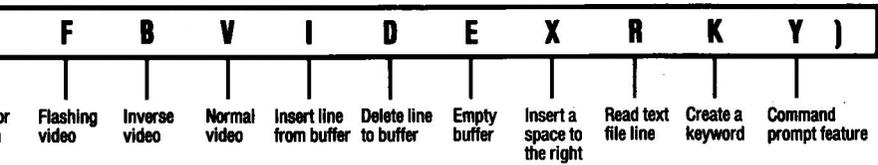
EDIT MODE



COMMAND MODE



Chart



ESC
 Return to edit mode

The drive will whirl and the date screen will appear if its keydate still exists. Note that if date screens with keydates from one to six days prior to the date of the screen you requested exist, they will appear. If you want one day only, type /P 0 RETURN C D. See Chapter 3, "The PRINT Command," for details. The keyword area will prompt you with

PRESS: RETURN TO CONTINUE, ESC TO ACCEPT
D TO DELETE

Following the /CG command this prompt acts differently than it does when you first load a data diskette. Pressing RETURN will cause the program to present the next date screen if one exists. If there are more screens, it will accept the last calendar screen and put you in the Edit mode.

If you press ESC you will stop the screen presentation routine at the current screen and invoke the Edit mode, clearing the keyword area of prompts and displaying the keydate and keyword(s) if any.

Pressing D will delete the keydate from the VisiDex index and present the next screen with that keydate.

The date that appears in the lower corner of the status area during presentation of date screens is the date on which you created or last revised the screen currently displayed. Once you have selected a screen, you will see the screen's keydate displayed in the lowest right corner of the keyword area. The two numbers following the hyphen are the warning period for the screen (from 1 to 15 days). See the Put Date Screen command below.

The Display Month Command: /CM

The Display Month Command prints a calendar on your screen. Square brackets surround any dates that you have used as keydates. You can print a day, a week, a month, or a calendar year to the screen or to a printer by invoking the Print Calendar command. See Chapter 3, "The PRINT Command," for details. To see any month through December 1999, follow the instructions below:

1. Press /CM to invoke the Display Month Command.
2. Respond to the YEAR prompt by typing in the two year numbers and press RETURN.
3. Respond to the MONTH prompt by typing in the month number if it's different. Press RETURN. One digit is sufficient; leading 0's need not be typed.

The Put Date Screen Command: /CP

This command prompts you to assign a keydate to a screen and puts the screen on diskette. It also offers you options for periodic reminders and warning periods. Use this command to create a date screen—one that will appear automatically on a particular day.

Like ordinary text screens, date screens can be retrieved at any time with /CG (see above) and revised. You can also put multiple screens on diskette under the same keydate. Unlike ordinary screens, they can give warnings before the selected date.

To put a date screen on diskette, first create the screen itself. You do not have to include the date on the editing screen, though you can. Note that though numerical prompts show two spaces, changes from default values to single numbers (as in "1" for January) needn't have a preceding "0." Follow the instructions below.

1. Type /CP to invoke the Put Date Screen command.
2. Accept the default MONTH by pressing RETURN. To change the month, type in the correct month number and press RETURN.
3. Accept the default DAY by pressing RETURN. To change the day, type in the correct day number and press RETURN.
4. Press RETURN for no WARNING. Maximum warning is 15 days. If the keydate is May 15 and you request 10 days warning, the screen will appear at boot up beginning May 5th. If a warning is desired, type in the number and press RETURN.

The month and day will appear briefly in the lower right corner of the keyword area. The two digits following them stand for the length of the warning period. The program will prompt for a PERIODIC REMINDER.

5. If you do not want a periodic reminder, press RETURN to accept the default N(o). The program will put the date screen on diskette.

If you type Y RETURN, the program will offer you three periods, each followed by a default N(o). Pressing RETURN three times will bypass the periods; the date screen will be saved on diskette.

The three periods are:

- a. The same weekday as that of the screen's keydate.
- b. The same date of every month.
- c. The same ordinal weekday every month, such as the 2nd Saturday or the 3rd Monday.

Note that if you choose a periodic reminder, all its dates will be placed in the index.

The Perpetual Date Screen

If you want a particular screen to appear every time you load the VisiDex program diskette, use the keydate 00/00.

The VisiDex program also allows you to have keywords on a keydate screen. If you choose to combine the two on one screen, create the keywords before creating a keydate for the screen. When you put the date screen on diskette, both keydates and keywords will be placed in the index.

THE EDIT MODE

The Edit mode is the portion of the VisiDex program that allows you to enter and revise text. The Edit mode comes into effect when you clear the initial screen.

Pressing ESC at almost any point in a command procedure will cancel the command and return to the Edit mode. Occasionally, you will need to press ESC more than once.

The Edit mode menu includes the following commands:

- | | |
|----------------------------|------------------|
| 1. Command mode entry | / |
| 2. Deleting characters | ← |
| 3. Cursor to next field | → |
| 4. Cursor move controls | CTRL Q T W A S Z |
| 5. Clear screen command | CTRL C |
| 6. Display controls | CTRL F B V |
| 7. Insert and delete lines | CTRL I D E |
| 8. Insert characters | CTRL X |
| 9. Get line from text file | CTRL R |
| 10. Create keyword | CTRL K |
| 11. Command prompt | CTRL Y |

The Edit Mode Command Set

Command Mode Entry: /

Pressing the slash key (/) will cause the VisiDex program to leave the Edit mode and enter the Command mode.

Inserting and Deleting Characters: CTRL X and ←

In the Edit mode, typing CTRL X inserts one space character to the right of the cursor. The cursor remains stationary, while text to its right is pushed away by each space character typed. Once you have inserted a space, you can type the desired character over it.

WARNING: Take care not to push text off the right side of the screen when using CTRL X. These characters will be irretrievably lost. CTRL X does not cause text wraparound because this could disturb formatted text, such as columnar and template arrangements.

Pressing the ← will delete the character to the left of the cursor. Each time a character is deleted, the cursor will move one space to the left and pull any text to its right along with it. To non-destructively move the cursor leftward over a line, press CTRL A.

Unlike line insertion and deletion, inserting and deleting characters has no effect on the text buffer (see INSERTING AND DELETING LINES below). Once you have deleted a character with ←, the character is irretrievably lost.

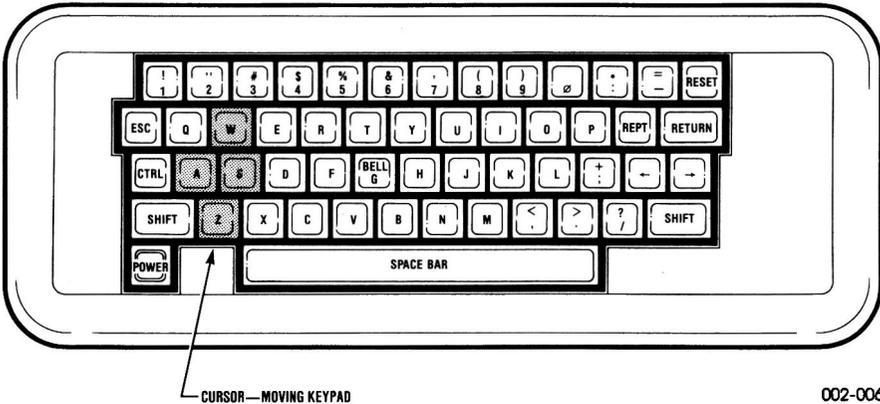
Note that with templates having inverse or flashing character field names, pressing ← will delete up to the field name and then cause the cursor to jump to the field to the left or above. In this sense it is a cursor-moving command. The ← key performs an entirely different function in the Keyword Command. See Chapter 3, "The KEYWORD Command," for details on its use of ← and on templates.

The Cursor-Moving Characters: → CTRL Q T W A S Z

Six of the seven cursor-moving operations are accomplished with control characters. These characters do not affect the text.

- Advances the cursor to the right end of the next prompt in a template format screen. If the screen is not a template screen, pressing → moves the cursor one space to the right.
- CTRL Q Homes the cursor from any point on the screen to the upper left corner of the editing screen. If the cursor is already in the home position, CTRL Q sends the cursor to the lower left corner of the screen.
- CTRL T Causes the cursor to tab across the screen in 8 character increments. The fixed tab stops are at columns 8, 16, 24, 32, and 40.

- CTRL W** Causes the cursor to move up one line.
- CTRL A** Causes the cursor to move left one column.
- CTRL S** Causes the cursor to move right one column.
- CTRL Z** Causes the cursor to move down one line.



The Clear Screen Command: CTRL C

The Clear Screen command erases the editing screen. Any text not saved will be irretrievably lost. Invoke the Clear Screen command by typing CTRL C.

If the screen, including any revisions, has not been saved (see Chapter 3, "The KEYWORD Command" and "The CALENDAR Command"), the program will protect your text from immediate erasure by prompting you with SCREEN NOT SAVED, OK? N.

To clear the screen, you must type Y RETURN to replace the default N(o) with Y(es).

The Display Controls: CTRL F B V

VisiDex display control characters allow you to choose three types of text display—normal video (white on black), flashing characters, and inverse video (black characters on white backgrounds). **NOTE:** The Apple cannot produce flashing numerals.

The editing screen default display is normal video. Invoking a display control will not change previously entered text. Each of the display types will remain in effect until another is selected. Any command that causes the screen to clear will return the display to normal video.

- CTRL F Causes the text to flash.
- CTRL B Enables an inverse display: black characters on white backgrounds.
- CTRL V Returns the text display to normal video.

Note that inverse and flashing characters cannot be erased or changed when they are on a template screen. This is true both for field names and markers and for data entered into template fields. The Print Keyword and Print Sorted Dump commands give you the option of printing or not printing inverse and flashing characters. See Chapter 3, "The KEYWORD Command," for information on templates and "The PRINT Command" for details on the /PK and /PS commands.

Inserting and Deleting Lines: CTRL I D E

The VisiDex program places a 100-line text buffer in memory. Lines can be deleted from the screen into this buffer and then reinserted elsewhere. The Edit mode has three control characters that operate on the buffer.

