

# Disk File

## Introduction

Disk File helps you store, retrieve and use information. Using Disk File, you will be able to easily alphabetize, select, examine, print, change and save your information. Disk File features standard files such as names and addresses, warranties, home inventories and medical histories built into the program. You can also define your own special files for other uses.

Disk File requires NBASIC version 1.0 or later (1.2 Standard or later and an attached printer if printing will be used) and a screen size of 80 columns and 25 rows.

## Setting Up Your Disk File

First, locate the volume that contains the Disk File program and load the program using the LOAD statement. Disk File uses the default volume to save and load files. To use a different volume, change the volume using the VOLUME statement before running the program. If the default volume is read-only Disk File will not be able to save files. Type RUN to start the program. When the program starts, the screen will show:

```
YOUR DISK FILE
LOAD OLD FILE (Y,N,Q)?
```

Since you are just starting to set up your Disk File, press **N**. Once you save a file, you can retrieve it by pressing **Y** and entering the name of the file. You can also press **Q** to quit the program.

The screen will show:

```
YOUR DISK FILE
1. ADDRESSES
2. WARRANTIES
3. HOME INVENTORY
4. INVESTMENTS
5. CAR MAINTENANCE
6. MEDICAL HISTORY
7. RESUME/VITA
8. -YOU DEFINE-
   SELECT (1-8)
```

Selections 1-7 are already set up and ready to receive different types of information. You can use selection 8 to expand your system to include file types which you define. For now, press **3** to look at the HOME INVENTORY file.

The program will ask: FILE NAME?

Each file has a name so you can have several files of the same type but with different information. When entering the file name, you can use the right and left arrow keys to move the cursor over characters without erasing them. This allows you to back up and change any typing mistakes. After typing the file name, press **ENTER**.

The program will tell you that the file is empty. Later, when you recall the file from storage, the program will display the file name, the number of records and the first and last entries. For now, press **ENTER**.

The screen will show:

- 1.ROOM
- 2.ITEM
- 3.PURCH DATE
- 4.PURCH PRICE
- 5.VALUE
- 6.SERIAL #

FILE EMPTY

ADD CHG DEL SEL ORD TAP PRT END

First, look at the eight commands at the bottom of the screen. These commands will appear in all the files, they are:

- ADD – Add an entry to the file.
- CHG – Change the current entry.
- DEL – Delete the current entry.
- SEL – Select a group of entries for display.
- ORD – Order (alphabetize) the file.
- TAP – Save the file to storage.
- PRT – Print the selected entries.
- END – End working with this file.

Notice that the ADD command is highlighted. This indicates that if you press **ENTER**, the Add function will be generated. Later, when there are records in the file, you can select other commands by typing the first letter of the command. Since the file is empty, press **ENTER** to add the first record.

Three new options will appear at the bottom of the screen. You are automatically in the Add function. Type the information for our sample file, pressing **ENTER** after each category.

There are two types of categories in each file. An alphabetic category allows you to enter both letters or numbers. A numeric category will accept only numerals and a decimal point.

When you get to the bottom of the screen, you may select one of the options or press **ENTER** to Add your information to the file. Selection of each option is the same as with commands.

If you select:

**NO!** - You decide you don't want the option, or want to cancel the entry on the screen. Type **N** and press **ENTER**. The program will return to the screen options.

**MOR** – If, after entering information in all the categories you discover a mistake, type **M** and press **ENTER** to do more work on your entry. Type **M** and press **ENTER** so we can look at some special keys.

### **Special Keys**

The **▲**, **▼**, **◀** and **▶** keys will move the cursor in the respective direction.

If you press the **SHIFT** key together with the **▲** key, you will insert spaces and move the line to the right.

Pressing the **SHIFT** key and **▼** key simultaneously will delete spaces and move the line back to the left.

Pressing the **SHIFT** and **▶** key simultaneously deletes the line right of the cursor, while pressing the **SHIFT** and **◀** key moves the cursor all the way to the left.

Pressing **DELETE** erases the entire line.

These keys work the same in all command functions.

Make sure the information is correct, move the cursor to the bottom of the screen and press **ENTER** to add it to the record. The next record, which is empty, will be displayed along with the seven screen commands. Press **ENTER** again to type another record as you did the first.

Notice that you may skip a category by pressing **ENTER** if you wish.

When you return to the screen commands, press the **▲** key to move to the beginning of the file. The screen will display the name you assigned to the file and the first and last entries alphabetically by the first category in the file. Press **ENTER** to continue.

The screen will show the first entry with the number in the lower right corner. Press the ► key and the next entry will be displayed. Press the ◀ key to return to the previous entry. Pressing the ▼ key will display the last entry in the file.

Press the ► key on the last record and an empty record will be displayed. The bottom of the screen will say END OF FILE. Press **ENTER** to go to the Add function and enter additional records.

