PRO-COLOR-FORMS   VERSION 2.0
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INTRODUCTION

PRO-COLOR-FORMS is an application program designed to allow the generating of forms or "form letters" utilizing data from PRO-COLOR-FILE. It is not intended to be a report generator but rather a means by which fields of information from each record can be placed anywhere on a sheet of paper. The fields could be so arranged on the form that they will print at specific locations on pre-printed forms such statements or tractor feed index cards. The fields could also be placed within a letter or in a form of your own design. The size of the form can vary from 32 to 133 spaces wide and from 3 to 66 lines. Graphics from MASTER DESIGN can also be incorporated in the forms for further enhancements.

BACK IT UP

Make a BACKUP copy of the master diskette and then continue with the copy.

UPGRADING

If you're upgrading from an older version of PRO-COLOR-FORMS then you need to perform the following:

The REVISE/BAS program needs to be RUN as mentioned in the beginning of the PRO-COLOR-FILE manual and is found on the PRO-COLOR-FILE master disk.

Place the copy of PRO-COLOR-FORMS in drive 0 and type: RUN "CONVFORM" [ENTER]

Remove the new FORMS disk and place your working copy of the older FORMS program in drive 0. Enter the filename of your data base and then the format number (1-6) to be changed. The changes take a few moments and then you can repeat the process until all your formats have been updated.

Now, place the new FORMS disk in drive 0 and transfer the following 3 BASIC programs to your old FORMS disk by using the LOAD and SAVE technique.

"F/BAS"   "FORMS/DEF"   "FORMS/PRT"

Using the COPY command, copy the following machine language files from the new FORMS disk to your old FORMS disk.

"BINARY/BIN"   "BINARY2/BIN"

Using the KILL command, kill the program "CONVERT/BAS" that is on your old FORMS disk.

That completes the upgrade procedure. Some functions have been changed and so it's suggested that you read over the new documentation. Some changes may need to be made to your existing formats.

GETTING STARTED

Using the COPY command from Disk BASIC, transfer the following files from your PRO-COLOR-FILE disk to the PRO-COLOR-FORMS disk.

Place the FILE diskette in drive 0 and then type: COPY "PROGRAMS/SYS" [ENTER]

When you're prompted to LOAD the destination disk, remove the FILE diskette and then place the FORMS disk in drive 0. Then press [ENTER]. When the "OK" appears, place the FILE diskette back in drive 0.

Type: COPY "filename/KEY" [ENTER]

The filename will the one that you've assigned the data base. Remember to pad the right side with * asterisks if it's less than 8 characters long. (e.g. MAIL****/KEY)

When you're prompted to LOAD the destination disk, remove the FILE diskette and then place the FORMS disk in drive 0. Then press [ENTER].

This procedure needs to be performed only once unless you change the Data Segments in PRO-COLOR-FILE. If you do, KILL these two files on the FORMS disk and then repeat the copying procedure.

These two files are essential for PRO-COLOR-FORMS to operate.

ACCESSING THE PROGRAM

Place the PRO-COLOR-FORMS disk in drive 0 and type: RUN "F" [ENTER]

The main menu for FORMS will appear. Selections are made by pressing the corresponding number.

SETTING UP A FORM

Press [1] at the PRO-COLOR-FORMS main menu and then enter the filename of your data base when prompted to do so. The six format titles will be displayed. Select the number of the format that you want to define or update.

Prompt: CHANGE TITLE OR PASSWORD

Press [Y] to change the title or password or [N] to continue. Pressing [ENTER] will exit back to the ENTER FILENAME prompt.

TITLE

The title can extend to the end of the screen and should give some indication as to what the format is to be used for. Pressing [ENTER] without typing any text will leave the title as is.

Prompt: PASSWORD PROTECT?

Press [Y] to define a password or [N] if one is not desired. If a password has been defined, then you'll be prompted whether or not to keep it, change it or eliminate it.

PASSWORD

The password must be 5 characters long from the letters A to Z. Other characters and/or blank spaces are not allowed.

Prompt: FINISHED OR CHANGE?

Press [F] if you're finished with the title and/or password or [C] if either one needs to be changed.

