

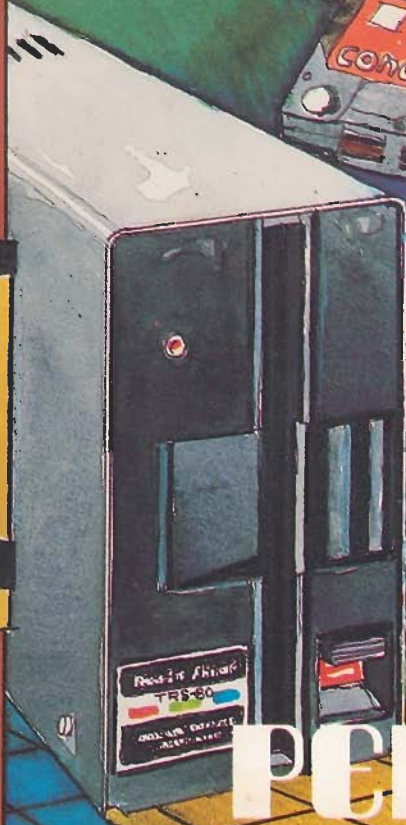
Radio Shack

TRS-80

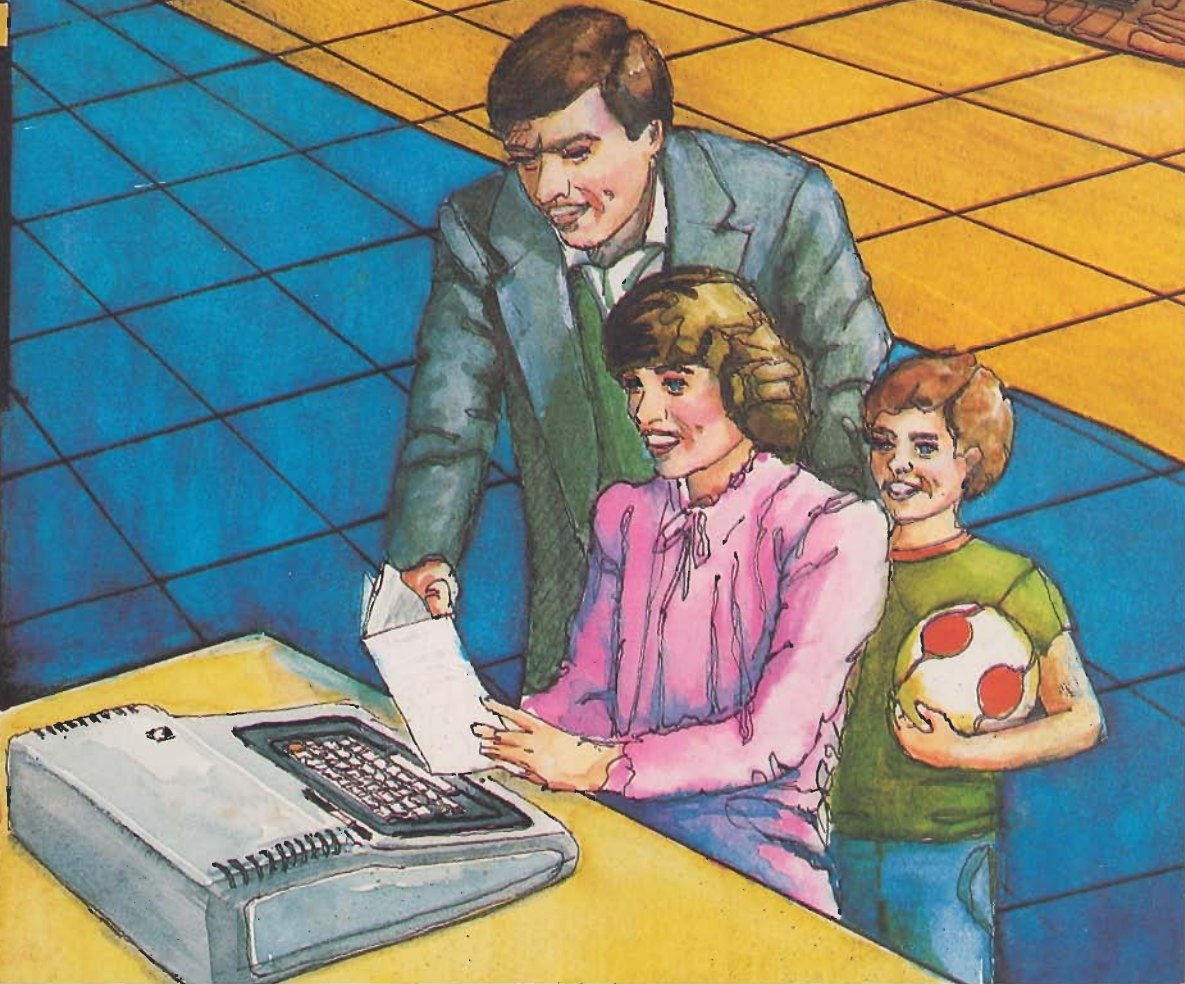


**COLOR
COMPUTER**

**CAT. NO.
26-3260**



PERSONAL FILE



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Personafile™

Radio Shack®

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Introduction

Do you have trouble remembering your Aunt Bertha's birthday, the serial number of your stereo, or the address of your old college roommate in Washington, D.C.? If you (like most people) do not have a photographic memory, Personafile will help you organize your life. Personafile is a central filing system which you set up to suit your own individual needs.

After you file (and save) information under general subject and specific tag headings, you can have all the facts currently cluttering up your life at your fingertips. With a few simple keystrokes, you can look up information records on the screen of your color television, change or delete outdated records, or get a printout of records.

Use Personafile to keep track of anything—credit card, telephone, serial numbers; addresses; medical history and car maintenance records; recipes, etc. You'll be surprised at how much time you save not having to hunt through drawers, old address books, etc. for vital information.

Required Equipment

TRS-80 Color Computer with 16 or 32K memory (with Extended Color BASIC)

Disk Interface and Drive

Optional Equipment

Radio Shack Line Printer VII or VIII (or appropriate serial printer)



Setting Up

