VISIDEX™

THE PERSONAL INFORMATION & CALENDAR MANAGER

VISICORP™
PERSONAL SOFTWARE™

VISIDEX™

THE PERSONAL INFORMATION & CALENDAR MANAGER

User's Guide
for the IBM® Personal Computer

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VISICORP™
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Note to IBM® VisiDex™ Users

Please Note:

On page 3-20 of your VisiDex manual, it states that the latest revision date of a screen appears in the status area each time you get a screen. Actually, this date is the current date.

Also, on page 4-37, the discussion of Storage Transfer should include that you cannot transfer a screen using /ST unless it contains a keyword. If you transfer a keydate screen that has a keyword, the transferred screen displays the keydate, but is no longer a keydate screen.

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PREFACE

PURPOSE AND USE

This manual has three purposes:

- It is a tutorial:
  For persons with little or no experience with the personal computer or
  the VisiDex ™ program. The tutorial leads you step-by-step through
  the main features of the program and assumes only that you interact
  with the computer as you go. Chapters 1 and 2 give you the necessary
  background to get started, and Chapter 3 teaches you the program.

- It is a review:
  For persons with some experience with the personal computer and
  some exposure to the VisiDex program. The review gives you a bare-
  bones course of the VisiDex program. Read Chapters 1 and 2 for
  equipment you need and loading and initializing instructions, and do
  the Summary of each Lesson in Chapter 3. Refer to details in the
  Lesson text when necessary or use Chapter 4 for detailed reference.

- It is a reference:
  For persons who have used the VisiDex program. The reference is a
  complete alphabetical listing of VisiDex commands and special
  topics. Refer to Chapter 4 when you want to know any detail of a
  VisiDex command.

ORGANIZATION

The manual is organized into four chapters and four appendices. Chapter 1: INTRODUCTION is an overview of the VisiDex program, the equipment needed to run the program, and the care of diskettes. Chapter 2: GETTING STARTED instructs you on how to load the VisiDex program and prepare VisiDex storage diskettes. Chapter 3: THE VISIDEX TUTORIAL teaches you keystroke by keystroke how to use the most important features of the VisiDex program. Chapter 4: REFERENCE alphabetically references each VisiDex command and some special topics.

The appendices will help you in several ways. Appendix A lists what the VisiDex program can do for you. Appendix B helps first time computer users set up their printer. Each error message and its cause is given in Appendix C. Appendix D is the American Standard Code for Information Interchange (ASCII) table, the collating sequence for sorting in the VisiDex program.

READER AIDS

You will encounter in this manual a few unfamiliar terms. These terms are defined at their first introduction and can also be found in the Glossary. You can find any topic in this manual quickly by referring to the Index. After you have gained familiarity with the VisiDex program, you can use the VisiDex Pocket Reference as a handy guide to the entire VisiDex set of commands.

The best way to learn the VisiDex program is to put it to work. Experiment! You will not hurt the program. You will answer for yourself many questions and gain experience and confidence.

INTRODUCTION

The VisiDex program turns the computer screen into an "electronic index card." With this program, you can enter information in an unstructured or structured manner. The VisiDex program indexes each screen for rapid storage and retrieval. Figure 1-1 illustrates the information flow of the VisiDex program.

VISIDEX FEATURES

The VisiDex program offers a variety of features. With this program you can:

- Enter information freeform using editing options.
- Create your own formats for entering data.
- Index screens of text using key words or key dates.
- Retrieve screens using any word or number in the text.
- Select alphabetic or numeric ranges for retrieving specific information.
- Print your information on a printer, display it on the screen, or send it to a text file.

Keyword
Index Screens by Topic

1. Enter Information
   Randomly or Formatted
2. Choose Keywords
3. Choose Keydates

Keydate
Index Screens by Date

Retrieve Screens
by Keywords

Review and
Edit all Screens
with Keyword

Save up to 2000 Keys on
Data Storage Diskettes

Retrieve Screens
by Keydates

Review and
Edit all Screens
with Keydate

Print any Screen,
Group of Screens,
Sorted Groups of Screens

Print any Screen
Group of Screens

Information Organizer (Index)

1. Sorted Listings
   a) Alphabetic Searches
   b) Numeric Searches
   c) Wildcard (Range) Searches
2. Template (Formatted) Listings
   a) Mailing Lists, etc
   b) Custom Formats
3. Cross Reference
   a) Multiple Keywords

Time Organizer (Index)

1. Reminders
   a) by day
   b) by week
   c) by monthly dates
2. Calendars
   a) by day
   b) by week
   c) by month
   d) by year

011-001

Figure 1-1. VisiDex™ Information and Time Organizer

WARRANTIES AND RIGHTS

Please read the VisiDex warranty statement and proprietary rights notice. Then, fill out and mail the VisiDex owner warranty registration card. This ensures that you are 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, please send in your comments and suggestions for improvement on the Reader's Critique Form at the back of this manual. We'd like to hear from you.

EQUIPMENT YOU NEED

The VisiDex program requires the following equipment:

- An IBM Personal Computer with at least 64K of memory
- At least one disk drive
- A video monitor (color or black and white)
- The VisiDex program diskette
- Two or more blank 5 1/4" diskettes

You can also use this optional equipment:

- A printer
- Additional disk drives
- Additional memory

TAKING CARE OF DISKETTES

You can't be too careful with your diskettes! Each diskette is magnetically coated and sealed in a protective square plastic cover. You can see the magnetic surface of the 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. Do not store them within six inches from magnetic fields generated by a TV, speakers, or other magnetic devices.

Temperature extremes (such as in a car trunk on a warm day) destroy diskettes. **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). Store diskettes in a special diskette binder or diskette case.

THE KEYBOARD

Figure 1-2 shows the IBM keyboard. Most of the characters on the keyboard are self-explanatory. However, a few keys need more explanation.

Function Keys   Typewriter Keyboard   Numeric Keyboard
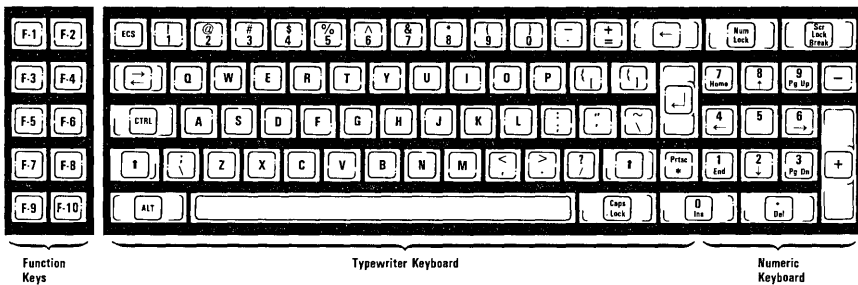
005-001

Figure 1-2. The IBM® Keyboard

The Shift key, marked ⬆ , capitalizes letters just as it does on a typewriter. You must press ⬆ to type any character that appears on the top of any key, including the < and > keys.

The Ctrl key gives special meaning to keys. When you are told to press Ctrl B, for example, you must press the Ctrl key and hold it down **while** you press the B key. Release the Ctrl key after you release the B key.

The Enter key, marked ↵, is used like a carriage return.

The Backspace key, marked ←, is used to correct typing errors.

To type the same key repeatedly, hold the key down as long as necessary.

TEXT REFERENCE TO THE KEYBOARD

When we use the word "press" in this manual, we mean to press a key or string of keys on the keyboard. When we use the word "type", we mean to type out the word. When we want you to type out a word, it will be in all capitals, e.g., MANUAL.

This manual represents the keyboard symbols as follows:

Key	Meaning	Manual Representation
←	backspace	[BKSP]
↵	Enter	↵
→|	tab	→|
↑	up arrow	↑
↓	down arrow	↓
←	left arrow	←
→	right arrow	→
⬆	shift	⬆

In this manual, we will use upper case for all the examples. You could, however, enter the text as lower case. When you are executing commands, there is no difference between upper and lower case. However, an upper case keyword is not the same as a lower case keyword.

DEFINITIONS

This manual uses terms that may be new to you or that are used in a special way. At this point, you should get acquainted with these terms and know where you can find their definitions. Turn to the Glossary at the end of the manual and read the definitions. You need not memorize these definitions but getting to know them will help you use this manual effectively.

GETTING STARTED

This chapter shows you how to prepare and load the VisiDex program diskette, and load and initialize a storage diskette. You should do this chapter at your computer.

PREPARING VISIDEX STORAGE DISKETTES

A blank diskette must be **formatted** (prepared for use) before it can store VisiDex screens. The lessons in this manual require at least one formatted diskette and call for a second formatted diskette in a few instances. Before loading the VisiDex program, follow these instructions and format at least two diskettes.

On a single drive system:

1. Make sure the disk operating system (DOS) is ready and A> is displayed.
2. Type FORMAT ↵. DOS responds:

   Insert new diskette for drive A:
   and strike any key when ready.
3. Remove your DOS diskette from Drive A and insert the new diskette. Press any key. DOS responds:

   Formatting... Format complete.
   Format another (Y/N)?
4. Press Y to format another diskette or N to end the FORMAT program.

On a dual drive system:

1. Make sure the disk operating system (DOS) is ready and A> is displayed.
2. Type FORMAT B: ↵. DOS responds:

   Insert new diskette for drive B:
   and strike any key when ready.
3. Insert the new diskette in drive B and press any key. DOS responds:

   Formatting...Format complete.
   Format another (Y/N)?
4. Press Y to format another diskette or N to end the FORMAT program.

MAKING THE VISIDEX PROGRAM DISKETTE SELF-LOADING

The VisiDex program comes on a diskette that does not include the diskette operating system (DOS). Before starting to use the program, make its diskette self-loading so that you can simply put it in drive A and turn on the computer.

If you have a single drive system:

1. Load DOS. The system displays A>.
2. Remove the write-protect tab from the VisiDex program diskette and save it; you will replace it in a few moments.
3. Type SYS B:↵. The system displays:

   Insert diskette for drive B:
   and strike any key when ready.
4. Put the VisiDex program diskette in drive A, and press any key.
5. When the system completes processing (it displays A> again), type COPY A:COMMAND.COM B:↵. The screen displays:

   Insert diskette for drive A:
   and strike any key when ready.
6. Remove the VisiDex program diskette from drive A, and insert the DOS diskette. Then press ↵.
7. The system responds:

   Insert diskette for drive B:
   and strike any key when ready.

   Remove the DOS diskette from drive A, and insert the VisiDex program diskette. Press ↵.
8. The system responds 1 File(s) copied. Now follow steps 5 through 8 again replacing COMMAND.COM with TIME.COM if you have DOS 1.0. When the system completes processing and displays A>, remove the VisiDex program diskette and replace the write-protect tab.

If you have a dual drive system:

1. Load the DOS diskette. The system displays A> when ready.
2. Remove the write-protect tab from the VisiDex program diskette and save it; you will replace it in a few moments.

3. Put the VisiDex program diskette in drive B.

4. Type SYS B:↵. The disk drives whir.

5. When the system completes processing and displays A>, type COPY A:COMMAND.COM B:↵. The system responds 1 File(s) copied. Now type the copy command again replacing COMMAND.COM with TIME.COM (if you have DOS 1.0).

6. When the system completes processing, remove the VisiDex program diskette and replace the write-protect tab.

   At the end of this procedure, you can run the VisiDex program without loading DOS. You are now ready to load the VisiDex program.

LOADING THE VISIDEX PROGRAM DISKETTE

   If you have formatted at least two diskettes and followed the procedures for making the VisiDex diskette self-loading, you are ready to load the VisiDex program for the first time.

   As you face the computer, the power switch is on the right side toward the rear. With the power switch OFF, open each disk drive by lifting the door. If a diskette is in either drive, remove it. Leave the drive doors open and follow these steps:

1. If you are not using an IBM Monochrome Display, turn on the display unit. (If you are, the display turns on when you turn on the power switch.)

2. If a printer is attached, turn it on.

3. Insert the VisiDex program diskette, gently, label side up with the label entering last. Close the drive door firmly.

4. Turn the power switch on.

5. The program prompts:

   time
   Current time is 00:00:00
   Enter new time:

6. Optionally, enter the time in 24-hour format, e.g., 13:42:00 and press ↵.

   The VisiDex program begins loading automatically.

Startup Procedures

Your screen should look like Figure 2-1 after loading your program diskette.
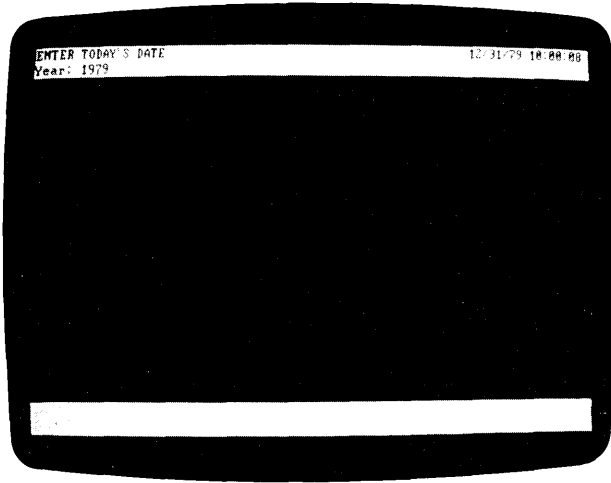
011-001/P

Figure 2-1. The Screen After Loading

The white bar at the top of the screen has space for two lines of messages. The second line displays a series of prompts (questions). The program prompts for the date, beginning with the year. The prompt reads:

Enter today's date
Year:19xx

If the date is correct, press ↵. If not, type the last two digits of this year and press ↵.

The program then prompts Month:xx. Type today's month from 1 to 12 and press ↵. You need not put a zero to the left of a single-digit month.

The program then prompts Day:xx. Type today's day from 1 to 31. You need not type a zero to the left of a single-digit day. The date must be valid for the particular month. For example, February 30 is not a valid date. Press ↵.

Your screen should resemble Figure 2-2.
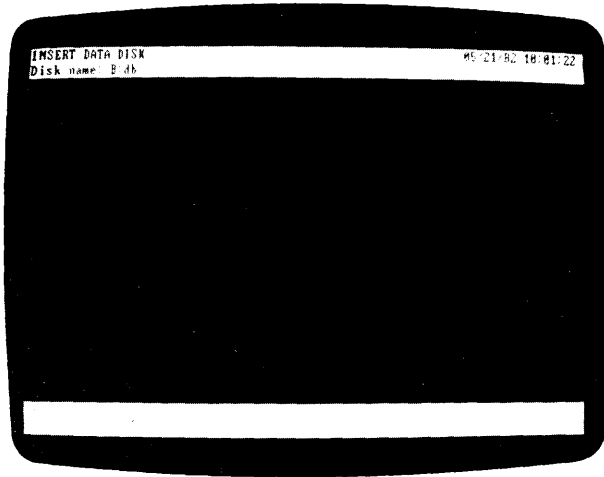
011-002/P

Figure 2-2. The Screen With the Date Entered

Loading the Data Storage Diskette

A data storage diskette is a diskette that has been prepared to receive and store screens. The VisiDex program needs a data storage diskette to store the screens you create. You must tell the program the drive where the diskette is located. You must load a data diskette each time you load the program. To do this, follow these steps:

1. Take out a formatted diskette, either blank or used. Because you have never initialized a VisiDex data diskette before, you must do it now. Be careful not to use a diskette that has important information on it. The initialization process will completely erase it.

2. Insert the diskette in a drive, preferably in drive B. Close the drive door.

3. If you have placed the diskette in drive B, press ↵. If you have it in drive A, type A:db then press ↵.

Initializing the First Data Storage Diskette

You must load a data diskette each time you load the VisiDex program. However, you will do the next series of instructions, to initialize the first VisiDex data diskette only once. After you have entered the program, you can invoke the Initialize Disk option of the Storage command to do this job. (See the Storage Command section of Chapter 4 for details.)

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? n

The VisiDex program is telling you that it doesn't recognize the current file as one of its own initialized files. Erase means that it can erase and initialize the file.

The VisiDex program protects you from writing over a file you don't want to erase by making NO the answer supplied by the program, or default, to the question Erase.

For example, if you decided you would rather initialize another file, you would answer n. Because n is the default answer, pressing ↵ will return you to the first question. At that point, you can change diskettes or do whatever you wanted to do.

If you want to initialize the current file, you must type y ↵. At this point, make sure that the date values are the ones you want and that the diskette is in the drive indicated by the default values. Then follow these steps:

1. Type y ↵. The initialization process begins and the program responds:
   STORAGE
   Database name:VisiDex Data Base

2. Type in any name you want. The maximum name length is 63 characters. Press ↵.

3. The drive whirs, and the program prompts:
   INSERT DATA DISK
   Disk name B:db

If you entered a different drive letter, it is displayed instead of B. Unless you change your mind about where you want to put your diskette, press ↵.

2-6

THE VISIDEX SCREEN AFTER LOADING

Every time you load the VisiDex program and a data diskette, you will see a screen similar to the one in Figure 2-3. The dates and values on your screen will differ from those in the photograph. Let's examine it for a moment.

011-003/P
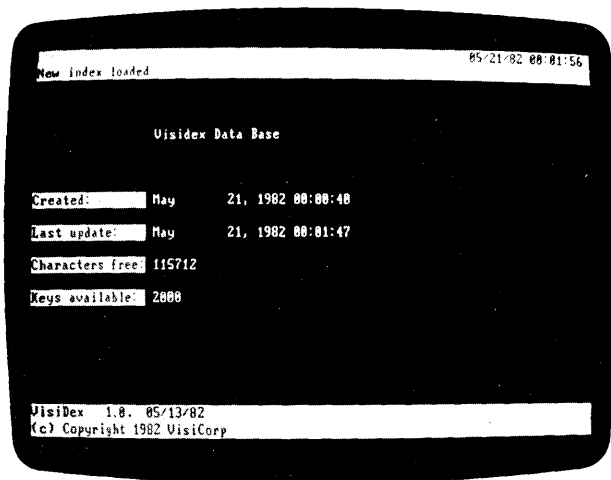
Figure 2-3. The VisiDex Screen After Loading

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 the date and whether you are in the Edit mode or the Command mode, for example. The status area also displays command menus, prompts, error messages, and the time.

The white bar at the bottom of the screen is called the **keyword area**. Every time you add a keyword to a screen, the keyword appears in this area. When you load a screen from diskette, the keyword area will show the keyword(s) you've selected for that particular screen. However, when you first load the VisiDex program or load a new data storage diskette, you'll see the 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 area is for entering and editing text. Look at the information on the screen. The second line of the status area reads New index loaded. Each data diskette has its own index. For the program to work, the index must be loaded into the computer's memory.

Below the status area is the diskette name that you typed during the initialization process. Below the name are four key facts about this diskette.

Created gives the date and time that you initialized this diskette.

Last update gives the date and time when you last added or deleted material from this diskette. On this first time through, it will be the same as the date next to Created.

Characters free tells the number of characters that a data diskette can store. The current number on your screen is the maximum. As you add information to the diskette, this number will decrease.

Keys available shows the number of keywords and keydates that you can create for each diskette. After initialization this number is at its maximum (2000). It too will decrease as you add keywords and keydates.

You are now ready to go on to Chapter 3, Tutorial. This chapter is a series of nine lessons that leads you through some important VisiDex features.

THE VISIDEX TUTORIAL

This chapter is divided into nine lessons that teach you how to use your VisiDex program. You should read this chapter at your computer. Each lesson in this chapter shows user input as upper case. So that you do not become confused, enter all of your input in upper case.
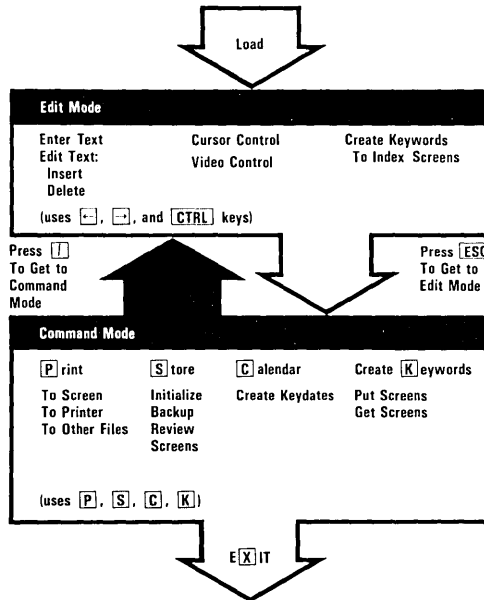
Figure 3-1. Model of the VisiDex™ Program

The VisiDex program has two parts (or modes): Edit mode and Command mode. Figure 3-1 shows what you can do in each mode. It is easy to get back and forth between the modes and during the lessons that follow, we often do so. Lesson One concentrates on entering and editing text in the Edit mode. Each subsequent lesson deals with one or more of the other functions. Keywords and keydates are used to index screens and as such are the heart of the VisiDex program. You put (save) screens on diskette and get (retrieve) screens from diskette by their keywords or keydates.

LESSON ONE : ENTERING TEXT AND EXECUTING COMMANDS

This lesson introduces the basic VisiDex functions of entering text and executing commands. We will discuss:

- Edit mode
- Text wraparound
- Command mode
- Command prompt feature

If you are continuing from Chapter 2, go to the next section called "The Editing Screen." If you are not continuing directly from Chapter 2, follow these steps:

1. Make sure the computer is OFF.
2. Insert the VisiDex program diskette in drive A.
3. Turn the power on.
4. Respond to the prompts for the time and the date.
5. Place an initialized data diskette in a drive, preferably drive B. Press ↵.

THE EDITING SCREEN

After you load the VisiDex program, press any key to erase the screen and cause the editing screen to appear. Press the space bar. Your screen should look like Figure 3-2.
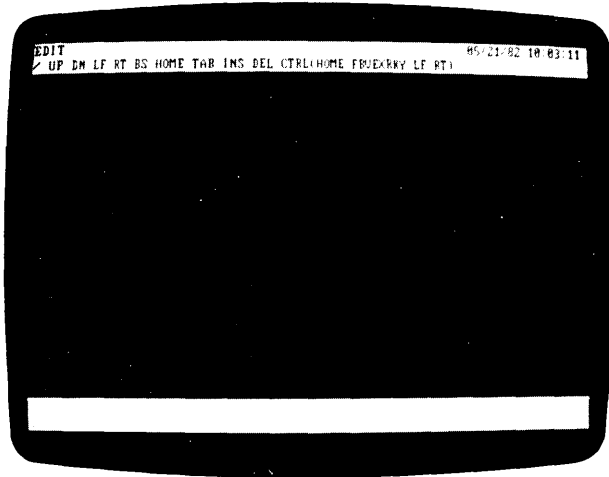
011-004/P

Figure 3-2. The Editing Screen

The screen clears. The keyword area is blank, and new information appears in the status area. The date and the time remain in the upper right. The word EDIT in the upper left tells you that you are in Edit mode. Edit mode allows you to enter and revise text. The second line of the status area should read:

/ UP DN LF RT BS HOME TAB INS DEL CTRL(HOME FBVEXRKY LF RT)

This is a command menu. It lists the options for a command or mode. Since we are in Edit mode, this is the Edit mode command menu.

Except for /, each option in the menu represents an editing action that you can choose. Pressing the / key will put the VisiDex program into the Command mode. If you accidentally press /, you can return to the Edit mode by pressing Esc.

ENTERING TEXT

You enter text on the editing screen by typing. The flashing underscore, called the **cursor**, indicates where the next character you type will appear.

The cursor should be in the home position, the upper-left corner of the editing screen. To return the cursor to the home position from any other position on the screen, press Home.

If the cursor isn't in the home position, press Home. Don't worry about any text you might have entered on the first line. The characters you type will write over any earlier characters.

Type the numbers from ONE to FIFTEEN (in words), but do not press ↵ at the end of the first line. Instead, watch what happens. If you make any typing errors, you can use [BKSP] (the Delete Character option) to correct them. Press [BKSP] as many times as necessary to delete back to the mistake. Then type in the correct letter(s), and continue.

Did you see the word "FOURTEEN" 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 79th column of the line. It breaks the line at the last space character or hyphen (-) and moves the word down one line and over to the left margin.

