

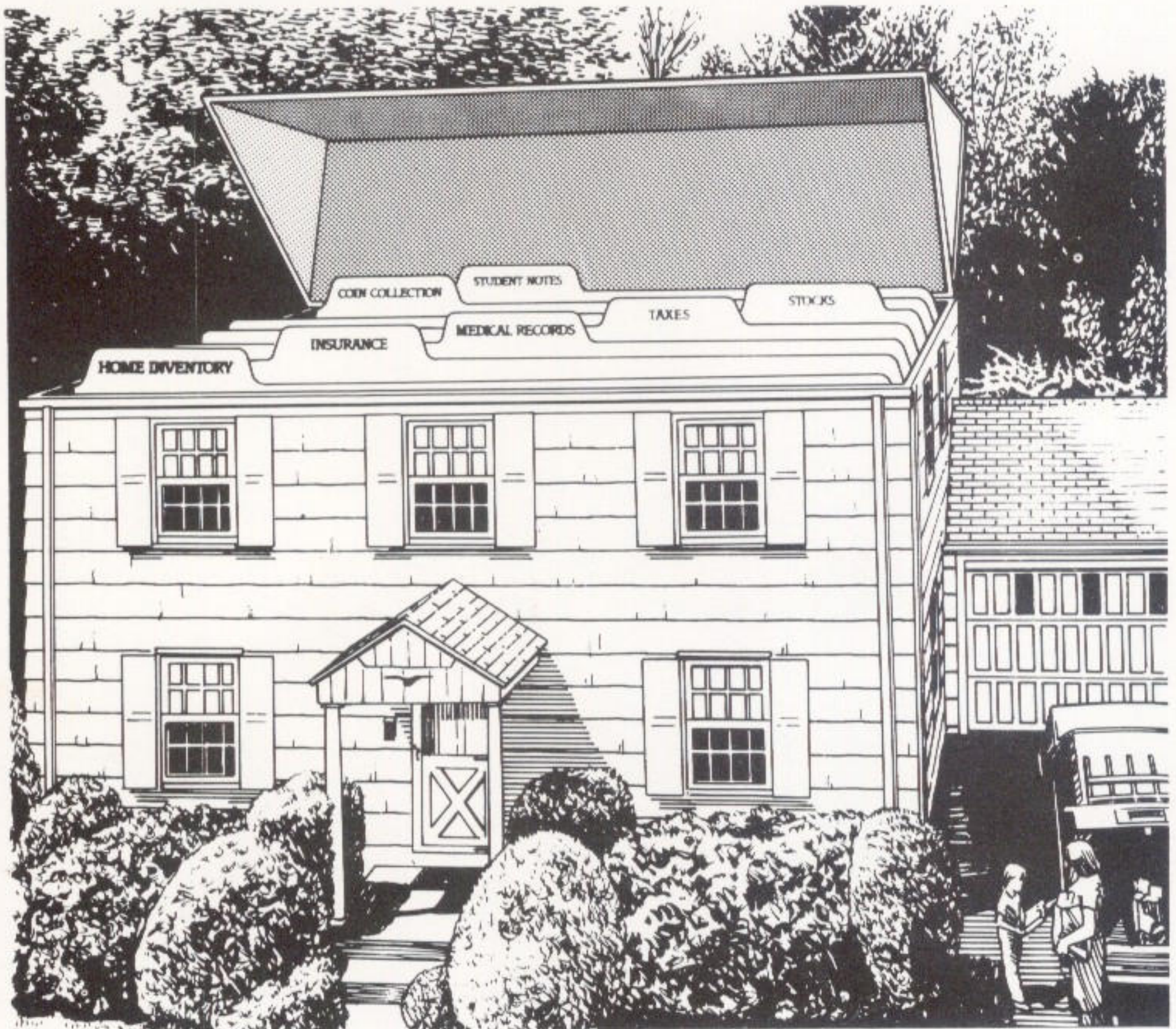
COLECO HOME HELPERS SOFTWARE

Guide No. 14376

smart FILER™

Item No. 7813

ORGANIZE YOUR HOME WITH EASY ELECTRONIC FILING!



Digital Data Pack for ADAM™ The ColecoVision® Family Computer System

COLECO

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Introduction

Welcome to SmartFILER: An Overview

As a popular Murphy's law asserts, you always find what you're looking for in the last place you look. Unfortunately, it often takes you a long time to reach that last place. Nothing can be more frustrating than not being able to locate information when you need it. On most such occasions, you want to find this information quickly.

There are other times when you may already have all the information you need, but you don't know how to organize it. You soon come to realize that, in some cases, having too many facts at hand can be almost as frustrating as not having enough.

SmartFILER is the right answer to such problems. It's an easy-to-use computer program that organizes your information in ways that are convenient for **you**. With SmartFILER, the data you need is accessible, organized, ready to be used.

Naturally, how you organize your information will depend on the kind of data you're dealing with. You might want to maintain up-to-date records of your software or record libraries, or create an inventory of your valuable possessions for insurance purposes.

Whatever the information you might want to organize, you create a format that suits both the type of information it is and the ways in which you'll later want to use it. Then you enter the information easily and quickly using your ADAM™ computer keyboard. SmartFILER takes over and at your request sorts and files the data intelligently for you.

Although SmartFILER is a complete program in and of itself, it can also be used with other Coleco software. For example, you can actually alter the forms that come with various Coleco filer programs or you can merge and print your records with letters created with SmartLETTERS & FORMS™. SmartFILER will even extract files you've written in SmartWRITER™ and integrate them with your records.

The more you work with SmartFILER, the more you'll see that it can be used in dozens of ways to organize information at home or at the office. On the pages that follow, you'll find everything you need to get organized and start handling information that is important to you.

Getting Started

What You'll Need

In order to use SmartFILER properly and get the best results, you'll need the following equipment:

- an ADAM computer
- The SmartFILER program data pack or disk
- a color TV or monitor
- a supply of blank digital data packs or disks

Loading the Program

Before you can use SmartFILER, you must transfer the program from its permanent location on the program data pack or disk into ADAM's memory. This is called **loading the program**. Once the program is loaded, it stays in memory until you turn the power off or press Computer Reset.



POWER SWITCH

INSERT DIGITAL DATA PACK

COMPUTER RESET BUTTON

DO NOT REMOVE DATA PACK OR DISK WHILE DRIVE IS OPERATING! DO NOT TURN POWER ON OR OFF WHEN A DATA PACK OR DISK IS IN THE DRIVE!

Here's how to load SmartFILER into ADAM:

1. Turn ADAM on by pressing the power switch located at the back of the printer.
2. Turn on your TV or monitor.
3. Insert the SmartFILER program data pack or disk into one of the drives. Close the drive door.
4. Press Computer Reset.
5. While the SmartFILER program is loading, the Title Screen appears on your viewing screen. When the program is loaded, the Pre-Entrance Screen appears.
6. You're now ready to start using the program.

Using a Multi-Drive System

When you use a data-base program with most microcomputers, it's advantageous to also use a multi-drive system. With these computers you are required to move frequently between the program and the medium on which you're storing records. So, with a single-drive system, every time such a switch is required you need to remove and replace the disk. With a two-drive system, however, the program is in one drive and the disk is in another, and so you don't have to swap the program in and out of your drive. Now, however, SmartFILER changes all that. It has been designed to be as fast and efficient with a single-drive system as with a multi-drive system.

Cautions

Before you actually start to use SmartFILER, there are some important considerations you should keep in mind at all times:

Care of SmartFILER Records

When using SmartFILER, there are two important steps you must remember to take in order to save any data entry you've done:

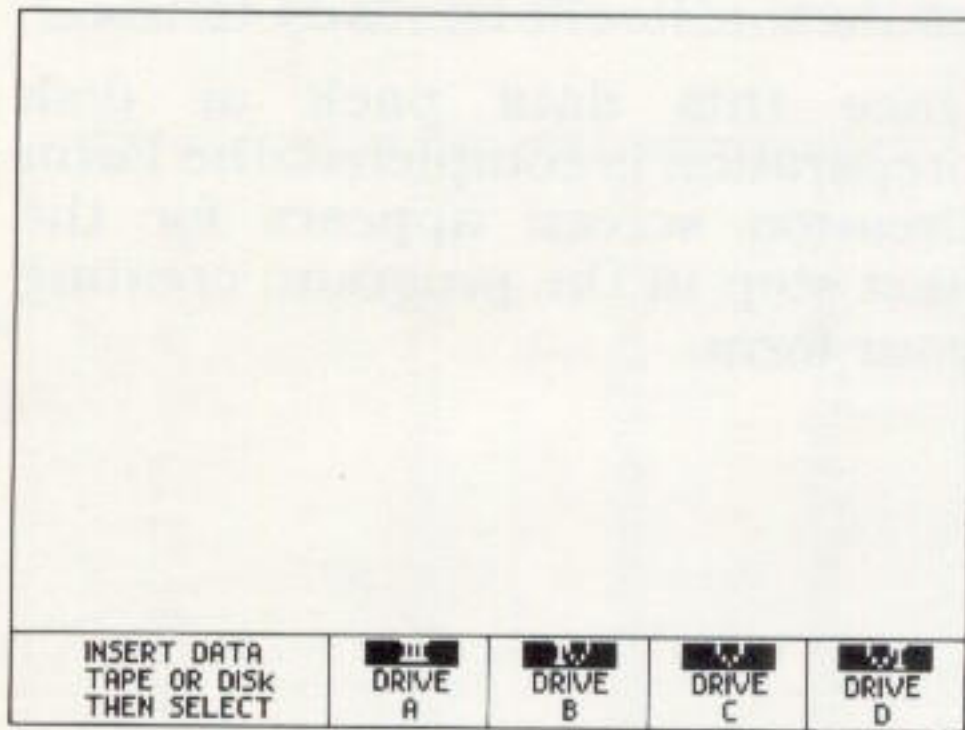
1. **Always press SAVE RECORD** (Smart Key IV) when you have entered or changed data.
2. **Always press QUIT** (Smart Key VI) after you are finished using SmartFILER and want to end the session.