First, make sure that the disk system is properly connected to the computer. (If you are going to be using a printer, connect it to the computer now.) Turn on the TV. Next, turn on the computer and disk drives. The screen should show:

```
DISK EXTENDED COLOR BASIC v.r.
COPYRIGHT (C) 1981 BY TANDY
UNDER LICENSE FROM MICROSOFT
```

OK

(v.r. is two numbers specifying which version and release you have.) If you do not see this copyright message, turn off the computer, check your connections, and power up again.

Before using Personafile, make a Backup copy of the program disk. Refer to the Appendix on page 25 for detailed Format and Backup instructions. The original program disk should only be used to make Backups. Use these Backup copies for day-to-day operations.

Load the Backup copy in Drive 0 and close the drive door. Type:
 <input type="text" value="D"/> > and press .

In a few seconds, you will see PFILE at the upper left-hand corner of the screen. As the program is being loaded, the red light on the drive door will flash on and off, and soon the screen will show:

```
+ + + PERSONAFILE + + +
```

1. ADD/UPDATE/ACCESS
2. LIST SUBJECTS
3. LIST TAGS
4. CHANGE A SUBJECT
5. CHANGE A TAG

ENTER CHOICE: >

```
COPYRIGHT 1982 TANDY CORP.
ALL RIGHTS RESERVED
```


Setting Up (continued)

This is the Main Menu listing five operations. A detailed explanation of each operation follows this brief summary.

ADD/UPDATE/ACCESS—Lets you create your file by entering up to 540 information records. (If there are no other files on the disk.) After a record is saved on disk, you can: change, print, delete, or display it on the screen.