- CTRL I Inserts a line on the editing screen on the line on which the cursor rests. The current line and all below it are pushed down. If the buffer contains any characters, they will be inserted. Otherwise, an empty line will appear.
- CTRL D Deletes the line on which the cursor rests and places it in the text buffer. The line below moves up to fill in the space.
- CTRL E Empties the buffer of all text and makes a "blip" sound to signify execution of the command.

The program places the first deleted line in the bottom of the buffer with each successive line stacked on top of the previous line. As a result, the last line deleted will occupy the top of the buffer and will be the first line to reappear on the screen when you type CTRL I.

The buffer issues two warning beeps as you fill it. The first beep sounds when the buffer contains 90 lines. Each line through the 100th line will also cause a beep. If you delete any lines after the 100, they will be irretrievably lost.

For this reason, you should empty the buffer (CTRL E) before deleting any large number of lines from the screen. The buffer contents from previous deletions could cause you to lose lines you want to delete and move.

To move a line or lines, follow the procedure below.

1. Optionally, press CTRL E to empty the buffer.
2. Place the cursor on the first line you want to delete.
3. Press CTRL D to delete each line you want to move.
4. If you are moving the lines to a different screen, get that screen.
5. Position the cursor where you want the first line you deleted to appear.
6. Type CTRL I until all the deleted lines reappear. The last line deleted will appear first. Remember that you must put the screen on diskette at least every 20 lines. See Chapter 3, "The KEYWORD Command"

Be careful about inserting a line into a full or relatively full screen. Any text on the 20th line will be pushed off the screen and will be irretrievably lost.

Some commands will temporarily destroy the buffer—the Backup command (/SB) as well as the commands that sort—Print Index (/PI) and Print Sorted listing (/PS). This is because they require a great deal of memory space. All other commands (besides exiting the program!) will not disturb the buffer contents. See Chapter 3, "The STORAGE Command," for more details on the Initialize disk and Backup commands and "The PRINT Command" for information on the Index, Sort, and File commands.

The Read a Text File Line Command: CTRL R

CTRL R operates only on Apple DOS text files—those marked with T in the diskette catalog. Pressing CTRL R causes the status area to read:

```
TEXT FILE  
WARNING! 2 DISKS REQUIRED
```

Pressing RETURN causes the program to ask for the diskette location and file name. Each CTRL R thereafter reads one line from the text file. You must type /PF RETURN ESC to close the text file when you have finished reading a file. See Chapter 3, "The PRINT Command" for more details on the /PF command of which CTRL R is a part.

The Create a Keyword Command: CTRL K

Pressing CTRL K causes the word to the immediate left of the cursor to become a keyword for the current screen.

The Edit Mode Command Prompt: CTRL Y

Pressing CTRL Y will invoke the Edit mode command prompt. The command prompt gives the meaning of each command symbol in the status area. The first symbol displayed and defined will be / COMMAND. To advance to the next symbol, press the space bar.

To execute an editing command when using the command prompt, either press RETURN when the appropriate command appears or execute it directly by pressing the appropriate key(s). Either executing an editing command or pressing ESC will turn the command prompt off.

Special Characters

Certain keyboard characters cannot be directly entered in the Edit mode. To type one of these characters, you must type the corresponding control character instead. The characters are listed below in ascending order by their ASCII codes.

KEYBOARD CHARACTER	CONTROL CHARACTER
\	CTRL O
@	CTRL P
[CTRL J
]	CTRL L
^	CTRL N

To display the slash character (/) you must press / twice. The first / invokes the Command mode. The second returns the program to the Edit mode and prints the character on the editing screen.

THE KEYWORD COMMAND

In order to save text on diskette or retrieve it from diskette, the VisiDex program needs at least one keyword associated with each screen of text. Once you have created a keyword and saved its screen, the keyword points to a diskette address where the program has stored the screen containing that keyword. Each time you create a keyword, the program places it in the default diskette's index. Thus, the Keyword command set is the heart of the VisiDex system. Through its commands, you can

- Create keywords
- Drop keywords
- Put screens on diskette
- Get screens from diskette

To enter the Keyword command set, press /K.

Keyword Parameters

Keyword Length

A keyword can be from 1 to the maximum number of keyword characters per screen—253, including notches and spaces. The index displays a maximum of 17 characters (see Chapter 3, "The PRINT Command,"/PI). The keyword area displays up to 80 keyword characters at a time. The maximum number of characters you can enter in response to the ENTER KEYWORD prompt is 38. There can be no more than 400 keys with the same first two characters.

Keyword Characters

A keyword may be composed of any combination of alphabetic or numeric characters. It cannot begin or end with a space character, although it can include one or more space characters. A keyword may not include the following reserved characters: & < = > @. The hyphen (-) and asterisk (*) are wild card characters (see below). You should not place them in the first, second, or last position of any keyword.

The Keyword Command Set

The Arrow Keys: /K←→

The arrow keys—← and → behave differently in the Keyword command set than in the Edit mode. They do not insert or delete characters. Rather, they move the cursor one word at a time to help you select keywords.

Pressing ← will place the cursor on the first letter of the word to the left of the cursor. If the cursor rests within a word, pressing ← will move the cursor to the first letter of that word.

Pressing → will move the cursor to the first letter of the word to the right of the cursor. The Edit mode's cursor-moving control characters remain in effect (CTRL Q T W A S Z) after you have invoked the Keyword command.

The Create Keyword Command: /KC

To create a keyword, invoke the Keyword command by typing /K. Place the cursor on the first letter of the word you have selected as a keyword for the screen and press C. The word you have chosen will appear in the first position of the keyword area.

If you create a second keyword, it will appear in the first position of the keyword area, pushing the previous keyword over to its right. This positioning occurs each time you add a keyword. For more details on the keyword area, see Chapter 3, "The Visidex Screen."

Use of the arrow keys creates separate keywords. To create compound keywords, like OFFICE SUPPLIES, place the cursor on the first letter of the first word, then press C twice (or the number of times necessary to include all the words composing the compound keyword). Note that a small "notch" separates keywords on the keyword lines. However, no notch separates the component words in a compound keyword. The program views it as a one word unit.

You can also create single keywords while typing in the Edit mode. Press CTRL K when you have typed the last character of the word you want to make a keyword. Note: nothing should separate the last character and the cursor.

The Drop Keyword Command: /KD

The Drop Keyword command deletes the keyword in the upper left corner of the keyword area from the index and from the keyword area. The command has no effect if no keywords have been created for a particular screen of text. You can drop a keyword before or after you have put the screen on diskette.

Because each screen must have at least one key, the VisiDex program will not allow you to drop all the keywords associated with a particular screen. If you do, the message NO KEYS! will appear when you put the screen on diskette. At this point you can create a keyword or clear the screen. The most recent version of the screen will remain on diskette. For instructions on how to delete a screen see Chapter 3, "The STORAGE Command."

Follow the steps below to Drop a keyword:

1. Type /K to invoke the Keyword command.
2. If the keyword to be dropped is not in the upper left corner of the keyword area, position it by scrolling the keywords. < scrolls keywords to the left. > scrolls them right. The SHIFT key is not required when using < or > in the Keyword Command.
3. Press D to drop the keyword.

The Enter Keyword Command: /KE

The Enter Keyword command lets you create a keyword for a screen without the word being a part of the screen's text. To enter a keyword, follow the steps below.

1. Type /K to invoke the Keyword command. Press E. The prompt ENTER KEYWORD: will appear.
2. Type in the keyword and press RETURN. Immediately, the new keyword will appear in the keyword area.

The Get Screen from Disk Command: /KG

The Get Memo command retrieves and displays a screen previously put on diskette with a keyword. To get a screen, you must enter one of the keywords you created for the particular screen. To get a screen, follow these steps:

1. Type /K to invoke the Keyword command.
2. Press G. The disk drive will begin spinning, the editing screen will clear, and the status area will prompt you with ENTER KEYWORD:. The drive will spin for 15 seconds. You can still enter your keyword after it has stopped.

If the edit screen includes any text that you have not saved, the computer will beep and the status area will display the message SCREEN NOT SAVED, OK? N. Pressing RETURN will return the program to the Edit mode. Pressing Y and RETURN will execute the G(et) command.

3. Type in the appropriate keyword and press RETURN.

If you entered a word not in the index, the program will return to the Edit mode and a blank editing screen. Otherwise, the first screen corresponding to the entered keyword will appear on the screen. The keyword area will offer you three options:

PRESS: RETURN TO CONTINUE, ESC TO ACCEPT
D TO DELETE

4. a. Pressing RETURN will cause the program to display the next screen saved under the keyword. If no more screens remain in the keyword queue, RETURN will accept the current screen and put the program in the Edit mode.
b. Pressing ESC will accept the screen currently on the screen and place the program in the Edit mode. If the keyword indexes only one screen, ESC and RETURN have the same effect.

If you type /KG again, you will see the keyword you entered displayed in the status area as the default keyword. If more screens remain under that keyword, pressing RETURN will display them. If not, the program will go to the Edit mode.

- c. Pressing D will invoke a series of steps to delete the current screen. The disk drive will whir and the status area will read: DELETE THIS SCREEN FROM DISK? N. Pressing RETURN will cause the message NOT DELETED to appear. Pressing Y RETURN will delete the screen. The drive will whir, the edit screen will clear, and the program will return to the Edit mode if the screen deleted was the last in the keyword queue.

The Put Screen on Disk Command: /KP

The /KP command saves the contents of the current screen on diskette if the screen has a keyword. If no keyword exists, the message NO KEYS! will appear in the status area. Pressing any key will return the program to the Edit mode.

The Scroll Keyword Area Command: /K< and /K>

The less than sign (<) scrolls the keywords to the left. The greater than sign (>) scrolls the keywords to the right. Note that the keys in the keyword area are on a continuous loop. If only two keys are present, pressing either scrolling command will give the appearance of the two keys switching places. Neither character affects the keydate. In the keyword command, you needn't press SHIFT to use < or >.

