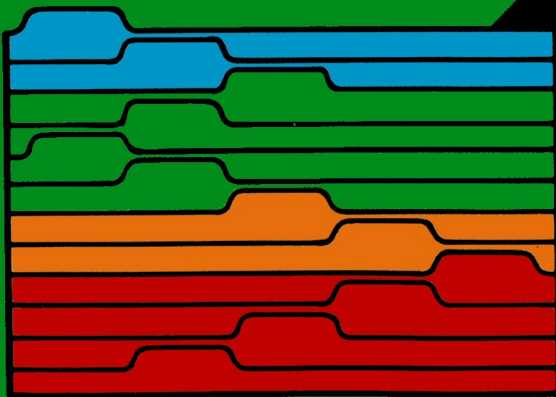# COLOR FILE ® II

Deluxe filing system for your Color Computer

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Color File II

Contents

Introduction

Color File II is a deluxe filing system that helps you easily retrieve and use information. You can alphabetize, select, examine, print, change, and save information that you enter in data files.

Some of Color File II's data files, such as addresses, warranties, and home inventory, are pre-defined, but you can also define your own special files for other uses.

Required Equipment

Color File II requires the following equipment:

- A Tandy® Color Computer with at least 16K RAM

- Standard TV (color recommended)

- Cassette recorder

Optional:

- Any serial mode printer

Loading Instructions

1. Be sure your computer power is off before inserting or removing the Program Pak ROM cartridge. Failure to do so can result in damage to the Power Pak.

2. Connect the Color Computer to the television, and set the switchbox control to Computer (or Game). See your Tandy Color Computer operation manual for information regarding connections.

3. Connect the cassette recorder to the computer.

4. Insert the Color File II Program Pak, label side up, into the slot located on the right side of the computer. Press firmly until it engages securely, but do not force it.

5. Turn on the television and tune it to Channel 3 or 4 (whichever is least active in your area).

6. Turn on the Color Computer.

Choosing a Screen Option

After you turn on the computer, the title screen is displayed, along with the message Press <enter> to select screen options. When you press [ENTER], the Screen Options Menu appears.

If you have a Color Computer 1 or 2, five screen options appear:

```
†1 - No Lower Case
 2 - Green on black for lower case
 3 - Black on green for lower case
 4 - Tandy's lower case
 5 - Exit this menu.
```

Press the number that corresponds to the option you want. If you choose Option 1, No Lower Case, the screen shows all characters in uppercase only. Options 2 and 3 let you use color to distinguish lowercase from uppercase. Option 4 lets you display lowercase characters in true lowercase. It is a valid choice only if your Color Computer supports lowercase.

After you choose the screen option you want to use, press 5 to continue.

If you have a Color Computer 3, eight options appear on the Screen Options Menu:

```
1 - Color T.V.            (38 by 24)
2 - Black & White T.V.    (38 by 24)
3 - Monochrome Monitor    (40 by 24)
4 - Monochrome Monitor    (80 by 24)
5 - Color Monitor         (40 by 24)
6 - RGB Color Monitor     (40 by 24)
7 - RGB Color Monitor     (80 by 24)
8 - Exit screen option

Enter option number (1 - 8) ?
```

The numbers that appear in parentheses beside the options represent the number of "columns x rows" in which the screen will appear.

Choose the screen option you want to use; then, press 8 to continue.

After you select a screen option, you can choose either to load an old data file from tape or to create a new data file. The procedure for loading a file from tape is explained later. For now, press 2 to create a new data file.

Creating a Color File

After you press 2 to create a new data file, the prompt Please enter the name of this new data file? appears. Each file has a name so you can have several files of the same type, but with different information. For example, you might keep a directory of your sports video tapes in a file named SPORTS and a tape directory of old movies in a file named MOVIES. You can enter a filename with a maximum of eight characters.