LIST SUBJECTS—Displays all subjects (stored on the disk) in alphabetical order on your screen (in case you've forgotten any subject names you've been using). You can also print the subject list. You can save up to 250 different subjects.

LIST TAGS—Displays or prints all tags stored on the disk in alphabetical order. You may have up to 250 different tag identifiers.

CHANGE A SUBJECT—Lets you change the category name assigned to a subject. All records filed under the old subject name will automatically be changed to the new subject name.

CHANGE A TAG—Lets you change tag names. All records filed under the old tag name will automatically be changed to the new tag name.

The box (after ENTER CHOICE) is called a cursor. This is where you give the computer instructions and where you type information. To select an operation, press the appropriate number.

If you press the Reset button or turn off the computer (and have not saved a record), the record is lost. Be sure to remove the Personafile program disk before turning off the computer or the disk system.

Adding Information

Press **(1)** at the Main Menu to add information to the file.

The screen will show:

ADD/UPDATE/ACCESS

ENTER SUBJECT AND TAG
IDENTIFIERS.

SUBJECT..

TAG.....

< - > BACKSPACES CURSOR
< BREAK > RETURNS TO MAIN MENU
< ? > DISPLAYS HELP SCREEN

Type **(?)** to see the Help Screen explaining how to add information. (To type uppercase characters, use the **(SHIFT)** key as you would on a regular typewriter. In this case, press **(SHIFT)(/)** to type a question mark. Only capital letters will appear on the screen and be printed.)

The screen shows:

ADDING INFO

INFO IS FILED UNDER SUBJECT
AND TAG IDENTIFIERS.

EXAMPLES:

THE RECIPE FOR TACOS COULD
BE FILED UNDER A SUBJECT OF
RECIPES AND A TAG OF TACOS.

APPLIANCE SERIAL NUMBERS
COULD BE FILED UNDER A
SUBJECT OF SERIAL NUMBERS
AND A TAG OF APPLIANCES.
< ENTER > TO CONTINUE

Press **(ENTER)** to continue and then press **(ENTER)** again at the next Help Screen. (We'll discuss the "Info Accesses" Help Screen later in the section, "Accessing Your File.")

Updating Your File (continued)

An information record is filed under a general subject category and a specific tag classification. For example, if you have several recipes, including one for tacos, you could use RECIPES as the subject and TACOS as the individual tag. (You may want to use the format: LAST NAME, FIRST NAME for personal entries so that you can access records later alphabetically by last name.)

You can type up to 22 characters per subject or tag identifier. First, type the subject name. If you make a mistake in typing, press the key to backspace and erase the previous character. Press after typing the subject name. (If you make a mistake and have already pressed , you'll be able to make corrections later.) Type the tag name and press .

The screen changes and now the subject and tag names you just entered are at the top of the screen.

The screen shows:

```
I DON'T HAVE THAT SUBJECT
OR THAT TAG.
```

```
ADD INFO? (Y OR N)
```

Note: If you try to enter more than 250 subjects or 250 tags, you will see the message, TOO MANY SUBJECTS or TOO MANY TAGS when you press to add the information. It may be a good idea to use two disks for subjects under which several tags will be filed. For example, you may want to keep addresses and telephone numbers on one disk and recipes and warranty records on another disk. This way you'll make sure that there will be enough space on the disk to keep all records of addresses and telephone numbers together on one disk.

If you made any mistakes typing the subject and tag identifiers, press . At the bottom of the screen, you will see the message:




```
MORE ADDS/UPDATES/ACCESSES?
(Y OR N)
```

Press to reenter the subject and tag names. The previous screen will reappear with the cursor by SUBJECT.

If the subject and tag names are correct, press to add the information.

The screen will show:




SUBJECT..
TAG.....