SETTING THE PARAMETERS

Prompt: COLUMN WIDTH

This defines the number of characters per line that you'll need in the format. A "standard" letter may only need 70 where as a format used for printing on a wide form may require 133. This entry can be in the range of 32 to 133.

This entry can be changed when the format is accessed later for updating.

Prompt: LINES PER PAGE

This defines the number of lines that are in each "form". A form letter being printed on standard 8½" X 11" paper will require 66 lines. Special forms such as statements may only require 30. This entry can be in the range of 3 to 66.

This entry can be change when the format is accessed later for updating or while working on a format.

SCREEN DISPLAY

After defining the parameters of a format or reading one from disk for updating, it will displayed on the screen for editing. A section of the format, 32 x 14, is displayed by means of a "window" that can be moved around.

The bottom of the screen shows: ROW:001   COLUMN:001   ASCII:032
                              CLEAR OR SHIFT+CLEAR FOR MENU

The ROW and COLUMN will show the exact position on the form that the cursor is located. The ASCII indicates the ASCII value of the character that is at the cursor's location (See PCODE).

EDITING FEATURES

[ARROW KEYS] - Moves cursor in direction of the arrow pressed.

[ENTER] - Returns "window" and cursor to the far left side of the format and moves the cursor down one line.

[SHIFT]+[@] - Moves "window" to the far right side of the format.

[BREAK] - Returns cursor to the left side of the screen but doesn't affect the "window" position.

[SHIFT]+[LEFT ARROW] - Deletes character at the cursor's location.

[SHIFT]+[RIGHT ARROW] - Inserts a space at the cursor's position.

[SHIFT]+[UP ARROW] - Toggles the auto insert mode on/off. An asterisk will appear at the bottom left corner of the screen when the auto insert mode is on. When on, the text starting at the cursor's location is moved to the right as you type. There is not a word-wrap function. Words pushed off the right side of the format are gone! Also, when auto insert is on, the [SHIFT]+[LEFT ARROW] deletes the character to the left of the cursor and moves the entire sentence to the left.

All keys are auto-repeat if held down. There is also a keyboard "click" that is audible through the monitor's speaker.

CLEAR MENU

Pressing the [CLEAR] while working on a format will access the following menu:

Prompt: STORE RES DEL EXIT HCOPY LENGTH

[S] - Stores the format on disk and returns to the ENTER FILENAME prompt.

[R] - Cancels the [CLEAR] selection and resumes editing.

[D] - Deletes format. You are prompted a second time to verify that a deletion is desired.

[E] - Exits to the ENTER FILENAME prompt without storing the format. You are prompted a second time to verify not to store the format.

[H] - Generates a hardcopy of the format. [X] can be pressed to abort the printing.

[L] - Allows the length of the format to be changed if needed.

[SHIFT]+[CLEAR] MENU

Pressing the [SHIFT]+[CLEAR] while working on format will access the following menu:

Prompt: CENTER PCODE DEL ADD XIT

[C] - This will center a line of text that is placed between the < > symbols.

Example: <DERRINGER SOFTWARE, INC.> is typed on a line then [SHIFT]+[CLEAR] [C] is pressed. The "DERRINGER SOFTWARE, INC." will then be centered on the line.

[SHIFT]+[CLEAR] MENU (Continued)

[P] - Allows direct printer codes to entered that will place your printer in elongated, condensed, pica, underline or what ever it's capable of. The blinking cursor will change to flashing white and a prompt will appear at the bottom of the screen for entering the printer code. The decimal value of the printer code is typed followed by [ENTER]. The white cursor will move right after a code is entered so that another code can be defined. You remain in this mode until [ENTER] is pressed without typing any text.

Any code from 0 to 223 can be entered, codes 224 to 255 are reserved for use by the program. This is the reason for the ASCII display at the bottom of the screen. Since codes 0 thru 31 are not printable characters, a graphics block is displayed that will represent the code. When the cursor is placed on these codes, the actual value (0 - 31) will be indicated. If you enter a 65 for the code, an upper case "A" will be generated.

The status of the auto-insert mode will also be in effect while entering codes.

[D] - Deletes line that the cursor is on a moves any below it up one line.

[A] - Adds a blank line and moves the line the cursor is on and any below it down one line. The last line in the form will be pushed off.

[X] - Exits from the [SHIFT]+[CLEAR] and resumes editing.

