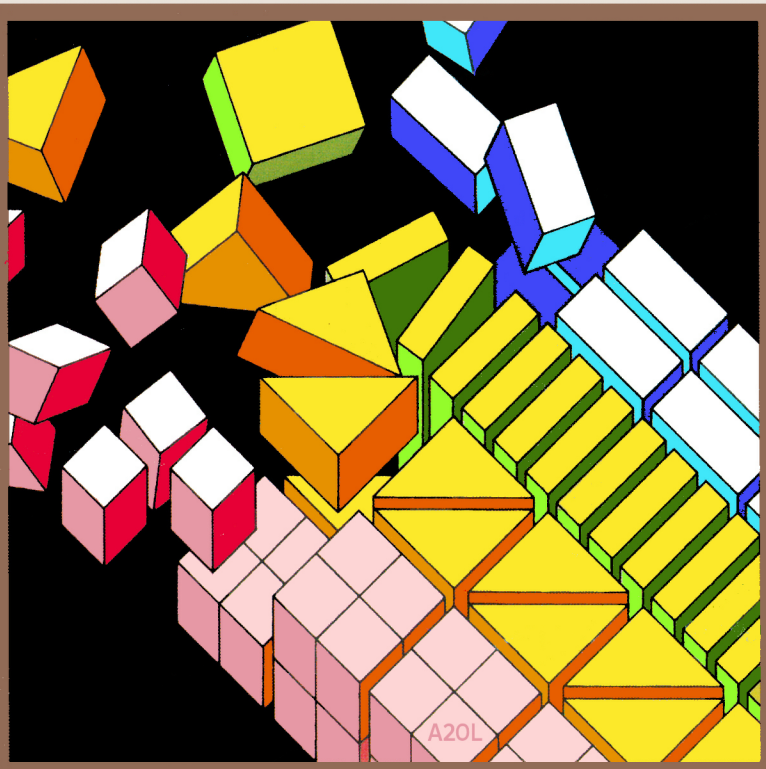
Apple //

Quick File //

For //e Only
Pascal 1.1 Based



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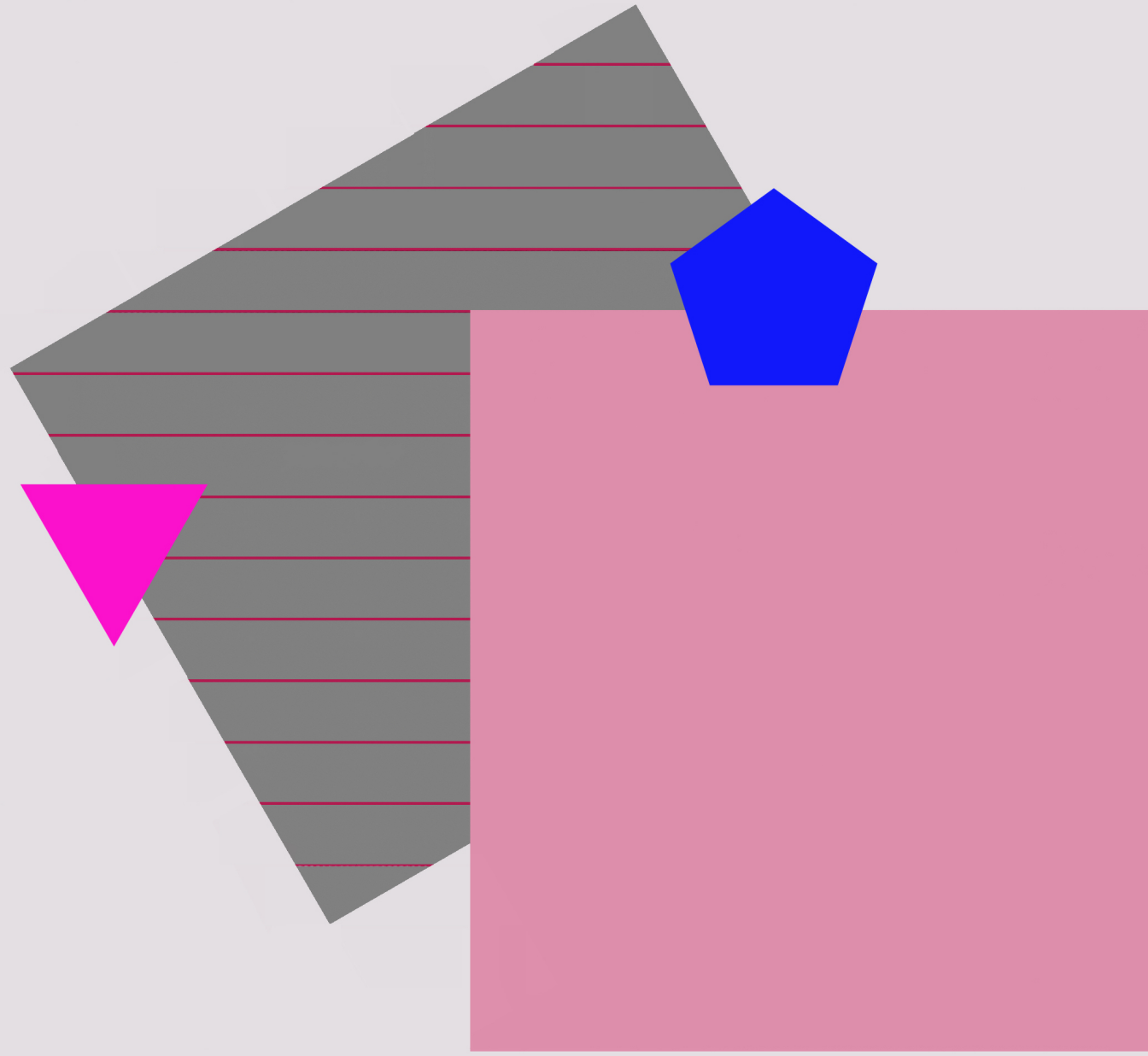

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Table of Contents

About the Quick File II Manual vii

1

Getting Started 1

1 What is Quick File?
1 What Kinds of Information Can Quick File Organize?
2 What Are Quick File's Main Features?
2 How Does Quick File Work?
3 What Equipment Do I Need?
4 How Should I Set Up My System?
4 What Should I Do First?
5 How Do I Start Up Quick File?
8 What Should I Watch Out For?

2

Quick File Basics 11

11 The FILE CATALOG
13 Moving the Cursor
16 Some Terminology
17 Zooming In and Zooming Out
19 Asking for Help
20 Leaving Quick File
21 Summary

3

More Quick File Basics: Changing Information in a File 25

25 Changing an Entry
28 Finding Records in the File
30 Inserting a Record
32 Arranging (Sorting) Records
34 Saving Changes
39 Summary

4 **Advanced Basics: Record Layouts** 41

41 Changing the Multiple-Record Layout
43 Changing the Length of a Category
44 Moving a Category
47 Specifying Cursor Direction
48 Changing the Single-Record Layout
50 Moving a Category
51 Specifying Cursor Direction
51 Saving Changes: A Reminder
52 Summary

5 **Creating a Simple Report** 55

56 Choosing a Report Style
57 Before Reporting: Look at the File
59 Creating the Report Format
61 The Finished Product
62 Deleting Categories
63 Switching Categories
64 Arranging Information
65 Printing the Personnel Report
65 Specifying Printer Options
67 Printing
68 Saving the Format
68 Summary

6 **Changing a Report Format** 71

71 Getting the Format
72 Changing the Format by Using Record Selection Rules
73 Report 1
75 Report 2
77 Report 3
78 Discarding Record Selection Rules
79 Saving the New Report Format
79 Summary

7 **Calculating in Quick File Reports** 81

81 Before Reporting: Look at the File
83 The Finished Product
83 Getting Ready to Report
84 Creating a Calculated Category
84 Justifying Numeric Categories
86 Defining a Calculated Category
88 Specifying Group and Category Totals
91 Specifying a Report Title
91 Printing the June Expense Report
92 Summary

8 **Creating a Labels-Style Report** 95

95 The Finished Product
96 Getting Ready to Report
98 Placing Information Appropriately
98 Telling What Categories to Include
99 Placing Categories
100 Arranging Spacing
101 Left-Justifying Categories
102 Checking an Example
103 Setting Printer Options
104 Finishing
104 Summary

9 **It's Your Turn: Creating a Quick File File** 107

107 Defining Quick File Files
108 Starting a New Quick File Data Disk
109 Creating the File and Several Records
113 Saving the New File
113 Changing the Way a File is Put Together
116 Quick File Fast Lane Revisited

10

Quick File II Reference 119

119 General Information
120 Quick File File Names
121 Quick File File Guidelines
122 Quick File Overview
123 Quick File Menus
123 MAIN MENU
124 FILE MENU
125 SAVE FILE MENU
126 REPORT MENU
128 Quick File Options
128 REVIEW/ADD/CHANGE
129 REVIEW/ADD/CHANGE Cursor Moves
130 REVIEW/ADD/CHANGE Options
136 REPORT FORMAT Options
136 Tables Format Options
143 Labels Format Options

Appendix: Transferring Quick File Reports to Apple Writer IIe 149

149 Placing Quick File Reports in a Document
150 Creating Form Letters from Quick File Reports
150 Transferring the Quick File Report to Apple Writer
151 Creating Your Own Form Letter
153 Merging the Report File with the Form Letter

Index 155

Quick File II Reference Card Inside Back Cover

Quick File II Reader Response Card Inside Back Cover

About the Quick File II Manual

This manual explains how to use Quick File with your Apple IIe computer. It is written for people who have had no experience using computers.