Type SPORTS [ENTER]. (Note: If you make a mistake when entering the filename, use the right and left arrow keys to move the cursor over characters without erasing them. This lets you back up and change any typing mistakes.)

```
        Create a new file
1 - Address Book
2 - Warranties/Home Inventory
3 - Car Maintenance
4 - Medical History
5 - Video Tape Directory
6 - Create your own
Enter option number (1 - 6)?
```

The pre-defined file types (Options 1-5) let you begin to use Color File II immediately. Option 6 lets you create your own types. Each of the file types is explained later. For now, choose Option 5, Video Tape Directory.

After you press [5], Video Tape Directory, the following screen appears:

```
File name - SPORTS                10666 Free
Cursor at 1, Field 1
        *****Create Field Format*****
Tape Title        : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Length       : $ _ _ _ _ _ _ _
Record modes      : $ _ _ _ _ _ _ _ _ _ _ _ _ _
Notes             : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Program 1         : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : # _ _ _ _ _ _ _
Program 2         : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : # _ _ _ _ _ _ _
Program 3         : $_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : #_ _ _ _ _ _ _
Program 4         : $_ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : #_ _ _ _ _ _ _
Program 5         : $_ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : #_ _ _ _ _ _ _
Program 6         : $_ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : #_ _ _ _ _ _ _
Program 7         : $_ _ _ _ _ _ _ _ _ _ _ _ _ _
Tape Counter      : #_ _ _ _ _ _ _
    1=ADD       2=CHANGE    3=REMOVE    4=[NONE]
    5=INSERT    6=DELETE    7=HELP      8=EXIT
```

Note: To use the commands at the bottom of the screen, press CLEAR [command number] if you have a Color Computer 1 or 2. Press ALT [command number] if you have a Color Computer 3. Hold down the first key, and press and release the second one. In this manual, ALT is used to describe a control key.

This screen will be discussed in more detail later. For the sample file, use the pre-defined format as shown above. Press ALT 8 to exit the Create Field Format screen. A message appears on the screen asking if you're sure you are finished creating the field format. Press Y, for yes.

Color File's Main Menu

After you press Y to exit the Create Field Format screen, Color File's Main Menu appears.

```
          Main Menu
 1 - Work on data records
 2 - Print out data records
 3 - Load in data from cassette
 4 - Create a NEW data file
 5 - Save Data to cassette
 6 - Change Printer Options
 7 - Change Screen Options
Enter option number (1 - 7)?
```

The Main Menu screen contains seven options that you can use to maintain your data files, create a new Color File, and change or print data. All these options and their uses are described in detail later. For now, press [1], Work on data records, to add information to the sample file.

Adding Records to Your Color File

The first time you choose Work on data records, the message This file has no records appears in the center of the screen. Press [ALT] [1] to go to the data file screen and add records to the SPORTS file.

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The next screen is similar to the Create Field Format screen. The filename and amount of free memory space appear at the top of the screen, along with the number of records currently in the file. The commands at the bottom of the screen let you perform various functions when you are working on the data records:

1	ADD	Adds a record to the data file
2	FIND	Selects the records to be displayed, and the order in which they appear
3	REMOVE	Removes the displayed record from the data file
4	[NONE]	Undefined
5	INSERT	Inserts a space at the cursor position
6	DELETE	Deletes a character at the cursor position
7	HELP	Displays a help screen to assist with these commands
8	EXIT	Exits to the Main Menu

Be sure that the cursor is at the beginning of the field titled Tape Title. Then, type the following information for the SPORTS data file:

Field:	Type:
Tape Title	**World Series** [ENTER]
Tape length	**120** [ENTER]
Record mode	**Extended Play** [ENTER]
Notes	**August, 1986** [ENTER]
Program 1	**Red Sox vs. Cardinals** [ENTER]
Tape Counter	**10** [ENTER]
Program 2	**Cardinals vs. Rangers** [ENTER]
Tape Counter	**66** [ENTER]
Program 3	**Rangers vs. Yankees** [ENTER]
Tape Counter	**100** [ENTER]

When all information is entered correctly, press [ALT] [1] to add the record to the file. The screen clears, and you are ready to add another record to the file.

