# NO MAN'S LAND

# FILE MANAGER

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# FILE MANAGER

## 1. FEATURES
– Management of files stored on cassette.
– Storage of up to 200 records per cassette (around 20Kbytes).
– File name of up to 35 characters.
– Up to 20 fields per record.
– Up to 25 characters per field name.
– 240 characters can be stored per record (excluding the 25 characters in the field titles).
– Searching based on single or multiple criteria.
– Alphabetical or numerical sorting by field.
– Modification of records, delete, print, edit and copy functions.
– Compatible with all parallel printers.
– Window scrolling.

## 2. USING THE PROGRAMME
As soon as the programme is loaded, the main menu appears on the screen. The menu appears in the form of pictures situated towards the top of the screen. Choose your option as follows.

### 1. Printer
At the same time as the main menu appears on the screen, a window appears to the left, containing several indications and asking whether you are using a printer.
Your reply is important, as the programme could block if you indicate that you are using a printer when in fact no printer is connected. If you have a printer, indicate the number of characters per line in order to adapt the printing function to the paper format used.

### 2. The main menu
To select an option from the main menu, use the keys ➡ or ⬅ to move right or left and validate by pressing ENTER or COPY.
Once you have replied to the questions concerning the printer, the programme automatically selects the "Key" option to open a new file.

### 3. Symbols used
KEY = open new file.
ITEMS = definition of fields

TYPE = fill in records
EDIT = edit on screen or print all or certain records
PHOTOGRAPH = duplicate records
SORT = sorting by field
CASSETTE = save or load onto cassette
STOP = quit programme.

## 3. OPTIONS

### Key

Opens a file.
Press "KEY" + ENTER to either.
a) open a new file, or
b) reload a previously saved file.

### a) Open a new file

This option enables you to create a new file. What sort of file
could this be?
- an address book
- a file of records, or cassettes or even software
- a file of articles (containing reference, price, quantity).
Choose a name for your file by entering the characters (max.
35) and press ENTER.
You then return to the main menu.

### b) Reload an existing file

Type the name of the file or? if you can't remember it.
It is, of course, possible to reload an existing file in order to
modify the file, edit the file, sort (see section 7).
Now you have named your file, you have to create the fields.

### Fields

Choose "ITEMS" + ENTER.
The items are the different fields of information stored on each
record. Each field has a number and a name.
When you choose this option, the following appears on the
screen:
- on the left: a window giving explanations
- on the right: a window showing the 20 fields in 2 columns.
- at the bottom: the entry line for replies to questions.

### Indicate:

a) the field number + ENTER (1 - 20)
b) the name of the field + ENTER (25 characters max.).
The field names appear one after the other in the right-hand
window opposite the corresponding field number.

When you have created all the fields, type ZZZ to return to the main menu.

You can just create a few fields, or several groups of fields to differentiate your record cards.

## Type

This option is for entering the data onto your record cards. The numerical keyboard has been programmed as follows:

Keys 1 - 9 will produce ⌗ + the No. of the key + space e.g. 2 gives ⌗ 2 (space).

The small ENTER key produces * + ENTER.

This will prove useful, as you will see.

Choose "TYPE" and ENTER.

The sub-menu in the lefthand window indicates the method of entry.

## Field No. 1

Type ⌗ 1 (space) NAME and enter the data or type key No 1 + NAME.

## Field No. 2

Type ⌗ 2 (space) STREET and enter date or type key No. 2.

When the last field has been filled, type * + ENTER or use the small ENTER key to validate the card.

To summarise:

- type ⌗ + No. of field + (space), or press keys 1 - 9 on the numerical keyboard.
- enter the data into the field and validate.
- repeat the operation for each field.
- when the last field has been entered, type * + ENTER to validate the record.
- you are not obliged to fill in the fields in numerical order.

The memory available appears in the lower window on the left as follows:

- the number of characters available for the record.
- available memory.