Chapter 1 is an introduction to Quick File. Chapters 2 through 9 take you step by step through some of Quick File's features. As you work with the chapters, you will also work with the sample files on the data disk that goes with this manual. Each chapter is self-contained, so you can stop at the end of each one if you want.

Chapter 10 is a reference guide describing all the features of Quick File II. The appendix explains how to transfer Quick File reports to Apple Writer IIe.

The index and the Quick File II Reference Card at the end of this manual are handy sources of information, as are Quick File's HELP displays. You can get help information by pressing the ⌘ key and ? when the `OA-? for Help` message appears in the bottom right corner of a Quick File display.

A reader response card appears at the back of this manual. Please fill it out after you've had some experience using Quick File II.

Visual Cues: Look for these visual aids throughout the manual:

- Gray boxes contain incidental information and helpful hints.
- Notes in the margins reinforce new terms or point to useful information contained elsewhere in this manual.

After you finish this manual, you will have had practical experience using Quick File II. You will know how to:

- Keep information in Quick File files up to date by adding, deleting, and rearranging information whenever you want.
- Display information on your screen.
- Print written reports that include the information you want, formatted the way you want it.

Before you begin using Quick File II, you should read the sections of the *Apple IIe Owner's Manual* that explain how to set up your Apple IIe and how to use the DOS 3.3 System Master disk to make backup copies of disks.

Quick File Fast Lane: If you want to speed by any or all of the tutorial information in this manual, you can take the Quick File Fast Lane:

1. Read Chapter 1 to learn some basic information about Quick File.
2. Read Chapter 9 to learn how to create your own files.
3. Use Chapter 10 for reference on how to use all Quick File features.

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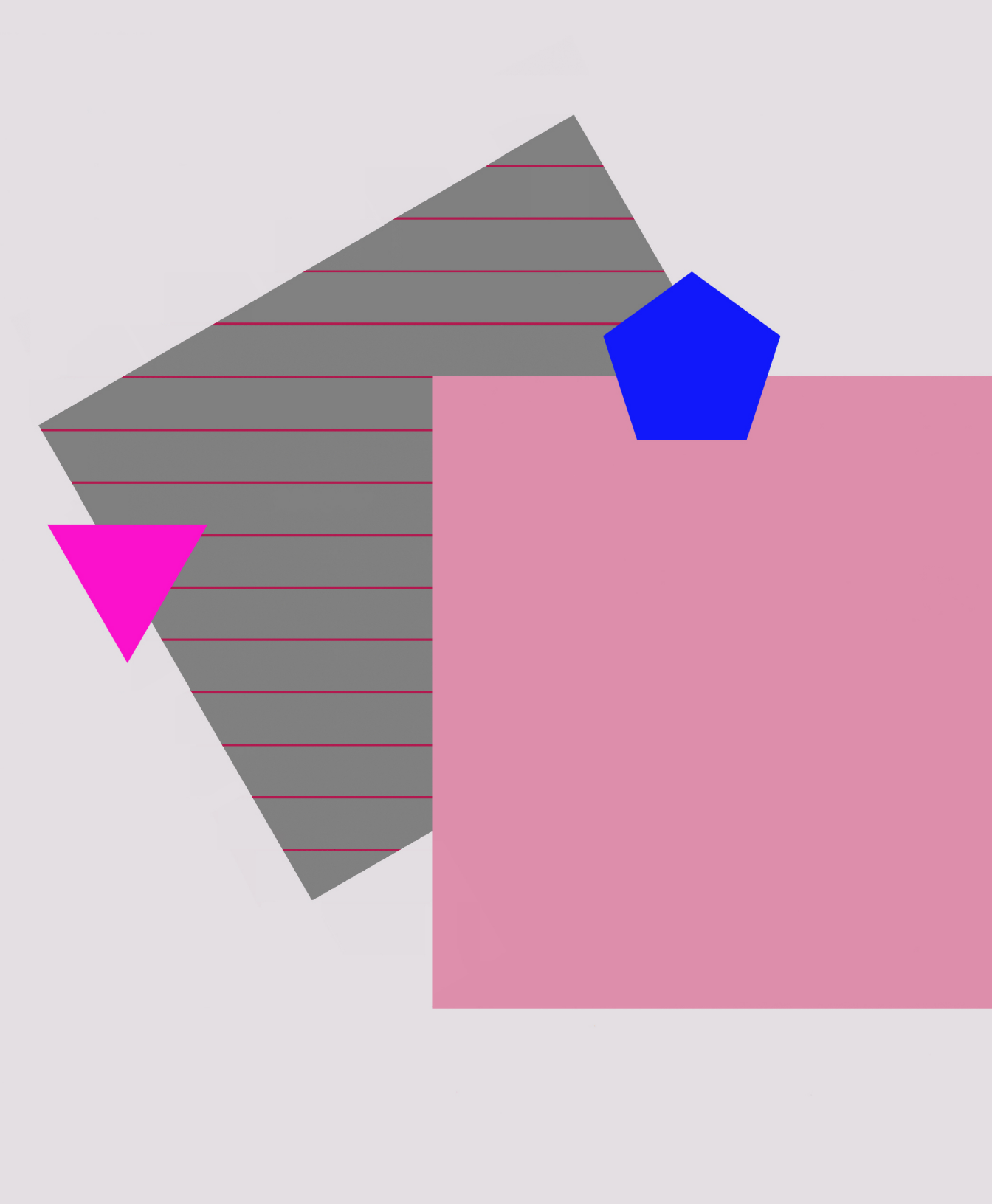


Getting Started

This chapter answers basic questions about Quick File II:

- What is Quick File?
- What kinds of information can it organize?
- What are its main features?
- How does it work?
- How do I set up my system?
- How do I start up Quick File?
- What should I watch out for?

What Is Quick File?

Quick File is an easy-to-use system that applies the power of the Apple IIe to your needs for organized and up-to-date information. With Quick File you can

- Organize your jumbled and hard-to-find information
- Keep it current in one centrally located and easily accessible place
- Browse through it whenever you want
- Print written reports to your specifications

Quick File makes staying organized seem more like fun than work.

What Kinds of Information Can Quick File Organize?

People from all occupations use Quick File successfully to organize a variety of information. Quick File helps its users organize

- Expense accounts
- Travel itineraries

- Appointments and ticklers
- Budgets
- Inventories—business and household
- Job status reports
- Business contacts
- Recipes
- Invoices
- Personnel reports

One of Quick File's best features is that it's simple to use. A few hours with your Apple IIe, Quick File, and this manual and you will be on your way toward successfully managing your business and household information.

What Are Quick File's Main Features?

Quick File's main features let you

- Show information on the screen in the way that's most meaningful to you
- Arrange (sort) information in any order
- Select and print or display on the screen only the information that matches certain conditions
- Create written report formats so information is printed the way you want it
- Calculate new information based on existing information
- Change existing information, add new information, and discard out-of-date information whenever you want
- Change the way a file is organized

These features and the others you'll discover give you complete flexibility in managing your information.

How Does Quick File Work?

Rather than storing information in files in a file cabinet, Quick File stores your information in files on a disk.

Using Quick File is very similar to getting a file from your file cabinet, looking through it to find information you need, changing inaccurate or out-of-date information, creating written reports describing information in the file, and then returning the file to the file cabinet again.

Of course, the Apple IIe and Quick File replace the file cabinet. They make it much easier both to find and to use the information you need.

Figure 1-1 shows how Quick File works. It shows how

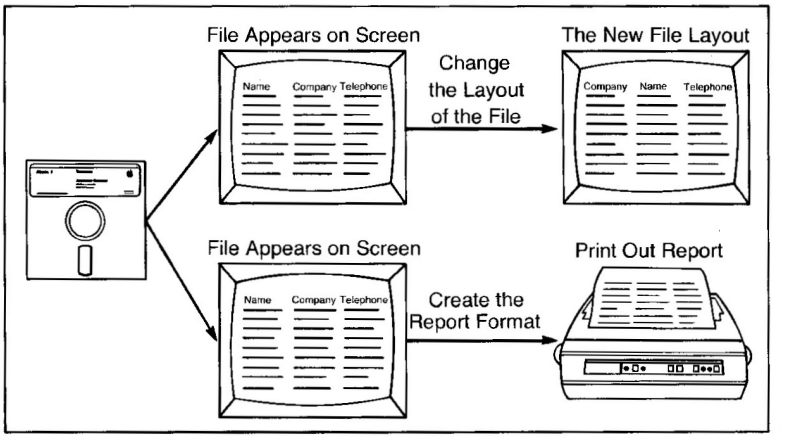
The **record layout** determines what information appears on the screen and how that information is displayed.

- Information comes from a Quick File file and is displayed in a record layout that you have designed. You can then browse through the information in your file, adding, changing, and deleting information as necessary.

The **report format** determines what information is included in a printed report and how that information is displayed.

- The same information comes from a Quick File file and is printed in a report format that you have designed. Quick File prints reports either in a labels-style (vertical) format or in a tables-style format (in rows and columns).