Field:	Type:
Tape Title	**Football** [ENTER]
Tape Length	**120** [ENTER]
Record mode	**Extended Play** [ENTER]
Notes	**11 24 86** [ENTER]
Program 1	**Giants vs. Rams** [ENTER]
Tape Counter	**12** [ENTER]
Program 2	**Cowboys vs. Bears** [ENTER]
Tape Counter	**83** [ENTER]

When you have entered all the information correctly, press [ALT] [1] to add this record to the file.

Selecting a Record

Press [ALT] [2] to select a specific record. The top of the screen lets you know that you are in the Find/Sort mode. This option lets you work with only a few of the records that meet specifically defined criteria, and displays them in the order in which they appear. For example, you might want to find all baseball video tapes with tape lengths that are less than (>) T120. If you have a mailing list file, you might want to see zip codes greater than 90000, or locate the names of all your friends who have November birthdays.

The commands at the bottom of the screen let you perform various functions that help Color File II find the designated criteria:

1 SORT	Sorts data using selected files
2 CHANGE	Changes the compare code
3 RESET	Clears the present Find/Sort Record screen
4 NONE	Undefined
5 INSERT	Inserts a space at the cursor position
6 DELETE	Deletes the character at the cursor position
7 HELP	Displays a help screen to assist you with the Find/Sort commands
8 EXIT	Returns to the Find/Sort screen

You can use the wild card character **?** in the search criteria. The question mark tells the program that you don't care what the character in that position is. Typing, for example, ?ANK in a field lets the program match SANK, BANK, or TANK, but not FRANK.

When selecting from a file, you can use *compare codes* to identify fields for the selection process. The compare code appears beside the field as equal to (=), or not equal to (#), greater (<), or less than (>). You might use compare codes to search for last names that occur alphabetically before Jones, after Jones, or even equal to (the same as) Jones.

Use ↓ to move the cursor to the Notes field. Press ALT 2 until the = compare code appears. Type 11 24 86 ENTER, and then press ALT 8 to see the file(s) with that date. The second file that you entered, Football, is displayed.

Press ALT 8 again to return to the Main Menu.

Changing Printer Options

If you want to change the pre-defined printer options in Color File, press ⑥, Change Printer Options, at Color File's Main Menu.

```
                Printer Options

   1 - Lines per page ..................66
   2 - Line width ......................80
   3 - Top Margin ...................... 4
   4 - Bottom Margin ................... 4
   5 - Left Margin ..................... Ø
   6 - Right Margin .................... Ø
   7 - Baud rate ............... (600) 88
   8 - Set printer to top of form.
   9 - Exit Printer option

   Enter option number (1-9)?
```

Select the option you want to change. Then, enter the new settings. (Note: Read the owner's manual for your printer to know the proper settings.) Press ⑨ to return to Color File's Main Menu.

Printing the Data Records

If you have a printer and want to print out the sample file, press `2`, `Print out data records`. You can use the commands at the bottom of the screen to create a format for the file you want to print. The commands are:

1 ADD		Adds a print format line at the cursor position
2 FIELD		Marks a field to insert the print code for the selected data field at the cursor position
3 REMOVE		Removes the print format line at the cursor position
4 PRINT		Prints the data records
5 INSERT		Inserts a space at the cursor position
6 DELETE		Deletes a character at the cursor position
7 HELP		Displays a help screen to assist you with these commands.
8 EXIT		Returns you to the Main Menu.

When the file format is correct, you are ready to print. Be sure your printer is on and is connected to your computer. Then, press [ALT] [4] to print the sample file.

You can continue to experiment with the SPORTS data file, or set up your own data files. Before you begin to set up your own files, read through the remainder of the manual to familiarize yourself with other parts of the program. Then, you can refer to it periodically when you need help.

Note: We suggest that you create a print format after you create a data format to ensure that you have sufficient memory space.