Your screen should resemble Figure 3-3.


```
EDIT                                                    05/21/82 10:03:11
↓ UP DN LF RT BS HOME TAB INS DEL CTRL(HOME FBVEXRKY LF RT)
ONE TWO THREE FOUR FIVE SIX SEVEN EIGHT NINE TEN ELEVEN TWELVE THIRTEEN
FOURTEEN FIFTEEN_
```
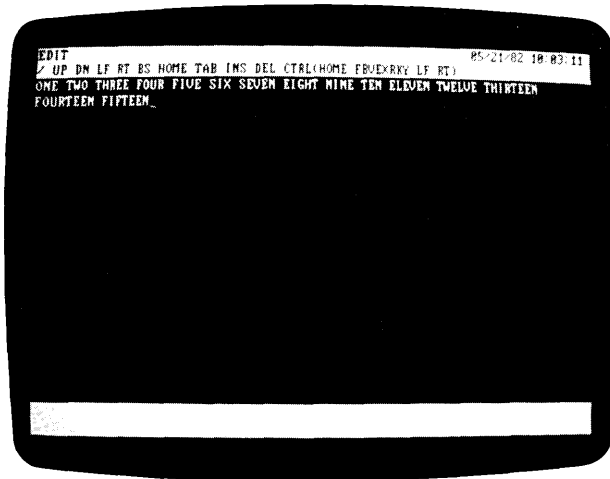
011-005/P

Figure 3-3. Screen With Text in Edit Area

THE COMMAND PROMPT

So far, we've mentioned only two commands displayed in the status area: Home and [BKSP]. What about the other commands? The VisiDex program has a special feature that reminds us of the meanings of each command. It's called the **Command Prompt feature**.

Look at the Edit mode command menu. You will see CTRL followed by a series of letters enclosed by parentheses. To use any of these options, press the key marked Ctrl and the command key at the same time. Press Ctrl Y. Following EDIT should be a short description of the first command. This description is the Command Prompt. The Command Prompt is telling you that pressing the displayed key will make the program execute the function. Press the space bar once. The next Command Prompt will appear.

Continue pressing the space bar, comparing the letter on the second line with the Command Prompt on the upper line until you reach the prompt that reads Right Arrow Cursor Right. The Command Prompt cycles through the options until you press Esc to return to the Edit mode or until you execute one of the commands. You can back up through the Command Prompt using [BKSP]. Press Esc.

When a Command Prompt is displayed, you can execute the command in one of two ways: press ↵ or type the command letter. Control characters require pressing Ctrl and the command character.

THE COMMAND MODE

So far, we have explored only the Edit mode. The Command Prompt feature also works in the Command mode. Press Ctrl Y again. Press the space bar until the prompt displays / Command, indicating we have access to the Command mode. The Command mode allows you to do various things with the text you have created in the Edit mode, such as saving screens on diskette, retrieving screens from diskette, and printing screens.

Watch the status area and press ↵. The program executes the command to enter the Command mode. Your screen should look like Figure 3-4.
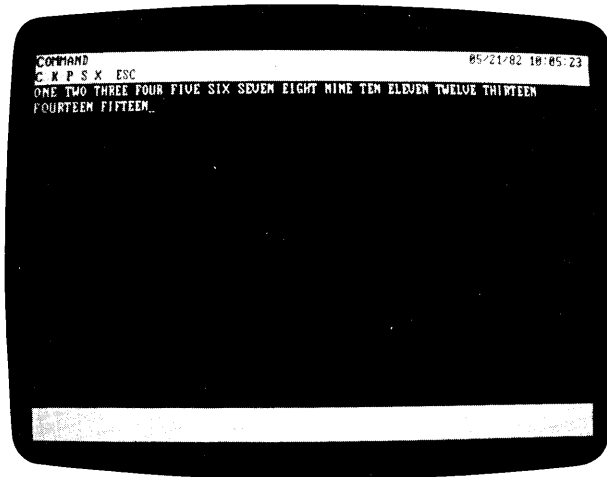
011-006/P

Figure 3-4. Screen After Entering Command Mode

Notice that the status area now says COMMAND instead of EDIT, and the text remains in the editing area. 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.

   Continue pressing the space bar. The Command Prompt works the
same in the Command mode as it does in the Edit mode. When you reach
the end of the command line, the Command Prompt will cycle to the first
command option. Pressing either the command letter while that com-
mand is displayed, or ↵ will execute the command. If you want to return
to Edit mode, you must press Esc twice.

   Press Esc twice to return to the Edit mode.

   Press / to enter the Command mode, and type K for Keyword. Your
screen should look like Figure 3-5.
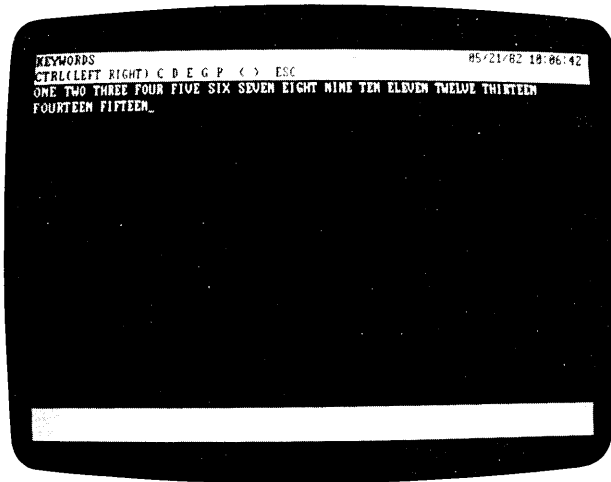
011-007/P

Figure 3-5. Screen After Typing K for Keyword

   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: CTRL(LEFT RIGHT) C D E G P < >
ESC.

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

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

Lesson Two will show you how to use the Keyword command to create keywords, save the text currently on the screen, and retrieve it from the diskette. Feel free to turn off the computer. When you start Lesson Two, you will only have to type two lines of text on the screen.

SUMMARY

Lesson One described two modes: Edit mode and Command mode. Use Edit mode to enter and revise text. Use Command mode to save, retrieve, and print the entered text.

We discussed three options of Edit mode: the Delete Character option [BKSP], the Home Cursor option, and the Command Prompt option.

The Delete Character option deletes the character to the left of the cursor moving the remaining text to the right. To invoke this option, press [BKSP].

The Home Cursor option moves the cursor to the upper left corner of the editing screen. To invoke this option, press Home.

The Command Prompt feature provides short definitions of the VisiDex commands appearing in the status area. To invoke this option from Edit mode, press Ctrl Y. Pressing the space bar scrolls through all of the prompts and pressing [BKSP] backs up through the prompts.

From Command mode, press the space bar to invoke the Command Prompt option. Again, pressing the space bar scrolls through all of the options, and pressing [BKSP] backs up through the prompts.

To execute a command with the Command Prompt feature, press ↵ or the command symbol. To enter Edit mode, you must press Esc twice.

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

LESSON TWO: USING THE KEYWORD COMMAND

This lesson uses an office supplies list to illustrate the Keyword command. We will discuss:

- Keywords
- Creating keywords
- Saving screens
- Retrieving screens

If you are continuing from Lesson One, press Ctrl Home to clear the screen. The program responds Screen not saved, Ok? n. Press y ⏎ and the screen clears.

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

1. Make sure the computer is **OFF**.
2. Insert the VisiDex program diskette in drive **A**.
3. Turn the power on.
4. Respond to the prompts for the time and the date.
5. Place an initialized data diskette in either drive, preferably B. Press ⏎.
6. Press the space bar to cause the editing screen to appear.

(

Type in the words

OFFICE SUPPLIES ↵
WEDNESDAY

Your screen should resemble Figure 3-6.
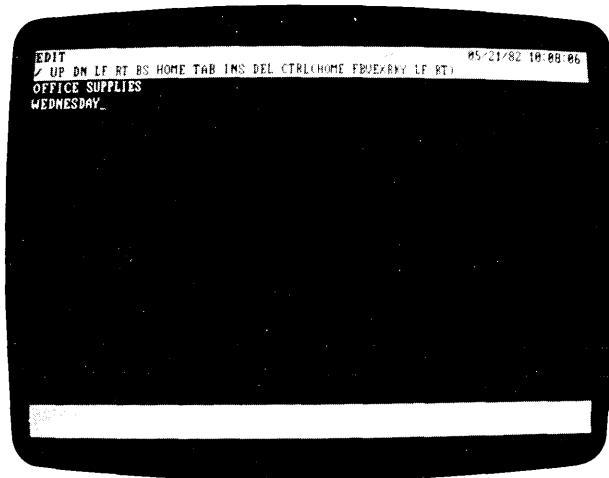
011-008/P

Figure 3-6. Screen Prepared to Use Keyword Command

THE KEYWORD COMMAND

The VisiDex program uses **keywords** as indices to store, find, and retrieve screens of text. Keywords are like file folder labels. Storing a screen puts it in a folder. The program puts the screen in a folder for each keyword on the screen. Retrieving a screen pulls out all of the screens in the keyword folder.

To store a screen on diskette using the Keyword command, you must create at least one keyword for that screen. The VisiDex program cannot save a screen that does not have a keyword or a keydate. We will discuss keydates in Lesson Seven. Type the following sequence of commands:

1. Press / to invoke the Command mode.
2. Press K to invoke the Keyword command.
3. Press P to put this screen on diskette.

The program beeps and responds with the warning: No keys! meaning "No keywords or keydates" and waits for a character to be typed. This is how the program stops you from saving a screen that doesn't have a keyword. Pressing any key will cause the program to prompt Screen not saved, Ok? n. Press the space bar and ↵.

CREATING A KEYWORD

Follow these steps to create a keyword for the current screen:

1. Press / for the Command mode.
2. Type K to invoke the Keyword command. The status area will display the Keyword command menu:
   CTRL(LEFT RIGHT) C D E G P < > ESC

3. Let's make the word SUPPLIES our first keyword. To create a keyword, place the cursor on the **first** character of the word you want to make into a keyword. Assuming that the cursor still rests on the space following WEDNESDAY, press Ctrl ←. The cursor jumps to the W in Wednesday.

   Before continuing, make sure your screen looks like Figure 3-7.
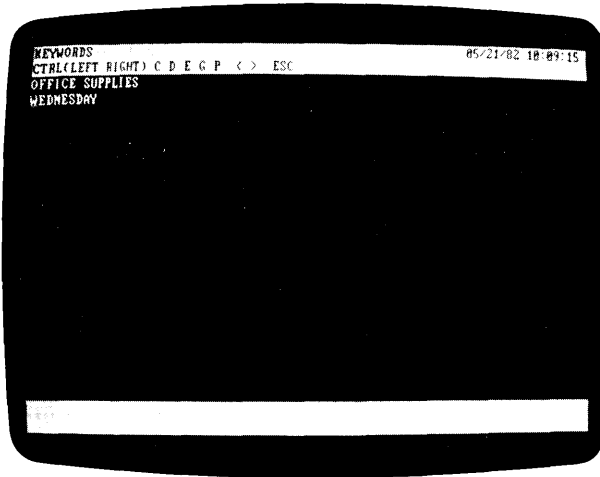
011-009/P

Figure 3-7. Cursor on W of WEDNESDAY

4. Press Ctrl ← until the cursor rests on the first S of SUPPLIES.

5. Now we're ready to turn SUPPLIES into a keyword. Type C and watch the keyword area at the bottom of the screen.

The Keyword menu remains on the screen. Your screen should look like Figure 3-8.
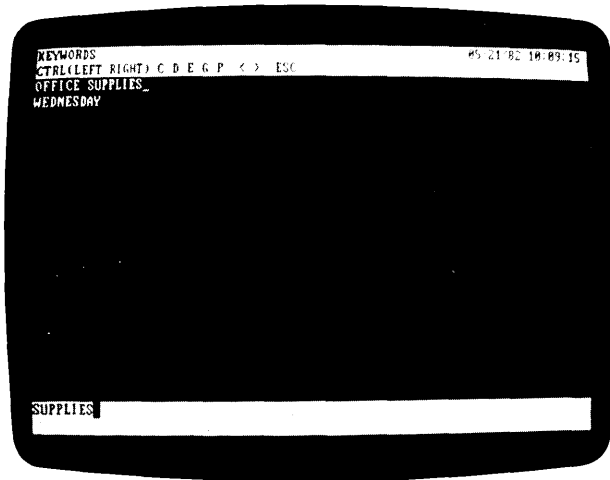
011-010/P

Figure 3-8. Keyword Created

The results of executing the Create option of the Keyword command are that the VisiDex program:

- places the keyword in the computer's memory;
- prints the keyword in the upper-left corner of the keyword area;
- 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.

MULTIPLE AND COMPOUND KEYWORDS

The program lets you create multiple keywords (two or more keywords per screen) and compound keywords (composed of two or more words). In later lessons we will see how this feature makes the VisiDex program a cross-referencing tool. For example, you can create a catalog that lets you find price information either by product name or product number.

Let's create another keyword. Press Ctrl ←. The cursor jumps back to the first S in SUPPLIES. Press Ctrl ← key again. The cursor rests on the O in OFFICE.

Press C to make OFFICE a keyword. You've just added OFFICE to the program's list of keywords and to the keyword area. 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 of the keyword area, pushing all other keywords to the right. The little black notch between the two words means that SUPPLIES and OFFICE are **separate** keywords.

Your screen should look like the one in Figure 3-9.
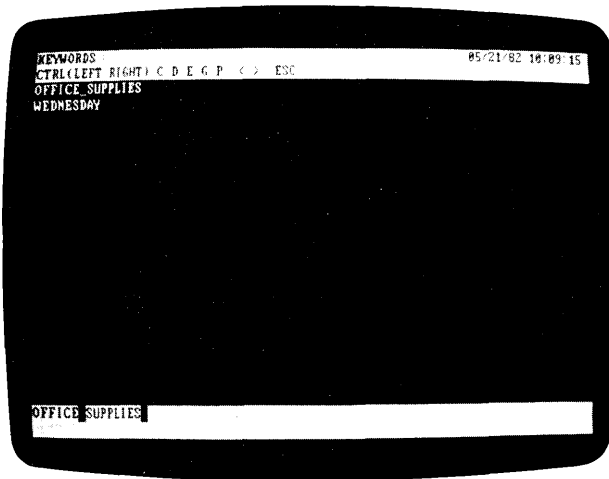
011-011/P

Figure 3-9. Multiple Keywords Created

Suppose the keyword you wanted was OFFICE SUPPLIES, not OFFICE. The VisiDex program lets you create this **compound keyword**. The program always offers you this option by placing the cursor in the space after a keyword. The cursor now rests on the space after OFFICE. To create the compound keyword OFFICE SUPPLIES, press C. No notch separates the words OFFICE and SUPPLIES, and the new keyword OFFICE SUPPLIES occupies the upper-left corner position in the keyword area. Your screen should look like Figure 3-10.
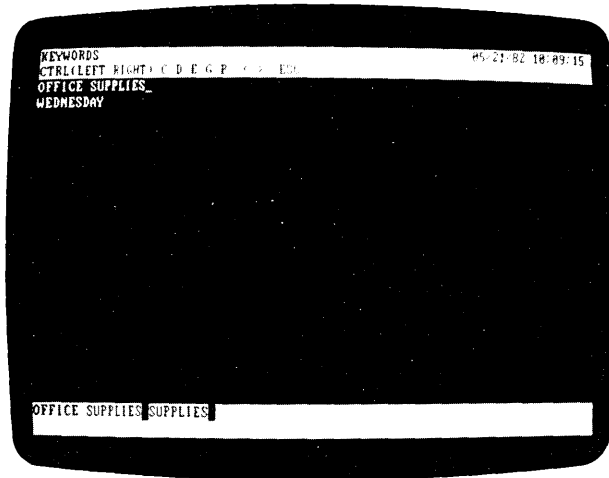
011-012/P

Figure 3-10. Compound Keyword Created

PUTTING A SCREEN ON DISKETTE

At this point, the OFFICE SUPPLIES screen 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 diskette.

Press P. The screen clears and the disk drive whirs, 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, and OFFICE SUPPLIES.

GETTING A SCREEN FROM DISKETTE

Now that you've saved your text screen, how do you get it back? Just follow these steps:

1. Choose the Command mode by typing /. The status area reads:

   C K P S X ESC

2. Press K to select the Keyword command.

3. Press G (for Get screen). The disk drive whirs and the lower line of the status area prompts Enter keyword:.

4. Type the word SUPPLIES, and press ↵. The screen you saved appears.

Your screen should look like Figure 3-11 after the VisiDex program has retrieved your screen.

```
KEYWORDS                                    05/21/82 10:13:44
CTRL(LEFT RIGHT) C D E G P  < >  ESC         0% Full
OFFICE SUPPLIES
WEDNESDAY
```

```
Press: ENTER to continue, ESC to accept,
       D to delete.
```
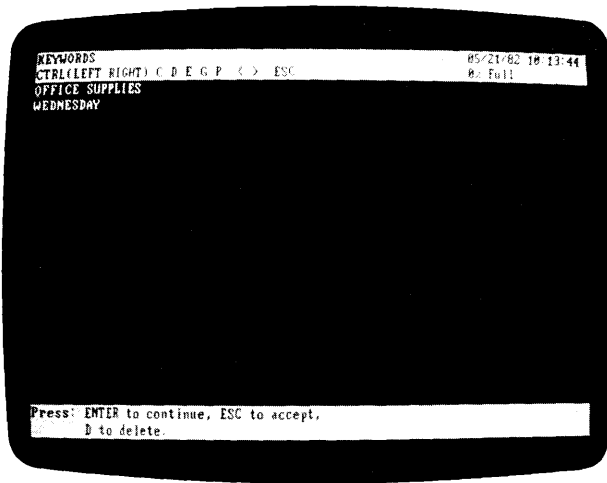
011-013/P

Figure 3-11. A Retrieved Screen

Look at the screen. The keyword area at the bottom of the screen reads:

Press: ENTER to continue, ESC to accept,
      D to delete.

To return to the Edit mode, we need to **accept** the screen. Press Esc to accept. Your screen should now look like Figure 3-12. Notice the % Full figure on the right side of the status area. This figure approximates how full your data diskette is.
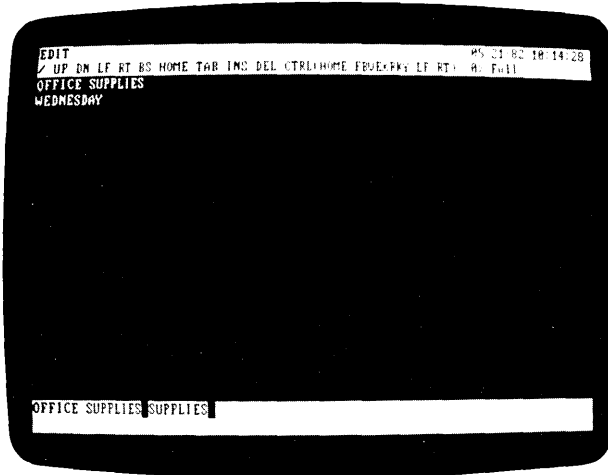
011-014/P

Figure 3-12. Retrieved Screen in Edit Mode

The program offers you these three options every time you get a screen from diskette.

ENTER to continue lets you review screens that have a common keyword. When you type /KG and enter a keyword, the program searches the index for all the screens containing that keyword. It then puts the appropriate screens in a queue with the earliest screen first. Each time you press ↵ the program presents the next screen from the queue. Pressing ↵ with the last screen has the same effect as pressing Esc.

ESC to accept accepts the current screen by stopping the review process and invoking the Edit mode for the current screen. When more screens are in the queue, pressing ↵ will get the next screen. Later in the tutorial, we will explore this feature.

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

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—catalog your office furniture, list titles of books you'd like to read, make a shopping list, write a "Things to Do" list—anything you want. The practice will help you iron out points you might feel unsure of.

SUMMARY

Lesson Two described three options of the Keyword command: the Create Keyword option, the Put Screen option, and the Get Screen option.

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 command set.
2. Use Ctrl ← and/or Ctrl → to position the cursor on the first letter of the word you've chosen as the keyword for that screen.
3. Press C as many times as necessary to add the keyword to the list. The keyword area at the bottom of the screen displays your selection.

To Save a Screen on Diskette

1. Assign at least one keyword to the screen.

2. Type /KP. The program will put the screen on diskette and return to the Edit mode and a blank editing screen.

To Get a Screen from Diskette

1. Type /KG.

2. Type the appropriate keyword.

3. Press ↵.

4. Choose one of the following options:

   a. Press ↵ 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: EDITING

This lesson explores the editing features of the VisiDex program. The Office Supplies example will illustrate these features. We will discuss:

- Moving the cursor
- Inserting lines
- Deleting lines
- The text buffer
- Inverse and flashing video
- Saving a revised screen

If you turned off your computer or loaded another program after Lesson Two, load the VisiDex program. Type /KG SUPPLIES ↵.

Your screen should look like Figure 3-13.
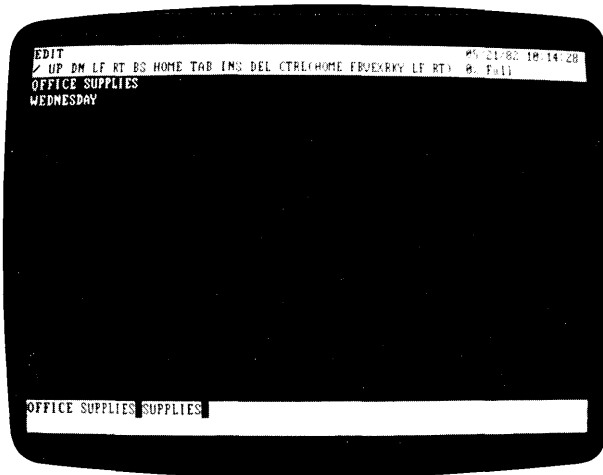
011-014/P

Figure 3-13. Retrieved Screen in Edit Mode

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

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EDITING WITH THE CURSOR

Before we begin editing, let's become familiar with some of the con-
trols at our disposal. Look at the edit command menu for a moment.

/ UP DN LF RT BS HOME TAB INS DEL CTRL (HOME FBVEXRKY LF RT)

Let's create a list of supplies that your office needs. To do this, we need
two columns, one for quantities and one for items. Press ↓ to move the the
cursor down one row. Press ↵ twice. Type the word QUANTITY. Press ⇥.
The cursor jumps several character positions across the screen. The
VisiDex program provides fixed tab positions in columns 1, 9, 17, 25, 33,
41, 49, 57, 65, and 73. Each time you press ⇥, the cursor moves to the
next tab position of the screen. You cannot change any of these tabs.
When you reach the end of a line, the cursor moves to the first tab posi-
tion on the same line. Now type ITEM. Check your screen against Figure
3-14.
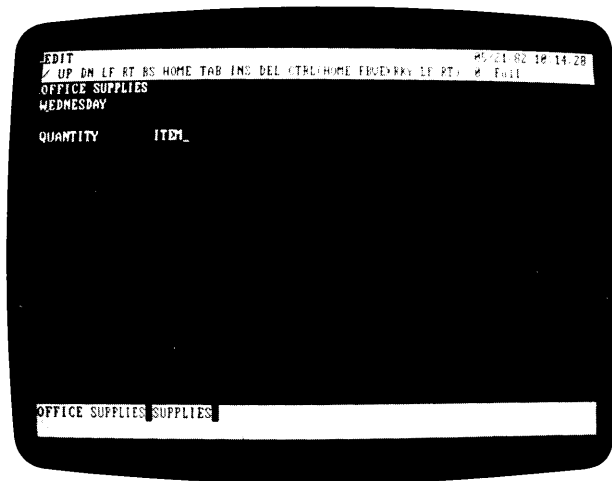
011-015/P

Figure 3-14. The Screen With Two List Headings

Now we're ready to type in our list of quantities and items using ⇥.

Press ↵ to return the cursor to the left margin. Now type 4 BOXES, and
press ⇥ until the cursor is directly below the I in ITEM. To complete the
line, type the word STAPLES.

Press ↵, and type the following list. Type →| as needed between each group of words, just as you did on the line above.