Figure 1-1. How Quick File Works



The information, the record formats, and the report layouts are always under your control. You can change them whenever you want, and then save them back in the Quick File file, to make the changes permanent.

What Equipment Do I Need?

Before you start using Quick File, you must have the following:

- An Apple IIe computer
- Two or more Disk II drives
- One disk controller card for every two disk drives
- The Quick File II program disk
- The Quick File II sample files disk

To make maximum use of Quick File you also nee

- A printer. Quick File is set to run with a Silentyp Qume Sprint 5 printer.
- Either an 80-Column Text Card or an Extended Card. (Both cards give you 80 columns of text c can see more of a record on the screen at one t the Extended 80-Column Text Card provides m so that you can store three times as much infor

Using a 40-Column Display: Quick File works with a 40-column display but you see less information on the screen. The instructions in this manual apply whether you are using Quick File with a 40-column display or with an 80-column display.

How Should I Set Up My System?

Before you begin using Quick File, you should make sure your system is set up like this:

- The disk controller card for drives 1 and 2 is in slot 6.
- If you have more than two drives, the disk controller card for drives 3 and 4 is in slot 5, and the card for drives 5 and 6 is in slot 4.
- The printer card is in slot 1.

Complete instructions for setting up your system are included in the Apple IIe Owner's Manual

What Should I Do First?

Your two Quick File disks—the Quick File II program disk (the disk that contains the Quick File program), and the sample files disk—are "write-protected" so that the information on them can't be changed.

Before you do anything else, it is very important that you make copies of both Quick File disks. The *Apple IIe Owner's Manual* tells you how to do this. After you have made your copies, put the two originals in a safe place and work from your copies.

In addition to copying your original disks to make working disks, you should make it a habit to back up your data disk regularly. It's always important to have a recent copy of Quick File data disks, stored in a safe place away from dust, magnetic fields, and temperature extremes.

Reusing Sample Files: As you make your way through this manual, you will be changing information in the sample files. If you want to use the original sample files again—maybe to show a friend how to use Quick File—make another copy of the original sample files, and work from the new copy.

How Do I Start Up Quick File?

To start up Quick File, follow these instructions:

1. Put the Quick File progam disk into drive 1.

The picture below shows how.

2. Put the sample files disk into the second disk drive.

Again, the picture shows how to do this.

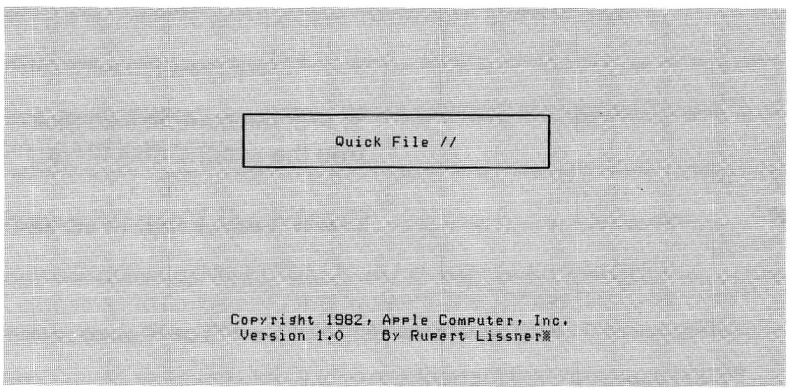
3. Turn on the monitor if it is off.

4. Turn on the Apple IIe if it is off. Press CONTROL and RESET if it is already on.

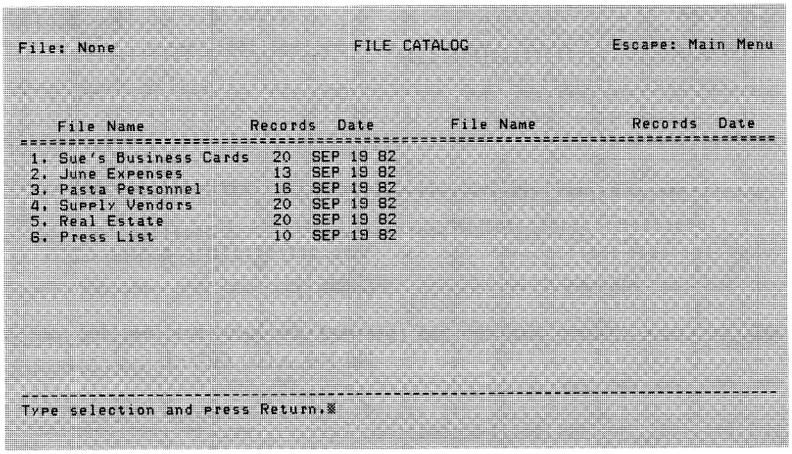
In some cases you may have to turn the Apple IIe off and then on again if CONTROL RESET does not cause Quick File to start up.

The on/off switch is around the left rear corner of the computer.

Now Quick File starts up, and presents the Quick File title display:

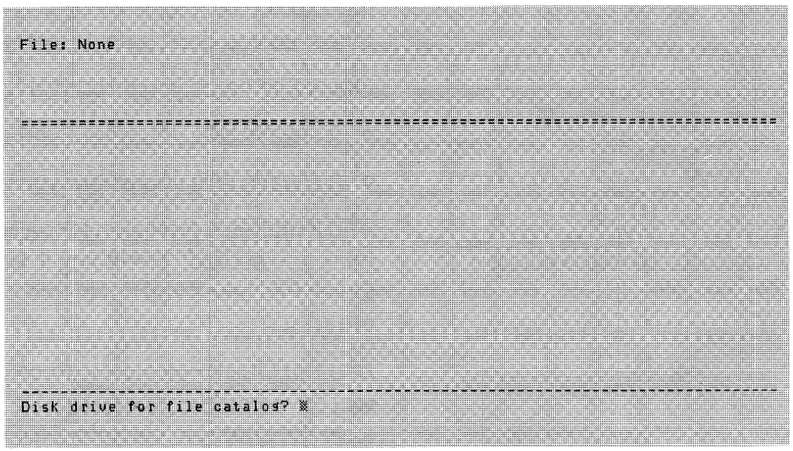


After that, Quick File presents the FILE CATALOG, which is a list of files on the data disk in drive 2, in this case your sample files disk.



Your screen will appear as shown here and throughout this manual if you are using an 80-Column Text Card. If you aren't, your display will show less information or the information will be arranged differently.

Instead of displaying the FILE CATALOG, Quick File may show the following display:



If Quick File shows this display,

The reason may be:	**Then you should:**
Your sample files disk isn't inserted, it isn't inserted properly, or you have inserted the wrong disk in the second disk drive.	Check the second disk drive: Have you inserted the right disk? It should be the sample files disk. Is it inserted properly?

	Is the door shut? After solving the problem, type 2 and press RETURN. This tells Quick File to look again in the second disk drive for your data.
You are starting a new data disk.	Read the section in Chapter 9 on starting a new data disk.

After you have successfully started up Quick File and have gotten the FILE CATALOG on the screen, you may either

- Read the rest of this chapter, and then begin the tutorial in Chapter 2, or
- Read the rest of this chapter and then turn to Chapter 9 to learn how to create your own Quick File file.

What Should I Watch Out For?

It's important that you understand at this point how friendly and forgiving Quick File is. Quick File was designed to take care of human mistakes, so you don't have to worry about making them.

Quick File helps you through all activities:

- It always tells you where you are
- It always tells you where you're going

Pressing ESCAPE returns you to the previous menu.