DESIGNING THE FORM

You can design your own form including all titles, notes, or instructions. If you'll be using pre-printed forms, you can simply indicate positions where data from your files should be printed.

PLACING DATA FIELDS ON THE FORM

Place a [([SHIFT]+[DOWN ARROW]) at the position where you want to have a field printed followed by the FIELD NUMBER that you used in PRO-COLOR-FILE.

Example: [7

This would indicate to print Field Number 7 at the [position. The field type which you used in designing a Screen Format is not used in this application. Only the Field Number is indicated.

ADDING FIELDS TOGETHER

In a maling list form letter, you would want the First Name and Last Name fields printed together in the normal fashion. If the First Name field number is 1 and the Last Name field number is 2, you would place the following on the form:

[1+ +2

Notice how a blank space is added between the two field numbers. This will make the name come out JOHN DOE. If [1+2 were used, then it would come out JOHNDOE. A City, State and Zip Code sequence could be defined as:

[4+, +5+   +6

This would print out: Florence, SC   29501

The "+" mark is only used when one field is to be added to another field. [1+, would not be correct.

ADDING PUNCTUATION

Whenever you place fields on the form, you can treat it as though you were actually writing the letter and add any punctuation that is needed.

Example: Dear [1,

This would print out: Dear Paul,

PLACING DATA WITHIN SENTENCES

Some caution should be exercised when placing Fields within the body of letter. Since a "Name" field could vary in length (e.g. Tom or Alexander), you will have to allow for the sentence to expand.

Example: "...project will be a success. [1, without your help..."

   "...project will be a success. Tom, without your help...."
   "...project will be a success. Alexander, without your help..."

You will need to be especially careful if more than one Field is to be printed on the same line.

RIGHT JUSTIFYING

A selection to right justify a letter will be available when the form is used. There may be parts of a letter that you don't want justified. Placing two PCODE 0 (zeroes) at the end of a line will turn off the justification until it encounters another set of PCODE 0's. This is especially needed on lines that may be titles.

MERGING WITH MASTER DESIGN

Graphics that have been generated by the Letter Head Utility in MASTER DESIGN can be printed from within a form. The graphic is printed using the following syntax:

GFX"GRAPHIC/TXT" TB-10 OK-0 GMS-18 EGS-30+27+19

or

GFX"GRAPHIC/TXT" TB-20 OK-0 GMS-27+83+"0256" EGS-27+99+27+84+"16"

The letters "GFX" are placed in a line starting at the first column. Following, in quotes, is the filename of the graphic you want printed. Then, in any order, the same variables that you defined in MASTER DESIGN are indicated. Notice that the only difference is that the GMS and EGS don't require the CHRS(N) form. This line will not be printed. Note that in the second example quotes where placed around the numbers. This is necessary for some printers such as C. ITOH.

As many graphics that you need printed can be called
from any line in the form.   After defining the variables, the next graphic can be called
by using:

GPX"TABLE/TXT"

You can include any of the variables that may need changing for each graphic such as the
TB (tab set).   A drive number can be added (e.g. "TABLE/TXT:1") if the graphic will not be
on drive 0.

You will have to shorten the LENGTH of the form to accomodate the graphic.   Some printers
generate a ½ line feed in the graphics mode each time the print head makes a pass.   There .
are two ways to handle this:

1.   When using the Letter Head Utility, define the area to use with a number of lines that
is divisible by 4.   In other words, press the [DOWN ARROW] key in series of 4 until you
define the area you want used.   This way, 3 normal line feeds will be generated for every
4 lines generated by the printer.

2.   Define a FORM LENGTH that will fall short of printing a full 66 lines (or whatever)
and add ½ and/or full line feed codes to the last line of the form to even things out.

When you press [CLEAR] while working on a form, [L] can be pressed to change the FORM
LENGTH.   You must also be certain your graphic is accessible when you define the form so
that it will be printed when you obtain a hard copy.

CONVERTING AN ASCII FILE

PRO-COLOR-FORMS "window", while functional, may take some getting use to.   If you'd
rather, a word processing program such as Telewriter-64 can be utilized to create the
form.   Follow these steps:

1.   Create a "blank", page using PRO-COLOR-FORMS and then store it.

2.   Create your form using the word processor of your choice.   Keep in mind the number of
characters per line and the number of lines you defined for the form.   Do Not use any of
your word processors embedded control codes.   You can add those with PRO-COLOR-FORMS.