20	PENCILS
2 DOZ	PRINTER RIBBONS
6 REAMS	TYPING PAPER
4 CASES	FANFOLD PAPER
2 BOXES	MANILA FILE FOLDERS
20	DISKETTES
1 DOZ	XFINE FELT TIPS

Your screen should look like Figure 3-15.
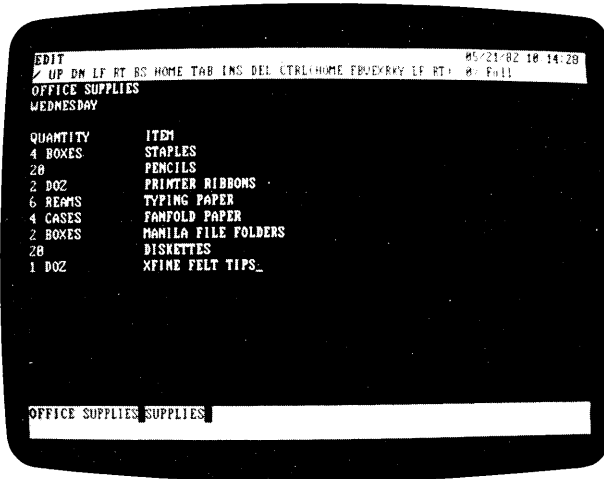
011-016/P

Figure 3-15. The Screen With Two Lists

Look at your list of items. Let's specify that we want 5″ diskettes. Press ↑ until the cursor is on the proper line. Press ← 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″.

INSERTING AND DELETING LINES: THE TEXT BUFFER

Suppose you discover that you need photo copying paper, not typing paper, but you don't need any staples. Press ↑ until the cursor rests on the line that reads TYPING PAPER. Press ← until the cursor is on the T in TYPING.

Now type the word COPYING over the word TYPING and the space that follows it. Press Ctrl X to insert the needed space.

You must be careful not to push the text past the 79th column using Ctrl X. These characters will be lost.

Now let's remove the staples from the list. Press ↑ until the cursor is on the line with the staples. Watch what happens to this line when you press Del.

Pressing Del caused the line to disappear completely. The text below the deleted line moved up to fill the gap. To make the screen less cramped, let's insert a line between the column heads and the list. Press Ins to insert a line.

The staples are back! And the reason is simple. When you delete text with Del, the text goes into a special storage area in the computer's memory called **a text buffer.** The buffer has a maximum capacity of 20 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, press Ctrl E.

Let's try again. Press Del to delete the staples as before. Now press Ctrl E to empty that line out of the buffer. The computer beeps. Finally, press Ins to insert a blank line.

Let's continue by cleaning up other portions of the screen. Manila folders would be clearer than manila file folders. Move the cursor until it rests on the space between FILE and FOLDERS.

We're going to delete the word FILE using [BKSP]. Why [BKSP] instead of Del? Because [BKSP] deletes a character, whereas Del deletes a line.

Press [BKSP] until you've erased FILE and the extra space. If you overshoot, retype the letters you accidentally deleted. Characters deleted by [BKSP] do **not** go into the text buffer.

Your screen should now look like Figure 3-16.
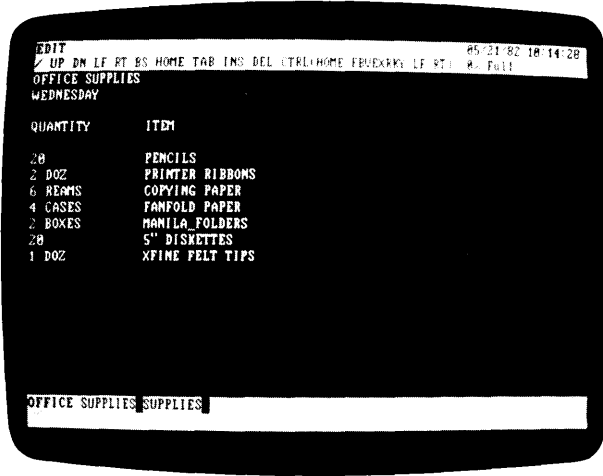
011-017/P

Figure 3-16. Screen After Editing

VIDEO HIGHLIGHTING

The VisiDex editing commands let you display text not only in normal video (white on black), but in inverse video (black on white) and in flashing formats. Inverse and flashing text is handy for highlighting and emphasis.

Press Home to move the cursor to the home position, the O in OFFICE. Now press Ctrl F and retype the words OFFICE SUPPLIES. Press Ctrl V to return to normal text. Notice that brackets [] surround the phrase OFFICE SUPPLIES.

Next we'll inverse the video of QUANTITY and ITEM. Move the cursor to the Q in QUANTITY.

Press Ctrl B to change from normal to inverse. Type QUANTITY. If you make a typing mistake, use ← to back the cursor over the text to make your correction. Using ← does not delete any characters. Pressing [BKSP] will delete the character and move the word to the right of the cursor along with the cursor. If this happens, you can always press Ctrl X to re-insert the deleted spaces.

When you reach the space between QUANTITY and ITEM, press the space bar until the cursor rests on the I. This will create a solid bar of white connecting the two words. Finally type ITEM. Press Ctrl V to return to normal video. Again, the phrase is surrounded by brackets. Your screen should resemble Figure 3-17.
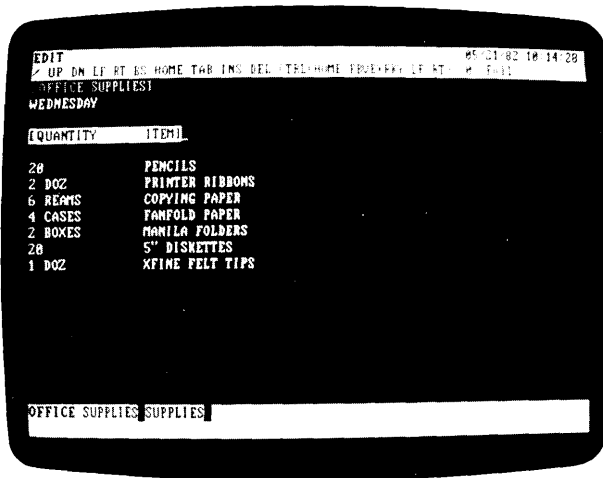
011-018/P

Figure 3-17. Video Highlighting

You can highlight text with flashing or inverse video at any time. However, because the program brackets the highlighted phrase, the original spacing will be changed.

Always use Ctrl V to turn off inverse and flashing video before you put the screen on diskette. Otherwise, the program displays any text after the initial Ctrl F or Ctrl B as flashing or black-on-white. If you do not turn off the special video, the inverse or flashing text will not appear on the screen until the screen is refreshed (cleared and redrawn). The following functions will refresh the screen: inserting spaces or lines, deleting characters or lines, and returning to Edit mode.

SAVING A REVISED SCREEN

Because we have keywords for this screen, we can use the Keyword command to save our revision. Although our keywords are now flashing on the screen, they are still the same keywords to the program.

Type /KP. The program displays the unedited version of the screen with the prompt in the status area: Delete this screen? n. The program is giving you the opportunity to save not only the revised screen, but also the unedited version. It protects you from accidentally deleting the earlier version by giving a default n response.

To erase the earlier screen and put the newer one on diskette, type Y ↵

The screen clears. Your edited screen has replaced the screen you saved earlier. Get the screen from diskette by typing /KG ↵. Press Esc to accept the screen.

SCREEN DIMENSIONS

WARNING: When editing a screen, you must be careful not to push text beyond the 79th column with Ctrl X or the 20th line with Ins. If you exceed either dimension, you lose text. The wraparound feature applies only to typing text, not to pushing text with Ctrl X.

To demonstrate how text is lost, home the cursor to the bottom of the editing screen by pressing Home. If the cursor is in the upper left corner, Home sends it to the lower left. Press ↓. The beep sounds to tell you that 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 press ↑. Now insert a line by pressing Ins. Remember how, when you inserted a line for the word STAPLES, it pushed the text below 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 ↵ and type BYE again. Press ← until the cursor rests on the B in Bye. Now press Ctrl X until BYE disappears. The second BYE is gone for good.

SUMMARY

This lesson has introduced you to the most frequently used VisiDex editing commands. Review this lesson. Then enter 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.

Lesson Three discussed a number of options available in Edit mode.

Moving the Cursor

To move the cursor in any direction, choose one of the following keys: ↓, ←, →, and ↑.

To tab the cursor across the screen, press →. The fixed tab positions are: 1, 9, 17, 25, 33, 41, 49, 57, 65, and 73. You cannot change any of these tab positions.

Deleting and Inserting Text

To delete a character or a word, press [BKSP]. The program does not place the character or word into the text buffer. The characters or words are lost.

To delete a line of text, press Del. The program places the line into the text buffer.

To empty the buffer of text, press Ctrl E. The program beeps.

To insert a line of text, press Ins. The line that is inserted is from the text buffer. To insert a blank line, empty the buffer first; then insert the line. Do not push any text beyond the 20th row. These lines of text will be lost.

To insert a space, press Ctrl X. The program moves the characters to the right of the cursor one space to the right. Be careful not to push characters past the 79th column. These characters will be lost.

Changing the Video

To change the video display from white on black to flashing, press Ctrl F. The program places a left bracket ([) on the screen whenever you begin special video. You must turn off flashing video by pressing Ctrl V.

To change the video display from white on black to black on white, press Ctrl B. The program places a left bracket ([) on the screen whenever you begin special video. You must turn off inverse video by pressing Ctrl V.

To return the video display to white on black, press Ctrl V. The program places a right bracket (]) on the screen.

Saving and Getting Revised Screens

To save a revised screen, type /KP followed by Y ↵ to delete the earlier screen.

To get a screen, type /KG followed by the keyword, then ↵.

LESSON FOUR: STORING AND RETRIEVING SCREENS

This lesson examines the various aspects of storage and retrieval. We will discuss:

- Screen storage
- Diskette initialization
- Diskette backup
- Keyword indices
- Screen review

SCREEN STORAGE AND RETRIEVAL

In the last lesson, you got a screen from diskette, revised its text, and replaced the earlier version with the revised version. We chose not to save the earlier screen.

Let's see what happens when we save both versions. To clear the editing screen, either put the current screen on diskette or press Ctrl Home. If you are prompted with Screen not saved, Ok? n, type y ↵.

Now type the words A SAMPLE, and press Ctrl K. The word SAMPLE should appear in the keyword area. Ctrl K creates a keyword from the word directly to its left. Its purpose is to let you create keywords quickly, without stopping to invoke the Keyword command.

Press the space bar, and type the words VISIDEX SCREEN.

Put this screen on diskette by typing /KP. 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 ↵. Press Esc to accept the screen.

Let's add a second line to the screen. Press ↓ to move the cursor down to the second line, and type the words THE SECOND LINE. Your screen should look like Figure 3-18.
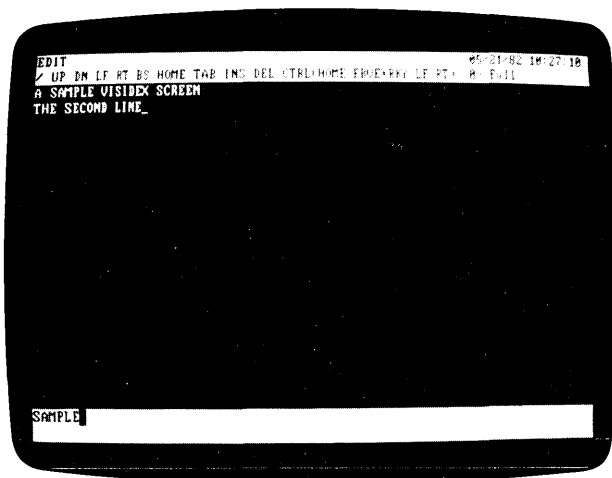
011-019/P

Figure 3-18. Revised Screen Ready for Storage

Now we'll explore some storage options. Type /KP to put this revised screen on diskette. The original screen appears, and the status area displays the prompt Delete this screen? n. If we accept the default n response, we put not only the second screen on diskette, but keep the first in its original form. Both screens will have SAMPLE as their keyword.

Press ↵ to accept the default n response. The message Not deleted appears. Press Esc to return to the Edit mode.

Let's get the revised screen. Type /KG, and press ↵. SAMPLE is the default keyword. Every time you press either Esc or ↵, the keyword remains as the default. Our original screen appears first. Rather than accepting it by pressing Esc, let's see the second screen. Press ↵ to continue.

The second screen replaces the first. Press Esc to accept the revised screen. We retrieved both screens because we saved them under the same keyword, SAMPLE. By creating another keyword, we can get the second screen only.

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Type /K, then press Ctrl → 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 responds by displaying the second screen. Let's keep the second screen for a total of three screens saved with the keyword SAMPLE. Press ↵ to choose the default n, 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 ↵. The screen appears with the standard prompts in the keyword area. Are there any more screens waiting? Press ↵ to continue. No. Even though this screen shares text and a keyword with two other screens, it did not get them because we used the unique keyword, SECOND.

We will see this principle again 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 special groups of screens. We can also find a screen usng different keywords.

To conclude our discussion of storage and retrieval, let's delete the second SAMPLE screen. Press Ctrl Home to clear the screen. Type /KG SAMPLE ↵, and the first screen appears. Press ↵ to display the second screen.

To delete this screen, follow the prompt in the keyword area and press D. The status area prompts: Delete this screen? n. Press y ↵. You have deleted the second screen, and the third screen appears. You can also accept a screen, then delete it with the /SD command. For details, see the Storage Command section of Chapter 4. Press Esc to accept the last screen.

Let's summarize the three points we have learned about storage:

1. If you revise a screen and answer n to the prompt Delete this screen? n, the program saves the revised screen and retains the earlier version.

2. If you revise a screen and answer y to the prompt Delete this screen? n, the program saves the revised screen and deletes the earlier screen.

3. When you type the /KG command, the program presents only the screen(s) indexed by the keyword you enter.

USING DATA STORAGE DISKETTES

Because the VisiDex program requires data storage diskettes, it is important that you learn how to comfortably use these diskettes to store your data, classify it, back it up, initialize and change diskettes.

Classifying Data By Diskette

The VisiDex program with its quick data entry and data retrieval is a powerful tool in any office. You can increase its power by storing different kinds of data on separate diskettes.

For example, many people have a catch-all diskette for keeping information such as important phone numbers, addresses, notes and magazine title references. You can also create one diskette for each task.

One person classified his diskettes as follows: MAILING LIST, SALES CALL REPORTS, COMPANY INVENTORY, OFFICE SOFTWARE LIBRARY, ADVERTISING RATES, CALENDAR, and MYSTERIES (a catalog of his detective fiction library). On his catch-all diskette (titled BRAIN1) he keeps not only important phone numbers, but also a brief index to his data diskette library.

You don't need to set up a dozen diskettes now. But as you advance through this tutorial, keep these examples in mind. Think about categories that will serve your purposes, and put them on a screen.

Initializing Data Storage Diskettes

The first time you loaded the VisiDex program, you had to initialize a data storage diskette. After you have entered the VisiDex program, you can use the Initialization option of the Storage command: /SI. We recommend that you initialize at least one extra data diskette now. You will need it for a later lesson. If you don't have a spare diskette handy, you can initialize it later. Turn to the Storage Command section of Chapter 4 for instructions on how to use the Initialize Disk option of the Storage command: /SI.

Backing Up Data Storage Diskettes

Making copies of diskettes containing valuable data is essential. Diskettes can be lost, damaged by accident or carelessness, or inadvertently erased. The Backup option of the Storage command performs two functions: it copies one diskette to another, and it compresses 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 store new screens or screen revisions in these gaps. If you do much deleting, you can leave out of service a considerable amount of diskette storage space. When you backup a diskette, you protect yourself from losing valuable information, and you create more usable storage space by compressing the original data, moving all unused space to the end. However, backing up a diskette does not compress the storage on the original diskette. Use the backup diskette after you create it; it will have more storage space.

For maximum protection and efficiency, you should make two backups. Then store the original diskette 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 the Storage Command section of Chapter 4.

Changing Diskettes

When you change data diskettes or switch them between drives to access a different diskette, you must follow a particular procedure. This procedure changes the indices (keywords) remaining in the computer memory from the last diskette, to an index of keywords for the new diskette. The index is the program's only reference to the screens you've stored.

To change diskettes, or to switch between drives when each contains a data diskette, follow the steps below. Even if you only have one data diskette presently, try out the command:

1. Type /S to invoke the Storage command.
2. Press N (for New Data Disk).

   WARNING: Do not remove your data diskette until the program prompts for a new diskette. You will destroy your data.

   The status area prompts:

   INSERT DATA DISK
   Disk name: B:db

3. Select a drive, and place your new data diskette in it. If you want to use your current data diskette, leave it where it is.
4. If you need to change the default drive, type the drive letter you want followed by db:, and press ↵. If you have placed the new data diskette in the default drive, or if you are using the current data diskette, press ↵.

The new diskette's initial screen appears. The status area displays the words New index loaded. That's all there is to changing diskettes or drives. Press ↵ to continue.

What Gets Saved

When you put a screen on diskette, you aren't putting the entire screen 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. Thus, you are free to include as much space as you want in your screens. Likewise, you can spread information over several screens, rather than putting it all into one screen.

THE INDEX OPTION

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: the Index option and the Review option. Try out these commands with your saved data diskette.

The keywords for a diskette are in its index. You can see the index on the screen by following these steps:

1. Type /P to invoke the Print command. If you have a single drive system, you will have to swap diskettes a few times. Follow the prompts on the screen until the following Print menu appears:

   F P ENTER ESC

2. Press ↵ to print the index to the screen. The program prompts:

   C D I K L P H S T ESC.

3. Press I to print the Index. The program will print out the index in sorted order in two columns. The number to the right of each keyword and keydate tells how many screens you have saved under that keyword or keydate.

   The Index option prints in the following order:

- Keywords are printed according to the American Standard Code for Information Interchange (ASCII) collating sequence. This includes all alphabetic, alphanumeric, and punctuated keywords. See Appendix D for an ASCII table.

- Numeric keywords are printed according to their numeric value from lowest to highest.

- Keydates are printed in calendar order.

The program displays one screen of indices at a time and prompts Press ↵ to continue in the status area. Pressing ↵ causes the next screen of indices to print. If no more indices remain to be printed, pressing ↵ returns you to the Print command menu. Press Esc to return to the initial Print menu. Press Esc again to return to Edit mode. If you have a single drive system, you will have to swap diskettes a few times. You can cancel any print command, including the printing of the index, by pressing Esc when the program asks for input.

THE REVIEW OPTION

The Review option presents every screen you've put on diskette in the order you created them. The review option offers you the opportunity to delete any screen. To review your screens, follow these steps:

1. Type /S to invoke the Storage command.
2. Press R. The first screen saved on the diskette appears. To see the next screen, press ↵. To accept the screen currently in view and halt the review process, press Esc. Press Esc.

SUMMARY

Lesson Four discussed various aspects of storage and retrieval.

To save a revised screen and the original screen, press ↵ in answer to the prompt Delete this screen? n.

To save only the revised screen, type Y ↵ in answer to the prompt Delete this screen? n.

To retrieve screens, type /KG, type the keyword and press ↵.

You can build a library of data diskettes according to your own categories. You should use a three-diskette backup system for each data diskette to safeguard against possible data loss. Review the initialization and backup procedures in Chapter 4 REFERENCE. Backup data diskettes use storage space more efficiently.

To load a new index, type /SN.

To print the diskette index, type /P ↵ I. The index will list all the keywords and keydates on diskette in the following order: alphabetic keywords by ASCII collating sequence, numeric keywords by numeric value, and keydates by calendar date.

To review all the screens on a diskette, type /SR. The screens will appear in the order you created them.

LESSON FIVE: CROSS-REFERENCING

The previous lessons have taught the basics of the VisiDex program. This lesson will use a phone directory to illustrate the concept of cross-referencing. We will discuss:

- Cross-referencing
- Dropping keywords
- Scrolling the keyword area
- Search character
- Wildcards

CROSS-REFERENCES

A cross-reference refers a person from one information source to another information source. You can cross-reference effectively with the VisiDex program using keywords. To demonstrate this technique, we'll create two screens. Each screen will contain the names and area codes of five major cities within the same time zone.

Assuming you have loaded the VisiDex program and your data diskette, clear your screen. Type the word PACIFIC, and press Ctrl K to make PACIFIC a keyword. Then press the space bar, and type TIME. Press Ctrl K again. Then press ↵ twice.

Type the word CITY, and press ⇥ twice. Now type AREA CODE, and press ↵. To complete this screen, type in the following information, using ⇥ as many times as necessary to tab to the area code column:

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

Your screen should look like Figure 3-19.
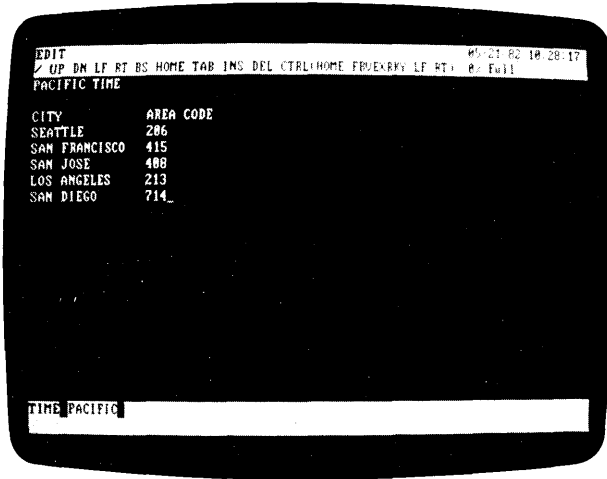
011-020/P

Figure 3-19. Getting Ready to Cross-Reference

We have made TIME and PACIFIC separate keywords. This separation allows us more flexibility in retrieving screens. Now let's create city and area code keywords. Type /K. Press Ctrl ← until the cursor rests on the S in SEATTLE.

Now press C Ctrl → C Ctrl →. The first C made SEATTLE into a
keyword, the Ctrl → jumped the cursor to the Seattle area code 206, the
second C made 206 a keyword, and the second Ctrl → 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 keywords are pushed to the right. Your screen should look like
Figure 3-20.
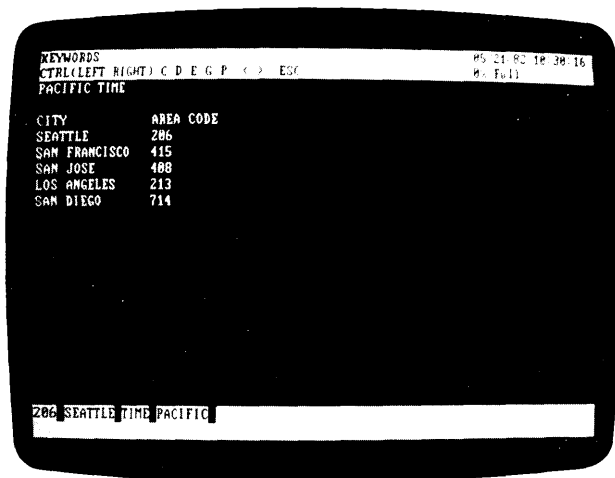
011-021/P

Figure 3-20. Screen With Four Keywords

The other city names on this list will be compound keywords. Do not
press Ctrl → with the cursor between the two words. Press C twice. The
keyword area shows SAN FRANCISCO without a notch between the two
words. Now press Ctrl → C Ctrl →. The notch will show between SAN
FRANCISCO and 415. Your screen should look like Figure 3-21 with the
cursor resting on the first S in SAN JOSE.
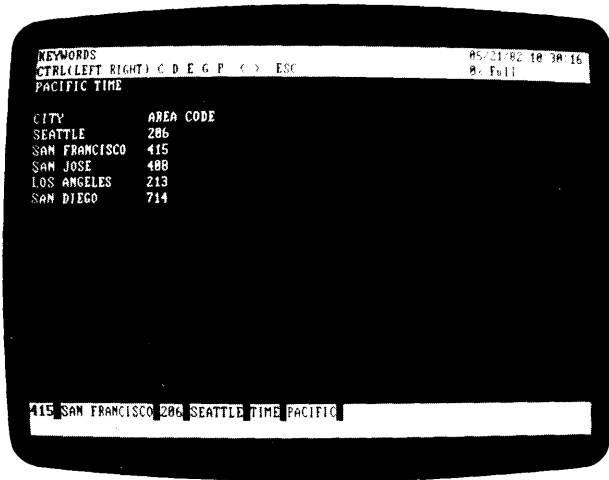
Figure 3-21. Multiple and Compound Keywords

Create keywords out of the rest of the city names and area codes, watching the keyword area as you do. When you finish, your screen should look like Figure 3-22.
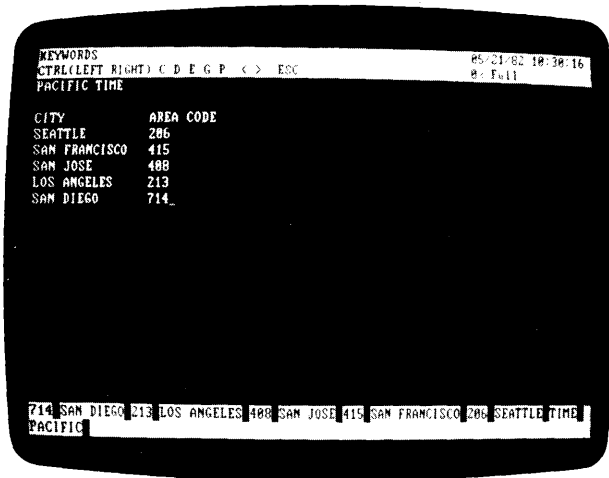
Figure 3-22. Keywords Running Off the Right Edge

DROPPING KEYWORDS

The Drop Keyword option of the Keyword command deletes the keyword occupying the first position in the keyword area, the upper-left corner of the keyword area. This is 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 Ctrl ← C to make 714 a keyword again.