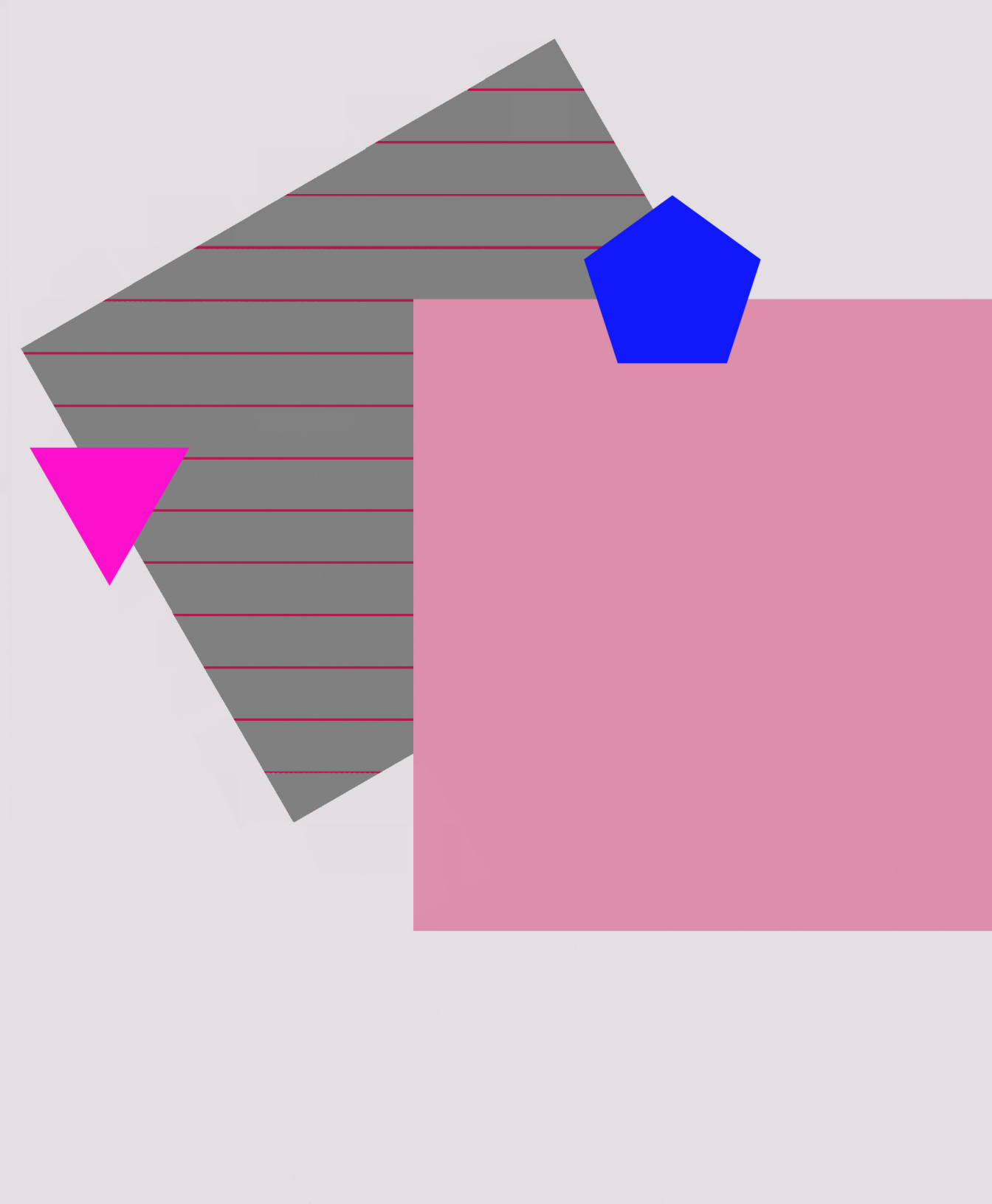
And it makes a provision for bailing out. Whatever you're doing, if you think you shouldn't be doing it, bail out. That is, press the ESCAPE key. Quick File takes you out of that activity and back to more familiar territory.

Another Quick File safety precaution: Quick File always knows when you have made changes to a file, and always asks you if you want to save the changed file before it lets you get another file. You can't throw away new information without meaning to do so.

In fact, you can't do any damage without meaning to do so. As Quick File follows your instructions, it always knows when what you are about to do will have serious implications. And it always asks you to double check: Is that really what you want to do? You must confirm, yes or no.

One of the first experiences you may have with Quick File may be auditory: you may hear a beep. Understand that Quick File doesn't mean the beep to be unfriendly. It means, "The information you gave me or the key you pressed wasn't appropriate. Try again."

So now, gather your wits about you, take a deep breath, and prepare for an adventure.



Quick File Basics

This chapter shows how to use some of Quick File's features and how to understand some of Quick File's basic concepts.

Specifically, the chapter explains how to

- Select a file from the Quick File FILE CATALOG
- Move the cursor on the screen
- Zoom in and out of files
- Ask Quick File for help

The chapter ends with a chapter summary.

The sample file called **Sue's Business Cards** is used to illustrate the concepts and features.

The FILE CATALOG

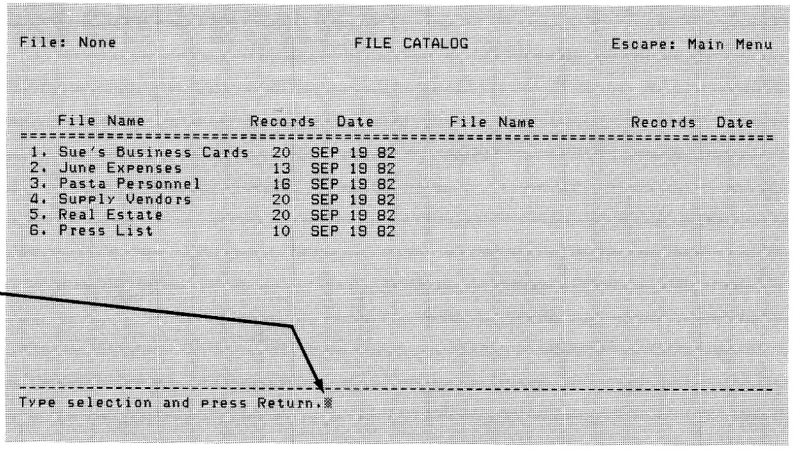
The FILE CATALOG is a list of the Quick File files that are available for you to choose from.

The first display you see when you start up Quick File is the **FILE CATALOG.** The FILE CATALOG is a list or directory of the files available to you on the data disk in drive 2.

A file is a collection of similar information. A list of all the parts a company manufactures and how much each part costs to produce might be contained in a file. Your appointments and your business cards would probably not be contained in the same file. Most of the time you can tell what kind of information is in a file by reading its name.

The files whose names you see now in the FILE CATALOG are files created for you to practice with while you are learning how to use Quick File. You'll be practicing with some of these files in this chapter as well as in Chapters 3 through 8. In Chapter 9, you'll learn how to create your own files.

When the FILE CATALOG is displayed, you can choose which file you want to work with.



The cursor waits for you to enter your choice of files.

Remember all screens pictured in this manual show an 80-column display. If you don't have an 80-column display your screen won't always match the one shown.

1. Enter the file number, in this case, 1.

You want to get Sue's Business Cards file first.

2. Press RETURN.

RETURN means, "Carry out the instruction or use the information I have just given."

In this case, it means, "Get the file whose number I have just entered, and display it on the screen."

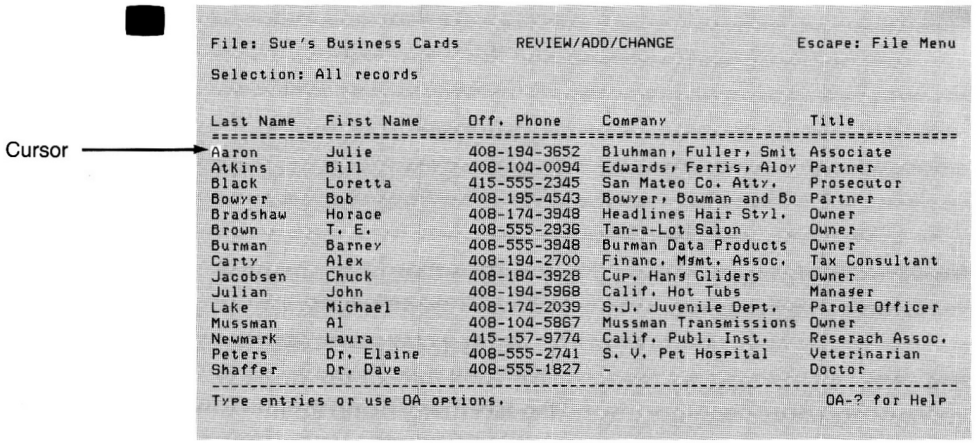
The information in the file you selected, Sue's Business Cards, is displayed on the screen immediately.

You can think of any file, including Sue's Business Cards, as a book of information. The information now displayed on the screen is the first page of information. Instead of leafing through the pages manually, as you would with a book, you browse through the information in the file by pressing special keys to move the cursor where you want it. The next section tells how to do that.

Moving the Cursor

This section and the rest of this chapter explains how to move the cursor so that you can see any part of the file you want to. The next chapter shows you how to actually change information in the file.

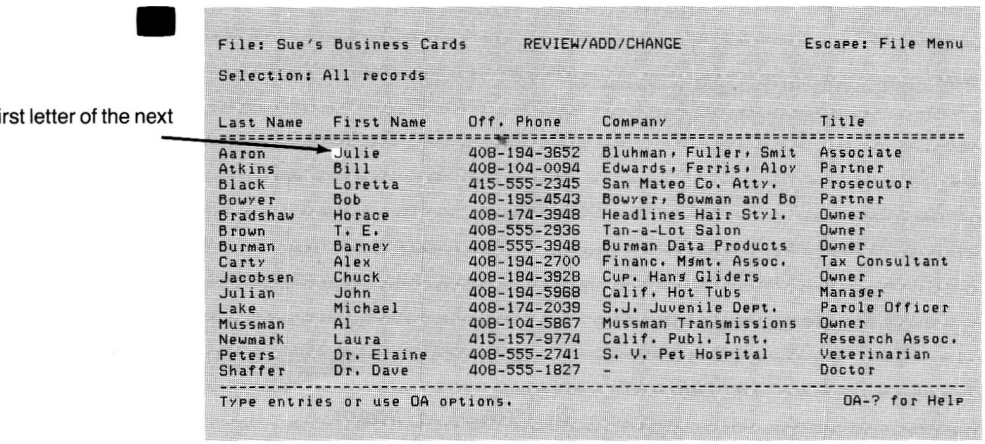
Look at the screen. Notice that the cursor is on the first letter of the first line of information in the file.



Cursor →

1. Press (TAB).

Move the cursor to the next piece of information.



Cursor moves to the first letter of the next piece of information.

2. Press TAB for a second or two.

Move the cursor quickly over several pieces of information.