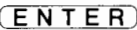
< BREAK > TERMINATES INFO ENTRY
ARROW KEYS MOVE CURSOR
< CLEAR > DELETES LINE
< SHIFT-CLEAR > INSERTS LINE

(The subject and tag names you just entered for this record will be displayed in the upper left-hand corner of the screen. You can enter up to 540 records.) You can type information (up to 256 characters) in the entire blank area in the middle of the screen. There is room for eight lines of information with 32 characters in each line.

You can move the cursor up and down and to the right or left by using the four arrow keys. If you make a mistake, use the arrow keys to position the cursor at the desired place, and simply type over the error.

 acts as a backspace key. Each time you press the  key, the cursor will move left one character and erase the character that was under the cursor. If you press  when the cursor is on the first character of a line, that character will be erased and the cursor will move up to the end of the previous line of text.

The other three arrow keys will move the cursor over typed information without erasing any characters. (The space bar, like , also moves the cursor to the right but erases the previous character.) If you press  when the cursor is on the last line, the cursor will move up to the same position on the first line.

Press  whenever you want to end a line and start typing on a new line. For example, if you are typing a word and it won't fit at the end of a line (and part of it moves to the beginning of the next line), press  after

Updating Your File (continued)

the last word that does fit on the line. The cursor will move to the beginning of the next line so that you can retype the word that wouldn't fit on the previous line. You can also press **(ENTER)** to create a blank line.

After you have typed information, you can insert or delete lines. To insert a line at the present cursor position, press the **(SHIFT)** key and without releasing it, press **(CLEAR)**. All characters originally on that line shift downward. (All lines underneath that line also shift downward.) You can now type on that line or simply leave it blank. (If you used all eight lines and press **(SHIFT)** **(CLEAR)**, you will lose the last line of information.)

To delete the line that the cursor is presently on, press **(CLEAR)**. The characters originally on that line are erased and the next line shifts up to where the cursor is positioned. (All lines below the cursor also move up one line.)

Note: You cannot insert or delete lines if you have not typed anything.

When you are finished typing information, press **(BREAK)**. At the bottom of the screen, you will see the message:

CHANGES? (Y OR N)

Note: If you press **(ENTER)** on the last line, the message CHANGES? (Y OR N) will automatically appear without you pressing **(BREAK)**.

If you need to make any corrections, press **(Y)**. The cursor will move to the first character position where you can begin typing. Press **(BREAK)** when you are finished.

Press **(N)** if no changes are needed. Next, you'll see the message:

SAVE INFO ON DISK? (Y OR N)

If you've changed your mind and don't want to save the information just entered, press **(N)** to: SAVE INFO ON DISK? The current information will not be saved and you will be asked if you want to do MORE ADDS/UPDATES/ACCESSES?

If you're ready to save the information record on disk, press **(Y)**. After the red light on the drive door has gone off and the file has been saved, the message:

MORE ADDS/UPDATES/ACCESSES?
(Y OR N)

will be displayed at the bottom of the screen. To add more information or to look over past records, press **(Y)**. The screen where you enter a subject and tag identifier will reappear.

Press **(N)** to: MORE ADDS/UPDATES/ACCESSES? to return to the Main Menu.
You can then use the other two operations to look over the subject or tag list.

Note: If you see the message, DISK FULL, the information will not be saved.
You will have to insert another Backup copy of Personafile in Drive 0. Press the
Reset button and reload the program by typing: **(R U N " D O S "**
and pressing **(ENTER)**. Reenter the information for the record that was not
saved (subject and tag identifiers, etc.).

You can save up to 540 records on the Personafile program disk if no other files
are on it. To determine the amount of free space on the disk, type:

(P R I N T F R E E (0)) and press **(ENTER)** before
you load the program (i.e., when you see the copyright message on page 3 or the
OK message after you press the Reset button). The number of free granules will
be displayed. Each granule can hold nine information records.



Reviewing Information

Press (1) at the Main Menu to look over previously entered records.