Revising Text and Keywords

Whenever you get a screen, the VisiDex program is aware of two screens—the one on diskette and the one displayed on your video monitor. Thus, when you type /KP, the program will ask what you want done with the version on diskette—whether you have changed nothing or everything.

The drive will whirl, fetching the earlier version from diskette for display. The status area will prompt DELETE THIS SCREEN FROM DISK? N.

If you do not want it, press Y RETURN and the program will delete the version it displayed with the prompt, while saving the version of the screen you saw just before pressing /KP.

Pressing RETURN to accept the default N(o) will cause the program to retain the earlier version and put the newer version on diskette. Both, in effect, will be saved and the message NOT DELETED will appear in the status area. Press any key to return to the Edit mode.

Template Screens

A template screen provides a format or template for rapid entry of data. It also automatically returns a fresh template, after you have filled in the previous template and put it on diskette. For this automatic feature to work, you must create a special keyword for the template. This template key must begin with the "pound" or "number" sign—#. Examples include #MAIL LIST, #DEMOGRAPHICS, and #PARTS. You can also include ordinary keywords as part of the template.

REFERENCE

A second feature of template screens is permanent field names or field markers. For example, on a mailing label template the word ADDRESS identifies the line(s) in which to type the address. Likewise, typing a flashing or inverse space character can mark the field. You can also create more than one field name or field marker on a single line.

Fields or markers composed of inverse characters (CTRL B) or flashing characters (CTRL F) are permanent in that you cannot type over them. Further, names or markers so composed automatically draw the cursor to them. Each time a template appears, the cursor will go directly to the space following the first inverse or flashing character string.

Pressing → will move the cursor directly to the next field without the use of cursor-moving characters. Pressing ← will move the cursor to the previous field name or marker. The Edit mode's cursor-moving characters—CTRL Q T W A S Z—remain in effect.

Note that the permanence of inverse and flashing characters applies not only to field names and markers, but to any characters entered to fill in the template form. If you make a mistake in flashing or inverse video, you cannot delete it or type over it. If this happens, clear the screen (CTRL C) and get a fresh template screen (/KG).

Note as well that you can compose fields with normal video characters. However, they do not draw the cursor, the right arrow will not respond to them, and they can be typed over. The ability to type over some field names, markers, and prompts can be handy at times. See Lesson Nine for suggested uses of normal video in composing templates.

End field names with a colon(:) or an equals sign (=) if you want to search for screens with numeric operators.

Once you have created the template and its special keyword, put it on diskette (/KP). **WARNING:** Each data template must have a unique keyword. Because a template loads immediately after /KG, you cannot directly access a second template with the same template keyword (one preceded by #) as the first. If you inadvertently create two templates with the same keyword, you can delete the first template with /SD once it appears. You can get and delete the second template with /SR. See Chapter 3, "The STORAGE Command" for details.

To put the template to work, type /KG and the template keyword, including the #. When the template appears, the keyword as displayed in the keyword area no longer displays the leading #. This means you can get filled in screens with the keyword missing the #.

After you retrieve the template, it will automatically reappear each time you put a filled in screen on diskette. To stop the presentation of the template, type CTRL C or invoke any command except /K after you have put the previous template on diskette.

Note that you can add keywords to the template as you fill it in—use either CTRL K, /KE, or /KC. Extra keywords make for quicker retrieval of the saved screen.

To get a filled in template from diskette, type /KG and follow it with either the template name (omitting the #) or any keyword you created for a particular screen. For example, if the template keyword was #PARTS, you would enter PARTS. By adding the ampersand character (see below) you can define the particular screen(s) that you want. You can also get particular screens by placing numeric operators (see below) after the ampersand.

The Ampersand (&)

When responding to the prompt ENTER KEYWORD by typing in a keyword, the program searches the index for the keyword in an effort to locate a screen. When the program encounters an ampersand (&) in a keyword string, it searches the screens on diskette to match the string, rather than the index.

The string of characters following the ampersand needn't be a keyword. For example, if you had a reading list composed of 12 screens, each saved under the keyword BOOK, and you wanted to see what Hemingway titles you had included, you could enter BOOK&HEMINGWAY.

Given the ampersand, the /KG command will present only the screen(s) containing the author's name. HEMINGWAY does not have to be a keyword. You could respond to the ENTER KEYWORD prompt by typing &HEMINGWAY. This, however, is a slower form of search because the program will review every screen on diskette, looking for the specified character string.

You can combine wildcards (see below) with the ampersand character—BOOK&HEM-. However, you should never include & in a word you intend to make into a keyword. The program reserves it for this special function.

The VisiDex program can handle multiple ampersands in an extended keyword. Suppose we wanted to look for a specific Hemingway title. We could enter BOOK&HE-Y&NICK.

This keyword string would first search the index for keyword BOOK and locate all the screens with that keyword. It would then search all BOOK screens and select only those with the character string HE-Y (including those that have words like HERSHEY and HEAVY). From these screens, it will select only those that include the string NICK. The program will present these screens—those on which you've recorded information about the Nick Adams stories.

Wildcards

Wildcards are symbols that stand for letters in a keyword. The /KG command recognizes two wildcards, the hyphen (-) and the asterisk (*).

The Hyphen (-)

When responding to the prompt ENTER KEYWORD, you can type a hyphen to replace any number of characters in a keyword or in a search word following an ampersand (&). The first two characters and the last character of the main keyword must be present. Following an ampersand, only one character of the search string need be present. Multiple hyphens are legal.

For example, when getting a screen with the keyword NEW YORK CITY, you could type NE-Y. Note, however, that screens with keywords like NEWLEY, NEUROLOGY, and NEW YEAR'S DAY would also be presented. For greater precision you could include more letters and/or hyphens, i.e., NE- CITY and NE-K-Y are both legal.

Another example. Entering GEOGRAPHY&TON would look through all the screens saved with the keyword GEOGRAPHY and select only those screens with character strings ending in TON, i.e., LEWISTON, BOSTON, and CHARLESTON. Note that by character string, it needn't be selected by city. For example, if you had annotated screens with comments like "... VISITED BY ALEXANDER HAMILTON" or "HOME OF CLARA BARTON" these screens would also appear.

Exercise caution when using character strings like GEOGRAPHY&T-N. T-N can take in whole phrases and sentences like "TIME SEEMS TO HAVE STOOD STILL IN..." In the above example, we could also shorten GEOGRAPHY to strings like GE-Y, GEO-HY, or GE-GR-HY.

Note that if the character following the hyphen is not the last letter of the keyword, the hyphen will replace characters to the first occurrence of the letter following the hyphen.

For example, HA-ON will find HAMILTON, HANSON, and HANDS ON, but not HALOGEN or HALF SPOON. When the program encounters the O in HALOGEN, it looks for N as the next letter and finds a G instead. Likewise with HALF SPOON, but here it finds the second O instead of the N.

When performing numeric searches with field names after an ampersand, you must have at least one character. For example, DEMOG&INCOME<\$50,000 could be abbreviated to DEMO&I-<\$50,000. Be careful of over-abbreviating. This designation will also present any other numeric field beginning with I, such as INPUT or ILLUSTRATIONS.

The Asterisk (*)

The asterisk replaces characters on a character-by-character basis. It can be placed in keywords or following an ampersand. For example, **KE*****S** would yield the keywords **KEY WORDS**, **KEY MODES**, and **KEY PHRASES** (because the first two characters are **KE** and the 8th character is **S**) but not **KEYES** or **KEY FIGURES** because a different number of figures intervenes between the **KE** and the **S**.

The asterisk can be particularly handy in search strings with set lengths—like employee numbers. Look at this number: 021164567. This breaks down into 3 components. 021 is the employee's department number; 16 his grade, and 4567 is his unique number. Assuming the keyword is **EMPLOYEE**, you could enter **EMPLOYEE&021******* to search for everyone in department 021. To search for grade 16 employees, you would enter **EMPLOYEE&***16******.

Numeric Operators

The VisiDex program has seven numeric operators. Use these operators in conjunction with field names that conclude with either a colon (:) or an equals sign (=) for retrieving numbers and ranges of numbers. The numeric operators are:

NAME	SYMBOL
Equals	=
Less than	<
Greater than	>
Less than or equal to	<=
Greater than or equal to	>=
Not equal	<> or ><

To use the numeric operator with the **/KG** command, you must enter a keyword. The keyword may be followed with a numeric operator or with an ampersand, field name on which to operate, and a numeric operator. A value must follow the numeric operator. For example: **DEMOGRAPHIC&AGE>21** or **REPORT = 7**.

You can use more than one field and more than one operator:

DEMOGRAPHIC&AGE>21&AGE<49

or

DEMOGRAPHIC&AGE>21&INCOME>=\$24,000.00

You can also include hyphens in these numeric search strings. For example, you could type the strings above as DE-C&AGE<49 and DE-C&AGE>21&INC->=\$24,000.00. However, you should never place wildcards in the number, i.e., \$24-. The reason is that the program makes actual numeric comparison, not string comparisons. Accuracy extends to 12 characters to the left of the decimal and 8 characters to the right of the decimal.

Note that although a field name must conclude with = or : you may add space characters before or after either. The value entered for each field may have dollar signs and/or commas. Likewise, the keyword entered to search these fields may have dollar signs and/or commas.

For example, if a field reads INCOME=\$24,000.00 you could still get it by asking for DEMOGRAPHIC&INCOME=24000. It was not necessary to type in the dollar sign, the comma or the decimal point with trailing zeroes. Likewise, if the field read INCOME=24000 you could still get it with DEMOGRAPHIC&INCOME=\$24,000.00.

Finally, although the most common way of setting up information for systematic searches is with a template, you can still perform numeric searches without a template. You must, however, have a field name or a word followed by = or : followed by numbers (which can include the dollar sign, commas, and the period).

THE PRINT COMMAND

The Print command lets you print VisiDex screens in three ways: to the screen of your video monitor, to a printer, and to a disk drive, creating text files. When you type /P to invoke the Print command, the first Print command menu appears in the status area: F OR PRINTER SLOT#0. Pressing F will invoke that portion of the program that prints to text files. See below for details on this option.