You'll soon learn how long to hold down TAB to get the cursor where you want it. Notice that the cursor moves across the line and then to the beginning of the next line.

3. Find the ⌘ key.

This is the key just to the left of the space bar.

> The ⌘ Key: The ⌘ key is called the Open-Apple key. It's always used by holding it down while you type another key, to call up a variety of useful Quick File features.

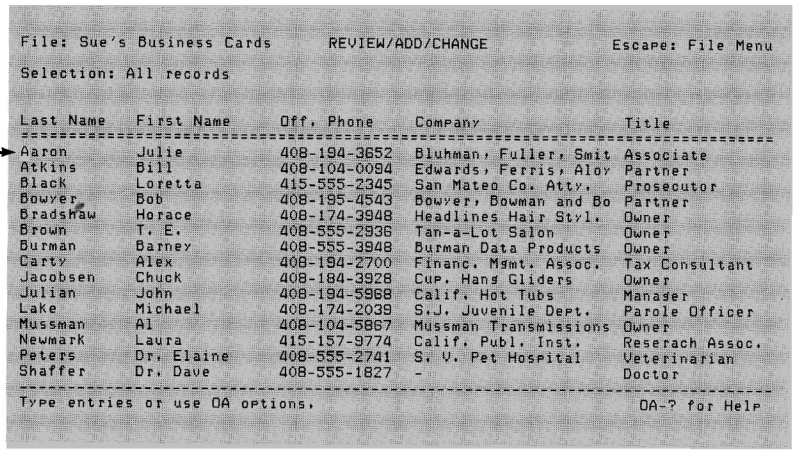
Using the TAB key

4. Press the ⌘ key and type TAB at the same time.

Move the cursor back one piece of information.

5. Hold down the ⌘ key and TAB until the cursor stops at the left margin and your Apple IIe beeps at you.

Move the cursor all the way back to the first piece of information.



```
File: Sue's Business Cards      REVIEW/ADD/CHANGE              Escape: File Menu

Selection: All records

Last Name    First Name     Off. Phone     Company                 Title
================================================================================
Aaron        Julie          408-194-3652   Bluhman, Fuller, Smit   Associate
Atkins       Bill           408-104-0094   Edwards, Ferris, Aloy   Partner
Black        Loretta        415-555-2345   San Mateo Co. Atty.     Prosecutor
Bowyer       Bob            408-195-4543   Bowyer, Bowman and Bo   Partner
Bradshaw     Horace         408-174-3948   Headlines Hair Styl.    Owner
Brown        T. E.          408-555-2936   Tan-a-Lot Salon         Owner
Burman       Barney         408-555-3948   Burman Data Products    Owner
Carty        Alex           408-194-2700   Financ. Mgmt. Assoc.    Tax Consultant
Jacobsen     Chuck          408-184-3928   Cup. Hang Gliders       Owner
Julian       John           408-194-5988   Calif. Hot Tubs         Manager
Lake         Michael        408-174-2039   S.J. Juvenile Dept.     Parole Officer
Mussman      Al             408-104-5867   Mussman Transmissions   Owner
Newmark      Laura          415-157-9774   Calif. Publ. Inst.      Reserach Assoc.
Peters       Dr. Elaine     408-555-2741   S. V. Pet Hospital      Veterinarian
Shaffer      Dr. Dave       408-555-1827   -                       Doctor
--------------------------------------------------------------------------------
Type entries or use OA options.                                    OA-? for Help
```

The cursor is in its original spot.

6. Press TAB again.

Move the cursor one piece of information to the right again.

The cursor should be on the first letter of the second piece of information.

Using the ↑ and ↓ keys

7. Press ↓.

Move the cursor down one line.

8. Press ↑. Move it back up.

Mini-Summary: These keys work when the cursor is on the first letter or number of a piece of information:

Move the cursor to the next piece of information	TAB
Move the cursor backwards one piece of information	⌘ and TAB
Move the cursor down one piece of information	↓
Move the cursor up one piece of information	↑

Using the ← and → keys

9. Press → several times, until the cursor stops. Move the cursor to the right from letter to letter within a piece of information.

10. Press ← several times, until the cursor stops, the Apple IIe beeps at you, and `OA-? for Help` appears at the lower right of your screen. Move the cursor to the left from letter to letter within a piece of information.

When you use → to get to the end of a piece of information, you can use ← to back up to the first letter.

Then you can use any cursor movement techniques you have learned.

11. Press the ⌘ key and type E. The cursor moves to the end of the file, which is the last page in your book of information.

12. Press the ⌘ key and type B. The cursor moves back to the beginning of the file.

13. Press the ⌘ key and type ↓. The cursor moves to the top line on the next page of information.

14. Press the ⌘ key and type ↑. The cursor moves to the top line on the previous page of information.

Paging: When you hold down the ⌘ key and ↑ or ↓, you "page" through the file, backwards or forwards. That means Quick File presents page after page of information, quickly. This feature is handy for moving the cursor through a long file.

Mini-Summary: These sets of keys move the cursor among pages in the file:

Move the cursor to the end of the file	⌘ and E
Move the cursor to the beginning of the file	⌘ and B
Move the cursor forward a page	⌘ and ↓
Move the cursor back a page	⌘ and ↑

Some Terminology

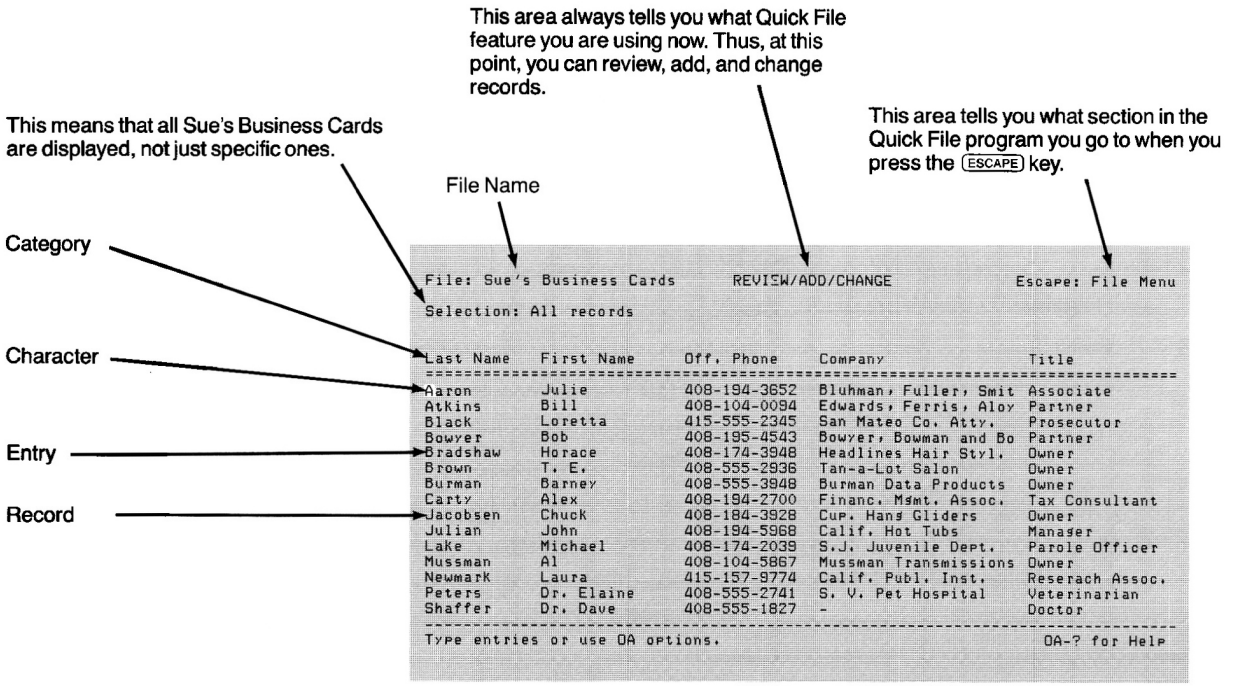
Now that you have learned to move the cursor within a file, it's time to learn some terminology. You already know that Sue's Business Cards is a file. But instead of talking about "pieces of information" and such, it's time you learned to talk in Quick File language!

Here is some terminology:

- A line of information, such as all the information about Julie Aaron, is a record.
- One kind of information, such as last name, first name, or office phone, is a category.
- A piece of information, such as "Julie", or "Aaron", or "408-194-3652", is an entry.
- A letter or number, such "J" or "4", is a character.

And that's all there is to it.

The following screen illustrates these terms. Several other important areas on this screen are also highlighted.



The Quick File Road Map: The areas on the screen that tell you

- The Quick File feature you are using now, and
- What section of the Quick File program you go to if you press the ESCAPE key

are the Quick File road map. By checking these areas, you always know where you are and where ESCAPE takes you.

Zooming In and Zooming Out

Multiple-record layout lets you look at up to 15 records at the same time. **Single-record layout** lets you examine the complete contents of a single record.