(See page 16 for more information.)

Care of Equipment

1. Do not remove a digital data pack or disk from its drive while the drive is operating. This could damage the storage medium or the drive itself.
2. Do not turn the power on or off when a digital data pack or disk is in a drive. This could affect stored data.
3. Digital data packs and disks are sensitive storage media and should be kept away from magnets, the ADAM printer, the TV or monitor, a telephone or any other electrical device. These devices could produce erasure of stored data.
4. Digital data packs and disks should also be protected from dust, water and extreme temperatures, as these may adversely affect their performance or maintenance of stored data.

Preparing Your Data Pack or Disk for Storage

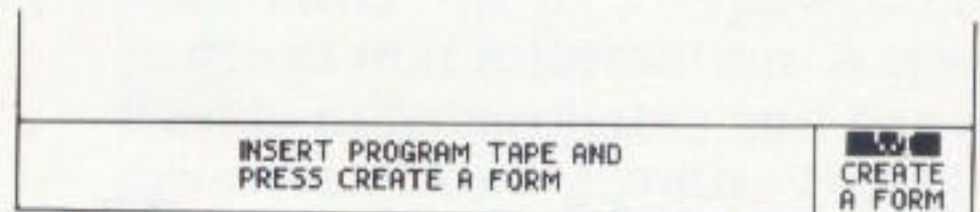


Pre-Entrance Screen

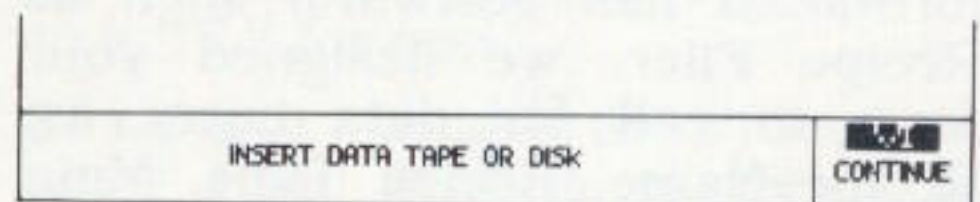
SmartFILER comes with a sample form that you can use and modify to suit your needs. However, we strongly recommend that instead you use blank digital data packs or disks on which to create your own data-base forms and enter records. This will give you more room for your data and make it easier to later alter forms you've created. It will also help protect the filer program itself by greatly reducing the amount of time the program data pack or disk is actually used.

SmartFILER has been designed to allow your data base to use all the space on your digital data pack or disk. Thus, your data pack or disk can contain only a single SmartFILER data base and no other files. This offers the added advantage of having each filer data base uniquely located.

To prepare a blank digital data pack or disk for your data base, load SmartFILER. When the Pre-Entrance Screen appears, insert the blank digital data pack or disk you wish to use. Then press the matching Smart Key for that drive. A new screen appears with a message and a new Smart Key label.



The new screen contains a message that tells you to re-insert the SmartFILER program data pack or disk, then press CREATE A FORM (Smart Key VI). Following this, a new set of Smart Key labels appears with a new message.



Remove the program data pack or disk and re-insert the one you will use for your data base, then press CONTINUE (Smart Key VI).

By trading off between program and blank digital data pack or disk at this time, you're helping ADAM prepare your data pack or disk to be able to store records using the form you will be designing. Once this is done, you'll never have to do it again for this data base. From now on, you'll just load in the pro-

gram and then insert the data pack or disk containing the data base you want. It will be ready to use.

Once this data pack or disk preparation is completed, the Form Creation screen appears for the next step in the program: creating your form.

Creating a Form

What Is a Form?

The Form's Purpose

In order to organize your information efficiently, you must first create a form into which you will later enter your data. With preformatted filer software, such as Recipe Filer, we designed your form to call for data entry as: Recipe Name, Recipe Type, Main Ingredient, and so on. With SmartFILER, **you** design the forms you will use for your various data bases. To do this for a given data base, define a series of categories or "fields" by which you will organize your data. Later, when you're searching for specific information, SmartFILER will be able to read and retrieve it from filled-in forms known as records.

Keep in mind that the accessibility of your data greatly depends on how you now design your form. Therefore, as you begin to create a form, take your time to develop it with thought and care. Making modifications to your form after you have created it and stored records on it is complicated. In fact, there is a limit to how much modification is even possible. (See *Modifying an Existing Form* on page 30.)

The Form's Structure

Look at the illustration shown here.

FIELDNAME	TYPE	LENGTH	SEARCH
1	0	0	0
2	0	0	Z
3	0	0	Z
4	0	0	Z
5	0	0	Z
6	0	0	Z
7	0	0	Z
8	0	0	Z
9	0	0	Z
10	0	0	Z
11	0	0	Z
12	0	0	Z
13	0	0	Z
14	0	0	Z
15	0	0	Z
16	0	0	Z
17	0	0	Z
18	0	0	Z

FIELD NAMES MAY BE NO MORE THAN 12 CHARACTERS LONG

STORE FORM

Form-Creation Screen

This is the Form-Creation Screen. With it you will create your form in a line-by-line structure in order to make later entry and retrieval of data possible and practical. Remember, eventually you will enter data into this form to create the records that comprise your data base.

Each field in your form has four attributes that you must define:

1. Field Name Field Names will tell you what sort of data to enter for given fields. Typical Field Names might be Coin Denomination, Book Title, Location, and the like, depending on what kind of data you're dealing with. As the message at the bottom of the screen tells you, Field Names can be up to 12 characters long.

2. Type Each field must be designated as one of three Types:

a. a character field (C), in which in-

formation to be stored may be either letters or numbers. SmartFILER will **alphabetically** sort and search for information in character fields;

b. a number field (N), in which the information to be stored may be only numbers. SmartFILER will **numerically** sort (in ascending order) and search for information in number fields;

c. a text field (T), in which you may enter up to 2 typewritten pages of text information. A text field is nonsearchable and has a pre-determined length. SmartFILER allows you to have only one text field per data base, and it **must** be the last field listed on your form. For more information on text fields, see page 13.

SmartFILER pre-sets all fields as character fields (C), but you may overstrike any field with "N," for number. Remember also that you can change the last field you enter to a "T," for text.

3. Length Length describes how large each field is in terms of number of characters and spaces, and therefore how much information it can contain.

SmartFILER pre-sets the Length of all fields to 0. You must overstrike this 0 to set each of your fields at the lengths you need. Field lengths may vary, but the sum total length of all your defined fields may not exceed 255 characters. (see "A Word About Total Field Length" on page 10.)

4. Search Each field must be designated as either Searchable (S) or Non-searchable (N). A Searchable field is one which you can later use to find your records. SmartFILER allows for a maximum of four (4) Searchable fields per form. Searchable fields may not be longer than 24 characters.

SmartFILER pre-sets all but the primary field as Non-searchable (N). However, you can make three additional fields Searchable by overstriking the "N" with an "S."

The Primary Field

The first Field Name listed in every record is called its "primary field." It is automatically and permanently a Searchable field. (You cannot change the "S" designation.) The primary field for each record is the key to locating it in the data base. Later, when you want to see an index of your records, SmartFILER will show you the Index organized alphabetically by this primary field, unless you tell the program to do otherwise. Thus, it's a good idea to make your primary field an aspect of your data that you'd most often search for. For example, if you're going to enter your music record collection and "performer" is most important to you, name your primary field "performer."

A Word About "Total Field Length"

When your cursor is in the Length column, a message is displayed, stating "Fields may be any length but total must be less than 255".

On the right-hand side of the message area there is a counter that keeps a running total of the lengths of the fields you have assigned to that point. This total may not exceed 255 characters.

NOTE: Your Total Field Length must be a minimum of six character spaces.

Looking Ahead and Reserving Space

When you're creating your form you may not be certain of every field you'd like to include, or even of how many. Therefore, it's good practice to define several fields while leaving the Field Names blank. To do this you designate field Type, Length and Searchability now, but leave Field Name unspecified. Later, you may at any time type in Field Names for these fields but you cannot alter field Type, Length and Searchability designations after you've begun using your form. (See Modifying an Existing Form, on Page 30.)

Helpful Hints for Creating Forms

1. Decide what aspect of your information is most likely to be most important when you'll retrieve it. Make that your primary field.

2. Don't skimp on field lengths. Later, you won't be able to change them, and it can be quite frustrating to find that you left too little room. Twenty-four characters is a good standard length.

3. Define a few fields without entering Field Names. This reserves space on your digital data pack or disk to later "add" fields (see Modifying an Existing Form on page 30).

4. Before you create your form, think carefully about what information you have and how you will want to use it. You might want to first create your form on paper to help you visualize it.

Practice Run

As an exercise, and to get the feel for creating a form, we suggest you follow the steps below in designing a practice form. Practicing in this way will make you aware of a form's parts, how they work, and what restrictions they have. In addition, practicing will give you confidence and help you feel more comfortable when you actually begin to create your first permanent form.

The exercise provided here will show you how to create a form for a data base of the books in your personal library. You will need a blank digital data pack or disk for the exercise. Later, if you don't want to keep this form and the data base created with it, you'll be able to delete both from your digital data pack or disk.

Field Name

Let's say that you refer to your books mostly by title. To create your primary field, type "Title" on the first line. Although it isn't necessary, you might want to include a colon or dash following the word. When you begin to use your form to enter records, the colon or dash will indicate the end of the Field Name and point toward the information to be entered.

Type

The primary field must be either a character field (C) or a number field (N). Since book titles are usually composed of letters, type in "C."

Length

Decide the maximum length, in number of typed characters and spaces, you want to allow for entering titles. Then type that number in. Since this field is Searchable, you should probably type 024 (the maximum searchable length).

Search

Since the primary field (Title) must always be Searchable, you are not given the option of changing that designation. The cursor, in this case, automatically jumps down to the next Field Name. For the rest of the fields you define, you'll be able to specify type and Searchability.