Saving a Data File to Cassette

You **must** save your data file to a cassette before creating a new file, because creating a new data file erases the file in memory. When you are ready to save a data file to cassette tape, press [5], Save Data to cassette, at Color File's Main Menu. The screen shows:

```
Save to cassette menu

1 - Save data file.
2 - Return to Main Menu.
Enter option number (1 - 2) ?
```

If you want to save the data file, press ⊡, Save data file. Be sure that the cassette recorder is properly connected to the computer and that the tape is rewound (or set to the proper place on the tape counter). Press the RECORD button on the recorder. Then, press any key to save the data file. After saving the data file, the program returns to Color File's Main Menu.

Press ⊡ if you don't want to save the data file. The program returns to Color File's Main Menu and you can continue to work with the data file in memory.

Loading a Data File from Cassette

Before you attempt to load a data file from a cassette tape, be sure that the cassette recorder is properly connected to the computer and that the tape is rewound (or set to the proper place on the tape counter). Press the PLAY button on the recorder. Then, press ③, Load in data from cassette, at Color File's Main Menu. The screen shows:

```
Load a Cassette data file -
Enter File Name -
```

Enter the name and then press any key when the tape player is ready. After the tape loads the file, you return to the Main Menu. You can choose any option on the Main Menu to use with the file you loaded into the computer.

Changing Screen Options

If you want to change Color File's screen options, press ⑦ at the Main Menu. The screen options appear as described in "Choosing a Screen Option" at the beginning of this manual. Refer to that section of the manual if you need help.

Changing a Field Format

When you used the pre-defined Video Tape Directory format, you used it without changing the fields. If you want to change fields in a pre-defined format, there are a few things you need to know. Press ④, Create a NEW data file, at Color File II's Main Menu. The following message appears:

```
Creating a new data file will erase the
file in memory.

Are you sure you want to CREATE a new
file? (Y/N)
```

Press [Y], for yes. The message Please enter the name of this new data file appears. Type **CLIENTS** [ENTER]. The pre-defined options menu appears. Select [1], Address Book.

```
File name CLIENTS                        11071 Free
Cursor at 1, Field 1
        *****Create Field Format*****
Name            : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Address         : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
City            : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
State           : $ _ _
Zipcode         : $ _ _ _ _ _ - _ _ _ _
Phone           : $ ( _ _ _ ) _ _ _ - _ _ _ _
WorkPhone       : $ ( _ _ _ ) _ _ _ - _ _ _ _
Birthday        : / _ _ / 19 _ _
Notes           : $ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    1 = ADD      2 = CHANGE    3 = REMOVE    4 = NONE
    5 = INSERT   6 = DELETE    7 = HELP      8 = EXIT
```

Notice the message `Create Field Format` at the top of the screen. This message means that you can add a field, or change and delete any displayed field to customize it for your needs. The top part of the screen also shows the filename, cursor position (field number), and the amount of available memory space.

Each data file has *records*, and each record contains *fields*. The center part of the screen contains pre-defined fields for entering records. Each field is labeled as text ($), numeric (#), or date (/). For a text field, you can enter any series of alphanumeric characters. For a date or numeric field, you can enter only numbers. A text or numeric field can be 1-200 characters long. A date field is pre-defined in the MM/DD/YY format.

The bottom section of the screen lists the commands used to change the Create Field Format screen. They are:

1 ADD	- Adds a field line at the cursor position
2 CHANGE	- Changes the name of the field at the cursor position
3 REMOVE	- Removes the field line at the cursor position
4 [NONE]	- Undefined
5 INSERT	- Inserts a character space at the cursor position
6 DELETE	- Deletes a character at the cursor position
7 HELP	- Displays a help screen designed to assist you with the commands listed here
8 EXIT	- Exits the Create Field Format screen

To use the commands, press [CLEAR] [command number] (if you have a Color Computer 1 or 2). Press [ALT] [command number] or [CTRL] [command number] if you have a Color Computer 3.

You can use the characters of: ( ) - and / to pre-define a character in a field. For example, a phone number field can be defined as (__ __ __) __ __ __-__ __ __ __, and a date field can be __ __/__ __/__ __ __. Then, you don't have to enter the slashes, parentheses, and hyphen each time you add information to your record. The cursor automatically skips to the next character position.