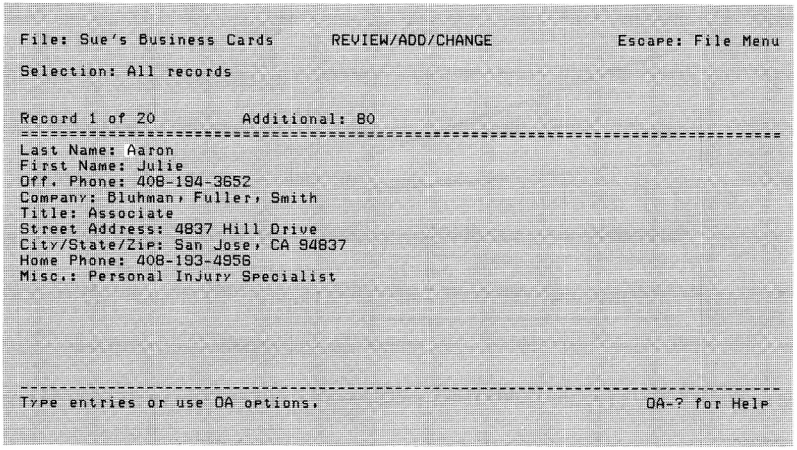
Quick File can display records in two ways: in **multiple-record layout** and in **single-record layout.** You see Sue's Business Cards in multiple-record layout now on your screen. Quick File displays up to 15 records, line after line, in multiple-record layout. Thus the name, "multiple-record layout." As you can guess, single-record layout displays only one record.

To get from multiple-record to single-record layout, you "zoom in", and to get from single-record layout to multiple-record layout, you "zoom out". This section tells you how.

1. Put the cursor on the first character of any entry in Julie Aaron's record, which is the first record in the file.

2. Press ⌘ and Z. Surprise! More information!

This additional information includes Ms. Aaron's home phone number, street address, city/state/zip, and a miscellaneous category—good for relevant comments. As you can see, single-record layout in this case shows more categories than multiple-record layout.



3. Press RETURN three or four times. Move the cursor through Ms. Aaron's record.

4. Press ⌘ and type ↓. You get the next record in single-record layout.

Again, you are turning a page in the book.

The cursor is on the same category in Mr. Atkins's record as it was on in Ms. Aaron's record.

5. Press ⌘ and type ↑. Go back to Ms. Aaron's record.

6. Press ⌘ and type Z. Go back to the original REVIEW/ADD/CHANGE display, which shows records in multiple-record layout.

When you zoom back out to multiple-record layout, the cursor is always on the same record as it was on in single-record layout, in this case, on Ms. Aaron's record.

Single-record layout is useful for showing information not included in multiple-record layout. You'll see single-record layout again when you insert records into the file and when you create a file.

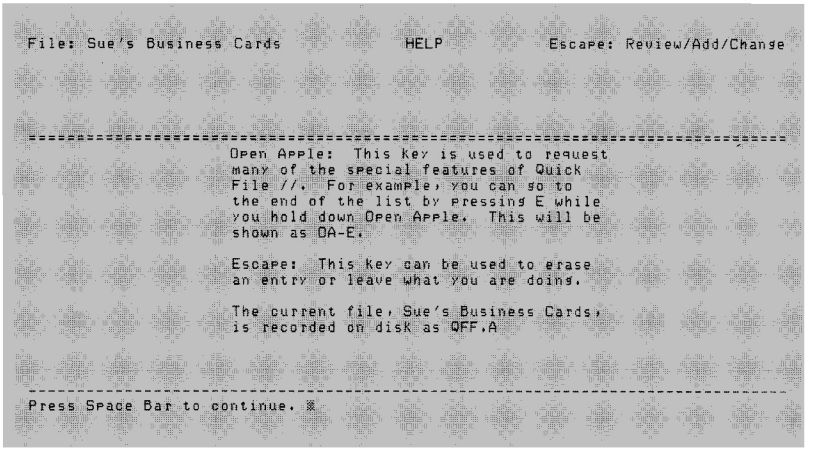
Asking for Help

Help is often available when you're using Quick File. Frequently the instructions at the top of the screen give you all the help you'll need. Other times, you'll need to ask Quick File to display helpful information. You can ask Quick File for help whenever you see the message OA-? for Help in the bottom right corner of the screen.

To get help, type ⌘?.

1. Press the ⌘ key and type ?. Ask for help.

You get the first HELP display for REVIEW/ADD/CHANGE, which looks like this:



The display explains how the ⌘ key works with the other keys. It also explains ESCAPE, and it provides a message about the formal, Pascal name for the current file, which you don't need now.

Chapter 10 tells about Pascal names for Quick File files.

The HELP displays tell you which keys to use to call up various REVIEW/ADD/CHANGE features. These features are explained in the next few chapters.

A complete explanation of the options that appear on the HELP display is in Chapter 10. The options are also summarized on the Quick File II Reference Card.

2. Press the space bar to get the next HELP display. Continue to look through HELP displays until you return to Sue's Business Cards.

Memory Aids: The keys you press to call up Quick File features are called Open-Apple options. They are usually a set of keys composed of the ⌘ key and the letter key that reminds you of the Quick File feature you want. For example, Z reminds you of Zoom, B reminds you of Beginning of file, and E reminds you of End of file. That makes them easy to remember.

Leaving Quick File

The following instructions tell you how to leave Quick File. Follow the instructions even if you are going right to the next chapter.

1. **Press** (ESCAPE). Quick File takes you to the FILE MENU. Don't worry about this term for a while. Your main task right now is to leave Quick File gracefully!

2. **Type** (6) **and press** (RETURN). Quick File takes you to the MAIN MENU.

3. **Type** (7) **and press** (RETURN). This ends your first Quick File session.

   Congratulations!

Saving Changes: If you changed any information in Sue's Business Cards while working in this chapter, Quick File asks you if you want to save the changes before it takes you to the MAIN MENU.

You should respond that you want to throw out any changes you made (option 3 on the SAVE FILE MENU), and that you want to erase permanently any changes you made to the file ((Y) on the DOUBLE-CHECK ERASE display).

That way you will start Chapter 3 with the original file. In Chapter 3 you will learn all about saving changes.

The message on your screen now is `INSERT SYSTEM DISK AND RE-BOOT.` You can restart ("re-boot") Quick File by pressing the (CONTROL) key and (RESET). Or you can remove the Quick File program disk and insert another Apple IIe program.

Summary

Terminology

FILE CATALOG	the display that lists all your Quick File files and lets you choose one
record	one collection or unit of information in a file
category	one kind of information in a file
entry	a piece of information in a record
character	a letter or number
REVIEW/ADD/CHANGE	the Quick File task that lets you browse through and change information
multiple-record layout	the Quick File record layout that shows many records on the screen, line after line
single-record layout	the Quick File record layout that shows one record only
zoom in, zoom out	the process of changing from multiple- to single-record layout and back again

Moving the Cursor

Move the cursor when it is on the first character of an entry:

To the next entry	TAB
To the previous entry	⌘ TAB
To the entry below	↓
To the entry above	↑
To the end of the file	⌘ E
To the beginning of the file	⌘ B
To the next page of information	⌘ ↓

To the previous page of information	⌘↑
To page through a file	Hold down the ⌘ key and hold down either ↓ or ↑

Move the cursor regardless of its position in an entry:

From character to character to the right within an entry	→
From character to character to the left within an entry	←

Other Activities

Ask for help	⌘?
Leaf through HELP displays	space bar
Leave HELP display early, return to REVIEW/ADD/CHANGE	ESCAPE
Confirm the information or instruction	RETURN
Zoom into single-record or out to multiple-record layout	⌘Z

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More Quick File Basics: Changing Information in a File

This chapter explains more Quick File basics. But instead of just moving the cursor, as you did in the last chapter, you'll actually be changing information in the file. You'll be using Sue's Business Cards again.

Chapter 3 tells you how to

- Change an entry
- Find records in the file
- Insert a record
- Arrange records
- Save changes

The chapter ends with a summary.

Changing an Entry

In this section you will learn how to change information in an entry. Before you do, though, you should get Sue's Business Cards again.

1. Start up Quick File and get the FILE CATALOG.

2. Type 1 to get Sue's Business Cards again. Press RETURN.

That's easy enough!

Now, suppose you discover the office telephone number for Al Mussman has changed. You want to change the number within the business card file.

3. Press ↓ until the cursor is on the first character of Al Mussman's last name.

Changing an entry

4. Press TAB until the cursor is on the first character of Al Mussman's phone number.

Don't worry if you move the cursor too far! You can always move it back with the ↑ key and TAB. It's good practice.

5. Enter `408-194-2918` and press RETURN.

Just enter the new number right over the old.

What to Enter: Whenever information you should enter (which means "type") is presented, it is printed in `computer typeface` or it is shown inside a key like this: RETURN.