## Changing a Record

To update information, you will want to change your record. At the Main Screen Commands, type **C** for CHG and press **ENTER**. The three options on the screen become CHG, NO!, MOR. MOR is the same option described in the Add section. NO!, in this section, does not delete the entry on the screen but does not modify the record.

Choosing CHG lets you change any of the information stored in the file. Use the arrows and **SHIFT** key as described in the Add section to insert or delete any changes. Pressing **ENTER** at the end of the screen, records the change and returns the program to the Main Screen Commands.

## Deleting Records

Selecting DEL allows you to delete a record permanently from the file. For safety, you must type **D** and press **ENTER** a second time to delete the record, or you can cancel the delete function by typing **N**, then pressing **ENTER**.

## Selecting Records

This command gives Disk File much of its power and usefulness. The SEL option allows you to work with only a few of the records that meet your defined criteria.

All command functions can be used on selected records. Type **S** and press **ENTER**.

Notice the options at the bottom of the screen. They are:

- SEL – Choose only those entries that meet the criteria specified.
- NO! – Return to the Main Screen Commands without making any new selections.
- FLD – Select the field on which to base a new selection. You will be asked for the field number. The cursor will then move to the indicated field on the current screen for you to enter the value to

be used in the selection (the key). Entering a key does not change the actual entry being displayed.

- ALL – Reset the entire file so all entries are marked as selected.
- = – For numeric fields, choose only the entries in which the field matches the key exactly. For alphabetic fields, the entries that contain the indicated key anywhere in the field will be chosen.
- # – Choose all the entries that do not match the desired entry EXACTLY.
- < – Select those entries in which the indicated field is less than the key.
- > – Choose only those entries in which the indicated field is greater than the key.
- FLD=? – This is not an option but an indicator of which field is currently the basis for the selection process.

When Selecting from a file, the = (equal), # (not equal), < (less than), and > (greater than) work for both alphabetic and numeric fields. For alphabetic fields, < and > use normal alphabetic order. This means punctuation comes before numbers which come before letters.

For example:

To select the entries in the sample file that were not purchased in 2018, the following procedure is used. It does not matter which entry is currently displayed.

Type **F** and press **ENTER** to indicate you want to choose a field for the selection. You will then be asked for the field number. Type a **3** to select the PURCH DATE heading. Notice that the FLD indicator at the bottom right now contains a 3. The cursor will appear at the beginning of category three for you to enter the key. Type **2018** and clear the rest of the line by pressing the **SHIFT** and **►** keys together. Press **ENTER** to register the key and the cursor will disappear.

Press the **#** key to indicate the type of search to be done. Notice that the # at the bottom of the screen will be highlighted.

Now that you have selected the criteria, type **S** and press **ENTER**. The program will go through the file, marking the records of the items not purchased in 2018.

When the selection is complete, press the **▲** key to move to the beginning of the file. Notice that the number of entries selected has changed, and probably the names of the first and last entries changed. Now press **ENTER**, then move through the file using the **►** key. Notice that none of the selected records were purchased in 2018.

If you wish, you may make another selection. Each selection will narrow your file with each selection you make, if no match is found, the file will have no selected records. When you want to return to the entire file, select **A** for ALL and press **ENTER**.

## Order

You can use this function to change the sort field. When you first enter information into the file it is placed in memory in alphabetical order. To change the order, type **O** for ORD and press **ENTER**.

The options for changing the Order are:

- ORD – Save the new order information and sort the file.
- NO! – Don't change the order and exit the function.
- FLD – Select the field for the new order. You will be asked for a field number.
- ASC – Sort in ascending order.
- DES – Sort in descending order.
- FLD=? – This indicates the present field.

When you first enter a file, the order is set on field 1 and ascending order. When you change the order, the new order will be saved with the file and become the new setting until you change it again.

## Tape

TAP will save a copy of the file to storage. Type **T** and press **ENTER**.

The bottom of the screen will give the options TAP and NO!. If you are finished for now, press **ENTER**. The program will ask for TODAY'S DATE (MM/DD/YY). The current date will automatically be filled in. Enter the date and press **ENTER**.

If no name was given to the file when it was created, the program will ask for a FILE NAME? Type the file name and press **ENTER**. The information in your file will be saved.

When saving is complete, the program will ask LOAD OLD FILE (Y,N,Q)? You may load the file you just saved, use the commands you have learned to enter other files, or quit the program.

## Loading a File from Storage

If you press Y when the program asks LOAD OLD FILE (Y,N,Q)?, you will be asked for the FILE NAME? of the file to load. Type the name of the file and press **ENTER**. When the file is

loaded the screen showing the name of the file and the number of entries will appear. Press **ENTER** again to continue.