Continue typing in specifications so that your practice form looks like this:

FIELDNAME	TYPE	LENGTH	SEARCH
1 Title:	000	024	0000
2 Author:	000Z0000	024	0000
3 Kind:	000Z0000	024	0000
4 # of Pages:	000Z0000	066	0000
5 Year:	000Z0000	066	0000
6 Format:	000Z0000	024	0000
7	00000000	066	0000
8	00000000	066	0000
9	00000000	066	0000
10	00000000	066	0000
11	00000000	066	0000
12	00000000	066	0000
13	00000000	066	0000
14	00000000	066	0000
15	00000000	066	0000
16	00000000	066	0000
17	00000000	066	0000
18	00000000	066	0000

FIELD NAMES MAY
BE NO MORE THAN
12 CHARACTERS LONG

STORE
FORM

For this exercise, note the following:

1. "Title" is the primary field and thus is automatically a Searchable field.

2. "Author" might require more space than you think. Leave enough room for those longer, multi-part names. However, as a Searchable field, it cannot exceed a length of 24. Remember, spaces between names count as characters also.

3. "Kind" might refer to whether a book is fiction or nonfiction, or could even be as specific as biography, science, psychology, and so forth. You can decide on these designations later when you enter data in this field.

4. "# of Pages" is number of pages.

5. "Year" could have several meanings, but for this example, make it mean year of publication.

6. "Format" could mean whether the book is hardcover or paperback, or oversized such as an art book or atlas.

7. We've left some blank fields to be defined later. Notice that none is Searchable since we've used up all four Searchable fields. Notice too that we've provided for fields of varying lengths and type.

Form-Creation Screen

A new message comes up telling you how much space you now have on your data pack or disk for storing records. It also tells you the name of your data base: FILER-DB. You'll need to know this if and when you want to delete the data base.

You have now created your form. The Pre-Entrance Screen appears, prompting you to choose a drive. If you now wish to use the form you've created, press the Smart Key for the drive containing your data pack or disk. The Entrance Screen appears and the form is ready to use.

Entering Records

Creating a Data Base

The whole purpose of designing your form is to organize the data for which you intend to use SmartFILER. Now that you have a form, you can start to enter your data. This is known as **creating a data base**.

A data base is a collection of information that is organized and stored and which you can manipulate with a computer software program such as SmartFILER. Whenever you use this data pack or disk, you will always find the data base you're about to enter (on the form you've just created). In other words, you will not have to go through the form-creation stage on

this storage medium. Using the example we began with earlier in this manual, all the stored information about the books in your library will form a data base.

NOTE: Before actually using the form you've set up to organize your data, review the controls section in Appendix A to recall the word processing functions available to you in SmartFILER.

Making Records

Once you have created a form on a data pack or disk, you can use it for entering data. If you've just created a form, you're ready to do that on the Entrance Screen showing. However, if you want to use a form you've created previously, you must first load the SmartFILER program and then insert the data pack or disk containing your data base. Press the Smart Key for the drive containing your data pack or disk. The Entrance Screen appears, and you're ready to use the form.

	DESIGN A FORM	ADD RECORDS	FIND RECORDS	INDEX	QUIT
--	---------------	-------------	--------------	-------	------

Entrance Screen

Now press ADD RECORDS (Smart Key III). The form you created appears in the upper portion of the screen, accompanied by a new array of Smart Key labels in the lower portion.

Title:	—
Author:	
Kind:	
# of Pages:	
Year:	
Format:	

TYPE IN RECORD	NEXT RECORD	PREVIOUS RECORD	SAVE RECORD	COPY RECORD	DONE
----------------	-------------	-----------------	-------------	-------------	------

Record Screen

Take a look at your screen. The cursor appears in the Home position and you are ready to begin entering data. For now, let's continue with the example of cataloging your books. Enter the information as provided in the table below. Keep in mind that Return will automatically move the cursor to the next available field.

Title: *Hamlet*
Author: *Shakespeare, William*
Kind: *Drama*
of pages: *150pp*
Year: *1984*
Format: *Hardcover*

Congratulations! You've just made your first record. Now, before doing anything further, save what you've done by pressing SAVE RECORD (Smart Key IV).

Pressing **SAVE RECORD** after you make a record helps prepare the data for storage on data pack or disk by first putting it in temporary storage in ADAM's memory.

Because storing on data pack or disk sometimes takes a few minutes, this temporary hold allows you to continue entering data without unnecessary delays or interruptions.

Care of SmartFILER Records

When using SmartFILER, there are two important steps you must remember to take in order to save any data entry you've done:

1. **Always press SAVE RECORD** (Smart Key IV) when you have entered or changed data. If you don't, when you end your session you will lose some of your new (or changed) information.
2. **Always press QUIT** (Smart Key VI) after you are finished using SmartFILER and want to end the session, no matter how many entries you've made or altered and saved. ADAM records all changes and entries you have made and puts the data into permanent storage on data pack or disk.

Previous/Next

Now that you've entered one record and have a second record form on your screen, you can flip back and forth between them using NEXT RECORD (Smart Key II) and PREVIOUS RECORD (Smart Key III).

When you have entered several records, the farthest you can go back is to the first record you entered and saved in the current session. However, if you stop entering records and go into a search or index routine, for example, when you return to entering records, it will be as if you started the session over again. You will only be able to flip back to the first record you now enter.

NOTE: Whenever you enter new information into a form, you must press SAVE RECORD **before** pressing PREVIOUS RECORD. If you don't, when you press NEXT RECORD to return, the entries you had made will be gone.

Copy Record

Sometimes you'll find yourself entering records that may vary only slightly from one another. For example, making separate address book listings for four adult members of one household. Most information in these records might be the same, except for, say, first name and age.

To save yourself entry time, create the first record, then press SAVE RECORD (Smart Key IV). Now press PREVIOUS RECORD (Smart Key III) to bring that record back on screen. Make any changes you'd

like, then press COPY RECORD (Smart Key V). SmartFILER saves what you have on the screen as a new record. You can repeat this process as many times as you like to make slight variations on a record without having to retype all the information.

To complete the library data-base example we've started, create six or seven more records. Be sure to include more works by Shakespeare as well as other authors. Also enter a variety of kinds and formats of book. You'll use these records in learning how to use the rest of the program.

Entering Information from Other Sources

With SmartFILER, entering new data is not the only way to create records. There are other sources of information: files you've created using SmartWRITER.

SmartFILER allows you to take SmartWRITER files that are less than two typed pages long and insert them in the text field of a record. First type in whatever other information you wish into the character and number fields of your record. Then move the cursor into the text field. Press Command Key STORE/GET. ADAM will prompt you for a drive. Insert into a drive the data pack or disk that has the SmartWRITER file you want to add to your SmartFILER record. Select that drive, and ADAM will display a directory of all your files on that storage medium.

Move the pointer to the file you want and press GET FILE (Smart Key VI). ADAM will take that file and insert it into the text field of your record. Remember to press SAVE RECORD (Smart Key IV) to save your record.

Editing Records

You can change the information in your records at any time during the entering process, or after you have retrieved a stored record. For example, if you want to clear a line or the entire screen, press Command Key CLEAR. In general, follow the same procedures in editing as when you entered the data in the first place.

Whenever you retrieve a record from storage, an End Page appears at the end of your entered data. To enter data after it, you must type over it.

Storing Records

Whenever you press SAVE

RECORD (Smart Key IV), the record on screen is transferred to memory, but it is not yet completely and safely stored on your digital data pack or disk. That doesn't happen until you are ready to end your record entering session. At that time, first press DONE (Smart Key VI), then wait for the next array of Smart Key labels to appear. When they do, press QUIT (Smart Key VI) to store all records and close the data base. Do so now for your sample library data base.

"Closing the data base," however, is not necessarily a final operation. Once SmartFILER tells you that the data base is closed, you still have the option of reopening the files and continuing with your work. For the sake of continuing with your library data base example, press START AGAIN (Smart Key VI) so you can go on to another operation: retrieving records.

Retrieving Records

Finding Records

You've worked hard creating a form and entering records. Now comes the reward for all your efforts: retrieving records in order to use them. For example, you can now look up all the first edition hardcover books you own by Hemingway or you can list your most valuable books to fill out an insurance application. You can even print out a list of your ten favorite books for friends.

There are two methods you can use to retrieve stored records: Search and Index. Search allows both global and specific record retrievals. Index is less flexible, more like using a library card catalog. Each has its own advantages and disadvantages. At times, you may select one and at other times the other, depending on what sort of information you want to retrieve and what you know about it prior to your search.

Using Search to Find Records

Principles of Searching

Let's use your sample book-library data base to learn how to search. Make sure you have the Entrance screen showing. SmartFILER allows you to do a variety of searches for a variety of purposes you might have in mind.

1. You can find all the records in your data base.
2. You can find all the records in your data base with a particular characteristic in common.
3. You can find all the records in your data base with more than one characteristic in common.
4. You can find all the records in your data base having either one specified characteristic or another specified characteristic.

To use the Search method of retrieving records, press FIND RECORDS (Smart Key IV) on the Entrance Screen. The Search screen appears.

Title:	—				
Author:					
Kind:					
Format:					
ENTER SEARCH CRITERIA	COPY LINE	AND	OR	START SEARCH	DONE

Search Screen

Searching for Everything

SmartFILER displays a message that prompts you to enter your search criteria. The upper portion of the screen shows the four Searchable fields of your book library form. The program asks you to specify the characteristics of the information you're seeking. If you want to see the entire list of titles in your library, press START SEARCH (Smart Key V) without entering any search characteristics. SmartFILER will tell you how many records were found. Then, a new set of Smart Key labels appears along with a list of every record in your data base presented alphabetically by title, since that is your primary field. Also listed is information from the second field; in this case, author names.

— David Copperfield Dickens, Charles	
Henry V Shakespeare, William	
Macbeth Shakespeare, William	
Midsummer Night's Dream Shakespeare, William	
Oliver Twist Dickens, Charles	
Pickwick Papers Dickens, Charles	
DISPLAY RECORD	SEARCH AGAIN

If you want to see any of the records, use the up and down ARROW keys to move the cursor to the record name of your choice and press DISPLAY RECORD (Smart Key V). A new set of Smart Key labels and the record appears on screen.