The screen will show:

```

ADD/UPDATE/ACCESS

ENTER SUBJECT AND TAG
IDENTIFIERS.
████████████████████████████████████████████████████████████████████████████████
SUBJECT..█

TAG.....
████████████████████████████████████████████████████████████████████████████████

< ← > BACKSPACES CURSOR
< BREAK > RETURNS TO MAIN MENU
< ? > DISPLAYS HELP SCREEN
    
```

Type (?) to see the Help Screen explaining the different ways you can call up one or more records. Press (ENTER) when the Adding Info Help Screen appears.

The screen shows:

```

INFO ACCESSES—EXAMPLES:

SUBJECT..RECIPES
TAG.....TACOS

SUBJECT..RECIPES
TAG.....ALL

SUBJECT..ALL
TAG.....LARUE, FIFI

SUBJECT..TELEPHONE NUMBERS
TAG.....L*

< ENTER > TO CONTINUE
    
```

Press (ENTER) to exit the Help Screen. To call up past records, you must type the subject and tag name exactly as you entered it originally. (If you have trouble remembering how you entered a subject or tag identifier, you can return to the Main Menu and press (2) or (3) to see the desired list.)

To see one particular record, enter both the subject and tag names. In the first example in the Help Screen, one specific record is needed—the recipe for tacos.

Accessing Your File (continued)

To see all records under a specific subject, first type the subject name and press **ENTER**. Then, type **ALL** and press **ENTER** for the tag. For example if you wanted to look over all your recipes, enter **RECIPES** as the subject and then enter **ALL** as the tag.

To see all records for one tag, the process is reversed. First, type **ALL** and press **ENTER** for the subject and then enter the specific tag name. For example, if you wanted to see all information records on Fifi Larue (address, telephone number, birthday, etc.), you would use **ALL** for the subject and then specify **LARUE·FIFI** as the tag.

To look over all records for a subject (or tag) starting with a certain character (or characters), type the desired beginning character(s), then *****, and press **ENTER**. In the example above, suppose you want to see the telephone numbers of all people whose first name or last name starts with L. First, enter the subject, **TELEPHONE NUMBERS** and then for tag, type: **L*** and press **ENTER**.

If you make a mistake in typing and have not pressed Enter, you can press the **←** key to backspace and erase the previous character. (If you've already pressed **ENTER**, you'll be able to make corrections later.) If you enter a subject or tag identifier incorrectly, you'll see one of the following messages:

I DON'T HAVE THAT SUBJECT
OR THAT TAG.

I DON'T HAVE THAT SUBJECT.

I DON'T HAVE THAT TAG.

If you used **ALL** or ***** for the tag and entered the subject incorrectly (or vice versa), the message:


I CAN'T FIND ANYTHING!

will appear on the screen.

Press **Y** to: MORE ADDS/UPDATES/ACCESSES? and then reenter the subject and tag names. Press **N** to return to the Main Menu. (Press **2** or **3** at the Main Menu to see a list of subject or tag names that you have used.)

After you have entered both a subject and tag correctly, the record will appear on the screen. If you used **ALL** or *****, the first matching record entered and saved on the disk, will be displayed.

At the bottom of the screen, there is a list of options:

- 
1. CHANGE
 2. DELETE
 3. PRINT
 4. CONTINUE
 5. RETURN TO MAIN MENU
- ENTER CHOICE: ■

Changing Information

Press to change the description of the record currently on display. The cursor will move to the first character position where you can begin typing. (Turn back to pages 5-9 to see how to enter information.) Press when you are finished.

The message:

CHANGES? (Y OR N)

will be displayed. Press to make additional changes. The cursor will move to the first character position where you can begin typing. Press if everything is correct. The message:

SAVE INFO ON DISK? (Y OR N)

will appear. If you've changed your mind and do not want to save the information, press . The same list of options will reappear to let you print, delete, etc.

To save the record, press . After the record has been saved, the options list will be displayed.