Now press < (remember to press the ⬆ key). The number 714 moved to the end of the keyword list, and SAN DIEGO occupies the first position.

Pressing < has caused the keywords to scroll to the left. Press >. The keywords scroll to the right, putting us back where we started.

The Scroll Left and Scroll Right options of the Keyword command turn the keyword area into a window through which you can view all your keywords. This is necessary because you may not be able to see all of your keywords just by looking at the screen.

The program puts your keywords on a loop. You can scroll in either direction as long as you want. Before continuing, make sure that 714 is in the first position.

If you need to make any corrections in your keywords, make sure the keyword command remains in effect. You can scroll the incorrect keyword into the first position, then press D. Create the proper form of the keyword by returning to Edit mode, moving the cursor to the word in the text, correcting your mistake, and typing /KC.

When you have made your corrections (if any), save the screen by pressing P.

Begin the next screen by typing MOUNTAIN Ctrl K, pressing the space bar and typing TIME Ctrl K ⏎ ⏎. Now type CITY →→AREA CODE ⏎. 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 ALAMOS compound keywords.

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

When you've finished, your screen should look like Figure 3-23. If it doesn't, make any necessary corrections before continuing. Put the screen on diskette by pressing P.
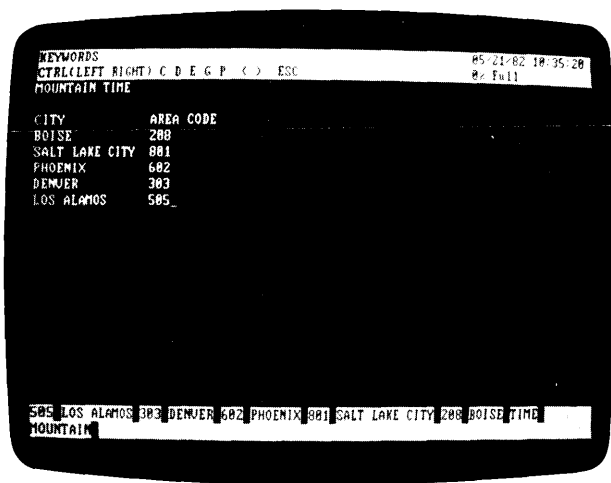
011-024/P

Figure 3-23. New Screen for Mountain Cities

Now let's ask some questions. What city has the area code 208? Type /KG to get a screen. Answer the prompt Enter keyword: by typing 208 ↵. Press Esc to accept the screen. The answer is BOISE.

What cities are in the Mountain time zone? Type /KG, and respond to the prompt by typing MOUNTAIN ↵ . Press Esc.

What is the area code for Seattle? Type /KG, and answer the prompt by typing SEATTLE ↵. 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 ↵. The Pacific Time screen appears. Instead of pressing Esc to accept this screen, press ↵ to continue. The Mountain Time screen replaces the earlier screen on the display.

Note that these screens are cross-referenced 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. Press Esc to accept Mountain Time.

If you want to see the TIME screens again, 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 ↵. You don't need to type in the word TIME. The Pacific screen appears. Press Esc to accept it. Anytime you press either Esc or ↵, the keyword remains as the default keyword.

WILDCARDS

The VisiDex·program allows you to get screens without knowing, or typing, an entire keyword. You can use wildcards to retrieve keyword screens. The program has two types of wildcards: the multiple-character wildcard (-) and the single-character wildcard (*).

The multiple-character wildcard stands for 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 substitutions when searching for the keyword LOS ANGELES. L-S, -ANGELES, and LO- are not.

Type /KG LO-S ↵. The program searches through the index for all keywords that begin with LO and end with S. The Pacific time zone screen appears with LOS ANGELES. Is that all? Press ↵ to continue. The Mountain time zone screen appears with LOS ALAMOS.

LOS ALAMOS also matches our wildcard keyword, LO-S. Press Esc. The program enters the Edit mode.

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

The multiple-character wildcard reduces typing for longer keywords. It also helps you find screens with related character groupings. However, you can get unexpected matches.

The single-character wildcard (*) stands for individual characters one at a time. As with the multiple-character wildcard, you must type the first two characters and the last character. For example, BOISE could become BO**E or BOI*E. The single-character wildcard is most valuable in selecting special groups of numbers, as in ZIP codes, employee numbers, and part numbers.

Wildcards can be used more than once and in combination in the same keyword.

You cannot use wildcards in any word that you intend to make a keyword. Use the wildcards only to search for screens.

SEARCHING FOR NON-KEYWORDS

The search character (&) looks for character strings in **screen text** rather than searching the index for keywords. The benefit is that you can search for non-keywords and numbers.

Let's create an example. Get the Pacific time screen by typing /KG and the wildcard keyword PA-C ↵. When the screen appears, press Esc to accept it.

Position the cursor on the line beneath SAN DIEGO below the S. Type in these cities and their area codes:

PORTLAND   503
SPOKANE   509
FRESNO   209

Your screen should look like Figure 3-24.
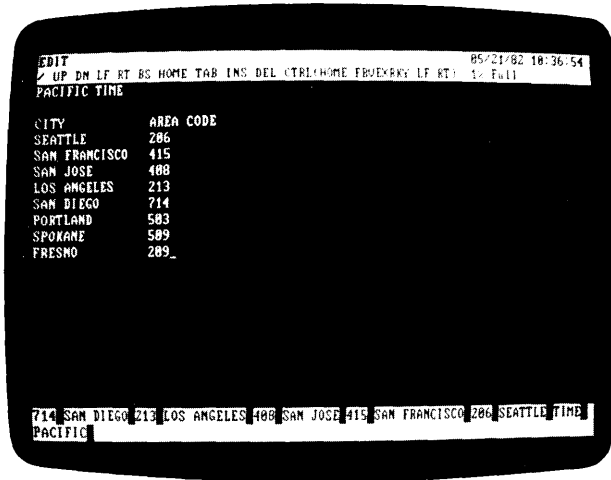
011-025/P

Figure 3-24. Revised Screen With Cities That Are Not Keywords

This time put the modified screen on diskette without making these six items into keywords. Type /KP, and respond to the prompt with Y ↵ 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 ↵. 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 proceeded to look through the text of the screens for a match with the character string FRESNO.

You can also combine the search character with wildcards. You can answer the Enter keyword prompt with TIME&PO-D to find the screen containing PORTLAND. When the wildcard follows a search character, you do not need to specify the first two letters and the last letter. However, if you were to enter TIME&P-, the program would present every TIME screen with a P in it.

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

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 word SPOKANE.

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 with an S anywhere within the word.

Because of the power of the search 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 have had only one keyword per screen (the absolute minimum). However, searching for a screen with the search character can take longer than searching with a keyword depending on how full the data disk is.

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.

You cannot use the search character (&) in any word that you intend to make into a keyword because the program uses this character for this special function.

SUMMARY

Lesson Five used a phone directory to illustrate how to cross-reference. You can create related screens and index them individually or collectively with a common keyword.

To Drop a Keyword

You can revise the keyword area using the Drop Keyword option. To drop a keyword, follow these steps:

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

You can use the wildcards, to stand for multiple characters or a single character in keywords.

The multiple-character wildcard (-) stands for any string of characters between the first two and the last character of any keyword. When used after an &, it stands for any string of characters without restrictions on the number of first and last characters.

The single-character wildcard (*) stands for individual characters between the first two and the last character of any keyword on a character-by-character basis. After a &, the wildcard can stand for any character.

Both wildcards can be used in searching for the same keyword.

Search Character

The search character (&) searches screen text for a particular strings of characters that may not have been specified as a keyword. If preceded by a keyword, only screens indexed by the keyword are searched. If used without a keyword, all screens on the diskette are searched.

LESSON SIX: DATA TEMPLATES

This lesson will use employee records to illustrate the concept of data templates. We will discuss:

- Invisible keywords
- Creating and modifying data templates
- Numeric searches
- Transferring screens to other diskettes
- Transferring screen text to other screens

CREATING DATA TEMPLATES

A **data template** is a form for gathering information. The VisiDex program lets you create a blank form on a screen, fill it with information, save the information, and automatically receive a fresh form.

Let's create a simple three-field template (form) for demographic information. **A field** is a data category, usually identified by a **field name**. First, let's create a keyword for the screen that will not be part of the screen text, 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 ↵ Esc. The keyword area displays the keyword #DEMO (for DEMOGRAPHICS), but the editing screen remains blank.

Note two things:

- A template indicator (#) must immediatly precede the first character of the template screen keyword, since template screens behave differently than normal screens.
- A template can have additional keywords with or without the template indicator (#).

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

↵
↵

Ctrl B NAME
SPACE BAR
Ctrl V

↵
↵
↵

Ctrl B AGE
SPACE BAR
Ctrl V

↵
↵
↵

Ctrl B INCOME
SPACE BAR
Ctrl V

↵

Your screen should look like Figure 3-25.
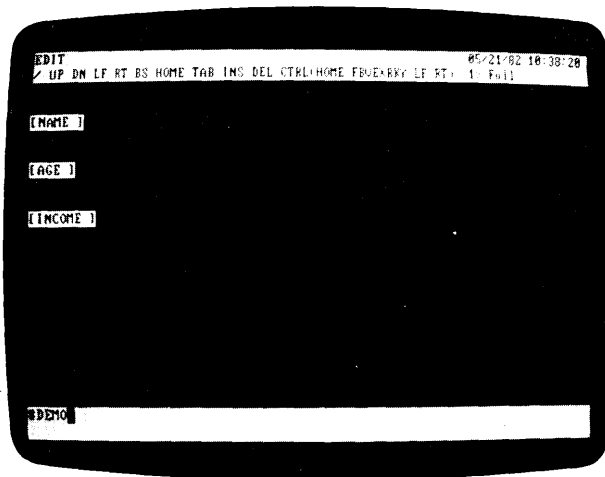
011-026/P

Figure 3-25. Screen With Three Fields

We double-spaced from the top to make the screen easier to read. Where you begin a template on the screen will depend on how you will want to format a printout and how many lines of data you will require per screen. You can have multi-line fields. These are important for comments and descriptions.

We asked you to enter the field names in inverse video for three reasons. First, the cursor will move over the inverse text when you press Ctrl → or Ctrl ←.

Second, 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 are protected fields; they cannot be written over. This helps to ensure the integrity of the format.

Save the template now by typing /KP; then type /KG #DEMO ↵ to get the template. The #DEMO screen reappears. Press Esc to accept it.

The keyword has modified itself slightly, dropping the #. This is because DEMO will be the keyword with which you get any template screen after you've filled it in and saved it. Another 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 ↵, press Ctrl →. The cursor places itself after AGE, prompting us to fill in the age field. Type 28 and press Ctrl →. The cursor moves to the space after INCOME.

Fill in the final field with $26,000.00. If you made any mistakes in a previous field, use the Ctrl ← to move the cursor to the correct position, and retype the line. 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.

You didn't need to assign a keyword, because the screen already has one, DEMO. You can add extra keywords if you want. An extra keyword, such as a person's name, can lessen the time it takes the program to get the screen from the diskette.

Let's add five more screens to our demographics file. Enter the following names, ages, and incomes on separate screens. Remember to press Ctrl → after the first two fields. If you make any mistakes, use Ctrl ← to get back to the line and correct the error. 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 off the repeating-screen feature, press Ctrl Home. Anytime you want to put more names in your demographic file just type /KG #DEMO ↵. Press Ctrl Home to end the repeating cycle.

GETTING COMPLETED TEMPLATE SCREENS

To get individual screens, just omit the # from the keyword. Typing /KG DEMO ↵ 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, including the protected fields.

To get individual screens, follow DEMO with the search character (&) and any word that you saved on a DEMO screen. Type /KG DEMO&SU- ↵, and the screen with information on Susan Naylor appears. Press Esc, type /KG DEMO&45 ↵, and Edward Pauley's screen appears. Press Esc.

If you make the last names keywords, you can get screens with those keywords, i.e., with no reference to DEMO.

MODIFYING A TEMPLATE

To modify a template, you must defeat its field protection and automatic reloading. One way to accomplish this is to type /C Esc (or any command other than the Keyword command). Then modify it as needed with the Edit commands. Before saving the modified template, drop the shortened (without template indicator) template keyword with /KD. Enter a new keyword with # as its first character with /KE. Then press P.

SEARCHING FOR NUMERIC DATA

The VisiDex program has special operators that search through numeric data for special kinds of information. A number can include the digits 0 to 9, the dollar sign ($), the comma (,), and the decimal point (.). For example, what if you want only the names of people older than 30?

To do numeric searches, we follow the main keyword with a search character, the field name, and a numeric operator. The VisiDex comparison operators are:

Character	Meaning
=	Equal
<	Less than
>	Greater than
< =	Less than or equal to
> =	Greater than or equal to
< > or > <	Not equal

Note: Do not use the comparison operators in any context other than comparing numbers. You can get unpredictable results.

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 ↵. James Quincy's screen appears first. Press ↵. Then Nancy Phelps' screen appears. Press ↵. John Tully's screen is next. Pressing ↵ accepts Tully's screen, the last one with an income under $30,000. Pressing Esc at any point accepts the current screen.

We did not include the dollar sign, the comma, or the decimal point in our search value. In this case, these characters are unnecessary. 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. However, if the decimal point is necessary to determine the value of the number, you must include it.

You can also search 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. Press ↵. Edward Pauley's screen appears. Press ↵ again and you see Roger Craig's screen. Press ↵ once again and Susan Naylor's screen is displayed. Pressing ↵ once more accepts this screen and concludes the search.

You can include wildcards to economize on the number of characters in a keyword. For example, you could have done the last search by typing DEMO&IN- > = 31600&IN- < = 50800

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&IN->30000&AGE> =30&AGE< =40, followed by ↵ to see Roger Craig's screen. Press ↵ once more and Susan Naylor's data comes up. One more ↵ shows they 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 lets you put these names on a data diskette of their own.

To transfer a screen, you must have a second VisiDex data diskette.

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

1. Type /ST.

   WARNING: Do not remove your data diskette until the program prompts for a new diskette. You will destroy your diskette.

   The status area reads:

   INSERT DATA DISK
   Disk name:A:db

2. If you have two drives, remove your program diskette from Drive A and replace it with the destination diskette (the one that will receive the screen).

   If you have a single drive system, you must switch diskettes several times during the transfer process. Follow the prompts for the disk drives. When the drive name changes, switch diskettes.

3. When the drive is correct for the destination diskette, press ↵.

4. The screen clears. The initial screen for the destination diskette appears. Press ↵.

5. The destination drive whirs. The status area prompts:

   INSERT DATA DISK
   Disk name:B:db

6. Press ↵. The screen clears and the program returns to Edit mode.

TRANSFERRING TEXT BETWEEN SCREENS

In Lesson Three, we discussed the Insert Line, Delete Line and Empty Buffer options of the Edit mode and their relationship to the VisiDex text buffer. You can use these options to move selected portions of text from one screen to another. The receiving screen does not have to be blank.

As an example, we'll transfer one of our DEMO screens to a blank screen and save it again with a new keyword. Type /KG DEMO ↵, and press Esc to accept the first DEMO screen that appears (James Quincy's). Follow these steps:

1. Position the cursor on the first bracket on the screen.

2. As a precaution, press Ctrl E to empty the buffer. The program beeps. The buffer has a 20 line capacity. The program beeps when you enter the 20th line.

3. Press Del until you have deleted all of the text on the screen.

4. Press Ctrl Home to clear the screen. The program responds Screen not saved, OK?. Type Y ↵. Don't worry. You haven't lost the screen. It's still safe on the diskette.

5. Press Ins. The last line that was deleted, INCOME, appears at the top of the editing screen. Press Ins until all of the other lines of text reappear. 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. Position the cursor on the Q in QUINCY, and type C to make QUINCY a keyword. Your screen should look like Figure 3-26.
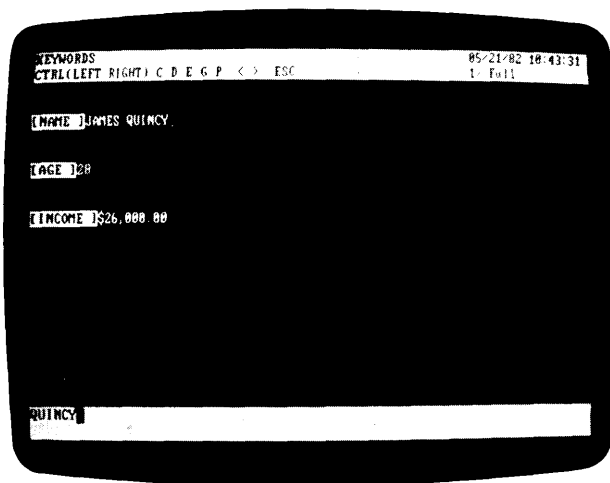
011-027/P

Figure 3-26. Screen After Inserting Lines

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 ↵ Esc. Is the original screen still available? Type /KG DEMO ↵ Esc. You are free to edit the new screen, add information to it, or to delete text from it.

Text transferring can be very useful. 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

Lesson Six introduced the concept of data templates and transferring screens of text. Templates allow you to enter data quickly.

To Create a Data Template

1. Create a template keyword with /KE. The first character must be #.
2. Type in the field names for the screen. Use inverse characters if you do not want the field names to appear in a printout.
3. Put the template screen on diskette by typing /KP.

To Use 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 Ctrl → to proceed to the next line.
3. Continue entering data until the last field is filled. If you need to return to a previous field, press Ctrl ←.
4. Type /KP. The program will put the filled template on diskette and return a blank template.
5. To stop, press Ctrl Home when the next blank template screen appears.

To Retrieve a Filled-Template Screen

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 &, a string of characters or a field name, the numeric search operator, and the numeric data that describe the screen(s) desired.
3. If you have created keywords in the template data, you get data as with a normal screen.

To Transfer Screens from One Diskette to Another

1. Get the screen to be transferred with /KG.

2. Type /ST.

   WARNING: Do not remove your data diskette until the program prompts for a new diskette. You will destroy your data.

   The status area prompts:

   INSERT DATA DISK
   Disk name:A:db

3. If you have two drives, put the destination diskette (the one that will receive the screen) into the drive that does not contain the current data diskette.

   If you have a single drive system, you will have to switch diskettes several times. Follow the prompts for disk drives. When the drive name changes, switch diskettes.

4. If the drive is correct for the destination diskette, press ↵. If not, type in the correct drive and press ↵.

5. The screen clears. The initial screen for the destination diskette appears. Press ↵.

6. The destination drive whirs. The status area prompts:

   INSERT DATA DISK
   Disk name:A:db

7. If the drive is correct for the destination diskette, press ↵. If not, type in the correct drive, and press ↵.

   The transferred screen appears.

To Transfer Data from One Screen to Another

1. Type /KG to get the screen that has the text you want to transfer.

2. Press Ctrl E to empty the text buffer.

3. Position the cursor on the first line to be transferred, and press Del to delete that line of text from the screen and move it into the buffer. Repeat this step as necessary, deleting each line in turn.

4. Press Ctrl Home, type Y ↵ to clear the screen if you want to transfer to a clear screen. Type /KG to transfer to an existing screen.

5. Type Ins 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.

LESSON SEVEN: THE CALENDAR AND KEYDATES

This lesson illustrates the VisiDex calendar features. We will discuss the following topics:

- Keydate screens
- The Calendar command and its options
- The automatic calendar feature
- The Calendar options of the' Print command

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 / you must press / twice-the first invokes the Command mode, the second prints the character.

    9:00AM   REVIEW NEW ACCOUNTS W/ SMITH
    ↵
    ↵

    10:30   COMPLETE SPRING SALES PLAN
    ↵
    ↵

    NOON   CLIENT LUNCH MEETING W/PIERCE
    ↵
    ↵

    2:00PM   INITIAL SALES PLAN MEETING
    ↵
    ↵
    ↵

MAKE SOFTWARE DEMO APPT W/COMPUTER STORE

Your screen should look like Figure 3-27.
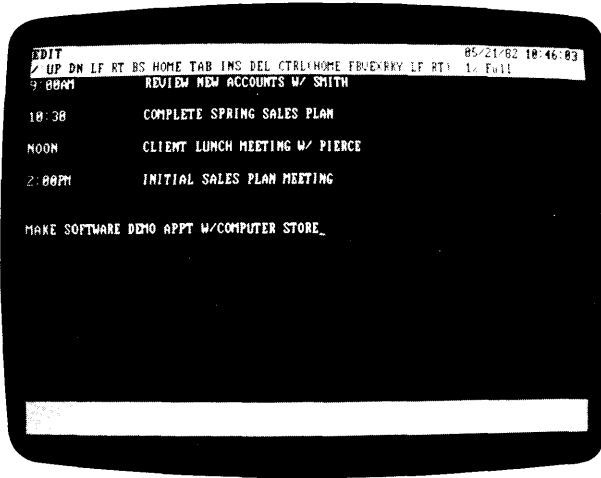
011-028/P

Figure 3-27. A Daily Schedule

PUTTING A KEYDATE ON DISKETTE

You create a keydate with the Command mode. A keydate, like a keyword, indexes a screen. Type /C to invoke the Calendar command. If you have a single drive system, you will have to swap diskettes a few times. Follow the prompts on the screen until the Calendar command menu appears. Now press P (for Put Date Screen).

The program prompts for Month. The default month number is the same as you entered when you last loaded the VisiDex program. Press ↵ to accept the default month number.

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

The next prompt reads Warning:00. The Warning prompt is a reminder that displays the screen from 1 to 15 days prior to its keydate. You can have the calendar remind you by typing a number (from 1 to 15) and pressing ↵. If you were to enter a 1, the screen would appear one day before its keydate. For example, your mother's birthday is 1/5 and you create a keydate screen for 1/5. If you enter 1 as the warning, the screen will appear on 1/4 reminding you that your mother's birthday is the next day. You will have time to buy a card.

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 ↵. The keydate now appears in the upper-right corner of the status area.

The next prompt reads Repeat periodically? n. The VisiDex program offers three options for periodic reminders. Press y ↵ to review them. If you answer no to each of the three options, the program puts your calendar screen on diskette. Answering yes 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. Press ↵ to select the default n.

The second period is monthly by date, as represented by your date followed by th of every month. Again, press ↵ to accept the default n.

The third period is monthly by weekday. Press ↵ to accept the default n. The program automatically puts your keydate screen on diskette. The program returns to the Calendar menu.

GETTING A KEYDATE SCREEN

You may want to revise, review, or delete a keydate screen. You can do this using the Calendar Get command. To demonstrate, we'll get the keydate screen that we saved under today's date. Type G.

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 ↵.

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 ↵.

The keydate screen appears.

The program prompts:

Press: ENTER to continue, ESC to accept,
         D to delete.