### **Printing Your Records**

The PRT option allows you to print all currently selected records on the printer. Type **P** and press **ENTER** to print. If there is no printer available or installed on the host system, the program will say `PRINTER PROBLEM!`. The current default printer setup on the host system will be used. To change the printer, use the `PRINTER` statement before running the program.

If you decide you don't want to print the current file, type **N** and press **ENTER** to return to the Main Screen Options.

### **End Working with Your File**

When you are finished working with your file, want to quit the program or you want to load another file, use the `END` option. Type **E** and press **ENTER** and the screen will show `END, NO!`. If the file has been modified and not saved, the screen shows `FILE NOT SAVED!` and the `NO!` Option will be highlighted. If you decide to continue working on the file or need to save the file, type **N** and press **ENTER** to return to the Main Screen Commands. Type **E** and press **ENTER**, the screen will ask `LOAD OLD FILE (Y,N,Q)?` as described in the Loading a File from Storage section.

### **Standard Files the Rest of the Menu Contains**

1. `ADDRESSES` – Use this file for addresses such as your Christmas card list. There is room from two addresses, the city, state and zip code. There is also a code you may use to catalog the information more efficiently.
2. `WARRANTIES` – Keep track of your warranty cards with the date of purchase, the price, serial number and store name. There is also space to record repairs.
4. `INVESTMENTS` – Record stocks, bonds or CD's along with the purchase date and price, the current value and the date you intend to sell. Use this file to plan and protect your investment.
5. `CAR MAINTENANCE` – Stay up to date on car repairs and their cost using this file. Set up a regular schedule by sorting on the date. You can enter the mileage in the code category and sort by that.
6. `MEDICAL HISTORY` – Keep track of your family's medical history, immunization records and dates of illnesses using this file.

7. RESUME/VITA – Update your resume and then easily keep track of your job and salary history.

8. -YOU DEFINE- – Defining your own files affords you unlimited expansion. You can set up a cookbook of favorite recipes, a separate shop inventory, a filing system for a home business, or anything you can imagine.

The program will ask you to name your new file then ask for the number of fields. You may have from 1-9 fields in each file.

For each field, the program will ask: FIELD # ALPHABETIC (Y,N)?

Remember, if you decide to make the field numeric, you will only be allowed to enter numbers and a decimal point, so make dates alphabetic.

The second question you will be asked is NAME? Type the name of the field and press **ENTER**.

Follow this procedure each time you define a file. Entering information in your new file is done the same way as the other files.

### **Error Messages**

OUT OF SPACE! - There is not enough room in memory to save another entry. Note: When planning your record entries, you may enter up to 65536 records.

FILE NOT FOUND! - The file you are trying to load was not found on the default volume. Change the file name to an existing file making sure to type the name as it appears in the volume file list. Disk File only loads and saves files with a .df1 file extension.

FILE NOT SAVED! - Indicates the file you are working on has not been saved and will be lost if you exit the program. Use the TAP option to save the file.

PRINTER NOT CONNECTED! - No printer is installed or available in the host system.

### **Pre-Defined File Types**

Disk File comes with seven common file types built in. This allows you to immediately begin using the program to keep your information up to date. The file definition for each kind of file is detailed below. The "A" or "N" to the right of the field name indicates whether the field is alphabetic or numeric.



## 1. ADDRESSES

1.	NAME	A
2.	ADDRESS 1	A
3.	ADDRESS 2	A
4.	CITY	A
5.	STATE	A
6.	ZIP	A
7.	CODES	A

## 2. WARRANTIES

1.	NAME	A
2.	SERIAL #	A
3.	PURCH DATE	A
4.	STORE NAME	A
5.	PRICE	N
6.	LAST FIX DATE	A
7.	LAST FIX COST	N

## 3. HOME INVENTORY

1.	ROOM	A
2.	ITEM	A
3.	PURCH DATE	A
4.	PURCH PRICE	N
5.	VALUE	N
6.	SERIAL #	A

## 4. INVESTMENTS

1.	COMPANY	A
2.	ITEM	A
3.	NUMBER	N
4.	PURCH DATE	A
5.	PURCH PRICE	N
6.	CURRENT VALUE	N
7.	INTENDED SALE DATE	A

## 5. CAR MAINTENANCE

1.	DESCRIPTION	A
2.	DATE	A
3.	WHERE DONE	A
4.	ESTIMATE	N
5.	ACTUAL COST	N
6.	CODES	A

7. PREVIOUS DATE A

6. MEDICAL HISTORY

1. DATE A

2. ITEM A

3. DOCTOR A

4. DESCRIPTION A

5. COST N

6. INSURANCE PAID A

7. RESUME/VITA

1. ITEM A

2. FROM DATE A

3. TO DATE A

4. DESCRIPTION A

5. INCOME N

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