3.   Store the form in ASCII form on the PRO-COLOR-FORMS diskette.   Telewriter-64 users
must use the "S/ASC" program for this.

4.   Exit the word processor and then RUN "F" with PRO-COLOR-FORMS.   Select [3] to Convert
ASCII File.

Prompt: PCF FILENAME:

Enter the filename that you've assigned the data base.   Pressing [ENTER] without typing
any text will exit to the main menu.

Prompt: TEXT FILE:

Enter the filename that you stored the form under using the word processor.   The extension
has to be included. Pressing [ENTER] without typing any text will exit to the main menu.

Prompt: FORMAT NUMBER:

Enter the number of the blank format (1-6) that you created. Pressing [ENTER] without typing any text will exit to the main menu.

Prompt: LEFT MARGIN:

This entry will indicate how many blank spaces to are to be on the left side of the form. A "letter" would normally have a left margin of 8 or 10.   Entering 0 or 1 will have each line start at the first position of each line.

Prompt: STANDARD ASCII?

ASCII files generated by the VIP WRITER do not include any carriage returns to indicate the end of each line.   Press [N] if you used the VIP WRITER to create the form.   Most other word processors include the carriage return.   Press [Y] to continue with the conversion if you didn't use VIP WRITER.

Prompt: COLUMN WIDTH?

This prompt will be accessed if you responded with [N] to the previous prompt.

Enter the number of characters per line that you want in the form.   You should also take into consideration the LEFT MARGIN setting.   For example, if you are using an 80 column printer and you want left and right margins of 10, then the LEFT MARGIN entry should be 10 and the COLUMN WIDTH entry should be 60.   10+60+10=80

Pressing [ENTER] will use the default value of 60.

Prompt: CONTINUE? (Y/N)

Press [Y] or [ENTER] to continue with the conversion or [N] to exit to the main menu.

PRINTING A FORM

Pressing [2] at the PRO-COLOR-FORMS main menu will access the PRINT FORMS program.   **This** routine operates much in the same way as PRINT REPORTS in PRO-COLOR-FILE.

Type in the filename when prompted to do so and then select the format that is to be used.   The program will spend a few moments initializing the form and then you'll be prompted to load the data disk(s).   Pressing [ENTER] after loading the data disks will access the SELECT INDEX option if an index exists for the file.   Select the index to use or press [ENTER] to bypass using one.

The next menu screen has the same options that you're use to in Printing Reports.   After selecting [1] or [2] (Select records), you'll be prompted:

Prompt: HI/LOW OR LOW/HI ORDER?

Press [L] or [ENTER] to have the printout in order from the lowest to the highest or [H] to have it from the highest to the lowest.

Prompt: NUMBER OF COPIES

Enter the number of copies you want printed of each form.   Pressing [ENTER] will indicate to print 1 each.

Prompt: PAUSE AFTER EACH PAGE?

Press [Y] if you want the program to wait after it prints each page or press [N] or
[ENTER] to have to the forms printed continuously.

Prompt: RIGHT JUSTIFY

Press [Y] if you want the text right justified or press [N] or [ENTER] to indicate not the
justify.   Justification is based on the number of characters that have been defined for
each line.   If 70 was used, then the right margin will be adjusted to end at the 70th
column.

WHILE THE FORMS ARE PRINTING

The [CLEAR] key can be pressed to interrupt the printing at any time.   Printing is
continued by pressing [Y] or [N] is pressed to exit to the PRINT FORMS menu.

If the Pause After Each Page is selected, then the program will prompt you with CONTINUE?
after it prints one.   Press [Y] to continue or [N] to exit.

DISK BASIC 1.0 OWNERS

If you are using Disk Basic 1.0 and are printing graphics within the forms, then you must
select [4] to Swap Data Disks after you print a series of forms before printing any more.

NOTES

As with any other program, the more you use PRO-COLOR-FORMS and experiment, the easier it
will be to accomplish a set goal with very little effort.   The possible applications of
this type of program is so varied that this manual could not begin to touch on each one.
Please don't hesitate to call or drop us a line if specific tasks arise that you cannot
find a solution to.