Press Esc to accept. Note the date in the upper-right corner of the status area. That's the keydate for this particular screen. The two zeros in the lower-right corner of the status area indicate that you did not choose a warning for this screen.

In addition to the keydate you asked for, any keydate screens that are dated within six days previous to the current screen also appears 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 deletes the keydate from the index. See the Storage Command section of Chapter 4 for details.

THE CALENDAR-AT-A-GLANCE FEATURE

The VisiDex program has two commands that allow you to review calendars. The first is part of the Calendar command; the second belongs to the Print command. Printing calendars is discussed later in this lesson.

Type M to see a calendar month. Respond to the Year prompt by pressing ↵. Respond to the Month prompt by pressing ↵, and see the current month.

Immediately, a calendar sheet for the month appears. You should see a pair of brackets ([ ]) enclosing the date of your sample calendar screen. If you have made any other calendar entries for the month, they too will be enclosed by brackets. Figure 3-28 shows a typical month screen.
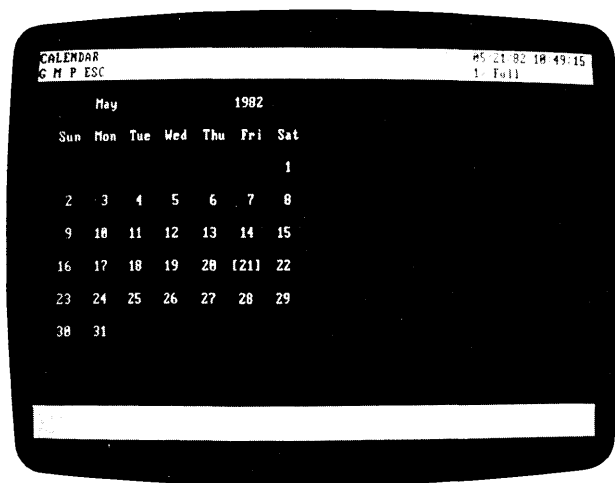
011-029/P

Figure 3-28. Calendar With Bracketed Dates

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

THE YEAR PROMPT

The VisiDex program includes a calendar routine that matches any date to its 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 AUTOMATIC CALENDAR FEATURE

Although you can get a particular keydate screen using the /CG command, keydate screens appear at loading on their keydate. This is called the automatic calendar feature. To see this feature in action, we must simulate a startup.

To do this, follow these steps:

1. Exit the Calendar command by pressing Esc. If you have a single drive system, you will have to swap diskettes a few times.

2. Type /SN to invoke the New Disk option of the Storage command.

   WARNING: Do not remove your data diskette until the program prompts for a new diskette. You will destroy your diskette.

3. Press ↵ to accept the default drive value. If your diskette is in another drive, type the correct response and press ↵.

4. The drive whirs and the initial screen appears. Press ↵ to clear the screen.

Your screen should resemble Figure 3-29.
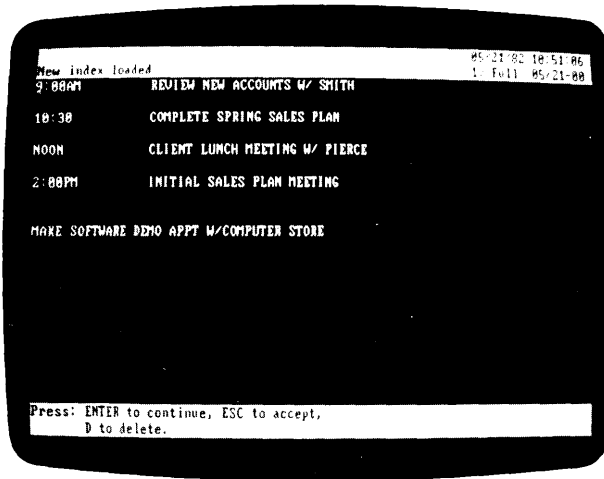
011-030/P

Figure 3-29. A Retrieved Keydate Screen

The program prompts:

Press: ENTER to continue, ESC to accept,
　　　 D to delete.

Pressing ↵, lets you review all of the keydate screens for that date. Pressing ↵ after the last keydate screen returns the program to Edit mode with the keydate screen.

Pressing Esc cancels the automatic calendar feature, accepts the current screen, and returns the program to Edit mode. If you press Esc while the initial screen is displayed, no keydate screens appear. Press ↵.

THE PERPETUAL DATE SCREEN

The Calendar command lets you create perpetual-date screens that appear every time you load the VisiDex program.

To create a perpetual screen, type in whatever information you want on the screen; then, invoke the Calendar Put option with /CP. Type zero and press ↵ in response to the Month prompt. This makes the screen perpetual. The day, warning, and periodic reminder prompts do not appear. A perpetual screen can be revised or deleted like any VisiDex screen.

THE PRINT CALENDAR COMMAND

The Print Command includes its own Calendar option. Type /P to invoke the Print Command. If you have a single drive system, you will have to swap diskettes a few times. Follow the prompts on the screen until the first Print Command menu appears. Press ↵ to print the text to the screen. Another Print Command menu appears:

C D I K L P H S T ESC

Press C to select the Calendar option. The status area now shows the Calendar menu: D W M Y ESC. Press D to print one day.

To see the calendar screen you created for today, press ↵ to accept the default Month value. Do the same for the Day prompt.

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

To see the week ahead, press W. Respond to the Month and Day prompts as before. Press ↵, and the day, month, date, and year underlined appear again. Press ↵ and the screen itself appears. Continue pressing ↵, and each of the next six days are displayed in a similar way.

If you have no screen for a particular date, the program moves on to the next date when you press ↵. The Calendar Month option of the Print command gives the same display as the Display Month option of the Calendar command.

The Calendar Year option prints the calendar year (January through December). As with the other commands, calendar keydates are bracketed.

For more information on the Print Command, see Lesson Eight and the Print Command section of Chapter 4. If you have never used your printer before, you should read Appendix B on setting up your printer.

SUMMARY

Lesson Seven describes the calendar features of the VisiDex program.

To Create a Keydate Screen

1. Enter the desired data on the editing screen.
2. Type /C to invoke the Calendar command. If you have a single drive system, you will have to swap diskettes a few times.
3. Press P to put the keydate on diskette.
4. Respond to the Month and Day prompts with the date you want the screen to appear.
5. Respond to the Warning and Periodic Reminder prompts. For no warning and no reminders, just press ↵ for each. The keydate is saved on diskette.

To Retrieve a Keydate Screen from Diskette

1. From the Edit mode, type /C. If you have a single drive system, you will have to swap diskettes a few times. Press G.
2. Respond to prompts for month and day by typing the desired dates and pressing ↵. The screen appears.
3. Follow the prompts in the status area to accept, continue, or delete.

To View a One Month Calendar

1. From the Edit mode, type /C. If you have a single drive system, you will have to swap diskettes a few times. Press M.

2. Respond to the prompts for year and month by typing the desired dates and pressing ↵. A calendar for the requested month appears. Bracketed dates are those for which you have saved keydate screens.

To Print a Calendar

1. From the Edit mode, type /P. If you have a single drive system, you will have to swap diskettes a few times. Choose where you want the calendar printed, and press 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 appears on the screen.

LESSON EIGHT: PRINTING

This lesson describes how to print to a printer. We will discuss:

- Printing with the Print command
- Printer line feed
- Setup strings

USING THE PRINT COMMAND

The best way to learn how to use the Print command is by printing a VisiDex screen. We'll use the office supplies screen with the keyword SUPPLIES as your first printout example. Let's go through the print procedure.

1. Turn your printer on. Your computer should have the VisiDex program and a data diskette loaded.

2. Type /P to invoke the Print command. If you have a single drive system, you will have to swap diskettes a few times. Follow the prompts on the screen until a Print command menu appears. The status area reads:

   F P ENTER ESC

   If you are using a serial printer, see Appendix B for printing instructions.

   The F option allows you to print VisiDex screens to text files. See The Text Files section of Chapter 4 for details on writing and reading text files.

   The ↵ option sends all printouts to your screen instead of to a printer. See The Print Command section of Chapter 4 for details.

   The P option sends the printout to the printer.

3. Press P. The status area displays the line-feed prompt: − + ↵ ESC. Line feed is the character that causes the paper to advance to the next line. A − deletes a line feed; a + adds a line feed. The best way to see if you need to use any of these controls is to print something and see if you wish to add a space between lines or subtract a space. Some printers don't need a line-feed change.

4. Press ↵ to accept the default line-feed option.

   The status area displays the Print command menu. C D I K L P H S T ESC

5. Press H. The printer responds by printing the name of the diskette, the date and the time. Printing the heading also forces a form feed.

6. Let's label this test. Type T to select the Title option. The status area prompts Print characters:. Type PRINTER TEST 1. The space following the prompt does not expand as you type in this string of characters. Rather, you will see each character individually. When you have finished, press ↵. The printer responds by printing what you typed.

   The print head returns the carriage, and the program returns you to the Print command menu.

   If you know that your printer needs a particular setup string, enter the string now using the Titles option as before.

7. To test your printer, press K to invoke the keyword option. The status area prompts Lines per document:22.

   Typing 0 prints only those screen lines that have text, separating each screen with a broken line. All blank lines within the screen are not printed.

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

8. Type 0 and press ↵. The status area prompts Print special fields? Y.

9. Press ↵ to accept the default y. If you choose n, the program does not print the inverse and flashing characters.

10. The prompt Enter keyword appears in the status area. Type in SUPPLIES and press ↵.

   The OFFICE SUPPLIES screen is printed. If SUPPLIES had indexed more than one screen, the other screen(s) would print. If you type in a keyword that is not in the index, the program returns you directly to the Print menu. When the printout ends, the program returns you to the Print command menu.

LINE FEED

   Look at the spacing on your printout. Did the printer double space between the lines? If it did, you can single space by typing a — when the line feed prompt appears.

   The + inserts a line feed character. If your printer printed the entire screen on one line, you need to type + so that a space appears between each line. If you normally get a single-spaced printout, you can make it double-spaced by typing +.

SETUP STRINGS

You may need to use a setup string with your particular printer. A setup string is a string of characters you send to the printer. Many configurations need a setup string to print in proper format. Look at your printout again. See your printer manual for details.

To enter a setup string, press T to select the Titles option from the menu. The status area prompts Print characters:.

At this point, you can type in the required printer control characters. These characters do not appear on any VisiDex screen. They are only directions for the printer. These controls stay in effect until you change them or until either the printer or the computer is turned off. Like any of the VisiDex Print options, you can invoke the Title option again and again, allowing you to change settings and features from one printout to the next. After you enter your string, press ↵ to return to the Print menu and your next printout.

SUMMARY

Lesson Eight describes how to print to a printer. To do this, follow these steps:

1. With the VisiDex program and data diskette loaded, turn the printer on.
2. Type /P to invoke the Print command. If you have a single drive system, you will have to swap diskettes a few times.
3. Press P to print to a printer.
4. Select a line feed option, if necessary.
5. Optionally, press H to print the diskette title and date.
6. Optionally, press T and type a setup string. Press ↵ to return to the Print command menu.
7. Select the Print option you want, and type its letter.

LESSON NINE: APPLICATIONS

This lesson demonstrates the flexibility of the VisiDex product. We have created three sample applications:

- a directory of names and addresses
- a repair-center log
- a periodical index

APPLICATION 1: USING NAMES AND ADDRESSES

Creating and printing mailing labels is a possible VisiDex application. But a mailing label only takes three or four lines. What could you do with the rest of the screen?

You could add a phone number to create a phone directory. You could also store miscellaneous notes about each person. Let's organize our goals.

- Sort and print mailing labels selected by ZIP code range. We want a label that is six lines deep.
- Print an alphabetical phone directory including the person's name, number, and the company where they work.
- Print detailed information about certain types of entries, i.e., all business associates who are customers.
- Search for special cases, i.e., customers with sales of greater than $10,000.

Let's create a screen that will meet our needs. For repeated applications, templates are useful. We will use the template feature sparingly, however, for greater flexibility in entering data.

First, initialize a diskette for these screens only because if you mix mailing labels or the like with other screens, you can get unwanted results in your printouts.

Begin by clearing the screen with Ctrl Home. Let's create a keyword for the template. Type /KE, and the keyword #PHONE; then press ↵. Press Esc to return to the Edit mode.

Press Ctrl B to turn on inverse video, and press the space bar once. Return to normal video by pressing Ctrl V. Type NAME and press →| three times. Once again, press Ctrl B and the space bar once. Return to normal video by pressing Ctrl V and type the word PHONE.

Press ↵ and Ctrl B. Type the hyphen (-); then return to normal video with Ctrl V. Check your screen against Figure 3-30.
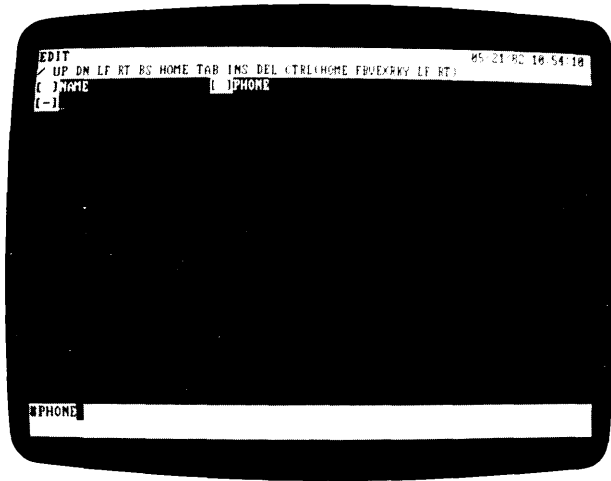
011-031/P

Figure 3-30. Screen With Three Inverse Indicators

Let's look at what we've just done. We've left three field markers in the form of an inverse space character. These allow us to use the Next Field and Previous Field options of the Edit mode to jump quickly to the second field instead of tabbing across after typing in the name. Because the markers 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 PHONE 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.

The hyphen serves to set off the company name. We typed it in inverse video so that we can use the Next Field option for positioning and so that it does not print when making mailing labels. By typing the company name on the second line, our phone directory has three vital pieces of information: the name of the individual, the phone number, and the company.

We could have typed all of these reminders in normal video. However, the Next Field option could not be used, 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 appeared.

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

Check your screen against Figure 3-31, then put #PHONE on diskette by typing /KP.
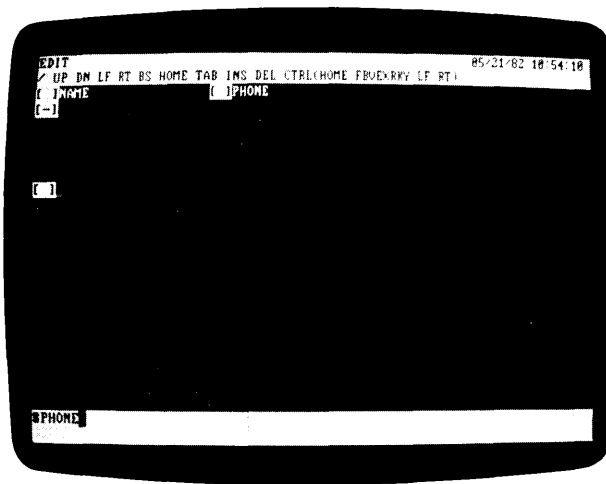
011-032/P

Figure 3-31. Screen Prepared for Data Entry

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

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

Type /KG #PHONE to get the template screen. When the screen appears, press Esc to accept the screen. Type the name ADAM ARMSTRONG, and press Ctrl K to make ARMSTRONG a keyword. Press Ctrl → to proceed to the next field marker. Press Ctrl B. Type the phone number 408 555-1111, and press Ctrl V. Press Ctrl →.

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

Type in the company name UNDERWORLD AIRLINES. Press ↵ and type their address: 12 AIRPORT WAY. Press ↵ again, and type in the city, state, and ZIP: CUPERTINO, CA 95014. Press Ctrl K to make the ZIP a keyword. Press Ctrl → 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. Place a blank line between each item of information; press ↵ twice.

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

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

Type LIKES TO THINK HE IS GETTING A DISCOUNT.

We still need to make the company name and classification into keywords. Position the cursor on the U in UNDERWORLD. Type /K to invoke the Keyword command, and press C twice. You can't make compound keywords with Ctrl K. 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 Ctrl → until the cursor rests on the B in BUSINESS. Press C. Your screen should look like Figure 3-32.
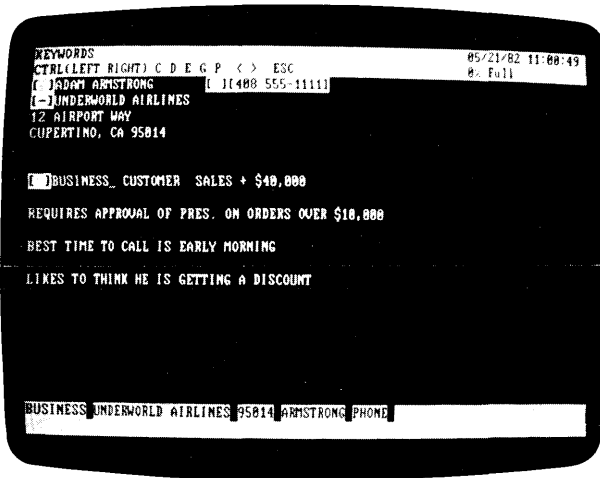
011-033/P

Figure 3-32. Screen With Armstrong Name, Address, and Notes

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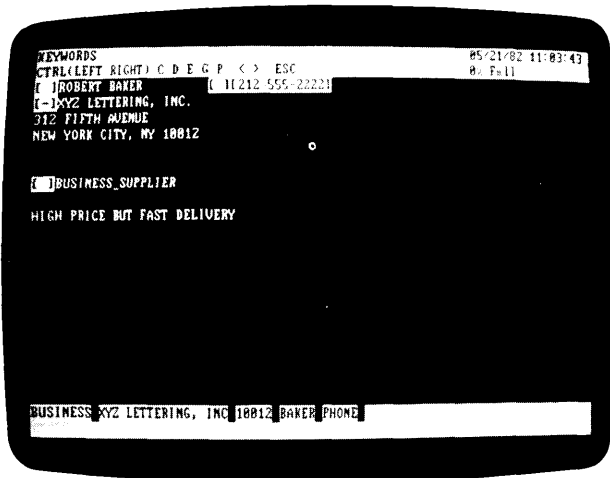
ROBERT BAKER   212 555-2222
XYZ LETTERING, INC.
312 FIFTH AVENUE
NEW YORK CITY, NY 10012

BUSINESS SUPPLIER

HIGH PRICE BUT FAST DELIVERY

Your screen should resemble Figure 3-33.

011-034/P

Figure 3-33. Screen With Baker Name and Address
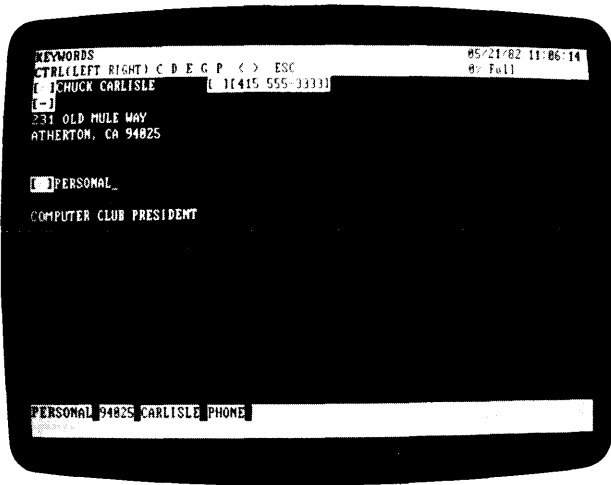
CHUCK CARLISLE   415 555-3333
231 OLD MULE WAY
ATHERTON, CA 94025

PERSONAL

COMPUTER CLUB PRESIDENT

Check your screen against Figure 3-34.

011-035/P

Figure 3-34. Screen With Carlisle Name and Address
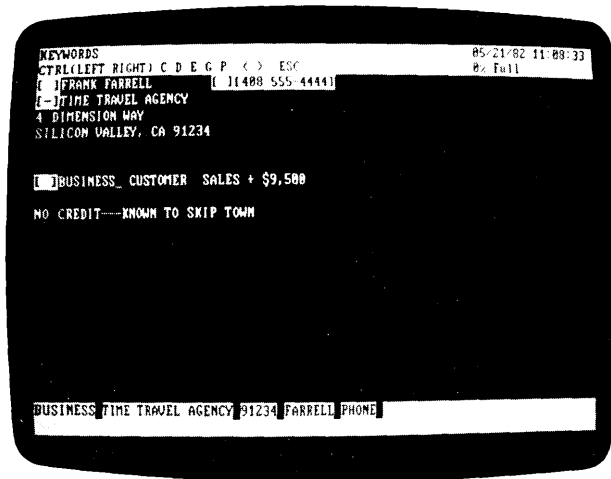
FRANK FARRELL   408 555-4444
TIME TRAVEL AGENCY
4 DIMENSION WAY
SILICON VALLEY, CA 91234

BUSINESS CUSTOMER   SALES = $9,500

NO CREDIT—KNOWN TO SKIP TOWN
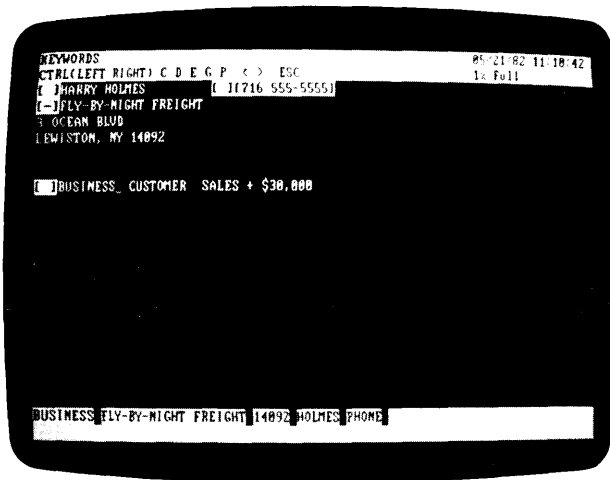
Compare your screen with Figure 3-35.

011-036/P

Figure 3-35. Screen With Farrell Name and Address

HARRY HOLMES   716 555-5555
FLY-BY-NIGHT FREIGHT
3 OCEAN BLVD
LEWISTON, NY 14092

BUSINESS CUSTOMER   SALES = $30,000

Check your screen against Figure 3-36.

011-037/P

Figure 3-36. Screen With Holmes Address and Notes

PRINTING A PHONE DIRECTORY

Let's print the phone directory. Begin by invoking the Print command and performing the procedures necessary to create a printout. See Lesson Eight and the Print Command section of Chapter 4 for details.

When you are ready to select a Print command, press S for Sorted Listing. The program prompts Start at:. Following the prompt is the first keyword in the index. Press ↵. The program prompts Stop at:. Following this prompt is the last keyword in the index. Press ↵ again. We pressed ↵ twice because we want to print all the keyword screens on the diskette.

Because we want to print just the top two lines of each screen, type 2, and press ↵ in answer to the Lines per document prompt.