Now Sue's Business Cards looks like this:

```
File: Sue's Business Cards      REVIEW/ADD/CHANGE              Escape: File Menu

Selection: All records

Last Name    First Name     Off. Phone     Company                 Title
=============================================================================
Aaron        Julie          408-194-3652   Bluhman, Fuller, Smit   Associate
Atkins       Bill           408-104-0094   Edwards, Ferris, Aloy   Partner
Black        Loretta        415-555-2345   San Mateo Co. Atty.     Prosecutor
Bowyer       Bob            408-195-4543   Bowyer, Bowman and Bo   Partner
Bradshaw     Horace         408-174-3948   Headlines Hair Styl.    Owner
Brown        T. E.          408-555-2936   Tan-a-Lot Salon         Owner
Burman       Barney         408-555-3948   Burman Data Products    Owner
Carty        Alex           408-194-2700   Financ. Mgmt. Assoc.    Tax Consultant
Jacobsen     Chuck          408-184-3928   Cup. Hang Gliders       Owner
Julian       John           408-194-5968   Calif. Hot Tubs         Manager
Lake         Michael        408-174-2039   S.J. Juvenile Dept.     Parole Officer
Mussman      Al             408-194-2918   Mussman Transmissions   Owner
Newmark      Laura          415-157-9774   Calif. Publ. Inst.      Reserach Assoc.
Peters       Dr. Elaine     408-555-2741   S. V. Pet Hospital      Veterinarian
Shaffer      Dr. Dave       408-555-1827   -                       Doctor
-----------------------------------------------------------------------------
Type entries or use OA options.                                  OA-? for Help
```

New telephone number

How to Bail Out! Any time you make a mistake in the middle of an entry, press ESCAPE and not RETURN.

Quick File restores the original information and you can start over.

Now change another entry. Suppose Loretta Black has changed her last name.

6. Move the cursor to the first character of the Last Name entry, `Black`.

7. Now enter `Bowman` **(Ms. Black's new last name) and press** (RETURN).

If the information you enter appears in all uppercase letters, check your (CAPS LOCK) key. It should be up if you want lowercase letters.

Then you remember her new last name is Bowson.

8. Use (↑) **to get to** `Bowman` **again, and use** (→) **to get to** `man` **so you can enter** `son` **on top of it.**

Watch out! If you use the space bar, you erase the letters that are there.

If you did erase letters, just use (←) to back up, or press (ESCAPE). The erased letters reappear.

Use this technique to restore the original entry whenever you notice a mistake before you press (RETURN).

9. Enter `son` **on top of** `man` **and press** (RETURN).

Information about Loretta Bowson is up to date.

Whatever you enter before you press (RETURN) becomes the new entry.

Before you go on, compare Sue's Business Cards on your screen with the following screen to make sure you correctly entered the changes.

```
File: Sue's Business Cards      REVIEW/ADD/CHANGE          Escape: File Menu
Selection: All records

Last Name   First Name    Off. Phone     Company                 Title
=============================================================================
Aaron       Julie         408-194-3652   Bluhman, Fuller, Smit   Associate
Atkins      Bill          408-104-0094   Edwards, Ferris, Aloy   Partner
Bowson      Loretta       415-555-2345   San Mateo Co. Atty.     Prosecutor
Bowyer      Bob           408-195-4543   Bowyer, Bowman and Bo   Partner
Bradshaw    Horace        408-174-3948   Headlines Hair Style.   Owner
Brown       T. E.         408-555-2936   Tan-a-Lot Salon         Owner
Burman      Barney        408-555-3948   Burman Data Products    Owner
Carty       Alex          408-194-2700   Financ. Mgmt. Assoc.    Tax Consultant
Jacobsen    Chuck         408-184-3928   Gup. Hang Gliders       Owner
Julian      John          408-194-5968   Calif. Hot TUbs         Manager
Lake        Michael       408-174-2039   S.J. Juvenile Dept.     Parole Officer
Mussman     Al            408-194-2918   Mussman Transmissions   Owner
Newmark     Laura         415-157-9774   Calif. Publ. Inst.      Research Assoc.
Peters      Dr. Elaine    408-555-2741   S. V. Pet Hospital      Veterinarian
Shaffer     Dr. Dave      408-555-1827   -                       Doctor
-----------------------------------------------------------------------------
Type entries or use OA options.                                 OA-? for Help
```

You can also change entries when you have zoomed in to single-record layout. Put the cursor on the entry, enter the new information, and press (RETURN).

You have now successfully changed one person's telephone number and another's last name. You have also seen possibilities for making mistakes while changing information and how easy it is to correct the mistakes.

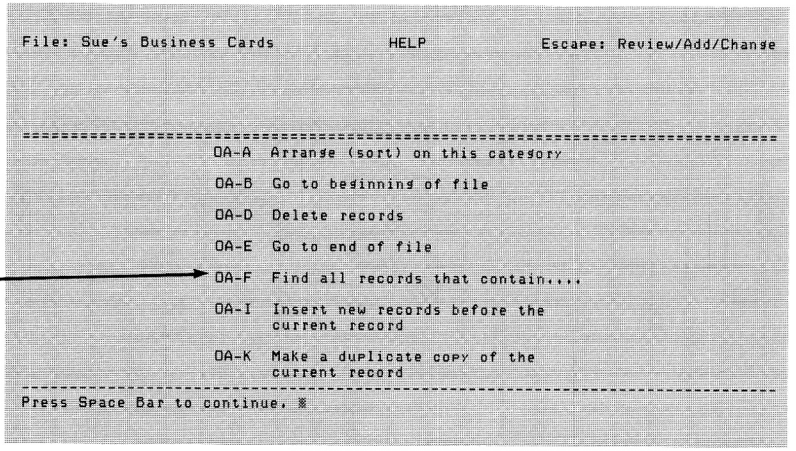
Finding Records in the File

If you have a long file and don't want to look all the way through it for the one record you want, you can use Quick File's Find feature to find the record for you.

Use REVIEW/ADD/CHANGE'S HELP information to find out which set of keys lets you find a record.

1. Press the ⍁ key and type ?. You get the first HELP display.

2. Press the space bar until you get the HELP display you want. Look for the information about Find.

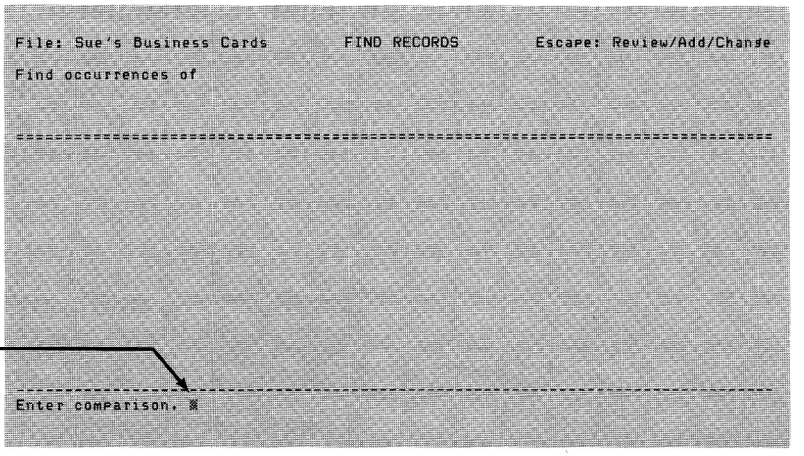


Find feature

Using ⍁-F to find an entry

The keys for getting the Find feature are ⍁ and F. Using these keys, and then entering the appropriate information, you are going to search for Laura Newmark's record. Leave the HELP information by pressing ESCAPE and go back to REVIEW/ADD/CHANGE.

3. Press the ⌘ key and type F. Here's the FIND RECORDS display.



Enter the value you want Quick File to find in Sue's Business Cards.

4. Enter Newmark and press RETURN. Ms. Newmark's record appears alone on the screen.

You could have typed **Newmark** in all uppercase letters, all lowercase letters, or any combination thereof, and still gotten the same result.

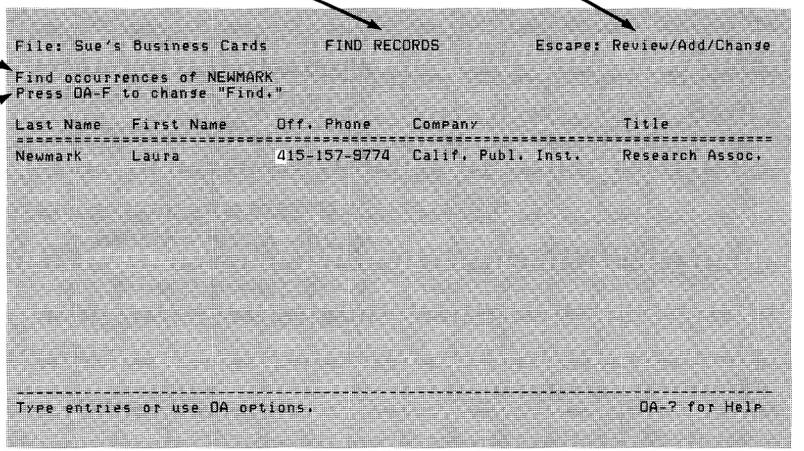
Look at the road map information on the FIND RECORDS display:

The information Quick File is using to find the records that appear on the screen now.

Here's where you are.

ESCAPE takes you back to REVIEW/ADD/CHANGE.

Pressing ⌘F lets you search again.



5. Press the ☝ key and type F.

Now you can ask Quick File to find another person's record.

6. Enter 104 and press RETURN.

Ask Quick File to find any record that has "104" in it.

It will list all records that contain "104" anywhere in the record. If Mr. Mussman's zip code were 95104, you would also get his record.

Paging through Records in Find: If more than 15 records contain the entry or character you've asked Quick File to find, the list will fill more than 1 "page". To page forward or backward through the records Quick File has listed, you can use the ☝ key with the ↑ and ↓ keys, or with B and E (to take you to the beginning or end of the list).

