

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 VII).

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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