Yes, we do want to Print special fields. Press ↵ to accept the default answer. The printout should begin at this point. When it ends, your printout should resemble Figure 3-37.

```
[ ]NAME              [ ]PHONE
[-]

[ ]ADAM ARMSTRONG    [ ][408 555-1111]
[-]UNDERWORLD AIRLINES

[ ]ROBERT BAKER      [ ][212 555-2222]
[-]XYZ LETTERING, INC.

[ ]ADAM ARMSTRONG    [ ][408 555-1111]
[-]UNDERWORLD AIRLINES

[ ]ROBERT BAKER      [ ][212 555-2222]
[-]XYZ LETTERING, INC.

[ ]FRANK FARRELL     [ ][408 555-4444]
[-]TIME TRAVEL AGENCY

[ ]HARRY HOLMES      [ ][716 555-5555]
[-]FLY-BY-NIGHT FREIGHT

[ ]CHUCK CARLISLE    [ ][415 555-3333]
[-]

[ ]FRANK FARRELL     [ ][408 555-4444]
[-]TIME TRAVEL AGENCY

[ ]HARRY HOLMES      [ ][716 555-5555]
[-]FLY-BY-NIGHT FREIGHT

[ ]HARRY HOLMES      [ ][716 555-5555]
[-]FLY-BY-NIGHT FREIGHT

[ ]CHUCK CARLISLE    [ ][415 555-3333]
[-]

[ ]ADAM ARMSTRONG    [ ][408 555-1111]
[-]UNDERWORLD AIRLINES

[ ]ROBERT BAKER      [ ][212 555-2222]
[-]XYZ LETTERING, INC.

[ ]CHUCK CARLISLE    [ ][415 555-3333]
[-]

[ ]FRANK FARRELL     [ ][408 555-4444]
[-]TIME TRAVEL AGENCY

[ ]HARRY HOLMES      [ ][716 555-5555]
[-]FLY-BY-NIGHT FREIGHT

[ ]FRANK FARRELL     [ ][408 555-4444]
[-]TIME TRAVEL AGENCY

[ ]ADAM ARMSTRONG    [ ][408 555-1111]
[-]UNDERWORLD AIRLINES

[ ]ROBERT BAKER      [ ][212 555-2222]
[-]XYZ LETTERING, INC.

[ ]ROBERT BAKER      [ ][212 555-2222]
[-]XYZ LETTERING, INC.

[ ]HARRY HOLMES      [ ][716 555-5555]
[-]FLY-BY-NIGHT FREIGHT

[ ]FRANK FARRELL     [ ][408 555-4444]
[-]TIME TRAVEL AGENCY

[ ]CHUCK CARLISLE    [ ][415 555-3333]
[-]

[ ]ADAM ARMSTRONG    [ ][408 555-1111]
[-]UNDERWORLD AIRLINES
```

011-003

Figure 3-37. Printout of Phone Directory

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

Respond to the Start at prompt by typing 10012 and pressing ↵. Press ↵ for the Stop at value.

Assuming a six line label, respond to the Lines per document prompt by typing 6 and pressing ↵.

The prompt Print special fields? y will appear. Because we don't want to print phone numbers, field markers, or the hyphen in front of the company name, change the default to n, and press ↵.

When the printout ends you should have a complete set of labels. These labels give no indication of the existence of our inverse characters. It's as if they didn't exist.

```
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                                  011-004
```

Figure 3-38. Printout of Labels

PRINTING A BUSINESS CUSTOMER PAGE

Let's print each business customer screen on its own sheet of 8 1/2 x 11 inch 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, check your printer manual to determine what characters you should type to cause a form feed and a line feed.

When your printer is ready, select K from the Print command menu and answer the Lines per document prompt by typing 66 and pressing ↵. This number of lines should print each screen on its own page.

Press ↵ to Print special fields and respond to the Enter keyword prompt by typing BUSINESS&CUSTOMER. This keyword will print the ADAM ARMSTRONG, FRANK FARRELL, and HARRY HOLMES screens.

APPLICATION 2: TRACKING AND LOGGING AT A COMPUTER REPAIR CENTER

Think of yourself as 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.

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

011-038/P

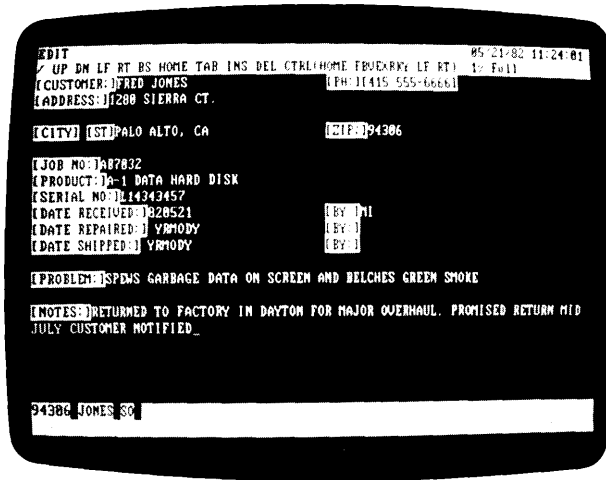**Figure 3-39. A Repair-log Template**

Each field name is inverse video so the user can jump quickly from field to field. We've put the name and phone number together on the top line for easy reading. We included reminders in the screen so that the operator will know what to do.

We left two lines for the address field to accommodate business customers. We made 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 the comparison operators to check the repair queue for information such as what jobs brought in before a certain date remain unrepaired.

For example, this information could be selected 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 the screen contains the necessary data, a service manager can check other information, such as how many disk drives are under repair. Figure 3-40 shows a typical screen.

011-039/P

Figure 3-40. A Repair-log Template With Data Entered

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

When servicing is complete, the operator types /KG and the appropriate keyword, and enters the necessary information. Typing /KP and Y ↵ to the prompt Delete this screen completes the process of updating and replacing the screen. He would perform a similar series of steps when the customer comes in to pick up the repaired unit.

APPLICATION 3: CREATING AN INDEX OF PERIODICALS

One of the most useful VisiDex applications is a periodical index. We often collect publications that contain useful information. But when we need the information, how do we find it? Was that article in Forbes or Barron's? Was it the fall issue of 1979 or the winter issue of 1980?

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

Though you can create a template, it's not necessary. Take a look at Figure 3-41.
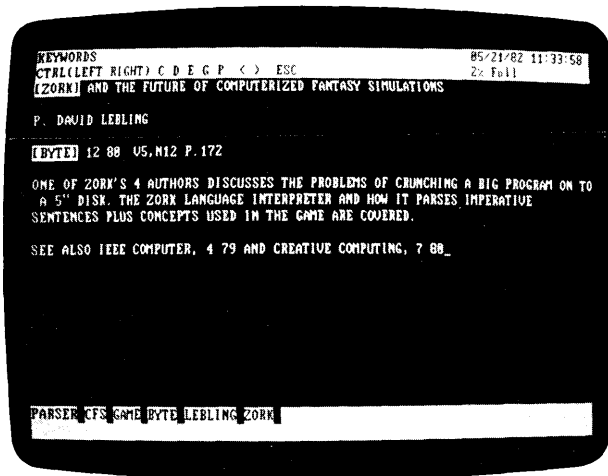
011-040/P

Figure 3-41. Sample Article Index

The screen contains everything we need to find the article. We have highlighted the word ZORK in the title and made it a keyword. Other important keywords are BYTE and LEBLING. The third line gives us the issue date, volume, 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 (Computer Fantasy Simulation) and PARSER (the author dwells at length on this topic).

If you forget all these words, you can still locate the article using text and the search character.

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

REFERENCE

This chapter is a complete reference to the VisiDex program. It lists
major topics alphabetically. Figure 4-1 gives the command tree for the
VisiDex program.

THE CALENDAR COMMAND

The Calendar command allows you to save and retrieve screens by
keydate. A keydate is a date that indexes a screen. The Calendar com-
mand offers three menu options:

Get Date Screen Option   G

Display Month Option   M

Put Date Screen Option   P

The program calculates the day of the week for all dates from 1970
through 1999. The program allows February 29 in leap years only. The
program does not distinguish between the same month of different years.
For this reason, you should set up separate diskettes for each year.

All prompts for Month and Day have default values based on the infor-
mation you give when loading the program. Pressing ↵ accepts the
default answer to all VisiDex prompts.

The VisiDex program allows you to have keywords and keydates on the
same screen. If you choose to combine the two on one screen, create the
keywords before setting the keydate. You will avoid unnecessary typing.
When you put the screen on diskette, keydates and keywords are placed
in the index. You can add keywords to any keydate screen.

Keydates

A keydate is a date that indexes a screen. You create a keydate with the Put Date Screen option. A keydate screen appears when you load a data diskette if the keydate matches the date you enter when you load the program. Screens that have keydates within six days prior to the current date will also appear. When you retrieve a screen with the Get Date Screen option, you can also review screens with keydates six days prior to it.

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

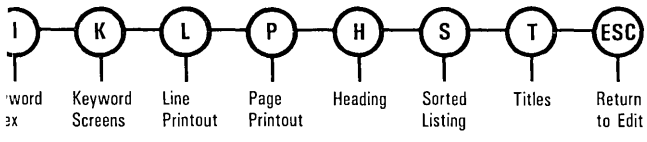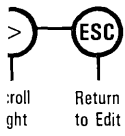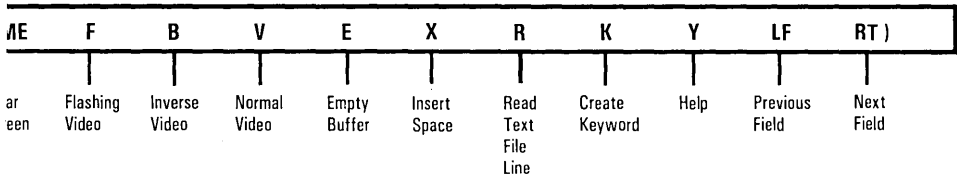Press: ENTER to continue, ESC to accept,
      D to delete

Pressing ↵ displays the next calendar screen. If none exists, the program returns to Edit mode and the screen clears. This differs from keyword screens, where pressing ↵ accepts the last screen.

Pressing Esc stops the review of keydate screens, and takes you to the Edit mode retaining the screen.

Pressing D deletes the screen. The program prompts with Delete this screen? n. If you press ↵, the message Not deleted appears. Pressing any key returns the program to Edit mode and accepts the screen. Pressing y ↵ deletes the keydate. You can check the index and see that the keydate is no longer listed.

Don't worry about filling your data diskette with dead screens. Each time you backup your diskette, you delete on your backup diskette screens without keywords or keydates. To take advantage of the compressed storage, use the backup diskette instead of the original.

If you do not want to keep a VisiDex log of an old screen, press D when the screen appears. See "The STORAGE Command" section of this chapter for details on disk backup and storage.

ΛE	F	B	V	E	X	R	K	Y	LF	RT)

ar	Flashing	Inverse	Normal	Empty	Insert	Read	Create	Help	Previous	Next
een	Video	Video	Video	Buffer	Space	Text	Keyword		Field	Field
						File				
						Line				

> — (ESC)

:roll	Return
ght	to Edit

I — K — L — P — H — S — T — (ESC)

word	Keyword	Line	Page	Heading	Sorted	Titles	Return
ex	Screens	Printout	Printout		Listing		to Edit

011-005

Command Tree   4-3/4-4

EDIT MODE

/	UP	DN	LF	RT	BS	HOME	TAB	INS	DEL

| | Cursor Up | Cursor Down | Cursor Left | Cursor Right | Back-Space | Home Cursor | Tab Cursor | Insert Line From Buffer | Delete Line to Buffer |

COMMAND MODE

Calendar — (G) — (M) — (P) — (ESC)

Get Date Screen | Display Month | Put Date Screen | Return to Edit

Keyword — (Ctrl←) — (Ctrl→) — (C) — (D) — (E) — (G) — (P)

Cursor Back One Word | Cursor Forword One Word | Create Keyword | Drop Keyword | Enter Keyword | Get Keyword | Put Screen

Print — (F) Print to File — (Enter) Print to Screen — (P) Print to Printer — (+) — (−)

Add Line Feed | Surpress Line Feed

(C) Calendar — (D) — (W) — (M) — (Y)

Day | Week | Month | Ye

Storage — (B) — (D) — (I) — (N) — (R) — (T) — (ESC)

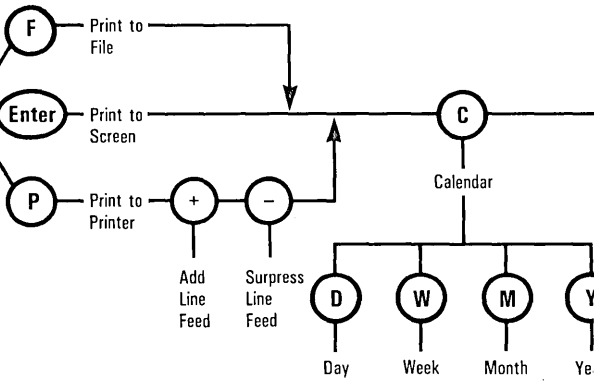Backup Diskette | Delete Screen | Initialize Diskette | New Diskette | Review Screens | Transfer Screen | Return to Edit
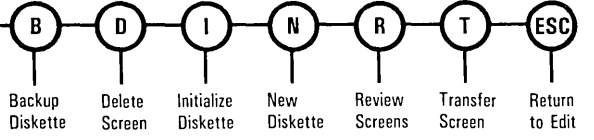
Exit

Get Date Screen Option: /CG

The Get Date Screen option allows you to examine a saved keydate screen. To do this:

1. Type /C to invoke the Calendar command. If you have a single drive system, you will have to swap diskettes. Follow the prompts on the screen until the Calendar menu appears.
2. Press G to invoke the Get Date Screen option. The status area prompts for the month.
3. Press ↵ if the month of the screen you want is the same as that displayed. Type in the correct value and press ↵. Do not precede single-digit months with a zero. The status area prompts for the day.
4. Press ↵ if the day is correct. Otherwise, type in the correct value and press ↵. Do not precede single-digit days with a zero.

The date screen appears if its keydate exists. Date screens that have keydates within six days prior to the date of the screen you requested also appears. If you want a particular day only, see "The PRINT Command" section of this chapter.

Following the Get Date Screen option, the keyword area prompts:

Press: ENTER to continue, ESC to accept,
       D to delete

Press ↵ to present the next date screen if one exists. If there are no more screens, it will accept the last calendar screen and return you to the Calendar menu.

Press Esc to stop at the calendar screen you see. It also returns you to the Calendar menu, clears the keyword area of prompts and displays the keydate and keyword(s) if any. Pressing Esc again invokes Edit mode. If you have a single drive system, you will have to swap diskettes.

Press D to delete the keydate from the VisiDex index, but not from the screen. The program prompts with Delete this screen? n. If you press ↵, the message Not deleted appears. Pressing any key returns the program to the Calendar menu. Pressing y ↵ deletes the keydate. The program returns to the Calendar menu and the screen remains. If you press Esc, you can revise the screen and assign it a new date. If you have a single drive system, you have to swap diskettes.

In the lower corner of the **status area** is the date on which you created or last revised the screen currently displayed. Select a screen, and you see the screen's keydate displayed in this position. The two digits following the hyphen are the warning period for the screen (from 0 to 15 days).

Display Month Option: /CM

The Display Month option 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 print a calendar to a printer, use the Calendar option of the Print command. See "The PRINT Command" section of this chapter for details.

To see any month from January 1970 through December 1999, follow these instructions:

1. Type /C to invoke the Calendar command. If you have a single drive system, you will have to swap diskettes. Follow the prompts on the screen until the Calendar menu appears.
2. Press M to invoke the Display Month option.
3. Respond to the Year prompt by typing in the year, and press ↵.
4. Respond to the Month prompt by typing in the month. Press ↵.

Put Date Screen Option: /CP

The Put Date Screen option prompts you to assign a keydate to a screen and puts the screen on diskette. It offers you periodic reminders and warning periods. Use this command to create a date screen that will appear on a particular day. You can put multiple screens on a diskette under the same keydate.

To put a keydate screen on a diskette, follow these steps:

1. First, create the screen itself. You do not have to include the date on the editing screen.

2. Type /C. If you have a single drive system, you will have to swap diskettes. Follow the prompts on the screen until the Calendar menu appears. Press P for the Put Date Screen.

3. To accept the default Month, press ⏎. To change the month, type in the correct month and press ⏎. You do not have to precede single-digit months with a zero.

4. To accept the default Day, press ⏎. To change the day, type in the correct day and press ⏎. You do not have to precede single-digit days with a zero.

5. To have no warning, press ⏎. To have a warning, type in the number and press ⏎. The maximum warning is 15 days.

   The month and day appear briefly in the upper-right corner of the status area. The two digits following them are for the length of the warning period. The program prompts for a Periodic reminder.

6. If you do not want a periodic reminder, press ⏎ to accept the default n. The program puts the date screen on diskette.

   If you type y ⏎, the program offers you three periods, each followed by a default n. Pressing ⏎ three times bypasses 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 weekday every month, such as the 2nd Saturday or the 3rd Monday.

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

Perpetual Date Screen

A perpetual date screen is a keydate screen that appears every time you load the VisiDex program diskette. If you want a particular screen to appear every time, use the keydate 00. The program does not prompt for the day if you use 00 as the response to the month prompt.

To delete a perpetual date screen, press D when the screen appears.

COMPARISON OPERATORS

The comparison operators allow you to retrieve numbers or ranges of numbers using the Get Screen option of the Keyword Command. A number is a string of characters that includes the digits 0 to 9, the dollar sign ($), the comma (,), and the decimal point (.). The comparison operators are:

Name	Symbol
Equals	=
Less than	<
Greater than	>
Less than or equal to	< =
Greater than or equal to	> =
Not equal	< > or > <

Note: Do not use the comparison operators in any context other than comparing numbers. You will get unpredictable results.

To use a comparison operator with the Get Screen option, enter three items of information: an optional keyword, the search character (&), and the field name on which to operate. These should be followed by the comparison operator and a value. For example: DEMOGRAPHIC&AGE>21.

It is not necessary to include the dollar sign ($), or the comma (,) in the value you enter. The program will find the string with or without these characters. If the decimal point (.) is necessary to determine the number's value, it must be included in the string.

Although the most common way of setting up information for systematic searches is with a template, you can do numeric searches on any screen. However, the screen must have a field name or a word followed by numbers (which can include dollar signs, commas, and decimal points).

THE EDIT MODE

The Edit mode allows you to enter and revise text. The program enters the Edit mode when you clear the initial screen, unless you have keydate screens. In that case, you review the keydate screens, then the program enters Edit mode.

Press Esc at any point in a command procedure to cancel the command and return the program to the Edit mode. Occasionally, you will press Esc more than once.

The Edit mode menu has the following options:

Clear Screen Option	Ctrl Home
Command Mode Entry Option	/
Command Prompt Option	Ctrl Y
Create Keyword Option	Ctrl K
Cursor Down Option	↓
Cursor Left Option	←
Cursor Right Option	→
Cursor Up Option	↑
Delete Character Option	[BKSP]
Delete Line Option	Del
Empty Buffer Option	Ctrl E
Flashing Video Option	Ctrl F
Home Cursor Option	Home
Insert Line Option	Ins
Insert Space Option	Ctrl X
Inverse Video Option	Ctrl B
Next Field Option	Ctrl →
Normal Video Option	Ctrl V
Previous Field Option	Ctrl ←
Read Text File Line Option	Ctrl R
Tab Cursor Option	⇥

For any option that uses the Ctrl key as part of the command sequence, press Ctrl while pressing the command key.

Clear Screen Option: Ctrl Home

The Clear Screen option erases the editing screen. Any text not saved will be lost. Invoke the Clear Screen command by pressing Ctrl Home.

If the screen, including any revisions, has not been saved, the program will protect your text from erasure by prompting you with Screen not saved, Ok? n.

To clear the screen, you must type y ↵.

Command Mode Entry Option: /

The Command mode allows you to perform various functions on the text you have entered. Pressing / causes the VisiDex program to leave the Edit mode and enter the Command mode.

Command Prompt Option: Ctrl Y

The Command Prompt feature reminds you of the meaning of each option. Pressing Ctrl Y invokes the command prompt in Edit mode. The meaning and symbol of each option appears in the status area. To advance to the next symbol, press the space bar. To return to a previous symbol, press backspace.

To execute an editing command when using the command prompt, either press ↵ when the option appears or press the appropriate key. Executing an editing command or pressing Esc will turn the command prompt off.

Create Keyword Option: Ctrl K

The Create Keyword option allows you to define keywords while you are entering text. Pressing Ctrl K causes the word to the left of the cursor to become a keyword for the current screen. If the cursor is not on the space immediately following the keyword, the VisiDex program finds the designated keyword anyway. The space is not a part of the keyword.

If you press Ctrl K in the middle of a word, the VisiDex program finds the first complete word before the cursor, and designates that word as a keyword. If the cursor is in the middle of the first word on the first line, the program will make the last word on the last line into a keyword.

Cursor Down Option: ↓

The Cursor Down option moves the cursor one line down from its previous position. Pressing ↓ performs this function. If you try to move the cursor below the 20th line of the screen, the program will beep.

Cursor Left Option: ←

The Cursor Left option moves the cursor one column to the left of its previous position. Pressing ← performs this function. If you try to move the cursor beyond the 1st column, the cursor will move to the 79th column of the previous line. If the cursor is in the Home position, it will go to the 20th line, 79th column position.

Cursor Right Option: →

The Cursor Right option moves the cursor one column to the right of its previous position. Pressing → performs this function. If you try to move the cursor beyond the 79th column, the cursor will move to the 1st column of the next line. If the cursor is on the 20th line, 79th column, it will go to the Home position.

Cursor Up Option: ↑

The Cursor Up option moves the cursor one line up from its previous position. Pressing the ↑ performs this function. If you try to move the cursor above the 1st line of the editing screen, the program will beep.

Delete Character Option: [BKSP]

The Delete Character option deletes one 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 following text along with it. Pressing [BKSP] will perform this function. To move the cursor over a line without erasing any text, press ←.

Deleting characters with [BKSP] has no effect on the text buffer as these characters are not stored in the text buffer.

Note that with templates having inverse or flashing-character field names, pressing [BKSP] deletes up to the field name and causes the cursor to jump to the character to the left or above.

Delete Line Option: Del

The Delete Line option 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.

The VisiDex program has a 20 line text buffer in memory. Lines can be deleted from the screen, put into this buffer and reinserted elsewhere.

The program puts the first deleted line into the bottom of the buffer and each successive line on top of the previous line. The last line put into this buffer is always at the top.

The program beeps when you try to enter more than 20 lines.

You should empty the buffer before deleting a 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.

Empty Buffer Option: Ctrl E

The Empty Buffer option deletes all the text in the text buffer. The VisiDex program has a 20 line text buffer in memory. Pressing Ctrl E empties the buffer. Every time you empty the buffer, the program beeps.

Some commands temporarily destroy the buffer contents. These are the Initialize Disk and Backup Disk options of the Storage command and the Index and Sorted Listing options of the Print command. These commands require a great deal of memory space. No other commands (besides exiting the program) will disturb the buffer contents. See "The Storage Command," and the "Print Command" sections of this chapter for more details.

Flashing Video Option: Ctrl F

The Flashing Video option allows you to display areas of text as flashing characters. Pressing Ctrl F begins this function, and the program enters a left bracket ([) on the screen.

The editing screen default display is normal video. Invoking the Flashing Video option does not change previously entered text. However, if you do not end the flashing video display using Ctrl V, the program displays all text after the Ctrl F as flashing video. Flashing video remains in effect until you select another type of display. Turn off flashing video with Ctrl V. The program enters a right bracket (]) signifying the end of flashing video.

If you do not turn off the special video, the inverse or flashing text will not appear on the screen until the screen is refreshed (cleared and redrawn). The following functions will refresh the screen: inserting spaces or lines, deleting characters or lines, and returning to Edit mode.

You can highlight text with flashing video after the screen has been put on diskette. However, since the program encloses the highlighted phrase with brackets, the spacing of your screen will be changed.

Note that flashing characters cannot be erased or changed when they are on a template screen. This is true for field names and markers as well as for data entered on template screens. See the "Templates" section of this chapter for details.

The Keyword and Sorted Listing options of the Print command give you the option of printing or not printing flashing characters. The left bracket that marks the beginning of a flashing video area appears on the print out. See "The PRINT Command" section of this chapter for details.

Home Cursor Option: Home

The Home Cursor option moves the cursor from any point on the screen to the upper left corner of the editing screen. Press Home to do this. If the cursor is already in the home position, pressing Home sends the cursor to the lower-left corner of the screen.

Insert Line Option: Ins

The Insert Line option inserts a line from the text buffer onto the editing screen. The line where the cursor rests and all below it are pushed down. The program has a 20 line text buffer in memory. If the buffer contains any characters, they will be inserted one line at a time. Otherwise, an empty line appears. Press Ins to insert a line from the text buffer.

The program places the first deleted line in the bottom of the buffer and each successive line on top of the previous line. The last line put into the text buffer is on top and is the first line to reappear on the screen when you type Ins.

WARNING: Take care not to push text off the bottom of the screen when using Ins. These lines are lost.