The printer slot number has the default value of 0. Slot 0 prints to the screen of the video monitor. To print to a printer, you must enter the slot number of your printer card.

Printing to the Screen

To print to the screen, press /P to invoke the Print command. Then press RETURN to accept the default slot value of 0. The Print command menu will appear: C D I K L P S T ESC.

From this point, simply press the letter that stands for the command you want to execute. When execution ends, the program will return to the menu.

All of these commands print to the screen in essentially the same form as they print to the printer. However, when printing a document longer than 20 lines (one screen), the keyword area will prompt **PRESS RETURN TO CONTINUE**. Note that you can cause a printout to pause by pressing the space bar and to end by pressing **ESC**.

Basic Printer Access: The Four Basic Steps

In order to print to a printer, you must perform the four steps below. In discussing each member of the Print command set, we will refer to the Four Basic Steps rather than repeating them for each command. These steps are:

1. Type **/P**. The status area will prompt **F OR PRINTER SLOT#0**.
2. Enter your printer card's slot number and press **RETURN**. The status area will prompt for line feed controls **- + RETURN ESC** .:
3. Press **-** to suppress one line feed character. Press **+** to add a line feed character. The line feed character causes the paper to advance one line. If your printer prints everything on one line, you should add a line feed. If it double or triple spaces, and you want it to single space, suppress the line feed with **-** .

To continue, press either **RETURN** or **ESC**. The status area will display the Print Command menu: **C D I K L P S T ESC**.

Pressing **RETURN** will cause the printer to respond by typing the diskette's name and the date. If you have a clock card, the time will also be printed.

Pressing **ESC** will bypass the printing of the diskette title and date.

4. If you need to enter a setup string of control characters and/or to type a title for your printout, press **T** to invoke the Print Title command (see below). Press **RETURN** when you have completed the string. The Print menu will reappear.

The Print Command Set

Note that when you execute a command, the program remains in the Print command when any particular command completes execution. This means that you can do any number of different kinds of printouts without having to re-execute the four basic steps.

However, the steps given in this section are written in complete detail, so that you could start from the Edit mode and go all the way through the entire execution of any command. If you want to experiment with more than one Print command, omit the unnecessary steps.

The Print Calendar Command: /PC

The Print Calendar command offers you four options. Print a single day (keydate), a week (any seven days), a calendar month with keydates bracketed, or a calendar year with keydates bracketed. You'll find this command useful for keeping scheduling materials handy and portable.

A note on default dates. Whenever you invoke a Calendar command, the initial default values for day and month will be those that you gave the system during the loading procedure. If you have a clock card, they will be those currently produced by the card. Thus, when we ask you to respond to a date prompt, you may either press RETURN to accept the default value or type in a different value and press RETURN. You must always press RETURN.

Although the Calendar and Print commands prompt for year dates, the program only keeps one year at a time. If you want to schedule dates for a coming year, you might either clear out the keydates from that month or create a separate diskette for the next year. We recommend this course for people who use the VisiDex feature for long range planning. For information on the VisiDex calendar, see Chapter 3, "The CALENDAR Command."

The Print A Day Command: /PCD

1. Execute the four basic steps and press **C** to invoke the Print Calendar command. The status area will read **D W M Y ESC.**
2. To print a day, press **D**. The upper line of the status area will read **GET DATE SCREEN**. The lower line will prompt **MONTH:** with the current month as the default value.
3. Enter the **MONTH** value. The status area will prompt for the **DAY** you want to print.
4. Enter the **DAY** value. The screen for that day will appear, preceded by a row of hyphens and the date title underlined with equals signs.

The Print A Week Command: /PCW

1. Execute the four basic steps and press **C** to invoke the Print Calendar Command. The status area will read **D W M Y ESC.**
2. Press **W** to print a week. The status area will prompt for the **MONTH** in which the first day of the seven day period you want to print will fall. The status area will prompt for the **DAY** date on which you want the week to begin. This doesn't have to be a Sunday or a Monday date. Any date will do.

3. Enter the beginning day date. The printout will begin with a row of hyphens. All seven days will be printed, each preceded by a row of hyphens and a date title underlined with equals signs. If no screen exists for a particular day, the program will leave three blank lines.

The Print Month Command: /PCM

1. Execute the four basic steps then press C to invoke the Print Calendar command. The status area will prompt D W M Y ESC.
2. Press M to select the Print Month command. The status area will prompt for the year with the current year. Press RETURN or enter a different year.
3. Reply to the MONTH prompt by entering the number of the month you want to print. The program will print the month and year, followed by the days of the week and the calendar. Days with keydate screens will have square brackets ([]) around them no matter what year you have chosen.

The Print Year Command: /PCY

1. Perform the four basic steps and press C to select the Calendar command. The status area will prompt D W M Y ESC.
2. Press Y to print a year's calendar, beginning with January. Respond to the YEAR prompt by entering the appropriate two numbers. The Print Year command always prints a calendar for a single year, beginning with January.

The Print Dump Command: /PD

The Print Dump command will print every screen on the diskette in the order in which you entered or last modified them. A row of hyphens will separate each memo. Dumping all memos to your printer is an excellent precaution against diskette damage or loss.

To execute the Dump command, perform the four basic steps and then press D.

The Print Index Command: /PI

The Print Index command prints the index of keywords and keydates for a diskette. Keys print in the following order: alphabetic keys (in alphabetic) order; keys beginning with punctuation; numeric keys (in numeric order); and keydates in calendar order.

The numeral following each key is the number of screens referenced by that particular key. If the number of screens indexed by a key exceeds 99, the number will remain at 99.

To execute the Index command, perform the four basic steps and then press I.

The Print Keyword Command: /PK

Executing the Print Keyword command prints all the screens indexed by a particular key. You can enter any valid keyword, including those with ampersands and wildcards (see Chapter 3, "The KEYWORD Command").

The Print Keyword command also asks for document length and whether or not you want to print inverse characters. The default length for documents is 22 characters. By selecting this default, you will print 3 screens per 11 inch page with standard 10 pitch pica settings. Likewise, 33 would print two screens per page.

If you enter 0 as the lines per document, each screen will print at its actual length (regardless of how varied) and be separated from the next screen with a row of hyphens.

Entering a number less than the length of a particular screen will print only that number of lines from the screen.

The Print Keyword command also asks whether you want to print inverse characters. Note that the Print command treats flashing characters like inverse characters. If you choose the default Y(es) they will print like ordinary characters.

However, if you type N, the VisiDex print routine will not print inverse or flashing characters. It will also move left any normal video characters that rest to the right of the inverse or flashing characters.

To execute the Print Keyword command, follow the steps below.

1. Execute the four basic commands.
2. Press K to invoke the Print Keyword command. The status area will prompt LINES PER DOCUMENT:22.
3. If you want a different number of lines per document, type in the number and press RETURN. If you want your screens printed 22 lines per screen, just press RETURN. The status area will ask PRINT INVERSE CHARACTERS? Y.
4. Press RETURN to print the inverse and normal characters. Type N and press RETURN to cause the printer to ignore inverse characters. The prompt ENTER KEYWORD will appear in the status area and the disk drive will spin.
5. Type the keyword you want to print and press RETURN three times. The printer will print the keyword and underline it with equals signs if you selected 0 as the number of lines per document. It will then continue by printing all the screens specified by the keyword.

The Print Line Command: /PL

The Print Line command prints one line at a time. Use the Print Line command to selectively edit a single VisiDex screen. The Edit mode cursor moving commands remain in effect so you can print lines in any order you wish.

Note that each time you press L, it is an entire command by itself, like any of the other print commands. Thus, you can go on to another print command or press ESC to return to the Edit mode. To execute the command, follow the steps below.

1. Get the screen with the line(s) you wish to print on the screen (/KG or /CG). Optionally, you can type text directly on the screen in the Edit mode without putting it on diskette.
2. Position the cursor on the first character of the first line you wish to print.
3. Perform the four basic steps.
4. Press L to print the line on which the cursor rests. The line will print and the cursor will move down one line, returning to the left margin. If you don't want to print the next line down, you can use Edit mode cursor controls to place the cursor on the next line you want to print. Once you have positioned the cursor, press L again.
5. Continue with step 4 until you have printed everything from the screen that you want to print.

The Print Page Command: /PP

The Print Page command prints all 20 lines of the current screen. To execute the Page command, follow these steps:

1. Get the screen to be printed with /KG or /CG or type the text on the screen.
2. Execute the four basic steps.
3. Press P. The printer will print all 20 lines of the current screen.

The Print Sorted Listing Command: /PS

The Sorted Listing command prints keyword screens by alphabetic or numeric range. The command lets you specify the alphabetic starting and end points for the printout, so you needn't print the entire disk. Unlike the Print Dump command, the Print Sorted Listing command puts screens in either alphabetic or numeric order. If several keys index the same screen, the screen will be printed once for each key.

The range specifying prompts are **START AT:AA** and **STOP AT:ZZ**. They represent the first two letters of the keyword at which the printout will begin and the first two letters of the last keyword to be printed. If you want to print every screen on the diskette with an alphabetic key, you would press **RETURN** for each of these prompts.

To print a mailing list from **HARRISON** to **MORLEY**, you would enter **HARRISON** as the **START AT** letters and **MORLEY** as the **STOP AT** letters. Note that **STOP AT** refers to the first two letters of a word, not the last two. Note that you can enter numerals instead of letters to set the range for a sorted listing of numeric keys. However, you cannot mix letters and numbers in any way. To print all keydate screens, enter an asterisk (*) in response to the **START AT** prompt.

Like the **Print Keyword** command, the **Sorted Listing** command also asks for document length and gives you the option of whether or not to print inverse characters. The default on document length remains at 22. Entering 0 will print each screen according to its length with a row of hyphens separating individual screens. The keyword will appear before the screen(s) that it indexes. Using a number less than the number of lines on the screen will cause the printer to print only the specified number of lines. The maximum number of lines is 99.