Title:	Hamlet
Author:	Shakespeare, William
Kind:	Drama
# of Pages:	150
Year:	1984
Format:	Hardcover
E	
IF YOU HAVE MODIFIED THIS RECORD PRESS SAVE RECORD	
SAVE RECORD	DISPLAY LIST
	DONE

Overflow

There will be times when Smart-FILER cannot display all the names of your records at one time because of the size of your data base. When that happens, the program will tell you how many records are found in your search and the number that can be displayed in a single list.

45 RECORDS FOUND ONLY 25 MAY BE DISPLAYED	
SEE LIST	SEARCH AGAIN

NOTE: In this example, 45 records were found, but only 25 could be displayed. Your data base may display different numbers.

Press SEE LIST to see the initial list of, in this case, 25 entries. This sub-list appears along with a new array of Smart Key labels, allowing you to display subsequent sub-lists of 25 or fewer entries until you've seen the list of all the entries meeting your search criteria.

MOVE POINTER TO THE RECORD YOU WANT	NEXT LIST	PREVIOUS LIST	DISPLAY RECORD	DONE

You can continue this routine, moving through sub-lists displaying entries when you wish until you finally decide to stop the search operation. Press ESCAPE/WP to return to the Entrance screen.

Searching for a Single Characteristic

There might be occasions when you'll want to see a group of records that have the same characteristic. For example, you may want to see all the books you own by a particular author. Press FIND RECORDS (Smart Key IV) on the Entrance screen. The Search screen appears. Type in the author's name on the appropriate line. If you don't remember how to spell it, you can do a partial match (see Search Options on page 22). Suppose instead you wanted to see all the books you own in paperback. In this case, type in "Paperback" next to the word "Format." (SmartFILER isn't picky about capitalization.) Once you've typed

in the characteristic by which you want to search, press **START SEARCH** (Smart Key V). A new set of Smart Key labels appears along with a list of records satisfying the search characteristic, arranged alphabetically by title. Thus, in the above case, you might have typed in the author John Steinbeck. In that case, you would get a list of the Steinbeck books you own, listed alphabetically by title.

If you want to see any of the records, use the up and down **ARROW** keys to move the cursor to the record name of your choice, scrolling the screen if that's required. Then press **DISPLAY RECORD** (Smart Key V). The program displays the selected record. You can continue this routine until you decide to stop the searching operation. At that point, press **ESCAPE/WP**.

Searching for Multiple Characteristics

Suppose you want to see a list of records that shows all of Shakespeare's dramas in hardcover. To do this, you'll need to search for items having in common three **different** characteristics from three **different** fields: Shakespeare (author), drama (kind), and hardcover (format). Press **FIND RECORDS** (Smart Key IV) on the Entrance screen. The Search screen appears. Beside the field "Author," type in "Shakespeare, William." Press **AND** (Smart Key III). Note that the word

"AND" now appears below the field line. Move the cursor to the "Kind" field and enter "Drama." Press **AND** again. Now move the cursor to the "Format" field and type in "Hardcover." Now press **START SEARCH** (Smart Key V).

A new set of Smart Key labels appears along with a list headed by Shakespeare, William, and followed by Hamlet. (If you had made more elaborate entries that listed dramas by Shakespeare in hardcover, the names of those works would also appear in the list.)

Now suppose you want a list of all the books you own by Isaac Asimov, Frank Herbert, or Arthur C. Clarke. (You're compiling a list of books by your favorite science fiction authors.) This time you're searching for items having three different characteristics (Asimov, Herbert, Clarke) in the **same** field (author). Beside the field "Author," you would type in "Asimov, Isaac," then press **COPY LINE** (Smart Key II). **SmartFILER** copies the "Author" line and inserts an "OR" between the two "Author" lines. Now type in "Herbert, Frank," in the second "Author" line and press **COPY LINE** once more. Finally, type in "Clarke, Arthur C." on the third "Author" line and then press **START SEARCH** (Smart Key V). New Smart Key labels appear along with an alphabetical list of books by all three authors.

NOTE: **SmartFILER** allows you to use **COPY LINE** up to four times in any one search operation.

Finally, suppose you want a list of all the books in your data base that either were written by Shakespeare or are tragedies. Here, you're searching by two different fields (author, kind) for books with different characteristics (Shakespeare, tragedies). To do this, type in "Shakespeare" on the line labeled "Author," then press "OR" (Smart Key IV). The word "OR" appears between the lines labeled

"Author:" and "Kind:". Move down to the line labeled "Kind:", and type in "tragedy." Press START SEARCH (Smart Key V), and ADAM will display a list of books you own by Shakespeare, as well as the tragedies you own by anyone. As before, you can display any record on that list, or return to the Entrance screen by pressing ESCAPE/WP.

Search Options

SmartFILER not only allows you to search for records in the variety of ways described in "Principles of Searching" (page 19), it also allows for your imperfect spelling when searching.

Searching by "Character"

When searching character fields (C), SmartFILER will permit you to search as follows:

1. **Full Match:** You type in the characteristic to be searched for completely and spelled exactly as it appears in the data base. For example, searching for the last name "Peterson" finds all records filed under "Peterson."
2. **Partial Match:** You type in part of the characteristic to be searched for. This can be done in four ways:
 - a. Enter the first character or few characters, followed by three periods (...). Example: "Peter..." (You forgot if it was Peterson or Petersen.)
 - b. Enter three periods, followed by the last character or few characters. Example: "...son" (You forgot if it was Pederson or Peterson.)
 - c. Enter three periods, followed by a few internal characters, followed by three periods. Example: "...er..." (You forgot if it was Pederssen, Petersen, or Peterson.)
 - d. Enter the first character or few characters, followed by an underscore for each character you're unsure of, followed by the last character or few characters. Example: "P_ _ _ _son" (You forgot if it was Peterson or Pederson.)

Searching by "Number"

When searching number fields (N), SmartFILER will permit you to search as follows:

1. Search for a specific number. Enter that number. Example: Age: 35
2. Search for a number less than a specific number. Enter the designation using the "less than" character key. Example: Age: < 35
3. Search for a number greater than a specific number. Enter the designation using the "greater than" character key. Example: Age: > 35
4. Search for a number less than or equal to a specific number. Simultaneously press the CONTROL key and R, then type in the number. Example: Age: ≤ 35
5. Search for a number greater than or equal to a specific number. Simultaneously press the CONTROL key and Q, then type in the number. Example: Age: ≥ 35

Using Index to Find Records

A less flexible, although useful way to retrieve records is to use Index. When you use Index, SmartFILER displays a listing of your entire data base sorted alphabetically (or numerically) by the field name **you specify**. In your book-cataloging example, this could mean alphabetically by Title or Author or either of the other two searchable fields. Remember that when using FIND RECORDS, the entire data base can only be displayed alphabetically by primary field ("Title" in your example). With Index you can specify the field by which you want the data base alphabetized.

You would most likely use Index to search for records if you wanted to see and select from your entire data base, but the most important criteria for you is not the primary field. For example, if you wanted to see the records of books by twentieth century authors but couldn't remember all their names, the Index could display a listing by author names from which you could pick out those you thought met your criteria.

The major differences between Index and Search are that Index can only list your entire data base (although it can vary the criteria by which it alphabetizes this list), while Search can list some specified subset of the data base or the entire thing, but only listed

alphabetically by primary field.

To see how Index works, press INDEX (Smart Key V) at the Entrance screen. The Index screen appears.

The screenshot shows a window titled 'Index Screen'. At the top, there are four labels: 'Title:', 'Author:', 'Kind:', and 'Format:'. The 'Author:' field has a horizontal line next to it, indicating it is selected. Below these fields is a large empty area. At the bottom of the window, there is a control bar with three buttons. The first button contains the text 'MOVE POINTER TO INDEX YOU WANT THEN PRESS SEE INDEX'. The second button contains a mouse cursor icon and the text 'SEE INDEX'. The third button contains a mouse cursor icon and the text 'CANCEL'.

Index Screen

Just as with Search, you can see your entire data base listed alphabetically by title (your primary field in the book-cataloging example) simply by pressing SEE INDEX (Smart Key V) without specifying any other Index field name. However, you can also see the entire data base sorted by other field names.

For example, suppose you want to see all paperbacks in one list, all hardcovers in another, and the oversized books in a third. To do this, move the pointer to "Format" and press SEE INDEX. A new set of Smart Key labels appears and SmartFILER sorts your records and lists them alphabetically within the format groups you established when you entered data in your records. Notice that the

primary field is always included as the second entry in the listing.

At this point you could, if you wish, choose to see a record that is listed by moving the pointer to your selection and pressing DISPLAY RECORD (Smart Key V). When you are finished using Index, press ESCAPE/WP and return to the Entrance screen.

Overflow

As with Search, SmartFILER restricts the number of record names that can be displayed in a single Index list. If the number of record names to be displayed exceeds the limit, an overflow routine occurs exactly like the one for Search (See page 20.)

When you've finished with the Index, press ESCAPE/WP to exit the operation.

Other Important Features

Printing Features

SmartFILER allows you to use the print features of ADAM in two major ways: printing a single record that's on the screen and printing selected records or parts of records from a list. In addition, SmartFILER gives you a special print format option.