Use ⬆, ⬇, ⬅, and ➡ to move the cursor around on the screen in the respective direction. [SHIFT] [0] switches the type from lower- to uppercase (if your computer supports lowercase).

Adding a Field

Use ↓ to move to the beginning of the zip code field and then press [ALT] [1]. Type Address 2 [ENTER] at the Enter Field Name prompt. You are then asked, What type of data field is it?, and are given three options from which to choose:

1 - String (text) field
2 - Numeric field (numbers only)
3 - Date field (MM/DD/YY)

Each field on the Create Field Format screen is labeled as text ($), numeric (#), or date (/). Since you'll want to add numbers and text to this field, press [1] for a String (text) field. You return to the Create Field Format screen. The text field you just entered is now part of the format and is labeled "$."

Now, you must insert the number of character spaces you want in this field. With the cursor positioned at the beginning of the new field that you just added, press [ALT] [5] until you have the correct number of character spaces (1-200 per line).

Changing a Field

Use ↓ to move to the beginning of the Birthday field. Then, press [ALT] [2]. The top of the screen displays the old field name and a prompt at which you can enter the new name. Type **Last Order** [ENTER]. The cursor returns to the beginning of the newly labeled field, **Last Order**, and the field Birthday is no longer there.

Press [ALT] [8] to exit the Create Field Format screen. Answer [Y], for Yes, when you are sure that the Field Format screen is correct.

<u>Deleting a Field</u>

Use ♠ to move to the beginning of the Work Phone field. Then, press [ALT] [3]. The top of the screen displays the message, `Remove this line? (Y/N)`. Answer [Y], for Yes to delete the Work Phone field.

<u>Adjusting the Field Length</u>

Use ♠ to move to the beginning of the City field. Then, press [ALT] [5] five times to insert five character spaces in the City field.

Press [ALT] [6] to delete character spaces in a field.

Pre-Defined File Types

When you entered the sample data, you worked specifically with Video Tape Directory. The following is a list of all the pre-defined file types in the Color File program and some suggestions for using them.

1. ADDRESS BOOK - Use this file for all those addresses you have stuffed into the phone book on scratch paper. Use it for your Christmas card list, clients, and club members. There is even a note line so that you can add special things that you need to remember.

2. WARRANTIES/HOME INVENTORY - Remember all those warranty cards you collect? Send them in and file all pertinent information about the items, such as location, serial number, date of purchase, price, and date of warranty.

3. CAR MAINTENANCE - Do you have an old clunker that is continually in the shop and you don't know whether to buy a new car or keep fixing the old one? Or do you have a new car that ought to be put on a regular schedule? Set up a regular schedule by recording dates of repair or maintenance, cost, and name of garage (or where repaired).

4. MEDICAL HISTORY - Keeping track of your family's medical history can be a chore with immunization records and dates of illnesses. With this file, keeping up can be simple. It records the date of a doctor's visit, reason for visit, cost, and insurance information.

5. VIDEO TAPE DIRECTORY - At last, a method to accurately file all those video tapes you've been collecting! There is even a field for recording the counter number on a tape where each program can be found.

6. CREATE YOUR OWN - Defining your own files affords you unlimited expansion. You can set up a cookbook of favorite recipes, a separate shop inventory, the filing system for a home business, or anything you can imagine.

Before creating your own data files, we suggest that you experiment with Color File II. You can create your own sample files or add sample data to some of the pre-defined files in Color File II.

Color File II for the Color Computer is a deluxe filing system that helps you easily retrieve and use information. The program comes with five pre-defined file types — Address Book, Warranties/Home Inventory, Car Maintenance, Medical History, and Video Tape Directory. Color File II also lets you define your own files, which affords you unlimited expansion. Store all data on cassette tape.

Required Equipment:

- Tandy Color Computer with 16K RAM

- Standard TV (color recommended)

- Cassette Recorder

Optional:

- Serial printer such as the DMP-100 (Cat. No. 26-1253)