Answering **N** to the **PRINT INVERSE CHARACTERS?** prompt will cause the printer to ignore inverse and flashing characters. To execute the **Sorted Dump** command, follow these steps:

1. Perform the four basic steps.
2. Press **S**. The prompt **START AT LETTER: AA** will appear. If you want to start at a later point, type the appropriate letter(s) and press **RETURN**. Otherwise, just press **RETURN**. You can enter numbers or * as well as letters. The prompt **STOP AT LETTER: ZZ** will appear.
3. If you want to print all alphabetic keys after the start, press **RETURN**. Otherwise, type the letter(s) or number(s) that begin the last "word" you want printed and press **RETURN**. The status area will ask **LINES PER DOCUMENT? 22**.
4. To accept the default number of lines, press **RETURN**. To change the number, type a different value and press **RETURN**. The status area will prompt **PRINT INVERSE CHARACTERS? Y**.
5. Press **RETURN** to print inverse characters. Type **N** and press **RETURN** to suppress the printing of inverse characters. The printout will begin.

The Print Titles Command: /PT

The Print Titles command lets you type characters directly from the computer keyboard to the printer. Although you can type printout titles with it, its principal use is entering control characters for printer setup. Note that, unlike other VisiDex prompts the single character space in the status area does not expand as you type. You see only one character at a time, as you type it. To execute the Print Titles command, follow the steps below.

1. Execute the four basic steps.
2. Press T. The status area will prompt PRINT CHARACTERS.
3. Enter your control or other characters. Press RETURN when you have finished. The program will return to the Print command menu to await your next print command.

TEXT FILES

The VisiDex program can convert VisiDex screen files to ASCII text files. As text files, they become available to word processors, data managers, and other programs that handle text files, including VisiTerm™. Text files can also be communicated via modem from one computer to another.

The VisiDex program also lets you convert ASCII text files such as those generated by the VisiCalc™ /PF command into VisiDex screens. This means you can take information you have already created with other programs and incorporate it into your VisiDex system without extensive retyping. You can also receive ASCII files over a modem and convert them into VisiDex screens.

In order to take advantage of the program's text file capability, you must have two drives. The diskette to which you plan to write text files must be a standard DOS diskette. If you are not familiar with Apple text files, see your Apple DOS manual. It explains them at length and includes sample programs for creating and retrieving text files.

Converting VisiDex Screens to Text Files

For the purposes of this discussion, place your VisiDex data storage diskette in drive 1 and your DOS text diskette in drive 2. We recommend that you make a copy of a current diskette containing text files so that you feel free to experiment with it.

Before going on, let's type some text on the screen, so that we have something to work with. Make sure you're in the Edit mode (with the cursor in the home position), type each of the lines below, pressing RETURN at the end of each line.

A TEXT FILE SAMPLE
ANOTHER LINE
THE LAST LINE

Note that we asked you to home the cursor for the sake of uniformity in this example. In your own use, you can start text anywhere you wish. You don't need to create any keywords or put these lines on diskette. We're going to use the /PL (Print Line) command that only requires text on the screen.

Once you have typed in these three lines, follow the steps below.

1. Type /P to invoke the Print command. The status line will prompt
F OR PRINTER SLOT#0.
2. Instead of selecting a slot number, press F RETURN to invoke the portion of the program that converts VisiDex screens into ASCII text files. The status area will warn you at this point with WARNING! 2 DISKS REQUIRED. Press ESC if you have only one drive.
3. Press RETURN to continue. The status area will prompt FILE NAME, D#:.
4. Type in the name PHILO,D2 for our text file name. Note that in the case of creating a text file from a keyword, the file name needn't be the same as the name of the keyword. Feel free to use any name that agrees with Apple DOS file name requirements. See your DOS manual for details. You must follow the file name with ,D<n> to designate the drive that contains your DOS text diskette. When you have typed in the name and drive designation, press RETURN.

Drive 2 will whir briefly as the VisiDex program opens a file named PHILO on your DOS diskette in drive 2. Note that attempting to open a text file on a VisiDex data diskette will cause the program to "hang" (not continue), because Apple DOS is not compatible with the VisiDex data diskette format. The Print command menu appears in the status area: C D I K L P S T ESC.

5. The cursor has returned to its home position. We'll print each line individually to the DOS diskette by pressing L for each line. Watch the cursor jump down to the next line each time you press L.

Press L to print A TEXT FILE SAMPLE.

Press L to print ANOTHER LINE.

Press L to print THE LAST LINE.

6. Press ESC to send these lines to the DOS diskette and to close the PHILO file. Drive 2 will whirl briefly as it performs these tasks.
7. Since we created a new screen for this example, SCREEN NOT SAVED, OK? N. Type Y RETURN to clear the screen and return to the Edit mode.

Note that you had to press L three times—once for each line. You could have just as easily issued three different print commands—a keyword, a calendar, a sorted range.

All three items would have gone into the one text file we named PHILO. To make separate text files for each of these items, you would need to invoke the Print text file command three times—to give each text file a different name and individual texts.

In this example, we used the /PL command. You can use any member of the Print command set. Each will behave as described earlier. For example, /PK (Print Keyword) will prompt you with ENTER KEYWORD and /PC (Print Calendar) will prompt you for the appropriate dates.

Converting Text Files to VisiDex Screens

To recover text files from a DOS diskette, you must have the program in the Edit mode. Again, for the sake of the example, make sure your VisiDex storage diskette is in drive 1 and your DOS text file diskette is in drive 2. The example will use the PHILO text file created earlier. If you do not have PHILO, substitute any text file. If you are not currently in the Edit mode, perform the necessary operations to invoke it. Follow the steps below.

1. Type CTRL R to invoke the portion of the program that converts text files to VisiDex files. The message WARNING! 2 DISKS REQUIRED appears on the status line. Press ESC if you have only one drive.
2. Press RETURN to continue. The text file prompt FILENAME, D#: appears.
3. If you have done the previous example, type in PHILO, D2. If not select a different text file name, type it in, and follow it with ,D2. Press RETURN. Drive 2 will spin and the cursor will return to the upper left corner of the editing screen.
4. Press CTRL R to display the first line from the text file. The words A TEXT FILE SAMPLE will appear. The buzzing sound that accompanies it is the individual clicks that each key stroke makes, rapidly repeated. The cursor jumps down to the next line.
5. Press CTRL R to display the next line: ANOTHER LINE. Again you'll hear the buzzing sound. The cursor jumps down to the next line.

6. Press CTRL R one more time to print the third line: THE LAST LINE. If you want to save PHILO as a VisiDex screen, create a keyword and put the screen on diskette.
7. To close the PHILO text file and end the process of getting lines, type /PF RETURN ESC. Drive 2 will whirl. You must type this command any time you empty a file and any time you want to take text from a file different from the one you are working with. The VisiDex program will only allow one open file at a time.

To prevent attempting to read more lines than a file contains, we recommend putting a recognizable statement at the end of each file, i.e., "THIS IS THE END OF THE FILE." **WARNING:** Attempting to read beyond the end of a text file will cause the END OF DATA error message to appear and a restart of the VisiDex program.

If you cause an error to occur while handling text files, you may have to close the open file by returning to the Edit mode and typing /PF RETURN ESC.

Note that if you have a clock card, its display will freeze while a text file is open. When you close the file it will begin displaying the correct time.

Converting a Large Text File to VisiDex Screens

In the example above, you could have saved each individual line as a VisiDex screen by creating a keyword for each and putting them all on diskette. After putting the screen on diskette, you would proceed by typing CTRL R to get the next line from the text file.

This ability to break text files up into small pieces is important. The VisiDex screen is only 20 lines deep. Once you fill up that 20 lines, the cursor stays on line 20, as you continue to type CTRL R. The steps below provide a general outline for breaking up text files to suit your purposes. Follow these steps too when dealing with large text files, such as mailing lists.

1. From the Edit mode, open the text file of your choice by pressing CTRL R RETURN and giving the file name and drive location.
2. Press CTRL R as many times as necessary to get a unit of information on to the screen. If the information takes more than 20 lines—like the results of a lengthy marketing questionnaire, save each segment under a common keyword.
3. Create the appropriate keywords for the screen.
4. Optionally, position the information according to your format on the screen.

5. Put the screen on diskette.
6. Press CTRL R to bring the next line of the text file to the screen and continue as in step 2.
7. When you are finished with the task or have emptied the text file, type /PF RETURN ESC to close the text file.

If you intend to use the VisiDex text file feature, we recommend that you create some simple experiments to familiarize yourself with the specific areas in which you intend to use it. This way, you can proceed with confidence when you work with important material, knowing precisely how to get the most from VisiDex file handling.

THE STORAGE COMMAND

The Storage command set concerns itself with the storing and manipulating of VisiDex screens on diskette.

Loading and Configuring

Loading the VisiDex program diskette causes the status area to prompt:

```
CONFIGURE  
CLOCK SLOT,U/L CASE:00.
```

Press RETURN if you have neither a clock card nor lower case chip.

Type <n> RETURN if you have a clock card, but no lower case chip. <n> is the slot number of the clock card. We recommend slot 7. Thus, you would type 7 RETURN.

Type 0L RETURN if you have a lower case chip but no clock card.

Depending on your response to the configuration prompt, you may be asked for date information: MONTH, DAY, and YEAR. The final prompts of the loading process for the SLOT and DRIVE of your data diskette. Default values are for the drive slot that you loaded from and drive 1.

Rapid Loading

To perform rapid loading, first load the program diskette. Before typing anything, put in the data diskette. The rapid loading inputs assume that you have already placed your data diskette in the default drive, connected to the default slot. If you do not have a clock card, rapid loading will leave you with no date in the status area. All screens will be date stamped 00/00. Only perpetual calendar screens will be presented after the initial screen.

Enter the rapid load codes in response to the CLOCK SLOT,U/L CASE: prompt.

Type the letter A and press RETURN if you have a clock card in slot 7 and a lower case chip.

Type the letter B and press RETURN if you have neither a clock card nor a lower case chip. Note that if you do have either of these features, typing B will cause the program to ignore their presence.