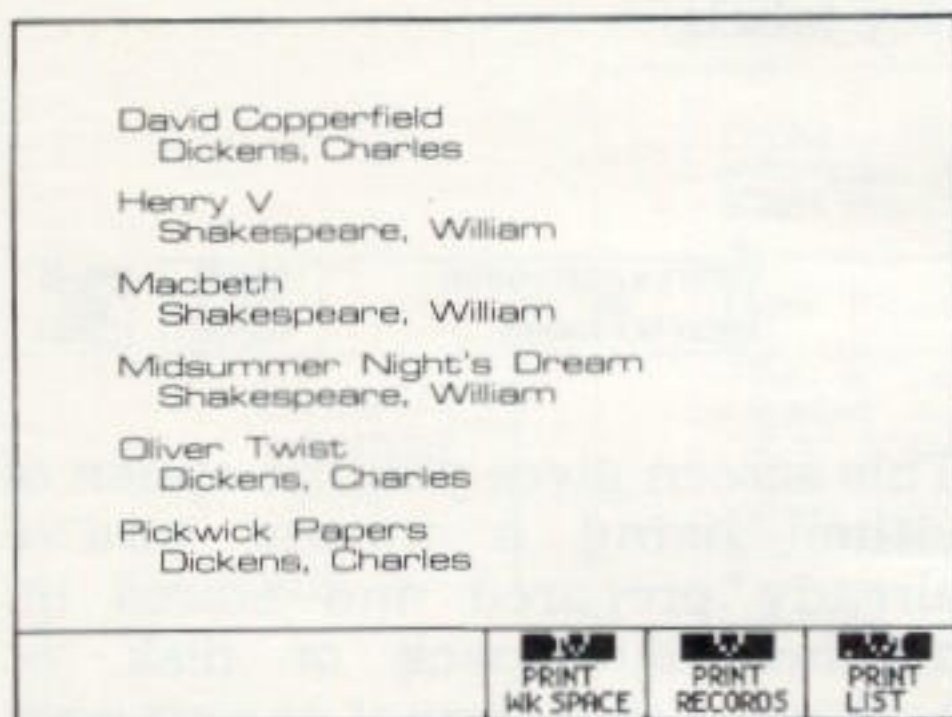
To initiate a print operation, always first press Command Key PRINT and follow directions given by SmartFILER's messages and Smart Key labels. Command Key ESCAPE/WP will cancel the print process and return you to the screen you were using before you pressed PRINT.

Direct Print

If you have a record displayed, pressing Command Key PRINT causes that record to be printed, including parts of it that may be off the screen. Smart Key label VI will switch from DONE to STOP PRINT. Press STOP PRINT to stop the printer momentarily. The label will then switch to PRINT? Press PRINT? to resume printing.

Printing from a List

Anytime you have used FIND RECORDS or INDEX to display a list of records, pressing Command Key PRINT will allow you to print the entire list in workspace, part or all of the list displayed, or part or all of some of the records displayed in the list.



Print-Choice Screen Smart Key labels

Printing Workspace

Pressing PRINT WORKSPACE (Smart Key IV) allows you to print the entire workspace, including whatever is shown on the screen

and what exists off the screen (whether it consists of records or it is a list of record names). As the printer is printing, Smart Key label VI changes from PRINT LIST to STOP PRINT. If you press STOP PRINT, Smart Key label VI changes to PRINT? and the printer stops printing. But you have not cancelled the print operation. To do so, you must press ESCAPE/WP.

Printing a List

Press PRINT LIST (Smart Key VI). The following Smart Key labels appear:



Print List Choices

SmartFILER asks you to mark the entries you want to print. After you've done so, press PRINT LIST (Smart Key VI) and the printer prints your marked entries.

Printing Records

Pressing PRINT RECORDS (Smart Key V) allows you to select and print those selected records from a list showing on your screen. Pressing PRINT RECORDS brings up a new message and new Smart Key labels:



Print Records Choices

SmartFILER asks you to mark the records you want to print. After you've done so, press PRINT RECORDS (Smart Key VI). The printer then prints the records you marked in the list.

Print Formats

SmartFILER's powerful printing facility allows you to print out records in any format you wish, whether it be mailing labels, centered formal invitations, narrow newsletter columns, or standard business-letter formats. You can use print formats you've prepared with SmartWRITER or ones prepared for you in other Coleco products such as SmartLETTERS & FORMS, or you can create a format with SmartFILER as you need it.

Create Format

To create your own Formats with SmartFILER, press Command Key PRINT. When the new Smart Key labels appear, press PRINT RECORDS (Smart Key V), then mark the records you wish to print. Then press GET FORMAT (Smart Key V). A new message appears along with a new array of Smart Key labels:

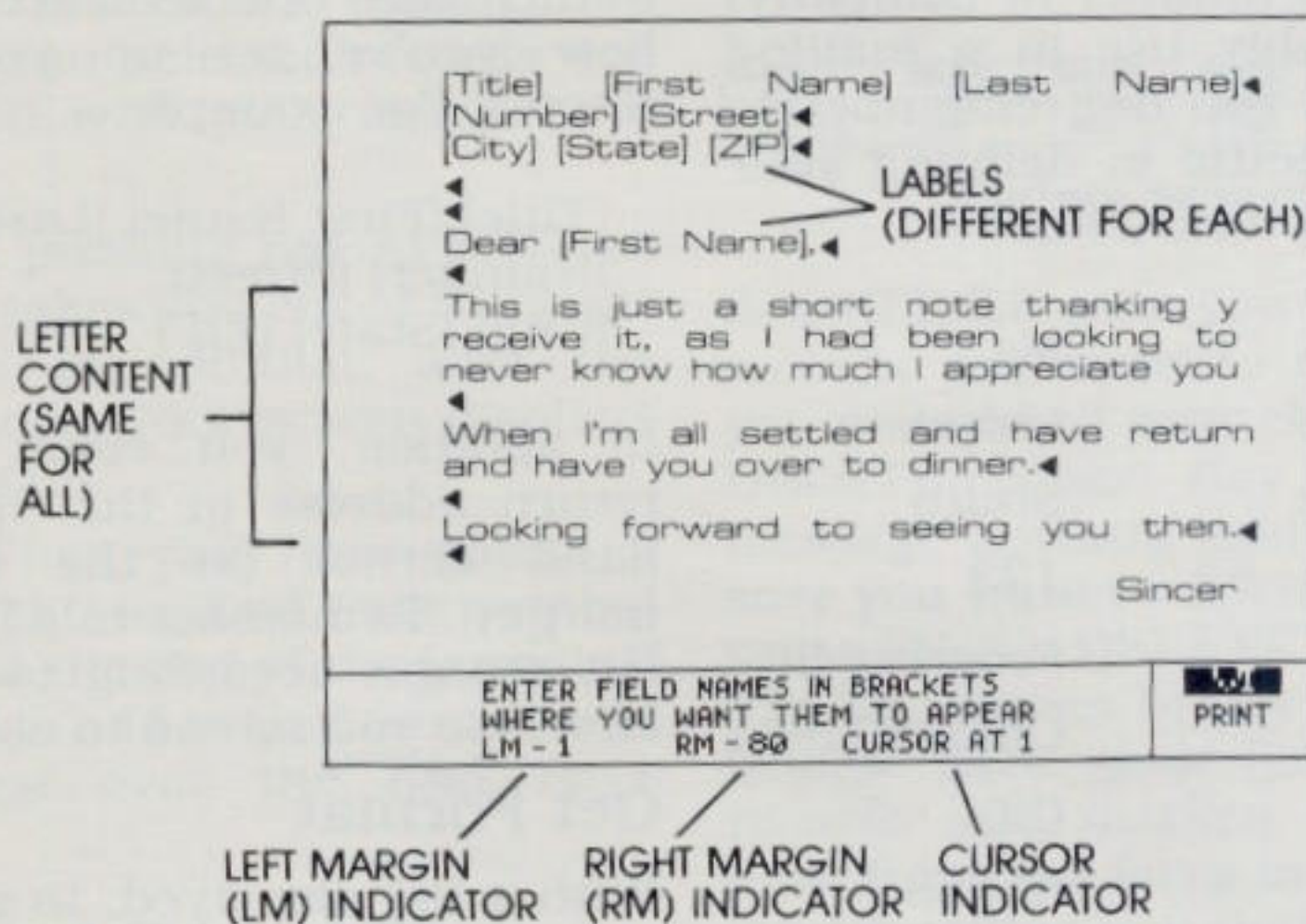


This screen gives you the option of either using a format you've already prepared and stored on another data pack or disk, or creating a new format as you need it. However, you should note that any new print formats created with SmartFILER are **not** saved in memory or stored on data pack or disk. If you want to save formats, create them with SmartWRITER.

Now, press CREATE FORMAT (SmartKey V) and the screen changes to a moving window format similar to the one found in SmartWRITER word processing. You'll be able to use this area to type in messages, letters, anything you want to have personalized through the addition of information from your data base.

Unlike moving window format in SmartWRITER, there is no margin indicator at the top or along the left side of the screen. Instead, in the message area, you will see margin indicators and a counter showing the number of spaces the cursor is from the left margin.

Let's say that you have a number of SmartFILER records that contain names and addresses of friends and that you'd like to send a personalized thank you letter to 30 of these people. The contents of the letter will be the same for all, but the names, addresses and salutations will change for each recipient.



Type your letter with Field Names in brackets where you want the contents of those fields printed. Place all field names within brackets to signal SmartFILER where to insert the information from your records. Be sure to enter the field names **exactly** as they appear in your form. For example, if

your primary field is "Last Name:", you must enter it exactly as "Last Name:".

You can even make changes to the format now on your screen. Then when you're ready, press PRINT (Smart Key VI). Your merged information prints out.

Creating Mailing Labels for Printing

You can use SmartFILER to create a mailing-label print format; for example, printing names and addresses of club members in order to send out a monthly newsletter.

To do so, you must first create a data base of names, addresses and other pertinent data (such as membership number or company) you'd probably use in a mailing label. When you do, remember to **be very specific** in defining your fields. Here's an example:

Title	Ms.
First Name	Valeria
Last Name	Smith
Number	123
Street	Progress St.
City	ChanceTown
State	OT
ZIP	55555
Memb. No.	0107
Home Phone	555-1234
Bus. Phone	555-4321

Once this data base has been entered and stored, you must then create the mailing label using either SmartFILER (CREATE FORMAT) or SmartWRITER. If you use SmartWRITER, you could store the mailing-label format on a data pack or disk, and call it in for use at any time, using GET FORMAT (see below).