Insert Space Option: Ctrl X

The Insert Space option inserts one space character to the right of the cursor. The cursor remains stationary, while text to its right is pushed one space to the right. Press Ctrl X to insert a space character. Then 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 are lost. Ctrl X does not cause text wraparound.

Inserting a space has no effect on the text buffer.

Inverse Video Option: Ctrl B

The Inverse Video option allows you to display areas of text as inverse video (black characters on white backgrounds). Pressing Ctrl B begins this function and the program inserts a left bracket ([) on the screen.

The editing screen default display is normal video. Invoking the Inverse Video option does not normally change entered text. However, if you do not end the inverse video display usng Ctrl V, the program will display all text after the Ctrl B as inverse video. Inverse video will remain in effect until another display type is selected. Turn off inverse video using Ctrl V. The program inserts a right bracket (]) signifying the end of inverse video.

If you do not turn off the special video, the inverse or flashing text will not appear on the screen until the screen is refreshed (cleared and redrawn). The following functions refresh the screen: inserting spaces or lines, deleting characters or lines, and returning to Edit mode.

You can highlight text with inverse video after the screen has been put on diskette. However, since the program encloses the highlighted phrase with brackets, the spacing of your screen changes.

Note that inverse characters cannot be erased or changed when they are on a template screen. This is true both for field names and markers as well as for data entered on template screens. See the "Templates" section of this chapter for details.

The Keyword and Sorted Listing options of the Print command give you the option of printing or not printing inverse characters. The left bracket ([) that marks the beginning of inverse video will appear on the print out. See "The PRINT Command" section of this chapter for details.

Next Field Option: Ctrl →

The Next Field option moves the cursor to the end of the next protected field in a template screen. Press Ctrl → to do this. If there are no more fields, pressing Ctrl → moves the cursor to the end of the first protected field on the screen.

Normal Video Options: Ctrl V

The Normal Video option returns the program to normal text display (white on black). Press Ctrl V to end flashing or inverse video and the program inserts a right bracket (]) on the screen. The editing screen default display is normal video.

If you do not turn off the special video, the inverse or flashing text will not appear on the screen until the screen is refreshed (cleared and redrawn). The following functions refresh the screen: inserting spaces or lines, deleting characters or lines, and returning to Edit mode.

Previous Field Option: Ctrl ←

The Previous Field option moves the cursor to the previous field in a template screen. Press Ctrl ← to do this. If there are no more fields, pressing Ctrl ← moves the cursor to the end of the last protected field on the screen.

Read Text File Line Option: Ctrl R

The Read Text File Line option allows you to read text from a file that is not on a VisiDex data diskette and put that line on a VisiDex screen. The program inserts the line on the line where the cursor rests. The current line and all below it are pushed down. Press Ctrl R, and the status area reads:

```
Print
Filename?
```

Remove your VisiDex program diskette and insert your DOS data diskette.

Type the name of the file and press ↵. If the VisiDex program cannot find the file, the message File error will appear in the upper line of the status area. Press any key to return the program to Edit mode. Each Ctrl R reads one line from the text file.

WARNING: Take care not to push any text off the bottom of the screen when using Ctrl R. These characters will be lost.

You must type /Esc to close the text file when you have finished reading a file.

See the "Text Files" section of this chapter for a detailed description of how to convert text files to VisiDex screens using Ctrl R.

Tab Cursor Option: →|

The Tab Cursor option moves the cursor over text to fixed tab positions across the screen. The fixed tab stops are at columns 1, 9, 17, 25, 33, 41, 49, 57, 65, and 73. You cannot change any of these tabs. Press →| to move the cursor to a fixed tab stop.

THE EXIT COMMAND

The Exit command lets you load another program without turning the computer off.

If you have a single drive system:

1. Press /X. The disk drive whirs. The program prompts:
   Insert DOS disk in drive A
   and press any key when ready
2. Put your diskette in Drive A and press a key.
3. The program loads.

If you have a dual drive system:

1. Type /X.
2. The program immediatly prompts A>.
3. You can load any program at this point.

THE KEYBOARD

The IBM Personal Computer keyboard is self-explanatory except for a few keys. Figure 4-2 shows the IBM keyboard. The exceptions are:

Function   Typewriter Keyboard   Numeric
Keys   Keyboard
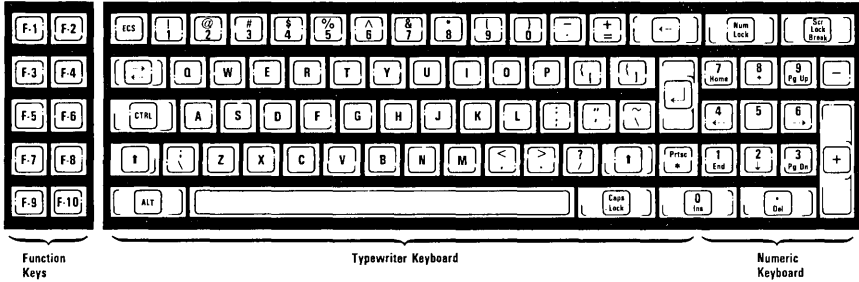
005-001

Figure 4-2. The IBM Keyboard

The Esc Key
Whenever a command asks for input, you can return to the Edit mode by pressing Esc. If you have begun to execute a command, you may have to press Esc more than once. However, there is no way to interrupt the execution of the /SI command.

The / Key
When in the Edit mode, pressing the / key will put the program into Command mode. If you want to use the / as part of the text, you must press / twice.

The Space Bar
In Command mode, pressing the space bar invokes the Command prompt. To see the remaining prompts, continue pressing the space bar.

THE KEYWORD COMMAND

The Keyword command allows you to save and retrieve screens by **keyword**. A keyword is a word that indexes a screen. The Keyword command offers nine menu options:

Create Keyword Option	C
Drop Keyword Option	D
Enter Keyword Option	E
Get Screen Option	G
Move Back One Word Option	Ctrl ←
Move Forward One Word Option	Ctrl →
Put Screen Option	P
Scroll Left Option	<
Scroll Right Option	>

To invoke the Keyword command, type /K.

Keyword

A keyword is a word that indexes a screen. You create a keyword using the Create Keyword option, the Enter Keyword option or the Create Keyword option of Edit mode.

A single keyword may be composed of any combination of alphabetic or numeric characters. An upper-case keyword is not equivalent to a lower case one. When creating a keyword, the cursor stops at any space or special character. If you want to include spaces and special characters within a keyword, you must use the Create Keyword option as many times as necessary to include these characters. A keyword that contains more than one word or special character is considered a compound keyword. The program treats compound keywords as one unit.

A keyword cannot begin or end with a space character, although it can include one or more space characters. A keyword may not include the following characters: & < = >. The hyphen (-) and asterisk (*) are wildcard characters. You should not place a wildcard character in the first, second, or last position of any keyword.

A keyword can be from 1 to 78 characters in length. The maximum number of characters you can enter in response to the Enter keyword prompt is 63.

Create Keyword Option: /KC

The Create Keyword option allows you to create a keyword. To do this, follow these steps:

1. Invoke the Keyword command by typing /K.
2. Place the cursor on the first letter of the word you wish to make into a keyword.
3. Press C.

The keyword appears in the first position of the keyword area.

Each new keyword appears in the first position of the keyword area, pushing the previous keyword to its right. A small notch separates keywords in the keyword area. For more details on the keyword area, see "The Screen of the VisiDex Program" section of this chapter.

To create compound keywords, place the cursor on the first letter of the first word, then press C as many times as necessary to include all the words composing the compound keyword. No notch separates the component words in a compound keyword. The program views it as one unit.

Drop Keyword Option: /KD

The Drop Keyword option deletes the keyword in the upper-left corner of the keyword area from the index and from the keyword area. The program beeps if no keywords have been created for a particular screen of text.

Follow these steps to drop a keyword:

1. Type /K to invoke the Keyword command.
2. Scroll the keywords using the Scroll Left or Scroll Right options until the correct keyword is in the upper-left corner of the keyword area.
3. Press D to drop the keyword.

Because each screen must have at least one keyword (or keydate), you should not drop all the keywords associated with a particular screen. If you do, the message No keys! appears when you try to put the screen on diskette. Pressing any key returns you to Edit mode. At this point you can create a keyword or clear the screen. The most recent version of the screen remains on diskette.

Enter Keyword Option: /KE

The Enter Keyword option allows you to create a keyword for a screen without the word being a part of the screen's text. To enter a keyword, follow these steps:

1. Type /K to invoke the Keyword command. The prompt Enter keyword: appears.

2. Type in the keyword and press ↵. The new keyword appears in the keyword area.

Get Screen Option: /KG

The Get Screen option 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 do this, follow these steps:

1. Type /K to invoke the Keyword command.

2. Press G. The editing screen clears and the status area prompts you with Enter keyword:.

    If the edit screen includes any text that you have not saved, the status area will display the message Screen not saved, Ok? n. Pressing ↵ returns the program to the Keyword command menu so you can put the screen on diskette. Pressing y and ↵ executes the Get Screen option.

3. Type in the appropriate response. This can be a keyword, a string of characters using the search character (&), or an abbreviated keyword using wildcards (- and *). See the "Search Character" and "Wildcards" sections of this chapter for details. Press ↵. If you entered a word not in the index, the program returns to the Edit mode and a blank editing screen. Otherwise, the first screen corresponding to the entered keyword appears. The program prompts:

    Press: ENTER to continue, ESC to accept,
          D to delete

4. a. Press ↵ to display the next screen saved under the keyword. If no more screens remain in the keyword queue, pressing ↵ accepts the current screen and puts the program in the Edit mode.

    b. Press Esc to accept the current screen and place the program in the Edit mode. If the keyword indexes only one screen, pressing Esc or ↵ has the same effect.

    c. Press D to prompt Delete this screen n. Pressing ↵ causes the message Not deleted to appear. Pressing y ↵ deletes the screen. The edit screen clears and the program returns to the Edit mode.

If you type /KG again, you see the keyword you entered displayed in the status area as the default keyword. If more screens remain under that keyword, pressing ↵ brings them to the screen. If not, the program returns to the Edit mode.

Move Back One Word Option: /K Ctrl ←

The Move Back One Word option helps you create keywords faster by moving the cursor without leaving the Keyword command. Pressing Ctrl ← places the cursor on the first character of the word to the left of the cursor. If the cursor rests within a word, pressing Ctrl ← moves the cursor to the first letter of that word.

Move Forward One Word Option: /K Ctrl →

The Forward One Word option helps you to create keywords faster by moving the cursor without leaving the Keyword command. Pressing Ctrl → moves the cursor to the first letter of the word to the right of the cursor.

Put Screen Option: /KP

The Put Screen option saves the contents of the current screen on diskette if the screen has a keyword. If no keyword exists, the message No keys! appears in the status area. Pressing any key causes the program to prompt Screen not saved, Ok? n. Pressing ↵ returns the program to the Edit mode. At this point you can create a keyword or clear the screen.

When a screen is retrieved, the VisiDex program is aware of two screens: the one on diskette and the one displayed on your video monitor. When you type /KP, the program asks what you want done with the version on diskette, even if nothing has been changed.

The program displays the earlier version from diskette on the screen. The status area prompts Delete this screen? n.

If you do not want it, press y ↵ and the program deletes the version it displayed with the prompt, while saving the version of the screen you saw just before typing /KP.

Press ↵ to accept the default n, retain the earlier version and put the new version on diskette. Both are saved and the message Not deleted appears in the status area. Press any key to return to the Edit mode.

If you press Esc in response to Delete this screen? n, the program returns to Edit mode with the current screen displayed.

Scroll Left Option: /K <

The Scroll Left option scrolls the keyword in the second keyword posi-
tion into the first position. Type /K< to scroll left. The keywords in the
keyword area are on a continuous loop. If only two keywords are present,
the Scroll Left option switches the position of the two keywords. This
option has no effect on keydates.

Scroll Right Option: /K >

The Scroll Right option scrolls the keyword in the last position of the
keyword area into the first position. This word may not always be visible.
Type /K> to scroll right. The keywords are on a continuous loop. If only
two keywords are present, the Scroll Right option switches the position of
the two keywords. This option has no effect on keydates.

THE PRINT COMMAND

The Print command allows you to print to a printer, print on the screen,
or write to a textfile. After choosing where you want the file printed, you
have nine Print command menu options:

Calendar Option	C
Dump Option	D
Header Option	H
Index Option	I
Keyword Option	K
Line Option	L
Page Option	P
Sorted Listing Option	S
Titles Option	T

Typing /P invokes the Print command. The status area prompts: F ⊢
ENTER ESC.

Press F to print the screen to a text file. See the "Text Files" of this
chapter for details. Press P to print the screen to a printer, and press ↵ to
print to the screen. The Print command menu appears in the status area.

Each option prints to the screen in basically the same form as it prints
to the printer. You cannot, however, adjust the spacing of a screen with
line feeds when you are printing to the screen. Therefore, the
appearence of the screen may differ from a printout. When printing a
document longer than one screen, you see the status area prompt Press
ENTER to continue.

Basic Printer Steps

In order to print to a printer, you must do the following steps. In discussing each option of the Print command, we refer to these steps rather than repeat them for each command. If you want to print to either a text file or the screen, replace the P in step 2 with the appropriate keystroke. If you are printing to a screen the line feed prompt (steps 2 and 3) will not appear. The steps are:

1. Type /P. If you have a single drive system, you will have to swap diskettes. Follow the prompts on the screen. The status area prompts F P ENTER ESC.

2. Press P. The status area prompts for line feed controls: − + ENTER ESC.

3. Press − to suppress a line feed. Press + to add a line feed. 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 spaces and you want it to single space, suppress the line feed.

4. The status area displays the Print command menu: C D I K L P H S T ESC

5. 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 Title option. Press ↵ when you have completed the string. The Print menu reappears.

6. Press H. The printer types the diskette's name, date and time. If you do not want a header, ignore this step.

The program remains in the Print command when any particular option completes execution. Consequently, you can do a number of different printouts without having to re-execute the basic steps.

Print Calendar Option: /PC

The Print Calendar option offers you four calendar choices: print a single day (keydate), print a week (any seven days), print a calendar month with keydates bracketed, or print a calendar year with keydates bracketed.

When you invoke any Calendar option, the initial default values for day and month will be those that you gave the program during the loading procedure. When the program prompts with a date, you can either press ↵ to accept the default value or type in a different value, and press ↵.

Although the command prompts for years, the program only keeps one year at a time. If you want to schedule dates for a future year, we recommend that you create a separate diskette for the next year. For information on the VisiDex calendar, see "The Calendar Command" section of this chapter.

PRINT DAY OPTION: /PCD

The Print Day option allows you to review the keydate screens for a particular day. To do this, follow these steps:

1. Execute the "Basic Printer Steps" above, and press C to invoke the Calendar option. The Calendar menu appears in the status area.
2. Press D. The upper line of the status area reads Get date screen. The lower line prompts Month: with the current month as the default value.
3. Enter the month value. The status area prompts Day.
4. Enter the day value. The screen for that day appears, preceded by a row of hyphens and the date title underlined with equal signs.

PRINT MONTH OPTION: /PCM

The Print Month option prints a calendar for the specified month. To do this, follow these steps:

1. Execute the "Basic Printer Steps" described above, and press C to invoke the Calendar option. The Calendar menu appears in the status area.

2. Press M. The status area prompts Year:19. Enter the correct year.

3. The status area prompts Month. Enter the correct date. The program prints the month and year, followed by the days of the week and the calendar. Days with keydate screens are enclosed by brackets ([ ]).

PRINT WEEK OPTION: /PCW

The Print Week option allows you to review keydate screens for a particular week (any seven days). To do this, follow these steps:

1. Execute the "Basic Printer Steps" described above, and press C to invoke the Calendar Option. The calendar menu appears in the status area.

2. Press W. The status area prompts Month. Enter the month value. The status area prompts Day

3. Enter the first date of the week you want. The printout begins with a row of hyphens. All seven days will be printed, each preceded by a row of hyphens and a date title underlined with equal signs. If no screen exists for a particular day, the program leaves three blank lines.

PRINT YEAR OPTION: /PCY

The Print Year option presents a complete twelve-month calendar. To invoke this option, follow these steps:

1. Perform the "Basic Printer Steps" described above, and press C to invoke the Calendar option. The Calendar menu appears in the status area.

2. Press Y to print a year's calendar, beginning with January. Respond to the Year prompt by entering the appropriate two numbers.

Print Dump Option: /PD

The Print Dump option prints every screen on the diskette in the order in which you entered or last modified it. When you dump screens, the program will prompt Press: ENTER to continue, ESC to accept, D to delete between each screen.

To execute the Dump option, perform the "Basic Printer Steps" described earlier in this chapter, and press D.

Print Header Option: /PH

The Print Header option prints the diskette's name, the date, and the time. After the header, the program inserts a form feed. Perform the "Basic Printer Steps" described earlier in this chapter, and press H to perform this function.

Print Index Option: /PI

The Print Index option prints an index of keywords and keydates for a diskette. The index prints in the following order:

* Keywords are printed according to the standard ASCII (American Standard Code for Information Interchange) collating sequence. This includes all alphabetic, alphanumeric, and punctuated keywords. See Appendix D for the ASCII table used in VisiDex.
* Numeric keywords are printed according to their numeric value.
* Keydates are printed in calendar order.

The numeral following each keyword or keydate is the number of screens referenced by that keyword or keydate.

To execute the Index option, do the "Basic Printer Steps" as described earlier in this chapter and press I.

Print Keyword Option: /PK

The Print Keyword option prints all the screens indexed by a particular keyword. You can enter any valid keyword, including those with search characters, numeric operators, and wildcards. See "The KEYWORD Command" section of this chapter.

The Keyword option asks for document length. The default length for documents is 22 lines. This allows 3 full screens to print on a standard 66 line page.

If you want 1 screen to print per page, type 66. If you enter 0 lines per document, each screen prints at its actual length (regardless of how varied) and is separated from the next screen by a row of hyphens. However, if you have the keyword screens displayed on the screen, the keyword itself does not appear at the beginning and the screens are not separated by hyphens.

Entering a number less than the length of a screen prints only that number of lines from the screen.

The Keyword option also asks whether you want to print inverse or flashing characters. If you choose the default Y(es), the program prints inverse and flashing characters enclosed by brackets.

If you choose not to print inverse or flashing characters, the program ignores this text and moves the normal video characters to the left.

To execute the Keyword option, follow these steps:

1. Execute the "Basic Printer Steps" described above.
2. Press K to invoke the Keyword option. The status area prompts Lines per document:22 .
3. If you want a different number of lines per document, type the number and press ↵. If you want your screens printed 22 lines per screen, press ↵. The status area asks Print special fields? y.
4. If you want to print the inverse or flashing video, press ↵. If you do not want the fields printed, type n and press ↵. The prompt Enter keyword appears in the status area.
5. Type the keyword you want to print and press ↵. It prints all the screens specified by the keyword.

   If you are printing to the screen, the program displays only one screen at a time, prompting Press ENTER to continue in the status area. To see the next screen, press ↵.

Print Line Option: /PL

The Print Line option prints one line of text at a time. Use this option to edit a single VisiDex line. The Edit mode cursor moving commands remain in effect so you can print lines in any order you wish.

To execute this option, follow these steps.

1. Get the screen with the line(s) you wish to print.
2. Position the cursor on the first character of the first line you wish to print.
3. Do the "Basic Printer Steps" described above.
4. Press L to print the line on which the cursor rests. The line prints, the cursor moves down one line, and returns 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. Position the cursor; then press L again.
5. Continue with step 4 until you have printed everything from the screen that you want.

Print Page Option: /PP

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

1. Get the text to be printed on the screen.
2. Execute the "Basic Printer Steps" described above.
3. Press P. The printer prints all of the lines of the current screen.

Print Sorted Listing Option: /PS

The Print Sorted Listing option prints keyword screens by alphabetic or numeric range. Keydates are printed only if you so designate. The option sorts in the following order:

• Keywords are sorted according to the standard ASCII (American Standard Code for Information Interchange) collating sequence. This includes all alphabetic, alphanumeric, and punctuated keywords.

• Numeric keywords are sorted by their numeric value.

• If you add keydates to your sort, they will sort last by calendar order.

If several keywords index the same screen, the screen prints once for each keyword.

The range specifying prompts are Start at: and Stop at:. Following the prompts are the first and last keywords on the diskette. If you want to print every keyword screen, press ↵ for each of these prompts. If you want to print all of the screens on a diskette including the keydate screens, respond to the Start at prompt by pressing *. No Stop at prompt will appear.

Like the Print Keyword option, the Sorted Listing option asks for document length and gives you the choice to print or not print inverse or flashing characters. The default document length remains at 22. Entering 0 prints each screen according to its length with a row of hyphens separating individual screens. Using a number less than the number of lines on the screen prints only the specified number of lines.

Answering n to the Print special fields? prompt causes the printer to ignore inverse and flashing characters.

To execute the Sorted Listing option, follow these steps:

1. Do the "Basic Printer Steps" described above.
2. Press S. The prompt Start at: appears. If you want to start at a later point, type the appropriate letter(s) or number(s) and press ↵. If you want all the screens on a diskette to print, press *. Otherwise, press ↵. The prompt Stop at: appears, unless you pressed *.
3. If you want to print all keywords after the start, press ↵. Otherwise, type the letter(s) or number(s) that begin the last word you want printed and press ↵. The status area asks Lines per document?22.
4. To accept the default number of lines, press ↵. To change the number, type a different value and press ↵. The status area prompts Print special fields? y.
5. Press ↵ to print inverse or flashing characters. Type n and press ↵ to suppress the printing of inverse or flashing characters. The printout begins.

Print Titles Option: /PT

The Print Titles option allows you to type characters directly from the computer keyboard to the printer. Although you can type printout titles with it, its principal use is entering characters for printer setup. None of the characters that you type appears on any VisiDex screen even if you use this command to print a title. They are considered only as directions as for the printer. Note that, unlike other VisiDex prompts the single character space in the keyword 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 these steps:

1. Execute the "Basic Printer Steps" described above.
2. Press T. The status area prompts Print characters:.
3. Enter your control or other characters. Press ↵ when you have finished. The program returns to the Print command menu to await your next print command.

THE SCREEN OF THE VISIDEX PROGRAM
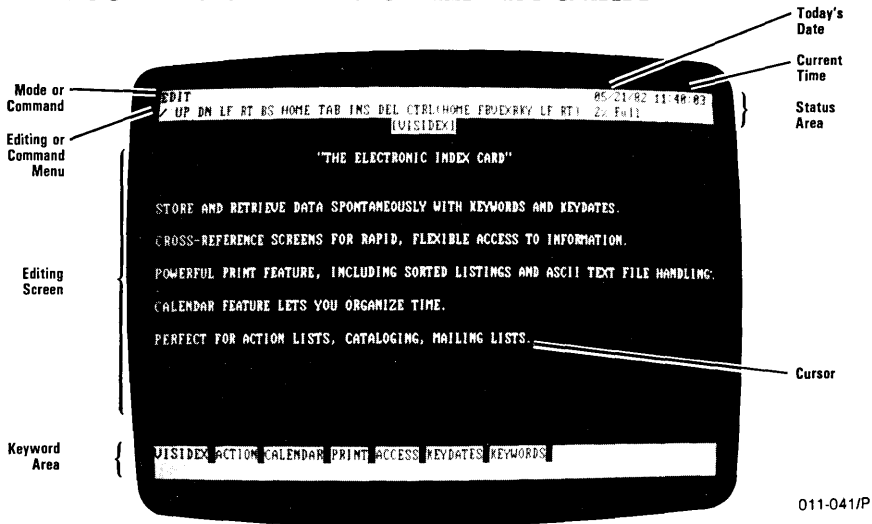
Figure 4-3. The VisiDex Screen

The VisiDex screen is comprised of three areas: the **status area**, the **editing screen**, and the **keyword area**.

The Status Area

The status area is the white bar at the top of the VisiDex screen. It has two lines.

The left portion of the upper line normally displays the mode or command. The right portion of the upper line gives the loading date and the time. Error messages appear on the upper line.

The second line of the status area displays the current command menu, symbolizing each option with a single character. The second line might prompt you for input by stating alternatives and displaying default values.