Type the letter C and press RETURN if you have a clock card in slot 7 but no lower case chip.

Once you have typed the rapid load procedure, the program will load the data diskette and present the initial screen for that diskette.

If you have failed to insert a VisiDex data diskette, the message ERASE S6 D1 (Y/N)? N will appear. Press RETURN to accept the default N(o), insert a data diskette, and respond to the prompts for SLOT and DRIVE.

The Storage Command Set

The Backup Command: /SB

The Backup command performs two functions. First, it transfers an entire diskette of information to a second diskette. This is important for protecting the information you've gathered by keeping it "off line" on a second diskette.

Second, the Backup command compacts the transferred data for most efficient use of diskette space. The compacting aspect can become extremely important for users who delete screens (see the Storage Delete command below) on a regular basis. The VisiDex storage system does not automatically fill in gaps left by the Delete command. Note that the Backup command also squeezes out any screens that have no keys.

The initial screen will not show an increased number of keys or available characters, regardless of how many screens you delete, until you have performed a backup on the diskette.

The Backup command will work on one and two drive systems. It assumes that the diskette you want to backup is in the current default slot and drive and that the destination diskette is in the other drive. The command formats and initializes the object diskette during the backup process.

Dual Drive Backup

To create a backup diskette on a dual drive system, follow these steps.

1. Insert the source diskette in one drive and the object diskette in the other drive. Take note of their positions. If this involves a change of diskette in the default drive, type /SN (discussed below).
2. Type /SB to invoke the Backup command. The screen will clear and the status area will prompt with the default disk slot number:

```
BACKUP FROM DISK  
SLOT:6
```

The program is prompting for the slot number of your source diskette, the one to be copied. Enter the source slot number if it is different from the one displayed. Press RETURN.

The status area will prompt with the default drive number DRIVE:1.

3. Enter the drive number of the drive containing the source diskette if it is different. Press RETURN.

The drive will whirl, loading the index for the screen and displaying the initial screen. The status area will prompt for the position of the destination diskette—the one that will receive the backup copy from the source diskette. The status area will read:

```
BACKUP TO DISK  
SLOT:6
```

4. Enter the destination slot number if it differs from the default number. Press RETURN.

The status area will prompt for the drive that will receive the backup copy. This will be the opposite of the number you entered as the source drive.

```
BACKUP TO DISK  
DRIVE:2
```

5. Press RETURN to accept the default value for the destination drive.

The drive will activate. The message FORMATTING DISK will appear in the status area. The formatting process takes under two minutes.

When the process ends, the status area will prompt: DISK NAME:.

6. Type in the name for the backup copy. It should not exceed 32 characters. Press RETURN.

The drive will whirl. The status area will state: INITIALIZING DISK. Shortly, this message will change to COPYING DATA.

When the copying process ends, the status area will prompt:

```
INSERT DATA DISK  
SLOT:6
```

The program defaults to the slot and drive occupied by the destination diskette (the backup copy).

7. If you want to change slots, enter the new value. Press RETURN. The status area will prompt: DRIVE:2.
8. If you want to switch to a different drive, enter its number. Press RETURN. The new index will load, and the initial screen will appear.

Single Drive Backup

To backup a diskette on a single drive system, make sure the diskette to be backed up is in drive 1 and perform steps 2 through 4. The status area should prompt DRIVE:2.

5. Type 1 and press RETURN.
6. Single drive system will prompt in the status area: INSERT NEW DATA DISKETTE. Remove the original and insert the destination diskette. Press RETURN.

The drive will activate. The message FORMATTING DISK will appear in the status area. This process continues for almost 2 minutes.

When the drive stops, the status area will prompt: DISK NAME:. Enter the name for the diskette, making sure that the name does not exceed 32 characters. Press RETURN.

7. Once again the drive will activate. The message INITIALIZING DISK will appear. After about half a minute the drive will stop and the the status area will display the message:

```
SINGLE DRIVE BACKUP  
INSERT ORIGINAL DATA DISKETTE
```

8. Remove the destination diskette and insert the source diskette. Press RETURN. The drive will activate and the status area will read COPYING DATA.

When the drive stops, the status area will prompt: INSERT NEW DATA DISKETTE.

9. Remove the source diskette and replace it with the destination diskette. Press RETURN.

The program will continue to prompt you to switch the two diskettes until it has copied all the data from the source to the data diskette. When the process is completed, the status area will prompt:

```
INSERT DATA DISK  
SLOT:6
```

10. At this point, you can switch diskettes once more and go on using the original diskette. Or you can begin using the backup copy. Press RETURN in response to the slot prompt. The status area will prompt: DRIVE:1.

Once again, press RETURN and the index will load. The initial screen will appear.

The Delete Screen Command: /SD

The Delete Screen command deletes the currently displayed screen from the storage diskette. The main purpose of this command is to let you delete screens that you accepted after issuing the /CG or /KG commands. The command will also delete all references to the indicated screen. If you have loaded a date screen that will also appear periodically, all keydates will be deleted. This is different from pressing D after /CG. To execute the command, follow the steps below:

1. With the screen you want to delete currently displayed, press /SD to invoke the Delete Screen command.
2. The status area will ask DELETE THIS SCREEN FROM DISK? N. If you press N or RETURN the status area will read NOT DELETED. Pressing RETURN or any alphanumeric key will cause the editing screen to reappear.

If you type Y RETURN the disk drive will whirl and the screen will clear, returning the program to the Edit mode.

The Initialize Disk Command: /SI

The Initialize Disk command prepares a diskette with a special VisiDex format. Initializing a previously used diskette will completely erase all information stored on that diskette. To initialize a diskette, follow the steps below.

1. Press /SI to invoke the command. The status area will display a message resembling: ERASE S6 D1 (Y/N)? N.
2. The message means that the Initialization command will erase the diskette in the position identified by the parameters in the status area. Pressing N or RETURN will cause VisiDex to prompt INSERT DATA DISK followed by prompts for slot and drive.

Change the necessary default values to accurately describe the position of the diskette you want to initialize and press RETURN to advance to the next prompt.

3. To accept the values given in the status area, press Y RETURN. The status area will read FORMATTING DISK and the disk drive will activate. The formatting of the diskette takes less than two minutes.

4. The status area will prompt for a **DISK NAME:**. Type a name (of up to 31 characters) and press **RETURN**.
5. The message **INITIALIZING DISK** will appear in the status area and the drive will whirl for less than a minute.
7. The status area will prompt **INSERT DATA DISK and SLOT:6**. You can change diskettes at this point. The program wants to know which diskette index it should load. To use the default slot and drive, press **RETURN** twice.

If you wish to use a different diskette, change the appropriate slot and/or drive values and press **RETURN**. The status area will display the **NEW INDEX LOADED** message. Press **RETURN** to continue.

The New Data Disk Command: /SN

The New Data Disk command places the index for a data diskette into the computer's memory. If you change diskettes without loading in the new index with **/SN**, the status area will display the error message **DISKETTE MISMATCH ERROR**. Press **RETURN** and the status area will prompt you with **INSERT DATA DISK**. Press **RETURN** twice to accept the default slot and drive numbers.

If you have a dual drive system, you must type **/SN** to access the diskette in another drive. You can also use the **/SN** command to see how much space you have left on diskette. To execute the New Data Disk command, follow the steps below:

1. Type **/SN**. The status area will prompt
INSERT DATA DISK
SLOT:6
2. If you need to change diskettes, do it now.
3. Enter a different slot number if necessary. Press **RETURN**. The status area will prompt **DRIVE:** and the current data diskette drive number.
4. Change the drive number if necessary. Press **RETURN**. The status area will read **NEW INDEX LOADED** and the initial screen will appear.

The Review Disk Command: /SR

The Review Disk command presents the screens you have stored in the order created or last revised. It will even present keydate screens that have had their keydates deleted.

To execute the command, type **/SR**. The editing screen will blank and the first screen will appear. The keyword area will display the prompt:

PRESS: RETURN TO CONTINUE, ESC TO ACCEPT
D TO DELETE

To continue reviewing the diskette, keep pressing RETURN. To accept a screen, press ESC. The program will enter the Edit mode, and the keyword area will display the keywords (if any) for the current screen. If you type /SR after pressing ESC, the program will begin again with the earliest screen.

If you press D to delete the current screen, the status area will prompt: DELETE THIS SCREEN FROM DISK? N. Pressing RETURN will cancel the delete command. The message NOT DELETED will appear in the status area. Press RETURN and the next review screen will appear.

Typing Y RETURN deletes the current screen and continues on to display the next screen in the review queue.

The Transfer Screen Command: /ST

The Transfer Screen command lets you transfer any screen from one diskette to another. The screen must be on the editing screen for the command to work. If you attempt to transfer a blank screen, the error message TRANSFER ERROR will appear in the status area.

1. Use the /KG or /CG to bring the screen to be transferred to the editing screen.
2. Press ESC to accept the screen on the editing screen.
3. Type /ST to invoke the Transfer Screen command. The status area will prompt:

```
INSERT DESTINATION DISK  
SLOT:6
```

4. Insert the diskette that will receive the transferred screen. Change the default slot number if necessary. Press RETURN.

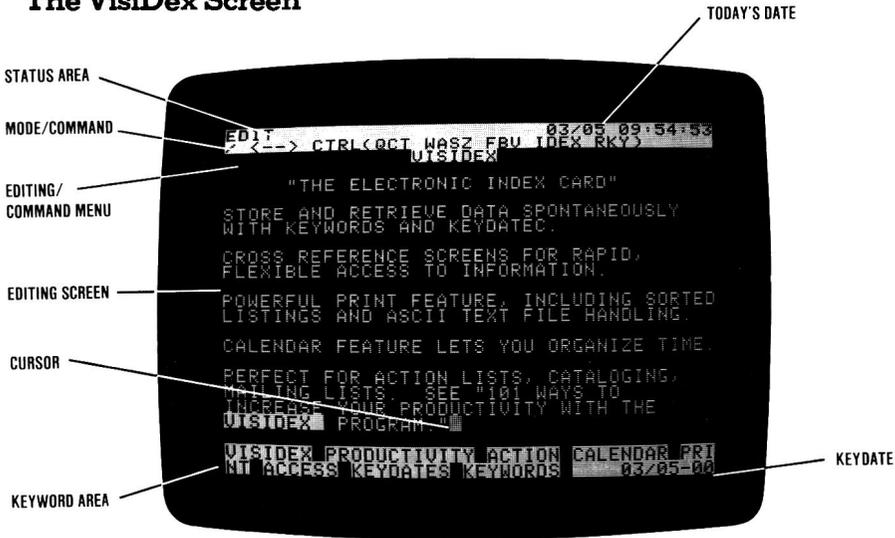
The status area will prompt: DRIVE:2.