## Example

Fields:

| | | | |
|---|---|---|---|
| 1 | NAME | 11 | |
| 2 | STREET | 12 | AGE |
| 3 | TOWN | 13 | PROFESSION |
| 4 | POSTCODE | 14 | NUMBER OF CHILDREN |
| 5 | TELEPHONE | 15 | |

| | |
|---|---|
| 6 | 16 |
| 7 | 17 |
| 8 | 18 |
| 9 | 19 |
| 10 | 20 |

**Type**
# 1 (space) SMITH (or type key No. 1)
# 2 (space) 22 PARIS AVE
# 4 (space) LONDON
# 12 (space) 42

**Display:**
ENTER . . . . . . . . . . . . . . . . . . . . NAME: SMITH
ENTER . . . . . . . . . . . . . STREET: 22 PARIS AVE
ENTER . . . . . . . . . . . . . . . . . . TOWN: LONDON
ENTER . . . . . . . . . . . . . . . . . . . . . . . AGE: 42

then type * ENTER to validate, or use small ENTER key.

You can thus create all sorts of records: the structure is very flexible.

Fields can be added or deleted.

If you do not type the field number, the computer will indicate NO FIELD. You can thus enter text without a field name.

If the field was not planned at the moment of entering "ITEMS", you can still enter the date onto the record and then return to the main menu (type ZZZ), select the "ITEMS" option and give the field a name.

When you have finished filling in your records, type ZZZ and return to the main menu.

**Note**
Use the "Photograph" option, if you wish to duplicate similar records.

## 4. EDIT
There are several possibilities:
- search
- search using several criteria
- modification

### a) Search
#### 1. By character
Enter part of a word. This will enable you to find a group of characters by themselves or included within a word.
e.g. GAS.

Type GAS + ENTER. All the records containing GAS will appear.

**2. By complete word.**
Enter the word + *@* . The search finds all the records containing this word.

**3. By record number.**
Type the record number + ↑ + ENTER. The arrow key indicates that the search is for a record number and not for a number appearing in one of the records.

**b) Search using several criteria**
Type MMM + ENTER.
This option enables you to search for records using up to 20 criteria. Type the number of criteria desired + ENTER.
– Enter the criteria as requested by the programme.
– When the last criterium is entered, the search will begin.
The first record corresponding to the criteria will appear on the screen. At the same time, a new menu appears on the left:
– ↑ previous record
– ↓ next record
– C continue
– M modify
– I print

↑ + ENTER = the previous record in the file will appear whether or not it corresponds to the search criteria

↓ + ENTER = the next record in the file appears, whether or not it corresponds to the search criteria.

C + ENTER = continues the search for records corresponding to the chosen criteria.

M + ENTER = to modify the record (see further notes).

I + ENTER = to print record (providing the printer option has been selected).

**c) Modification**
Type M + ENTER. A sub menu appears in the left hand window.
On the right you will see the record containing a cursor. To modify, type.
*#* No. of field (space), enter the modified data, + ENTER.
To add a field:
type *#* S (space) + ENTER.
If you do not wish to modify the field, type ENTER.

To delete the field, type RRR + ENTER.
To delete the record, type FFF + ENTER.
The fields may thus be modified or deleted one by one. The new record appears following each modification.
If you delete a record, the next record in the file corresponding to the search criteria will appear.
If you wish to recopy a record but alter just a detail, choose the "Photograph" option.
Type ZZZ to return to the main menu.

## 5. PHOTOGRAPH
Choose the "Camera" option + ENTER.
This option enables you to copy records easily.
e.g. you have entered 20 records into a file. The 21st record is almost the same as the 12th.
Type 12 + ENTER.
A new record (No. 21) will appear, identical to record N. 12.
Modifications can be made (follow the menu on the left).
Each record can be duplicated as many times as you like.

## 6. SORT
Once you have created a file of records, you wish to print out a sorted list on the screen or on the printer.
You can print a list of your records sorted by alphabetical or by numerical order.
– Choose numerical or alphabetical.
– The number of the field to be sorted.
– Printer or screen.
The sorting will start straight away. It may take some time if the file is large.
A counter in the lower left hand corner indicates the progress of the sort. At '0' the first record appears on the screen or the printer begins editing the records.
Type ENTER to see the next record on the screen.

## 7. Cassette
This option enables you to load or save data onto cassette.
S + ENTER = save.
C + ENTER = load.
Place the cassette containing the data into the cassette recorder and follow the instructions on the screen. To start the save or load, press COPY.
Always make 2 copies of your data to avoid losing new data in

case of a problem. Before making modifications, ensure that you have a copy of the original data.

## 8. STOP

This option enables you to quit the programme. You should not turn off the machine until the new records and /or modifications have been saved twice.

If despite this operation, the "Bye bye" appears on the screen, press Z and the main menu will reappear.