Deleting Information

To delete the record currently on display, press **(2)** when the options list is displayed. The message:

DELETE THIS INFO ENTRY?
(Y OR N)

will appear on the screen. If you've changed your mind, press **(N)**. The Main Menu will reappear. (If you used **(A)(L)(L)** or **(*)** for the subject or tag, the options list will appear so that you can call up the next matching record.)

Press **(Y)** to: DELETE THIS INFO ENTRY to permanently erase the record from the disk. After the red light on the drive door has gone off and the record has been deleted from the disk, the message:

ENTRY DELETED

<ENTER> TO CONTINUE

You will be asked if you want to do any MORE ADDS/UPDATES/ACCESSES. (If you used **(A)(L)(L)** or **(*)** for the subject or tag, the options list will appear so that you can call up the next matching record.)

Note: If you delete every record under a subject or tag heading, the subject and/or tag name will also be erased from the disk.

To delete all data that you have entered and start with a clean slate, press the Reset button to return to BASIC. The first time you save a record under subject and tag names, two files are created on the disk—INDEX/PMS and INFO/PMS. Once you "kill" these two files, all data will be erased. (See page 20 of the Color Computer Disk System Owners Manual for details.) To delete the INDEX/PMS file, type: **(K)(I)(L)(L)()(")(I)(N)(D)(E)(X)(/)(P)(M)(S)(")** and press **(ENTER)**. Use the Kill command in the same manner to delete INFO/PMS.

Printing Information

To print the current record, first make sure that the paper is properly aligned and the printer is ready. (If you are using a Radio Shack Line Printer VII, move the switch on the back of the printer to the 7 bit-serial position.) Next, press **3** at the options list. After the printing is finished, the options list will reappear.

If the message:

```
PRINTER NOT READY  
<ENTER> TO CONTINUE
```

appears on the screen, check all cables and plugs. Once the printer is ready, press the **ENTER** key. When the options list reappears, press **3** to select the Print option again and then the printing will begin.

Continue

To continue updating or accessing records, press **(4)** at the options list. If you used **(A)(L)(L)** or **(*)** for a subject or tag, the next matching record saved on the disk will be displayed. The options list will reappear at the bottom of the screen so that you can pick a desired option to use for the next record.

When all records have been displayed, the message: THAT'S ALL will appear when you press **(4)** to continue. Press **(Y)** to add, access, or update other records. Press **(Y)** to return to the Main Menu.

If only one record was called up, the message:

MORE ADDS/UPDATES/ACCESSES?
(Y OR N)

will be displayed. Press **(Y)** to add, access, or update other records. Press **(N)** to return to the Main Menu.

Return to Main Menu

Press **(5)** at the options list to return to the Main Menu. You can either select another operation from the Main Menu or exit the program.

Subject List

Press **(2)** at the Main Menu to see an alphabetized listing of all subjects saved so far on disk.

The screen will show:

1. LIST ON SCREEN
2. LIST ON PRINTER

ENTER CHOICE **■**

Press **(1)** to display the subject list on the screen. To print the subject list, first make sure your printer is ready and then press **(2)**. The Main Menu will automatically reappear after the list has been printed.

(If you have entered several subjects and press **(1)** to display the subject list on the screen, press **(ENTER)** to see the the next screen listing subjects. The message * THAT'S ALL * is underneath the last subject.) Press **(ENTER)** to return to the Main Menu after the last subject has been displayed.

If the message:

PRINTER NOT READY
<ENTER> TO CONTINUE

appears, check all cables and plugs. When everything is ready, press **(ENTER)** and then press **(2)** again to print the list.

Tag List

Press **(3)** at the Main Menu to see an alphabetical listing of all tags currently saved on the disk. Press **(1)** to display the tag list on the screen or press **(2)** to print the tag list. (Continue pressing **(ENTER)** until you see the message * THAT'S ALL *.) Press **(ENTER)** to return to the Main Menu.