To create your mailing label format, start typing the first line of the label at 32-40 spaces from the left margin, if you'll be using a legal size envelope. All lines below it should start at the same point. Enter the Field Names you want printed in **brackets**. Remember to type in the Field Names **exactly** as they appear in your data base, and to type all field names individually in their own brackets, according to how you've set up your Field Names. For example:

```
[Title] [First Name] [Last Name]
[Number] [Street]
[City] [State] [ZIP]
```

In addition, you could enter a return address in the upper left-hand corner (at the true left margin). Remember to adjust your left margin according to the size envelope you intend to use.

Get Format

With a list displayed, to use a format that has been created and stored on another data pack or disk, for example in SmartWRITER, press Command Key PRINT. When the new Smart Key labels appear, press PRINT RECORDS (Smart Key V), then mark the records you'd like to print. Then press GET FORMAT (Smart Key V), then GET FORMAT (Smart Key VI) after the labels change.

A message prompts you to select a drive. First insert in a drive the data pack or disk containing the format you want to use, then select that drive. When the directory screen comes up, select the file you want, then press GET FILE (Smart Key VI). The format you retrieved is displayed on the screen.

If you wish, edit your format just as you would in Create Format (see above). Press PRINT (Smart Key VI), and your selected records will be merged with your format and printed.

Note that pressing ESCAPE/WP at any time takes you out of the print sequence. In addition, after the printer stops, your screen displays the list again.





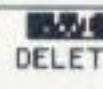
NOTE: When you have gotten a print format, an End Page symbol appears at the end of the format. If you want to add to that format, you must type over the End Page symbol.

Deleting Records

The DELETE Command Key allows you to delete records you no longer want from permanent storage (on data pack or disk). DELETE differs from CLEAR in that DELETE erases records not visible on your screen. In fact, you can use DELETE to erase the entire data base from your data pack or disk.

To put DELETE into effect, you must first bring a list of records to view. Then press Command Key

DELETE and the Delete Screen appears.

David Copperfield Dickens, Charles					
Henry V Shakespeare, William					
Macbeth Shakespeare, William					
Midsummer Night's Dream Shakespeare, William					
Oliver Twist Dickens, Charles					
Pickwick Papers Dickens, Charles					
MARK FOR DELETE	 MARK LINE	 MARK ALL	 ERASE MARK	 ERASE ALL	 DELETE

Delete Screen

SmartFILER asks you to mark the records you want to delete. After you've marked your choices, press DELETE (Smart Key VI). A new message appears asking if you're sure you want to delete. If you are, press FINAL DELETE (Smart Key VI). The screen briefly clears, then brings back your list. Now, all records you marked for deletion have frowning faces in place of the marks, telling you that the records **will be deleted** from data pack or disk **when you press QUIT** from the Entrance Screen to end the session.

Undo Delete

Although you've just taken steps to delete records from storage, the records are actually still there. If at any time you should decide not to delete your records after all, press Command Key UNDO. The Smart Key label area changes. Now press UNDO DELETE. The screen clears



momentarily, then brings back whatever you had on the screen before pressing Command Key UNDO. Behind the scenes, the records you had originally marked for deletion are no longer slated for deletion. If you display them in a list again, you'll notice that the frowning faces are gone.

Modifying an Existing Form

There will be times when you'll want to change the form you've created. For example, some field names might no longer be appropriate as your records begin to accumulate and your data base increases. You may also want to add fields if you left some fields defined, but unnamed and unused.

You can modify your form starting at the Entrance Screen. Press DESIGN A FORM (Smart Key II). A message comes up telling you to insert your program data pack or disk. After you do so, press CONTINUE (Smart Key VI).

A new message and two SmartKEY labels appear.

INSERT DATA TAPE OR DISK BEFORE PROCEEDING			 CREATE FORM	 MODIFY FORM
---	--	--	---	---

Press MODIFY FORM (Smart Key VI). Your form comes up on display. You can now modify the form but only by making changes to the field names. Simply type the new field names over the old ones. If you left some field names blank, select those with the appropriate characteristics and type the new names in the blank field-name lines.


If you change your mind and don't want to modify the form, press ESCAPE/WP. You will be returned to the select-drive screen. But if you decide to go ahead with the changes, press STORE FORM (Smart Key VI). ADAM asks if you're sure. If you are, press CONTINUE (Smart Key VI). SmartFILER stores your new (modified) form in place of your old one and returns you to the Entrance Screen.

Deleting an Existing Form

If you no longer want to keep your form and data base, and you want to clear a digital data pack or disk for the storing of other files or for creating a new data base, you can delete your form in either one of two ways: using SmartFILER or using SmartWRITER.

Deleting a Form Using the SmartFILER Program

First load program. When you have the Entrance Screen, press DESIGN A FORM (Smart Key II). SmartFILER prompts you to insert the program data pack and press CONTINUE (Smart Key VI). Shortly you'll receive a prompt asking you to insert the digital data pack or disk containing the data base you want to delete. Do so, then press CREATE FORM (Smart Key V). The following message and Smart Key label appear:

ALL FILES MUST BE DELETED BEFORE A DATABASE MAY BE CREATED		 DELETE FILES
---	--	---

Press DELETE FILES (Smart Key VI). Your data base will be deleted and the Form-Creation Screen will be displayed. At that point, you can create a new form if you choose to.

Deleting a Form Using the SmartWRITER Program

You can delete your form and data base using ADAM SmartWRITER word processing. Just follow the procedure for deleting files described in your SmartWRITER manual.

Leaving the Program

When you want to exit the program and stop working with your data base, first press ESCAPE/WP or DONE until the Entrance screen appears. Then, press QUIT (Smart Key VI). When you do, SmartFILER will close your data base. Until this point, all the work you have done in a session has taken place in ADAM's workspace (temporary storage) and has remained there. However, when you press QUIT, all records being held in memory are sent to permanent storage on data pack or disk, and all records marked for deletion are deleted from digital data pack or disk.

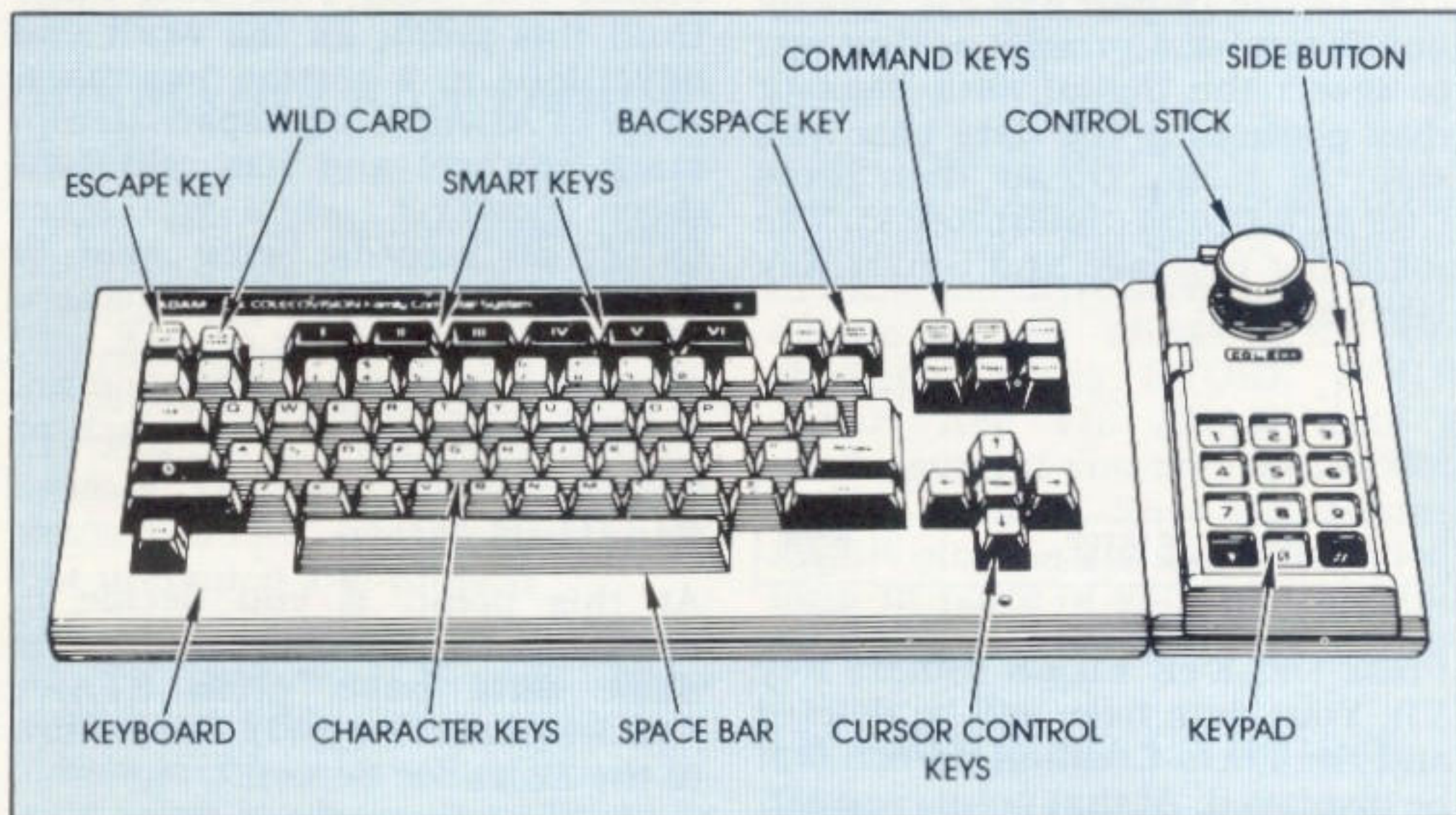
Starting Again

At this point, if you decide to begin another session **using the same data base**, press START AGAIN (Smart Key VI). You return to the Entrance Screen.

If you want to create a **new data base**, press NEW DATABASE (Smart Key V). SmartFILER returns you to the select-drive screen to begin creating a new form.