5. For the benefit of dual drive systems, the program changes the drive number to the opposite of the default drive. If you have a single drive, this value must be 1. Press RETURN.

The drive will whirl and the screen will clear. Single drive users must re-insert the source diskette and press RETURN in response to the INSERT ORIGINAL DISK prompt. Dual drive systems automatically return default to the source drive.

THE VISIDEX SCREEN AND KEYBOARD

The VisiDex Screen



The VisiDex screen comprises three areas as shown in the photo above. These are the status area, the editing screen, and the keyword area.

The Status Area

The white bar at the top of the VisiDex screen is called the status area. It comprises two lines.

The left portion of the upper line normally displays either the current mode or command you have selected. The word **COMMAND** on the upper line indicates that the program is in the Command mode, but the word **STORAGE**, in the same position, means that the group of commands dealing with diskette storage are now available for execution. The right portion of the upper line gives the loading date and, if you have a clock card, the time.

The second line of the status area displays the current command menu, symbolizing each option with single characters.

When you execute commands, this line may also prompt you for input, by stating alternatives and displaying their default values. When errors occur, error messages will appear on the second line.

Whenever you work with a previously created screen, the creation (or last revision) date also appears on the right side of the second line.

The Editing Screen

The editing screen is the large black area bordered by the status area above and the keyword area below. It fulfills three functions. First, it provides an area on which to enter and revise text (see Chapter 3, "The EDIT Mode").

Second, the editing screen receives and displays previously saved screens that you get from diskette (see Chapter 3, "The KEYWORD Command: /KG" and "The CALENDAR Command: /CG").

Third, it displays screens when you direct the program to print to the screen (see Chapter 3, "The PRINT Command"). Note that when printing to the printer, what you see displayed on the editing screen depends on the type of printer interface card you have selected.

The cursor positions itself in the upper left corner of the edit screen whenever you load the VisiDex program, clear the screen (CTRL C), or get a screen from diskette (see Chapter 3, "The KEYWORD Command: /KG" and "The CALENDAR Command: /CG").

The dimensions of the editing screen are 40 columns (characters) across by 20 lines deep. If you type past the 40 character boundary, the line will break at the first space character preceding the 40th column. The word following the space character will move to the left side of the screen on the next row. This phenomenon is called **wraparound**.

Wraparound does not take effect when you push characters past the 40th column with CTRL X, the insert character command (see Chapter 3, "The EDIT Mode"). These characters will disappear off the right edge of the screen and be irretrievably lost.

If you attempt to exceed the 20 row limit by inserting lines in such a way as to force a lower line below the 20th row, the lower line will disappear and be irretrievably lost.

The Keyword Area

The keyword area—the white bar at the bottom of the screen—displays two things. In the Edit mode, it shows the keywords and/or keydate associated with a particular screen to a maximum of 80 characters. If a calendar screen is present, the date and warning period for that screen will be displayed in the lower right corner of the keyword area.

When retrieving a screen from diskette (see Chapter 3, "The CALENDAR Command: /CG" and "The KEYWORD Command: /KG"), it prompts you with three options:

PRESS: RETURN TO CONTINUE, ESC TO ACCEPT
D TO DELETE

REFERENCE

When printing to the screen, the message `PRESS RETURN TO CONTINUE` will appear to prompt you to print the next screen.

The Visidex Keyboard

With the exception of five keys, your keyboard functions normally. The exceptions are the ESC key, the slash character (/), the left arrow (←), the right arrow (→), and the space bar.

The ESC Key

At virtually any point in the execution of a command, you can return to the Edit mode by pressing ESC. If you have begun executing a command, you may have to press ESC more than once.

When you get a screen from diskette (see Chapter 3, "The CALENDAR Command" and "The KEYWORD Command"), the program will present you with every screen you have saved under a particular key. Pressing ESC will select the text currently on the screen and present it for editing (or printing) with its key(s) displayed.

The / Key

When in the Edit mode, pressing the slash character (/) will put you in the Command mode. If you want to type a slash as part of the text on the screen, you must press / twice.

The Space Bar

In the Command mode, pressing the space bar will invoke the Command prompt and display the name of the first command option in the current command set. To display the name of the next option, press the space bar again. After displaying the names of all the options in the command set, the next pressing of the space bar will return you to the first command in the list. To exit the Command prompt feature, either press ESC or execute one of the commands. In the Edit mode, you must invoke the Command prompt feature by pressing CTRL Y. See Chapter 3, "The EDIT Mode" for details.

To execute the displayed command, you press the letter symbol (and if necessary the CTRL key) for the displayed command or RETURN.

The Left Arrow

In the Edit mode, pressing ← deletes the character to the left of the cursor. If the screen is a template, with inverse or flashing field names, the ← will not delete these field names (or any flashing or inverse character), but will cause the cursor to jump to the next field to the left. See Chapter 3, "The EDIT Mode," for details.

If you have invoked the Keyword command set, pressing ← causes the cursor to jump to the first character of the word to the left of the cursor. If the cursor rests in the middle of a word, the cursor jumps to the first character of the word in which it rests.

The Right Arrow

In the Edit mode, pressing → causes the cursor to advance to the space following the next field name in template screens. See Chapter 3, "The KEYWORD Command," for details on template screens. Pressing → when the cursor is in the last field of the template, or when no template is present causes the cursor to move one character to the right.

When the Keyword command is active, pressing → causes the cursor to jump to the first character of the next word to its right. See Chapter 3, "The KEYWORD Command," for more details.

VisiDex Sounds

The VisiDex program produces three distinct sounds. Anytime you press any key, you will hear a soft click. Typing CTRL F, CTRL B, CTRL V, and CTRL E will cause a blip sound. The VisiDex program sounds a beep if you make an error or run the cursor into the status area or keyword area.

THE EXIT COMMAND

Exiting the VisiDex Program

The VisiDex Exit command lets you load another program directly, without having to turn the computer OFF. To exit, perform the steps below.

1. Press /X to invoke the Exit Command. If the current default drive slot is 6, the status area will prompt:

```
BOOT SLOT:6
```

2. If you do not want to load from the current default drive slot, type in the drive slot you wish to load from. Press RETURN.

The diskette in drive 1 of the selected slot will spin, loading its program.

APPENDIX A

THE PRINT APPENDIX

Setting Up and Testing

The following steps are general guidelines to help you make sure that your printer is receiving data from your Apple and printing it in the format you desire. Before you begin, get out your printer and interface card manuals.

1. Make sure the Apple and the printer are turned OFF.
2. Go through your printer and interface card manuals and make sure that you've correctly set all relevant switches—particularly the DIP switches (if any on the interface card). You may want to make a check list of these settings for testing and reference purposes. Pay particular attention to anything involving:
 - a. Carriage return
 - b. Line feed
 - c. Line spacing
 - d. Parity and Baud rate (if this is the first time you've hooked up the printer, card, and Apple).
3. See your printer interface card manual to install the card. Look to see that your printer interface card is in one of the slots numbered 1 through 7 (slot 0 is reserved for language cards only). Slot 1 is considered the "standard" slot for printer cards. Note: Slot 7 is the preferred slot for clock cards with the VisiDex program.
4. Make sure that the cable from the interface card to the printer is properly connected at both ends.
5. Check to see that the printer and the Apple are plugged in.
6. Put any standard Apple BASIC language 16-sector diskette in drive 1. If you have the Language card, you may have to insert the "BASICS" or "SYSTEM MASTER" diskette first.
7. Turn the Apple and the printer ON. If you have an Apple II without the autostart ROM, press RESET and type 6 and press CTRL P RETURN to boot the diskettes. If your printer has an "ON LINE" switch (sometimes called "LINE" or "SELECT") make sure that it too is ON.
8. Check to see that you have an adequate amount of paper and that it is in the correct position.

If you have followed the steps above you are ready to test your printer. If your manuals do not suggest any tests, try this one. Enter the following BASIC program.

```
10 REM PRINT TEST PROGRAM
20 FOR I = 1 TO 10
30 PRINT "MY APPLE TALKS TO PRINTERS"
40 NEXT I
50 END
```

Type RUN to see the program on your screen. You should see the words MY APPLE TALKS TO PRINTERS repeated ten times. Now to see if the printer will print out exactly the same words in exactly the same way.

Type PR#1 RETURN RUN. If your printer card is in a slot other than 1, type its slot number instead of 1. Note: once you've typed PR#1 RETURN, the printer should print out anything you type in from your Apple keyboard.

Does the printer drop down to the next line to continue printing? If it does, line feed is turned ON. If you have line feed, is it single spacing down, or double spacing? Take note of these peculiarities now to help you give VisiDex proper printing instructions. VisiDex can provide as well as cancel line feed.

Many printers allow you to type in special command character strings (a string is simply a group of characters). These strings, called setup strings, can cause the printer to do a number of things—double space, change line width and margins, etc. Check your printer manual and your interface card manual to see what options you can use.

We recommend that you use this test to set up your printer and interface card to see what card and printer do concerning carriage returns and line feeds. If you can't get the printer to respond to the Apple, or if you are getting odd results, check your interface card and printer manuals. If that doesn't solve the problem, see your dealer.

APPENDIX B

ERROR AND WARNING MESSAGES

DISKETTE MISMATCH ERROR

You have changed diskettes without executing the /SN command. Press any key to continue and respond to the slot and drive prompts.