Changing a Subject Name

Press **(4)** at the Main Menu to change a subject name. (Once a subject name has been changed, all records under the old subject name are permanently changed to the new subject name and must be accessed using the new name.)

The screen will show:

CHANGE A SUBJECT NAME

██

OLD NAME:

NEW NAME:

██

< ← > BACKSPACES CURSOR
< BREAK > RETURNS TO MAIN MENU

If you make a mistake in typing, you can use the **(←)** key to backspace before you press **(ENTER)**. If you've changed your mind and do not want to change the subject name, press **(BREAK)** to return to the Main Menu.

First, type the old name exactly as entered previously and press **(ENTER)**. (If you enter a subject name that is not stored on the disk, the message, INVALID NAME will be displayed. Press **(ENTER)** and then reenter the old name.) Next, type the new name and press **(ENTER)**.

The screen will show:

MAKE NAME CHANGE PERMANENT?
(Y OR N)

If you've made a mistake or changed your mind, press **(N)**. The old subject name will still be stored on the disk and you will return to the Main Menu.

Press **(Y)** to permanently change the subject name on the disk. The red light on the drive door will go on and off as the records under the old subject name are changed to the new name. The message:

DONE!
< ENTER > TO CONTINUE

will appear. Press **(ENTER)** to return to the Main Menu.



Changing a Tag Name

Press **(5)** at the Main Menu to change a tag name.

The screen will show:

CHANGE A TAG NAME

██

OLD NAME:

NEW NAME:

██

< ← > BACKSPACES CURSOR
< BREAK > RETURNS TO MAIN MENU

First, type the old name exactly as entered previously and press **(ENTER)**. (If you enter a tag name that is not stored on the disk, the message, INVALID NAME will be displayed. Press **(ENTER)** and then reenter the old name.) Next, type the new name and press **(ENTER)**.

The screen will show:

MAKE NAME CHANGE PERMANENT?
(Y OR N)

If you've made a mistake or changed your mind, press **(N)**. The old tag name will still be stored on the disk and you will return to the Main Menu.

Press **(Y)** to permanently change the tag name on the disk. The red light on the drive door will go on and off as the records under the old tag name are changed to the new name. The message:

DONE!

< ENTER > TO CONTINUE

will appear. Press **(ENTER)** to return to the Main Menu.



Key Summary

Key	Description
(?)	To see the Help Screens for adding or accessing information.
(BREAK)	To return to the Main Menu from the ADD/UPDATE/ACCESS operation. Used when you are finished entering information for a record.
(CLEAR)	Position cursor on line you wish to erase. Lines underneath the cursor shift up. Cannot use until some information has been typed.
(SHIFT)(CLEAR)	Position cursor on line where you want to type new information. Characters previously on that line (and all lines below the cursor) shift downward. Cannot use until information has been typed.
(ENTER)	Used after typing subject or tag identifiers to continue process of adding an information record. When entering description of record, to end line. Cursor advances to the next line.
(←)	When entering identifiers or description of an information record, acts as a backspace key. Moves cursor left one character and erases the previous character. At the first character of a line, moves cursor to last character of previous line.
(→)	When entering description of a record, moves cursor to the right. Does not erase characters.
(↑)	When entering description of a record, moves cursor up to the next line. Does not erase characters.
(↓)	When entering description of a record, moves cursor down to the next line. At last line, moves cursor to same position on first line. Does not erase characters.
(*)	When accessing records, use after one or more characters to see all records starting with the characters before *.
(ALL)	When accessing records, use for subject or tag to see all related records.



Single-Drive Systems

Making a Backup consists of two processes. These processes are: Format (or prepare) the disk for information storage, and Backup (or copy) all the information from the original disk to the new, formatted disk. Here is the step-by-step Backup procedure:

1. Turn on the TV, computer and disk drives, in that order. The copyright message:

```
DISK EXTENDED COLOR BASIC v.r.
COPYRIGHT (C) 1981 BY TANDY
UNDER LICENSE FROM MICROSOFT
```

OK

should appear on your screen. (v.r. is two numbers specifying which version and release you have.) If you do not see this message, turn off the computer. Check your connections and power up again.