Using the Keyboard

If you're familiar with SmartWRITER word processing, you know how easy it is to use the ADAM keyboard. For SmartFILER, you'll be using the same controls. There are, however, a few differences in how they work in SmartFILER from how they work in SmartWRITER. Read this section carefully before starting.



ADAM's keys are very similar to typewriter keys. Use them as you would typing on a standard typewriter. But note some differences as described below.

1. Character/Number Keys

Use the Character and Number Keys to enter your data and create your records. These keys are no different from those on a typewriter.

2. Command Keys

Command Keys are special keys that initiate functions and operations when pressed. Only the

following Command Keys operate in SmartFILER:

CLEAR: Allows you to clear from view a line of text in a record, or an entire record (workspace).

PRINT: Allows you to print one or more records, all or part of a list of records, or to merge and print information from your data base using pre-formatted letters, checklists, invitations and the like.

DELETE: Allows you to delete one or more records from digital data pack or disk. However, final deletion does not occur until QUIT is

pressed and so can be reversed before then.

UNDO: Removes delete marks from a list and cancels the delete command before QUIT has been pressed.

ESCAPE/WP: Allows you to cancel most SmartFILER operations and returns you to the Entrance screen. In CLEAR, PRINT and DELETE, this key cancels the command and returns you to what you were doing before you initiated that command.

STORE/GET: Allows you to get files from SmartWRITER and insert them into the text field of your records.

The following Command Keys do not function in SmartFILER: WILD CARD, MOVE/COPY, and INSERT.

3. Cursor Control Keys

Cursor Control Keys allow you to move the cursor as follows:

SPACE BAR: Operates the same as in SmartWRITER, moving the cursor one space at a time to the right, overstriking every character in its path with a blank.

BACKSPACE: Allows you to move the cursor to the left, erasing each character in its path. Unlike its function in SmartWRITER word processing, Backspace does not pull to the left text located to the right of the cursor.

RETURN: Allows you to move the cursor to the beginning of the next line or to add a blank line in the text area of a record.

ARROW KEYS: Allow you to move the cursor up, down, left or right without erasing any characters. The up and down Arrow Keys also allow you to scroll the screen vertically in order to view a list or the text area of a record. The right and left Arrows Keys also allow you to scroll the screen horizontally when you are creating a print format for mail merge.

HOME: Allows you to move the cursor from anywhere in a record to the first character of the first line of the record.

4. Smart Keys

The six Smart Keys located across the top of the keyboard match the six Smart Key labels that appear at the bottom of the screen. They are defined by SmartFILER, changing their function throughout the program, as indicated by the labels.

Functions of Smart Keys often change even within a single operation. When this happens, pressing one Smart Key displays a new set of Smart Key labels that carry you through the operation.

Don't worry if you hear a buzz when you press one of the Smart Keys or Command Keys. That's ADAM's way of telling you that you can't carry out the function you had in mind at the time you pressed it. Look at the keyboard and Smart Key labels again and try pressing another key.

SmartFILER

Trouble-Shooting Guide

“Reading” Data

As with all magnetic storage media, SmartFILER and ADAM may occasionally misread a digital data pack or disk. If SmartFILER does not properly read a data pack or disk, open the drive door when the medium is not spinning, remove the data pack or disk, then carefully re-insert it. If after several tries SmartFILER still can't read the storage medium, try any of the following.

- If all of the data pack has wound onto the right spool (looking at the label side), it must be partially rewound manually. Turn the empty wheel a few dozen turns.
- If the tape inside the data pack appears to be wound irregularly, slap the label side of the pack against a hard flat surface and repeat the action on the opposite side. Repeat the procedure until the tape appears to be wound evenly.
- Remove the data pack and make sure that the rubber roller turns freely. In order to test the roller, using a clean eraser at the end of a pencil, **CAREFULLY** and **GENTLY** spin the roller to be certain it is turning freely. **USE EXTREME CARE AND AVOID TOUCHING THE TAPE HEAD.**

- Carefully clean the tape head by rubbing it with a foam-tipped swab dipped in isopropyl alcohol (available in the ADAM accessory kit or at audio specialty stores).
- Shut ADAM off and wait 10 minutes.

Scrambled Text

If portions of a record or a list appear scrambled or display inappropriate characters, try the following procedure:

1. Press ESCAPE/WP. until the Entrance screen is displayed.
2. Press INDEX (Smart Key V).
3. Search by primary field using Index. The problem should now be corrected.

If the scrambled text continues to appear, try the following procedure:

1. Press ESCAPE/WP to return to the Entrance screen.
2. Press QUIT (Smart Key IV).
3. When SmartFILER is closed, press COMPUTER RESET to reload the program and start from the beginning.

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90-DAY LIMITED WARRANTY

Coleco warrants to the original consumer purchaser in the United States of America that this digital data pack or disk will be free of defects in material or workmanship for 90 days from the date of purchase under normal in-house use.

Coleco's sole and exclusive liability for defects in material and workmanship shall be limited to repair or replacement at an authorized Coleco Service Station. This warranty does not obligate Coleco to bear the cost of transportation charges in connection with the repair or replacement of defective parts.

This warranty is invalid if the damage or defect is caused by accident, act of God, consumer abuse, unauthorized alteration or repair, vandalism, or misuse.

Any implied warranties arising out of the sale of the digital data packs or disks including the implied warranties of merchantability and fitness for a particular purpose are limited to the above 90 day period. Coleco shall in no event be liable for incidental, consequential, contingent or any other damages.

This warranty gives you specific legal rights, and you may have other rights which vary from State to State. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you.

SERVICE POLICY

Please read your Manual carefully before using the product. If your digital data pack or disk fails to operate properly, please refer to the trouble-shooting checklist in the Owner's Manual for your particular video system. If you cannot correct the malfunction after consulting the trouble-shooting checklist, please call Customer Service on Coleco's toll-free service hotline: 1-800-842-1225 nationwide. This service is in operation from 8:00 a.m. to 10:00 p.m. Eastern Standard Time, Monday through Friday.

If Customer Service advises you to return your digital data pack or disk, please return it postage prepaid and insured, with your name, address, proof of the date of purchase, and a brief description of the problem to the Service Station you have been directed to return it to by the toll-free service information. If your digital data pack or disk is found to be factory defective during the first 90 days, it will be repaired or replaced at no cost to you. If the digital data pack or disk is found to have been consumer damaged or abused and therefore not covered by the warranty, then you will be advised, in advance, of repair costs.

If your digital data pack or disk requires service after expiration of the 90 day Limited Warranty period, please call Coleco's toll-free service hotline for instructions on how to proceed: 1-800-842-1225 nationwide.

IMPORTANT: SAVE YOUR RECEIPTS SHOWING DATE OF PURCHASE.



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ERRATA SHEET

Creating a Data Base

When creating a form and data base, you must use a blank digital data pack or disk that does not contain any files. SmartFILER will not allow you to use a storage medium that already contains files of any kind. Refer to page 7 of the instruction guide.

Clearing a Data Pack or Disk

You can use SmartFILER to delete all files from a digital data pack or disk so that it can be used to create a SmartFILER data base. Use the following steps:

1. Load SmartFILER into ADAM in the usual manner and follow the steps for CREATE A FORM as explained on page 7 of the instruction guide.
2. When the message telling you that you must delete all files before creating a database appears, press DELETE FILES (Smart Key VI).
3. The Form-Creation Screen then appears. You are now ready to create your form and establish a data base.

Modifying an Existing Form

Use the following steps when modifying a form:

1. When the Entrance Screen is showing, press DESIGN A FORM (Smart Key VI).
2. When the message appears, insert your program data pack or disk, then press CONTINUE (Smart Key VI).
3. When the new message comes up, remove the program data pack or disk and insert your data-base data pack or disk. If you don't, you will erase your program.
4. After you've inserted your data-base data pack or disk, press MODIFY FORM (Smart Key VI).
5. When your form is displayed, make your changes to the field names, then press STORE FORM (Smart Key VI).
6. ADAM asks if you're sure. If you are, press CONTINUE (Smart Key VI). SmartFILER stores your new (modified) form in place of your old one and returns you to the Entrance Screen.



SmartFILER™

Quick Reference Guide

Here are the basic steps in performing most important functions in SmartFILER™. All instructions assume a start at the Entrance Screen, unless otherwise noted. In

addition, all SmartKEYS are referred to by their labels and numbers. Finally, Command Keys are always referred to as such.

FORMS

Create a Form after Program Loading

To create a form on a blank digital data pack or disk directly after loading the program:

1. From the Pre-Entrance Screen, insert a blank data pack or disk, then press the appropriate drive Smart Key.
2. Insert the program data pack, then press CREATE A FORM (VI).
3. Insert the blank data pack or disk, then press CONTINUE (VI).
4. Enter Field Names and other attributes.
5. Press STORE FORM (VI).

Create a New Form When Already in Program

To create a new (additional) form on a separate blank digital data pack or disk after you are already in the program:

1. Press DESIGN A FORM (II).
2. Insert the program data pack or disk, then press CONTINUE (VI).
3. Insert a fresh, unused data pack or disk, then press CREATE A FORM (V).
4. Enter Field Names and other attributes.
5. Press STORE FORM (Smart Key VI).

Field Characteristics

- Fields are created by entering data on as many lines as you want, up to 32.
- Field Names can be up to 12 characters long.
- You can designate up to four Searchable fields.
- Searchable fields can be up to 24 characters long.
- The first field listed is your primary field and must be Searchable.
- Only the last field listed may be a "text" (T) field.
- Total field length is 255 (characters and spaces).

Modify a Form

To make changes to the Field Names of an existing form:

1. Press DESIGN A FORM (II).
2. Insert the program data pack or disk, then press CONTINUE (VI).
3. Insert a data pack or disk containing an existing form, then press MODIFY FORM (VI).
4. Make changes to Field Names (only), then press STORE FORM (VI).
5. Press CONTINUE (VI).