The right side of the second line displays % Full. This figure approximates how full your data diskette is. The exact number of keywords and characters free per diskette appears only on the initial screen.

The keydate of a keydate screen 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. This area is where you enter and revise text.

The dimensions of the editing screen are 79 columns across by 20 lines deep. If you type past the 79th character, the line breaks at the first space character or hyphen (-) preceding the 79th column. The word following the space character wraps around to the next line.

Wraparound does not take effect when using the Insert Space option of the Edit mode. Any characters moved to the right past the 79 column are lost. Similarly, any lines moved down past the 20th row are lost.

The Keyword Area

The keyword area is the white bar at the bottom of the screen. It has two lines.

In the Edit mode, the keyword area displays the keywords associated with a particular screen.

THE SEARCH CHARACTER (&)

The Search Character allows you to retrieve screens using character strings or combinations of keywords and character strings. When the program encounters the search character (&) in a keyword string, it searches the **screens** on diskette to match the string, rather than the keyword index.

If you enter & followed by a character string, you can review every screen on the diskette looking for the specified string. This process gets slower as the number of screens on a diskette increases.

If you enter a keyword followed by the search character and a character string, you can search the index to select the screens with that keyword, then review the text of each screen looking for the character string.

You can have multiple-search characters in one keyword. You can also combine wildcards with the search character. See the "Wildcards" section of this chapter for details. However, never include a search character in a word you intend to make into a keyword because the program uses the search character for this special function.

THE STORAGE COMMAND

The Storage command allows you to store and manipulate VisiDex screens on diskette. Pressing /S will invoke the Storage command. It offers a menu of six options:

Backup Option	B
Delete Screen Option	D
Initialize Disk Option	I
New Data Disk Option	N
Review Disk Option	R
Transfer Option	T

Backup Option: /SB

The Backup option transfers a diskette of information to a second diskette and compacts the transferred data into the most efficient space. Compacting becomes important when you delete screens on a regular basis. The VisiDex storage system does not automatically fill gaps left by the Delete command. The Backup option compresses the storage only on the backup diskette, not on the original diskette.

The first screen does not show an increased number of keywords or available characters, regardless of how many screens you delete, on the original diskette. These numbers will only change on the backup diskette.

The Backup option will work on one and two drive systems. It assumes that the diskette you want to backup is in the default drive and that the backup diskette is in the other drive. The Backup command formats and initializes the backup diskette during the backup process.

DUAL DRIVE BACKUP

To create a backup diskette on a dual drive system, follow these steps:

1. Press /SB to invoke the Backup option of the Storage command.
2. The program prompts:
   INSERT DATA DISK
   Insert original data diskette: B:db
3. Make sure that Drive B contains your original data diskette. Press ↵.
4. The program displays the Characters free and Keywords available for the original data diskette on the editing screen and prompts Insert new data diskette A:db
5. Insert the new data diskette in Drive A and press ↵.
6. The program displays the name of the original data diskette in the status area. If you want to keep the same name for the backup diskette, press ↵. If you want to change the name of the diskette, type in the new name and press ↵.
7. The name of the new diskette and values for Characters free and Keywords available appear on the editing screen. Press ↵.
8. The program prompts Insert program diskette. Remove the backup diskette from Drive A, and replace it with the VisiDex program diskette. Press ↵.
9. The program returns to Edit mode.

SINGLE DRIVE BACKUP

To backup a diskette on a single drive system, follow these steps:

1. Press /SB to invoke the Backup option of the Storage command.

2. The program prompts Insert program diskette.

3. Remove your data diskette from Drive A and insert your VisiDex program diskette in its place. Press ↵.

4. The program prompts

   INSERT DATA DISK
   Insert original data diskette: B:db

5. Remove your VisiDex program diskette from Drive A and insert your original data diskette in its place. Type A:db and press ↵.

6. The program displays the Characters free and Keywords available for the original data diskette on the editing screen and prompts Insert new data diskette: B:db

7. Remove your original diskette from Drive A and insert the backup diskette in its place. Type A:db and press ↵.

8. The program displays the name of the original data diskette in the status area. If you want to keep the same name for the backup diskette, press ↵. If you want to change the name of the diskette, type in the new name and press ↵.

9. The program prompts Insert original data diskette:A:db. **Remove the backup diskette and insert the original diskette in drive A. Press ↵.**

10. The program prompts:

    SINGLE DRIVE BACKUP
    Insert new data diskette: A:db

    Remove the original diskette and insert the backup diskette in drive A. Press ↵.

    Steps 9 and 10 may repeat for some data bases.

11. The name of the new diskette and the Characters free and Keywords available appears on the screen. Press ↵.

12. The program prompts Insert program diskette. **Remove your backup diskette and insert the VisiDex program diskette in drive A. Press ↵.**

Delete Screen Option: /SD

The Delete Screen option deletes from the storage diskette the currently displayed screen and all references to it. If you have loaded a keydate screen that will appear periodically, its keydates are deleted. To execute the option, follow these steps:

1. Display the screen you want to delete; then type /SD to invoke the Delete Screen option.

2. The status area prompts Delete this screen? n. If you press ↵ the status area reads Not deleted. Pressing any key causes the editing screen to reappear.

   If you type y ↵, the screen clears, and returns the program to the Edit mode.

Initialize Disk Option: /SI

The Initialize Disk option prepares a formatted diskette to store VisiDex screens. To initialize a diskette, follow these steps:

1. Type /SI to invoke the Initialize option of the Storage command.

2. The program prompts:

   INSERT DATA DISK
   Disk name:B:db

   Insert your formatted diskette in a drive. If you put your diskette in Drive B, press ↵. If it is in any other drive, type in the appropriate drive letter, followed by :db, and press ↵.

3. The program prompts Database name: and gives the name VisiDex Data Base. If you want to keep this name for the new diskette, press ↵. If you want to change the name, type in the new name and press ↵.

The initial screen of the new diskette appears. Pressing any key clears the screen.

New Data Disk Option: /SN

The New Data Disk option places the index for a data diskette into computer memory.

You can also use the this option to see how much space you have left on diskette because the program will display the initial screen that lists the available keywords and characters. To execute the New Data Disk option, follow these steps:

1. Type /S to invoke the Storage command.
2. Press N (for New Data Disk).

    WARNING: Do not remove your data diskette until the program prompts for a new diskette. You will destroy your data.

    The status area prompts:

    INSERT DATA DISK
    Disk Name: B:db

3. Select a drive and place your new data disk in it. If you want to use your current data diskette, leave it where it is.
4. If you need to change the default drive, type it in and press ↵. If you have placed the new data diskette in the default drive, or if you are using the current data diskette, press ↵.

The selected drive spins and the initial screen appears. The status area displays the words New index loaded. That's all there is to changing diskettes or drives. Press ↵ to continue.

Review Disk Option: /SR

The Review Disk option displays all the screens you have stored in the order they were created or last revised.

To execute the command, type /SR. The first screen appears. The keyword area displays the prompt:

Press: ENTER to continue, ESC to accept,
       D to delete

To continue reviewing the screens, press ↵ repeatedly. To accept a screen, press Esc. The program enters the Edit mode, and the keyword area displays the keywords (if any) for the current screen.

Press D to delete the current screen. The status area prompts: Delete this screen? n. Press ↵ to cancel the delete command. The message Not deleted appears in the status area. Press ↵, and the next review screen appears.

Typing y ↵ deletes the current screen and displays the next screen in the review queue.

Transfer Screen Option: /ST

The Transfer Screen option allows you to transfer any screen from one diskette to another. The screen must be retrieved from memory and appear on the editing screen for the command to work. If a screen has not been retrieved from memory, typing /ST will prompt the error message Screen not in database yet. You must put the screen on diskette and get it back before you attempt the transfer.

To transfer a screen, follow these steps:

1. Type /ST.

   WARNING: Do not remove your data diskette until the program prompts for a new diskette. You will destroy your data.

   The status area reads:
   INSERT DATA DISK
   Disk name:A:db

2. If you have two drives, remove your program diskette from Drive **A** and replace it with the destination diskette (the one that will receive the screen).

   If you have a single drive, switch diskettes, inserting the destination diskette.

3. When the drive is correct for the destination diskette, press ↵.

4. The screen clears. The initial screen for the destination diskette appears. Press ↵.

5. The destination drive whirs. The status area prompts:
   INSERT DATA DISK
   Disk name:B:db

6. Press ↵. The screen clears, and the program returns to Edit mode.

TEMPLATES

The template function allows you to create a format for rapid entry of data. It can automatically return a fresh template each time you put the previous one on a diskette. For this automatic feature to work, you must create a special keyword for the template. This template keyword must begin with the template indicator, #. You can also create ordinary keywords for the template.

Template screens allow you to create permanent field names or field markers in inverse or flashing characters. These fields are called permanent because you cannot type over them. You can create more than one field name or field marker on a single line.

Any inverse or flashing character outside of a designated field name or marker is also permanent. If you make a mistake in flashing or inverse video, you cannot delete it or type over it. If this happens, clear the screen and get a fresh template screen.

The field names or field markers automatically draw the cursor to them. Each time a template appears, the cursor goes directly to the space following the closing bracket of the first inverse or flashing character string.

You can move the cursor directly to the next field or the previous field using the Next Field and Previous Field options of the Edit mode. Pressing Ctrl → moves the cursor to the next field and pressing Ctrl ← moves the cursor to the previous field. The Edit mode's cursor-moving characters are still in effect.

Fields can have normal video characters. However, these fields do not draw the cursor, the Next Field and Previous Field options will not respond to them, and they can be typed over.

Once you have created the template and its special keyword, put it on diskette.

To use a template, type /KG, press #, and type the template keyword. The keyword area will prompt:

Press: ENTER to continue, ESC to accept,
        D to delete

If you press ↵, the next template with that keyword appears. If there are no more templates, the program accepts the screen and returns to Edit mode.

If you press Esc, the program accepts the screen and returns to Edit mode.

If you press D, the program prompts Delete this screen? n. Pressing ↵ causes the message Not deleted to appear. Pressing any key returns the program to edit mode. You can then clear the screen or revise it.

If you press y ↵, the program returns to Edit mode with a clear screen.

When the template appears, the keyword as displayed in the keyword area does not display the leading #. This means you can get filled screens using the keyword without the #.

After you retrieve the template, it reappears each time you put a filled screen on diskette. To stop the presentation of the template, press Ctrl Home or invoke any command except the Keyword command after you have put the previous template on diskette.

You can add keywords to the template as you fill it. Extra keywords allow quicker retrieval of the saved screen.

To get a filled 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 search character (&) you can define the particular screen(s) that you want. You can also get particular screens by placing numeric operators after the search character.

When you get a filled template from diskette, the program treats it as any other screen. You can edit any text including the inverse or flashing characters. The program does not consider inverse or flashing characters on a filled template screen as perminent fields.

TEXT FILES

The VisiDex program can convert VisiDex screens to text files. These text files are stored on formatted DOS diskettes. They are not VisiDex data diskettes. As text files, they become available to other programs that handle text files.

The VisiDex program also lets you convert text files, such as those from the VisiCalc® program /PD command into VisiDex screens.

To use the program's text file capability, you must have two drives.

Converting VisiDex Screens to Text Files

The Print command allows you to print screens to a text file. To do this, follow these steps:

1. If you want to print an existing screen, get that screen using either /KG or /CG.
2. Type /P to invoke the Print command. The program prompts F P ↵ Esc.
3. Press F. The program prompts Filename?
4. Remove your VisiDex program diskette and insert your DOS data diskette.
5. Type in the name of the text file including the drive, for example, A:filename. The program prompts − + ↵Esc.
6. Type in the appropriate character, − + or ↵. The Print command line appears in the status area.
7. Type in the appropriate option.
8. Press Esc to close the file and return to the first Print command menu.

If you interrupt the Print command before you select a Print command option, the text file has been created but no data has been entered. Consequently, you will have an empty file. If you open a file that already has data in it, and interrupt the print command, you will lose that data. Closing the file by pressing Esc, insures that all of the data gets to the disk.

Converting Text Files to VisiDex Screens

The VisiDex program allows you to convert data from a text file to a screen. To do this, follow these steps:

1. Make sure you are in Edit mode with a clear screen.
2. Press Ctrl R. The program prompts Filename?.
3. Remove your VisiDex program diskette and insert your DOS data diskette.
4. Type in the name of the text file including the drive and press ↵. The first line of the text file appears on the screen.
5. Type Ctrl R as many times as necessary to transfer all of the text you want.
6. Type / Esc to close the text file. You must type this command any time you empty a file and any time you want to take text from a different file from the one you are working with. The VisiDex program will only allow one open text file at a time.

WILDCARDS

Wildcards are symbols that stand for letters in a keyword. There are two wildcards, the multiple-character wildcard (-) and the single character wildcard (*). You can use both wildcards together in the same keyword or search string.

Multiple-Character Wildcard (-)

The multiple-character wildcard (-) stands for any number of characters in a keyword or in a string of characters following a search character. The first two characters and the last character of the keyword must be present. Following the search character, at least one character of the search string must be present. More than one wildcard in a string is legal.

If the character following the wildcard is not the last letter of the keyword, the wildcard will replace characters to the first occurrence of the letter following the wildcard.

When doing a numeric search with field names after a search character, you must specify at least one character of the field name. Be careful not to be too brief. You could get unexpected matches.

Single-Character Wildcard (*)

The single-character wildcard stands for characters on a one-to-one basis. It can be placed in keywords or following a search character. This wildcard can be particularly handy when searching for strings with fixed lengths.

APPENDIX A

PERTINENT FACTS ABOUT THE VISIDEX PROGRAM

- The editing screen is 79 columns by 20 rows.
- The maximum number of keywords per screen is 30.
- The maximum number of characters per keyword is 78.
- The maximum number of characters you can type in response to any Enter keyword prompt is 63.
- The tabs are preset at columns 1, 9, 17, 25, 33, 41, 49, 57, 65, and 73. You cannot change these tabs.
- The text buffer can contain up to 20 lines of text.
- The maximum number of keywords and keydates per diskette is 2000.
- The maximum data base name for any data diskette is 63 characters.
- The default setting for page lengths in printing is 22 lines. This allows you to fit 3 screens on a standard 66 line page.

`

APPENDIX B

PRINTERS AND OTHER EQUIPMENT

Printers

The standard printer is the IBM 80-Character-Per-Second Matrix Printer. The "Option Installation Instructions", packed with the printer describe how to unpack, install, and checkout the printer. It also describes how to control the output by sending setup strings (or control codes) to the printer.

The VisiDex program can support the following additional printers:

Parallel:

IBM 100-Character-Per-Second Matrix Printer
NEC Spinwriter™ 5530 and 7730 printers
Microline   83A printer
IDS Paper Tiger™ 460 printer

Serial:

NEC Spinwriter™ 5520 printer
Qume Sprint 5 and 9 printers
IDS Paper Tiger™ 460 and 560 printers
Diablo 630 printer

If you are using one of these printers, follow the installation and checkout procedures in its manual. If you are using a serial printer, you must follow this procedure to print:

1. Type /P to invoke the Print command. If you have a single drive system, you will have to swap diskettes. Follow the prompts on the screen.

2. The program prompts F P ENTER ESC.

3. Press F. The program responds Filename?

4. Type COM1:B followed by the baud rate. The legal baud rates are 300 and 1200. For example, you could type COM1:B1200. If you do not specify the baud rate, the default is 300.

The procedure for sending setup strings (or control codes) with the VisiDex program works for all printers; the meaning of the codes, however, varies. Check your printer manual for the setup strings the printer accepts and their effect.

The following example uses the standard printer (the IBM 80-Character-Per-Second Matrix Printer) to print in condensed type:

1. Press /P to invoke the Print command. If you have a single drive system, you will have to swap diskettes. Follow the prompts on the screen.
2. Press P to print to the printer.
3. Press ↵ to accept the default line feed option.
4. Press T to invoke the Titles option. The program responds Print characters:
5. Type Ctrl O Esc P ↵. The program returns to the Print command menu.
6. Select the Print option you want, and press the appropriate key.

Other Equipment

To run the VisiDex program, you must have the following equipment:

IBM Personal Computer with at least 64K of memory
One disk drive
A video monitor
VisiDex program diskette

If you are using an IBM color video card, you must use a non-IBM black and white monitor. If you are using an IBM black and white video card, you must use the IBM black and white monitor.

APPENDIX C

ERROR MESSAGES

FILE ERROR
This message occurs when the file you've asked for does not exist or cannot be created. Try a different form of the file name, a different file name, or a different diskette.

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.

BAD SEEK
This error occurs when you have a damaged diskette or you have entered an incorrect DOS filename. Try typing the filename again. If the error continues, you must start over with a new diskette. You cannot recover your data.

BAD WRITE
This error occurs when you attempt to write to a database that you have closed. You will not lose any data. You must restart the system.

DAMAGED DATABASE
This error occurs when you have a damaged diskette. You must start over with a new diskette. You cannot recover your data.

STACK OVERFLOW
This error can occur if you have typed a large number of keywords in alphabetical order and then try to do either a sorted listing or an index. You will not damage your database. However, if you have not attempted either of these two functions, your VisiDex program diskette is damaged. See your dealer.

DISK FULL

   This error occurs when you have no more space on your diskette. If this error message is accompanied by a − % full, format the diskette using the IBM DOS format command and try again.

SCREEN NOT IN DATABASE YET

   You have attempted to transfer a screen that you did not retrieve from storage. You should get the screen with /KG and try again.

APPENDIX D

NUMERIC LISTING OF ASCII CHARACTERS

Decimal	ASCII	Name
0	NUL	null
1	SOH	start heading
2	STX	start text
3	ETX	end text
4	EOT	end transmission
5	ENQ	enquire
6	ACK	acknowledge
7	BEL	bell
8	BS	backspace
9	HT	horizontal tab
10	LF	linefeed
11	VT	vertical tab
12	FF	form feed
13	CR	carriage return
14	SO	shift out
15	SI	shift in
16	DLE	data link escape
17	DC1	dev ctl 1
18	DC2	dev ctl 2
19	DC3	dev ctl 3
20	DC4	dev ctl 4
21	NAK	negative acknowledge
22	SYN	synchronous idle
23	ETB	end transmission blocks
24	CAN	cancel
25	EM	end medium
26	SS	special sequence
27	ESC	escape
28	FS	file separator
29	GS	group separator
30	RS	record separator

(cont'd)

Decimal	ASCII	Name
31	US	unit separator
32	SP	space
33	!	exclamation
34	"	double quote
35	#	number sign
36	$	dollar sign
37	%	percent sign
38	&	ampersand
39	'	apostrophe
40	(	open parenthesis
41	)	close parenthesis
42	*	asterisk
43	+	plus sign
44	,	comma
45	–	minus sign
46	.	period
47	/	slash
48	0	zero
49	1	one
50	2	two
51	3	three
52	4	four
53	5	five
54	6	six
55	7	seven
56	8	eight
57	9	nine
58	:	colon
59	;	semicolon
60	<	less than
61	=	equal
62	>	greater than
63	?	question mark
64	@	at sign
65	A	A
66	B	B
67	C	C
68	D	D
69	E	E
70	F	F

(cont'd)

Decimal	ASCII	Name
71	G	G
72	H	H
73	I	I
74	J	J
75	K	K
76	L	L
77	M	M
78	N	N
79	O	O
80	P	P
81	Q	Q
82	R	R
83	S	S
84	T	T
85	U	U
86	V	V
87	W	W
88	X	X
89	Y	Y
90	Z	Z
91	[	open bracket
92	\	back slash
93	]	close bracket
94	^	circumflex
95	—	underscore
96	`	grave accent
97	a	a
98	b	b
99	c	c
100	d	d
101	e	e
102	f	f
103	g	g
104	h	h
105	i	i
106	j	j
107	k	k
108	l	l
109	m	m
110	n	n

(cont'd)

Decimal	ASCII	Name
111	o	o
112	p	p
113	q	q
114	r	r
115	s	s
116	t	t
117	u	u
118	v	v
119	w	w
120	x	x
121	y	y
122	z	z
123	{	open brace
124	|	vertical line
125	}	close brace
126	~	tilde
127	DEL	delete (rubout)

GLOSSARY

backup: To duplicate on a second diskette the data stored on a first diskette to protect against possible data loss on the first diskette. In the VisiDex program, a backup deletes any screens without keywords or keydates.

command: An order given to a program, usually by pressing a key, to do a calculation, screen display or other function.

Command mode: The context in which you can perform the VisiDex functions: Calendar, Print, Storage, Keyword, and Exit.

Command Prompt: A short definition of each program command or option.

comparison operators: A set of functions that search through numeric data for special kinds of information. In the VisiDex program, these functions are: Equal (=), Greater Than (>), Less Than (<), Greater Than or Equal To (> =), Less Than or Equal To (< =), and Not Equal (< > or > <).

compound keyword: A string of characters, including punctuation characters or the space character, that indexes a screen.

cursor: A screen character that indicates the position where the next character you type will appear. In the VisiDex program, the cursor is a flashing underscore.

data storage diskette: A diskette that has been first formatted and then initialized so that it can store screens of text.

default: The choice offered by the program in answer to its own questions.

Edit mode: The context in which you can enter and revise text in the VisiDex program.

editing screen: The area of a screen where you can enter and revise text. In the VisiDex program, the editing screen is 20 lines by 79 columns beginning on line 3 and ending on line 22.

formatting: The first step in preparing a diskette to receive data for storage.

Home position: The upper-left corner of the editing screen.

index: A listing of all the keywords and keydates on a data storage diskette by which a screen is identified, saved, and retrieved.

initialize: The second step in preparing a diskette to receive data for storage. You must format a diskette before you can initialize it.

keydate: A date that indexes a screen.

keydate screen: A screen that appears on a user-specified date.

keyword: A combination of letters, numbers, or letters and numbers that indexes a screen.

keyword area: The bottom two lines of a VisiDex screen that contains either that screen's keywords or program prompts.

load: To put a program or data into computer memory.

menu: A list of commands or options.

mode: The context in which commands or options are carried out. In the VisiDex program, there are two modes: Edit mode and Command mode.

monitor: The video display of the computer.

multiple character wildcard: A special character, the hyphen (-), that stands for any character or series of characters in a keyword.

option: The choices available in a command or a menu.

perpetual date screen: A keydate screen that appears every time you load the VisiDex program.

prompt: A question or comment written by the program that appears on the screen.

protected fields: An area of text in a template that cannot be corrected or erased.

reserved characters: Characters that are used by the VisiDex program for special functions. These are: the hyphen (-), the ampersand (&), the asterisk (*), the less than sign (<), the greater than sign (>), and the equal sign (=).

screen: 1) The video display of the computer. 2) The unit of text used by the VisiDex program for storage and retrieval.

scrolling: The appearance of moving the screen (or part of the screen) left, right, up, or down to view off screen text. In the VisiDex program, scrolling is only left and right in the keyword area.

search character: A special character, the ampersand (&), that allows you to look for any string of characters in the text of any screen. The string does not have to be a keyword.

single-character wildcard: A special character, the asterisk (*), that stands for individual characters in a word.

status area: The two lines at the top of the screen that contain mode menus, command menus, or program prompts.

store: To put a screen of text on a data diskette for later retrieval.

template: A user-defined structured format for entering repetitive data.

template indicator: A special character, the pound sign (#), that identifies a screen as a template.

text buffer: An area in computer memory that can contain lines of text deleted from a screen. In the VisiDex program, the text buffer is 20 lines.

wildcard: A special character that stands for characters in a word. In the VisiDex program, there are two wildcards: the multiple-character wildcard, the hyphen (-), and the single character wildcard, the asterisk (*).

wraparound: Automatic movement of text from one line to the next line as it's being entered.

Entries are capitalized as they appear in text.

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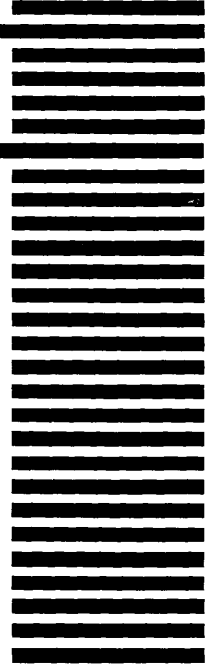Street _____

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