DISK FULL

The end of the line. Change diskettes—/SN or perform a backup—/SB immediately.

KEY INDEX FULL

Unless you perform a /SB to backup the current diskette, you can create no more keywords or keydates. The index is full.

NO KEYS!

A warning to tell you that you can't put the current screen on diskette because you haven't created a keyword for it.

NOT VISIDEX DATA DISK

After initial boot up, changing diskettes with /SN, the program wants a data storage diskette that it has initialized with its own format. This message can refer to your VisiDex program diskette, to a DOS diskette, or to an uninitialized diskette.

TRANSFER ERROR

This message is caused when the program receives improper verification during the Transfer Command—/ST. It may indicate a physical flaw on one of the diskettes. If you attempt to transfer an empty editing screen, this message will appear.

WARNING! DISK ALMOST FULL

This message occurs when you have 4000 or less characters of storage space available. Either compact the storage area with the Backup command or start a new diskette.

WARNING! TWO DISKS REQUIRED

This message appears when you select the Print File option—/PF and when you type CTRL R from the Edit mode to read a text file on to the VisiDex editing screen. Both text file procedures require two drives.

WARNING! KEY INDEX ALMOST FULL

This occurs when the diskette has less than 50 keys available.

APPENDIX C

EQUIPMENT SUPPORTED BY THE VISIDEX PROGRAM

Mountain Computer and California Computer Systems clock cards.

All Apple II compatible lower case chips.

Apple Serial, Parallel, and Communications interface cards.

SSM AIO interface card.

For other clock cards and printer interface cards, see your dealer.

APPENDIX D

101 WAYS TO INCREASE YOUR PRODUCTIVITY WITH THE VISIDEX PROGRAM

1. A sales rep keeps information on key accounts and the decision-making processes of key customers.
2. A shipping manager keeps his freight schedules on VisiDex screens.
3. A real estate agent keeps track of listings and retrieves specific listings with keyword descriptions and codes he has devised.
4. A farmer maintains livestock records and equipment maintenance schedules.
5. A financial analyst stores company histories and nonfinancial information.
6. A manufacturer maintains lists of supplier materials, grades, and experiences with various suppliers.
7. An operations manager records the serial number of production runs for quality control purposes and records quality problems that have occurred.
8. A sales rep keeps technical specifications for this products, ready for easy retrieval.
9. A housewife indexes recipes by ingredients in order to use up leftovers.
10. A shipping manager keeps customer addresses and prints mailing labels with the VisiDex program.
11. A researcher records daily observations for retrieval by date and observation type.
12. A contest hobbyist records jingle ideas and entries made.
13. A retail store manager maintains records on suppliers and their product lines, cross-referencing them for quick access.
14. A life insurance agent records client and prospect information and keeps a calendar of when to make call backs.
15. A corporate secretary maintains phone numbers and addresses for quick retrieval and label printing.
16. An investor uses the VisiDex calendar to warn him of T-bill and option expiration dates.
17. A real estate broker keeps a list of his clients' needs and matches them against new listings.

18. A business consultant records information obtained in interviews for cross-reference.
19. An engineer maintains prototyped product specifications for easy updating.
20. A writer takes and organizes notes on VisiDex screens.
21. A professional gambler records strengths and weaknesses of football teams and race horses.
22. A teacher maintains her students' grades and notes on their progress.
23. A dentist keeps his clients' names in mailing label format, using the VisiDex calendar to prompt him to mail them reminders about checkups.
24. A trivia expert cross-references items and facts on VisiDex screens.
25. A journalist records abstracts of interviews and background information.
26. A computer hobbyist creates a master catalog of programs, diskette files, and backup and update information.
27. A restaurant owner keeps raw materials requirements for individual dishes.
28. A math student maintains theorems and formulae for easy retrieval by use and name.
29. A food manufacturer maintains lists of chemicals required for each of his products.
30. A truck fleet manager keeps maintenance records for each vehicle along with driver assignments.
31. A reader indexes his periodicals with short abstracts.
32. A professional backgammon player records information about his opponents and retrieves it before matches.
33. A lawyer keeps a list of contracts and where they are filed by subject and signer.
34. A geneologist records names and relationships, cross-referencing them as he does research.
35. A history buff uses the VisiDex calendar feature to keep track of every important date he comes across—births, battles, inaugurations, the works.
36. A marketing executive files information on his competitors.
37. A programmer records bugs and fixes for different versions of his program.
38. A QA engineer records and cross-references beta site test results.

APPENDIX D

39. An inventor cross-references new ideas with materials lists.
40. An art critic keeps a running catalog of information on artists he has written about and their works.
41. A mother keeps medical records for each member of her family.
42. A dating service keeps cross-referenced files of applicants and their preferences.
43. A technical writer keeps a glossary of preferred terms and formats of his different clients.
44. An executive enters action items and moves them to an items completed list when he has completed each task.
45. A company president has his corporate objectives appear daily when he turns on his computer.
46. A busy manager writes and prints out VisiDex memos.
47. A computer store owner keeps a service log. He also sells more computers when he demonstrates the VisiDex program to customers.
48. The secretary of a bird-watching club keeps records of all sightings by bird, location, date, and member.
49. A speechwriter files quotations and jokes for easy retrieval.
50. An engineer files technical notes on quick solutions to often encountered problems.
51. A rare book collector saves and prints his "wants" lists on VisiDex screens, updating them as he obtains books and new wants.
52. A chess player records the favorite openings of his opponents.
53. A blackjack player records his gambling activities and results, accessing them by casino.
54. A personnel consultant files resumes of active job seekers and client requirements for comparison.
55. An astrologer keeps his clients' birth information and the astrological data connected with their charts with signs and planets as cross-reference material.
56. A writer stores ideas for short stories.
57. A fantasy role playing game fan keeps his dungeon master records of each player and room with VisiDex screens.
58. A research psychologist records experimental observations.
59. A legal researcher compiles case references and precedents.
60. A tax advisor compiles tax shelter ideas and investment opportunities, indexing them by dollar amounts.
61. A taxpayer records transactions with tax effects throughout the year, retrieving them to do his taxes.

62. A philatelist keeps his collection indexed with the VisiDex program.
63. A music lover cross-indexes his recordings of classical music composer, title, artists, and label.
64. A doting grandmother keeps track of her grandchildren's birthdays and needs.
65. A coupon-clipping housewife cross-indexes her collection to her shopping list for maximum economy.
66. A businessman keeps an index to his paper files.
67. A software company records all of its competitors' offerings with product evaluations.
68. A product manager keeps track of mail and ideas to create a "101 Uses" brochure.
69. The president of a conglomerate keeps track of all his companies, divisions, and vice presidents.
70. A financial analyst stores his clients' needs and retrieves them whenever a client calls.
71. A mystery fan catalogs his favorite authors' books by titles (foreign and domestic), characters, motives, and plot summaries.
72. A sportscaster keeps team stats on VisiDex for instant retrieval.
73. A security guard checks employee numbers against physical descriptions recorded on VisiDex screens.
74. A politician keeps track of traveling and speaking schedules with ratings for worst fried chicken.
75. A computer club secretary keeps membership lists that include a description of each member's system and important software. The lists also print as mailing labels.
76. A travel agent keeps extensive lists of hotels, restaurants, sights, and places along with warnings of bad experiences.
77. A preacher keeps verses cross-referenced to sermon topics along with mailing and Sunday school lists.
78. A police detective indexes underworld characters by their methods of operation.
79. A student of Latin puts vocabulary lists, declensions, and conjugations of irregular verbs on VisiDex screens. He transfers lines from UNLEARNED to LEARNED screens.
80. An oenophile records and cross-references regional weather, gustatory experiences, dates, and brands.
81. A psychoanalyst records his dreams, cross-referencing by symbols, characters, and feelings.

APPENDIX D

82. An executive secretary keeps track of her three bosses' schedules with the VisiDex calendar feature.
83. A talk show talent coordinator cross-indexes the availability of personalities by name, date, and talent.
84. A writer keeps track of manuscripts sent and returned and the expiration date of his copyrights.
85. A bubble gum card collector keeps lists by player, gum, and year along with a "wants" list.
86. A plumber records calls and common problems created by his clients' systems and habits.
87. A physician records information on new drugs by symptoms treated and side effects, consulting his computer before writing a prescription.
88. A horticulturist keeps track of his plants, their feeding and watering schedules along with results of experiments in cross-breeding.
89. A successful artist records which of her drawings are in which shows and includes price information.
90. A barber records client names and how they like their hair styled.
91. A hardware designer inventories his parts and keeps schematic details and problem-solving techniques.
92. A veterinarian keeps feeding and medication schedules for each animal left in his care.
93. A "top down" programmer records variables, data structures and descriptions as he goes about designing a program.
94. A mechanic schedules work, records problem areas, and generates a reminder mailing list.
95. A pharmacist keeps prescription renewal information, cross-indexed by date, drug, and client name.
96. A company librarian references books and magazines by bibliographical data with topical references for easy access by company executives.
97. A broadcast media planner keeps basic rate card information along with rating point goals for each market.
98. A Top 40 radio station program director uses VisiDex screens to rotate the music catalog.
99. A jazz historian keeps periodical and book references along with anecdotes about musicians and compositions for quick retrieval when writing articles and speeches.
100. A restaurant critic uses VisiDex numeric search capability to write his annual "Ten Best and Ten Worst Restaurants" article.

101. The print production coordinator for a software publisher catalogs the company's products by computer, program, and part number. The calendar feature helps him meet deadlines without conflict.

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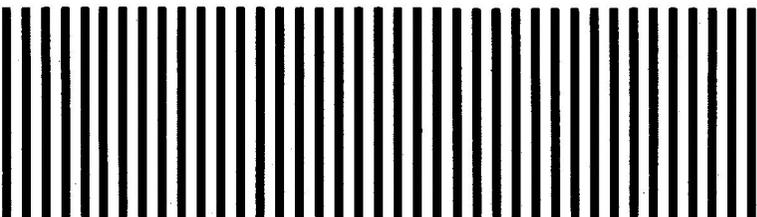
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