Delete a Form

To delete an existing form (and data base) using SmartFILER:

1. Press DESIGN A FORM (II).
2. Insert the program data pack or disk, then press CONTINUE (VI).
3. Insert the data pack or disk containing the form and data base to be deleted, then press CREATE A FORM(V).
4. Press DELETE FILES (VI).
5. You can now create a new form, or press ESCAPE/WP.

ENTER RECORDS

CAUTIONS

1. Always press SAVE RECORD (Smart Key IV) after you have entered or changed data in any record.
2. Always press QUIT (Smart Key VI) after you are finished using SmartFILER and want to end the session.

Add Records

To create a new record or add a record to an existing data base:

1. Press ADD RECORDS (III).
2. Enter information.
3. Press SAVE RECORD (IV).
4. Press ESCAPE/WP to go back to the Entrance Screen.
5. Press QUIT (VI) to store your record(s) and close SmartFILER.

Copy a Record

These steps save entry time by allowing minor changes to an existing record in order to create a new record:

1. Create a record, then press SAVE RECORD (IV).
2. Press PREVIOUS RECORD (III) to bring that record back to the screen. Make your changes to the information, then press COPY RECORD (V).
3. This procedure may be repeated as many times as you like.
4. Press ESCAPE/WP to return to the Entrance Screen.

See a Previous or Next Record

To refer to records you've created during a single session (before pressing QUIT):

1. First, create at least one record, then press SAVE RECORD (IV).
2. Press PREVIOUS RECORD (III) to see the record you've just made and saved.
3. Press NEXT RECORD (II) to return to the blank form in order to create your next record.

Use PREVIOUS and NEXT to flip back and forth through any of the records you've created during one session.

Enter Data from Other Sources

To add information from another source, such as a SmartWRITER file, to a SmartFILER record:

1. Press ADD RECORDS (III). Enter whatever information you want into the character and number fields.
2. Move the cursor to the text field.
3. Press your Command Key STORE/ GET.
4. ADAM will ask you for a drive. Insert the data pack or disk containing the file you want to get into a drive, then press that drive's Smart Key.
5. When the Directory Screen appears, move the pointer to the file you want to get. Press GET FILE (VI).
6. Press SAVE RECORD (IV) after you've completed creating the new record.
7. Press ESCAPE/WP to return to the Entrance Screen.

Modify a Record

To edit or change a newly created record or one you get from storage:

1. Retrieve a record using FIND RECORDS (IV) or INDEX (V).
2. Edit the record by typing over existing text or adding new information.
3. Press SAVE RECORD (IV).
4. Press ESCAPE/WP to go back to the Entrance Screen.

Clear Part of a Record from View

To remove from view part of a record:

1. Display a record on the screen.
2. Press Command Key CLEAR, then move the cursor to the line(s) you want to clear from view.
3. Press CLEAR LINE (V) for each line you want to clear.
4. Press ESCAPE/WP to return to the Entrance Screen.

Clear an Entire Record from Screen

These steps remove a record from view:

1. When a record is displayed on the screen, press Command Key CLEAR, then CLEAR SCREEN (VI).
2. Press ESCAPE/WP to return to the Entrance Screen.

Delete a Record

To delete a record or records from storage:

1. Use FIND RECORDS (IV) or INDEX (V) to display a list of records you can delete.
2. Press Command Key DELETE.
3. Move the cursor to the record(s) you want to delete, then press MARK LINE (II) to mark each record for deletion.
4. Press DELETE (VI).
5. ADAM asks if you're sure you want to delete. If you are, press FINAL DELETE (VI).
6. Press ESCAPE/WP to return to the Entrance Screen.

Undo Delete

You can call off a delete command at any time, but it must be done **before** pressing QUIT (VI). To invalidate a delete command:

1. Press Command Key UNDO.
2. Press UNDO DELETE (VI).

RETRIEVE RECORDS

FIND RECORDS

Use FIND RECORDS (IV) to see a list of all records, a list of selected records, or a specific record.

Search for Everything

To search for all records:

1. Press FIND RECORDS (IV).
2. Press START SEARCH (V).
3. To see a record, move the pointer to the record entry desired, then press DISPLAY RECORD (V).
4. Press ESCAPE/WP to return to the Entrance Screen.

Search for a Single Characteristic

To search for all records by a single common characteristic:

1. Press FIND RECORDS (IV).
2. Move the cursor to the desired search field and enter the specific characteristic, then press START SEARCH (V).

Search for Multiple Common Characteristics, Different Fields

To search for all records by multiple common characteristics in **different fields**:

1. Press FIND RECORDS (IV).
2. Move the cursor to the first desired field and enter the specific characteristic.
3. Move the cursor to the next desired field and enter the specific characteristic.
4. If you want to add more search criteria, repeat step 3. After you've entered all search criteria, press START SEARCH (V).

Search for Multiple Common Characteristics, Same Field

To search for all records by multiple common characteristics, up to four, in the **same field**:

1. Press FIND RECORDS (IV).
2. Move the cursor to the desired field and enter a characteristic, then press COPY LINE (II).
3. Move the cursor to the copied field line and enter a characteristic.
4. You may add up to four copied lines. After you've entered all search criteria, press START SEARCH (V).

Search for Multiple, But Not Common, Characteristics, Different Fields

To search for all records by multiple, but not common, characteristics in different fields:

1. Press FIND RECORDS (IV.)
2. Move the cursor to the first desired field and enter the specific characteristic.
3. Press OR (IV), then move to the next desired field and enter the specific characteristic.
4. If you want to add more search criteria, press OR (IV) each time you want to move to another desired field to enter a specific characteristic.
5. After you've entered all search criteria, press START SEARCH (V).

Search with Partial Information

To search using partial information:

1. Press FIND RECORDS (IV).
2. Use three periods (...) to represent unknown characters at the **beginning**, the **end** or both. Example: Enter "...er..." if you forgot if it was "Peterson," "Pederson," or "Petersen."
3. Use an underscore (_) for **each** unknown character appearing in the **middle**, but with a known beginning and end. Example: Enter "Pe_ _ _ _n".
4. Press START SEARCH (V).

Search for a Number

To search for an exact number:

1. Press FIND RECORDS (IV).
2. Enter the number in the correct number field, then press START SEARCH (V).

Search for a Number Greater/Less Than

1. Press FIND RECORDS (IV.)
2. Move the cursor to the desired field. Type in the "less than" sign (<) or "greater than" sign (>), then the number.
3. Press START SEARCH (V).

Search for a Number Greater/Less Than or Equal To

1. Press FIND RECORDS (IV).
2. Move the cursor to the desired field. Hold down the CONTROL key while you press the R key, then type the number to search for a number less than or equal to the number. Or, hold down the CONTROL key and press Q, then type the number to search for a number greater than or equal to the number.
3. Press START SEARCH (V).

Search for a Range of Numbers or Letters

1. Press FIND RECORDS (IV).
2. Move the cursor to the desired field and enter the lower number or letter of the range preceded by a "greater than" sign (>).
3. Press COPY LINE (II), then press AND (III).
4. Move the cursor to the next field and enter the upper number or letter of the range preceded by the "less than" sign (<).
5. Press START SEARCH (V).

Search for All Numbers But One

To search for a number not equal to (\neq) a specific number:

1. Press FIND RECORDS (IV).
2. Move the cursor to the desired field and enter the "greater than" sign (>) followed by the number you're not searching for.
3. Press COPY LINE (II), then press AND (III).
4. Move the cursor to the next field and enter the "less than" sign (<) followed by the number you're not searching for.
5. Press START SEARCH (V).

INDEX

To see a list of all records sorted alphabetically (or numerically) by a single field:

1. Press INDEX (V).
2. Move pointer to the desired search field, then press SEE INDEX (V).
3. Press ESCAPE/WP to return to the Entrance Screen.

PRINTING

To print a record directly from the screen, insert paper into the printer, then press Command Key PRINT.

Print from a List

Several print operations are accessed when a list is displayed on the screen:

A. Print Workspace

To print the list displayed on the screen and existing above and below the screen:

1. Press Command Key PRINT.
2. Press PRINT WORKSPACE (IV).

B. Print a List

To print a list or part of a list displayed on the screen:

1. Press Command Key PRINT, then PRINT LIST (VI).
2. Mark the entries you want to print using either MARK LINE (II) or MARK ALL (III).
3. Then press PRINT LIST (VI).

C. Print Records

To print a record from a list:

1. Press Command Key PRINT.
2. Press PRINT RECORDS (V).
3. Move the cursor to each record you want to print and press MARK LINE (II); or press MARK ALL (III) to mark all records.
4. Press PRINT RECORDS (VI).

D. Create a Print Format

To create a print format that uses information from SmartFILER records:

1. Press Command Key PRINT.
2. Press PRINT RECORDS (V).
3. Move the cursor to each record you want to print and press MARK LINE (II); or press MARK ALL (III) to mark all records.
4. Press GET FORMAT (V).
5. Press CREATE FORMAT (V).
6. Create your print format by typing information in, placing Field Names in brackets where you want the contents of those fields printed, then press PRINT (VI).

E. Get a Print Format

To get a print format from another source, such as a SmartWRITER file or SmartLETTERS & FORMS:

1. Press Command Key PRINT.
2. Press PRINT RECORDS (V).
3. Move the cursor to each record you want to print and press MARK LINE (II); or press MARK ALL (III) to mark all records.
4. Press GET FORMAT (V).
5. When the new Smart Key labels appear, press GET FORMAT (VI).
6. Insert into a drive the data pack or disk containing the print format you want, then press that drive's Smart Key.
7. When the Directory screen appears, move the pointer to the file you want, then press GET FILE (VI).
8. After the print format appears on the screen, remove the source data pack or disk and reinsert the data pack or disk containing your SmartFILER records. Then press PRINT (VI).

CLOSE SmartFILER

Close SmartFILER

To close SmartFILER, press DONE or ESCAPE/WP until you reach the Entrance Screen. Then Press QUIT (Smart Key VI).

Reopen SmartFILER

To reopen SmartFILER and use the same data base after pressing QUIT, press START AGAIN (VI). To begin a new data base on a fresh, blank digital data pack or disk, press NEW DATABASE (V).



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