2. Open the Drive 0 door by pressing the release switch down. Insert a blank disk in the drive with the notch on top. You will feel the disk click in place. Close the drive door firmly.
3. Next, to format the disk, type: **D S K I N I 0** and press **ENTER**. The Format process will take about 40 seconds. After the disk is formatted, the red light on the drive door will go off and the message OK will appear on the screen.
4. To backup the program disk, first remove the formatted disk. Press the release switch to open the drive door and gently remove the disk. Insert the Personfile disk in Drive 0 and close the drive door. Now type: **B A C K U P 0** and press **ENTER**. The computer will tell you to insert the Destination diskette. Insert the new disk you just formatted, close the drive door and press **ENTER**. The computer will tell you to insert the Source diskette or Destination disk several times until the Backup process has been completed. (The entire Backup process will take about five minutes.) After the Backup is finished, the OK message will reappear.
5. To make sure the Backup was successful, type **D I R** and press **ENTER**. You should see:

```
DOS    BAS    0    B    2
DOS    BIN    2    B    2
PFILE  BIN    2    B    3
```

Formatting and Backing Up Disks (continued)

Note: After you have saved records with subject and tag identifiers on the Backup copy, you will also see these two files when you do a "directory"

(DIR):

INDEX	PMS	8	A	1
INFO	PMS	8	A	1

The numbers in the last column on the right may vary. Label the new disk and its protective sleeve Personafile. Store the original Personafile disk in its protective sleeve and keep it in a safe place.

Multi-Drive Systems

Making a Backup consists of two processes. These processes are: Format (or prepare) the disk for information storage, and Backup (or copy) all the information from the original disk to the new, formatted disk. Here is the step-by-step Backup procedure:

1. Turn on the TV, computer and disk drives, in that order. The copyright message:

```
DISK EXTENDED COLOR BASIC v.r.  
COPYRIGHT (C) 1981 BY TANDY  
UNDER LICENSE FROM MICROSOFT
```

OK

should appear on your screen. (v.r. is two numbers specifying which version and release you have.) If you do not see this message, turn off the computer. Check your connections and power up again.

2. Open the Drive 0 door by pressing the release switch down. Insert the Personafile disk in Drive 0 with the notch on top. You will feel the disk click in place. Close the drive door. Insert a blank disk in Drive 1 in the exact same manner.
3. Next, to format the disk in Drive 1, type: `D S K I N I 1` and press `ENTER`. The Format process will take about 40 seconds. After the disk is formatted, the red light on the drive door will go off and the message OK will appear on the screen.
4. To copy the program disk, type: `B A C K U P 0 1` and press `ENTER`. The Backup process will take about two minutes. As the information from the Personafile disk is being transferred to the newly-formatted disk in Drive 1, the red light on both drive doors will flash on and off. After the Backup is finished, the red lights on both drive doors will go off and the message OK will appear on the screen.
5. To make sure the Backup was successful, remove the Personafile disk from Drive 0 and place it in its protective sleeve. Keep the original Personafile disk in a safe place. Take the Backup copy out of Drive 1 and insert it in Drive 0. Close the drive door.

Type `D I R` and press `ENTER`. You should see:

```
DOS    BAS    0  B  2  
DOS    BIN    2  B  2  
PFILE  BIN    2  B  3
```


Formatting and Backing Up Disks (continued)

Note: After you have saved records with subject and tag identifiers on the Backup copy, you will also see these two files when you do a "directory" (DIR):

INDEX	PMS	8	A	1
INFO	PMS	8	A	1

The numbers in the last column on the right may vary. Label the new disk and its protective sleeve Personafile.

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