If there are many records in the Find list, Quick File may take a minute or two to respond to the ☝ B or ☝ E command. While it is searching for the beginning or end of the list, it will not show any activity on the screen and will not accept any other commands from the keyboard.

7. Now press ESCAPE.

Quick File returns you to REVIEW/ADD/CHANGE, multiple-record layout.

You can find records, too, in REVIEW/ADD/CHANGE single-record layout.

Inserting a Record

And now, a quick lesson on how to insert a record into your file.

1. Look at the HELP display again to find out which keys you need to insert a record, and then go back to REVIEW/ ADD/CHANGE.

2. Put the cursor on an entry in Julie Aaron's record.

3. Hold down the ☝ key and type I.

Surprise! Something new!

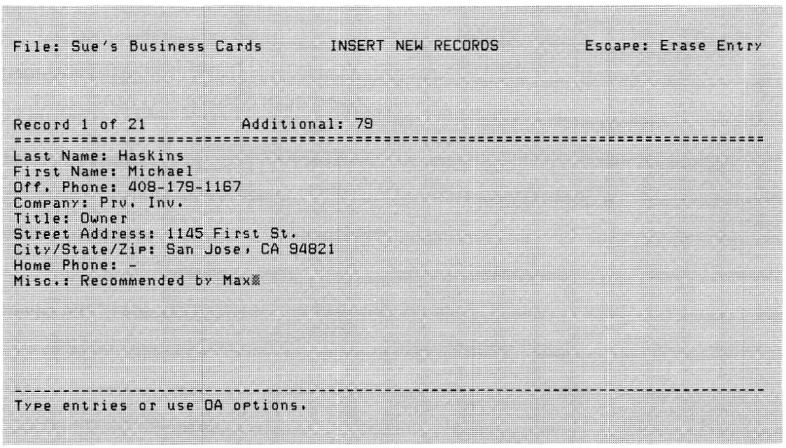
It's a blank record, in single-record layout. The record has the same category headings as the other records you've seen in single-record layout.

The cursor is at the blank for Last Name.

4. Fill in each entry as follows for the new record and press RETURN after each entry except the final one:

Do not press RETURN after the final entry, Misc.

Last Name: Haskins
First Name: Michael
Off. Phone: 408-179-1167
Company: Prv. Inv.
Title: Owner
Street Address:
1145 First St.
City, State, Zip:
San Jose, CA 94821
Home Phone: Press RETURN
(Haskins doesn't give out his home phone.)
Misc.: Recommended by Max



Checking your entries

Check the new information for accuracy as you go. If you find a mistake, use ← to back the cursor up to the beginning of the current entry (note that this erases that entry) and then use ↑ to return the cursor to the incorrect entry. Correct the mistake and press RETURN. Then re-enter the entry you erased as you backed up.

5. Press RETURN at the end of the Misc. entry when you're sure all your information is correct.

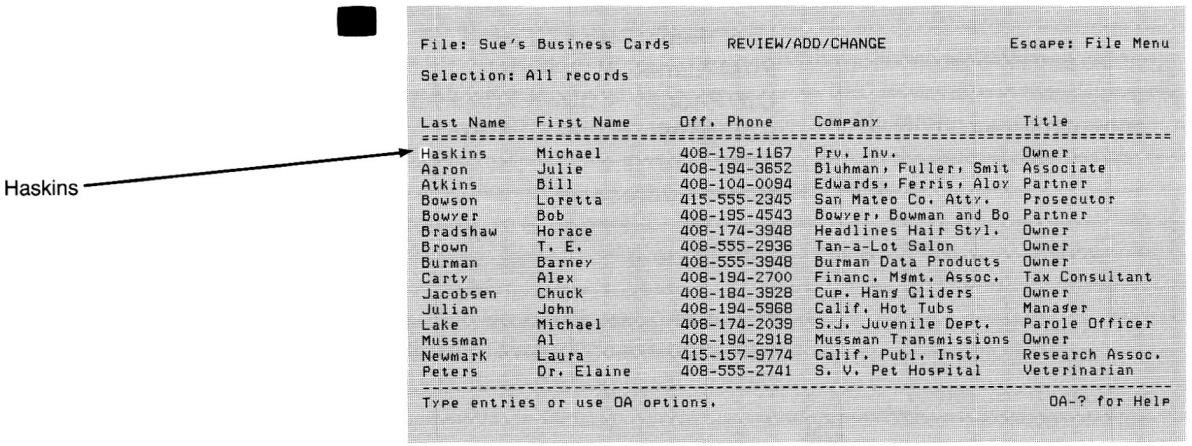
You get another blank record. You could continue to insert records.

6. Press ESCAPE.

Return to REVIEW/ADD/CHANGE.

Haskins's record is at the top, just where you inserted it. Any records you insert always appear in multiple-record layout just before the record the cursor was on.

But Haskins's record is not where it belongs. The next section will show you how to put Haskins's record in alphabetical order, where it belongs.



Haskins

You could have followed the same procedure if you had been in single-record layout to start with.

Entering Records at the End of a File: You can enter records at the end of a file, too. First go to the end of the file with the ⓞ key and [E]. If you are in multiple-record layout, zoom in to single-record layout.

Then press the ⓞ key and [↓] to move the cursor past the last record. Enter [Y] when Quick File asks you if you want to enter new records. You get a blank record. Enter the new records, and press [ESCAPE] to return to REVIEW/ADD/CHANGE after you finish.

Arranging (Sorting) Records

Now you're ready to put Haskins's record where it belongs.

When you arrange records, you put them in either alphabetical or numerical order.

1. Look at the HELP display yet another time. Find out which keys you need to arrange, or sort, records.

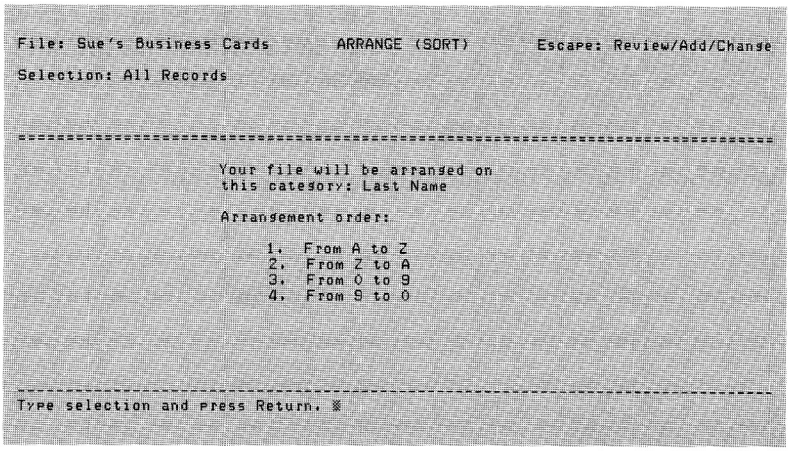
By now you can probably guess: "A" is for Arrange.

2. Put the cursor on any entry in the Last Name category.

This informs Quick File that arranging should be done by last name.

3. Press the ⓞ key and type [A].

Quick File presents a display of information and options about the record arranging you are going to do:

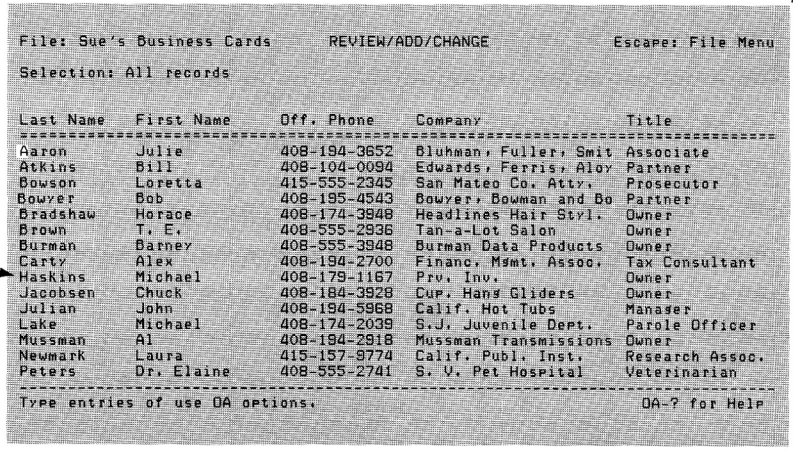


4. Enter 1 and press RETURN.

You probably want your business cards arranged alphabetically.

Now check Sue's Business Cards:

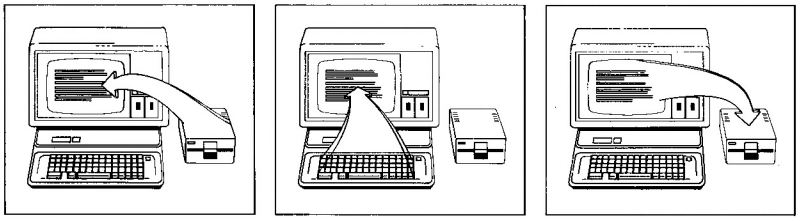
Presto! Haskins's record is where it belongs.



Saving Changes

Look at the following illustration of how Quick File saves information. See how a permanent file comes into your Apple IIe from the Quick File disk and how a file you have made changes to is saved permanently on the Quick File disk.

Figure 3-1



File is Read from Disk and Displayed on Screen.

Information in the File is Changed.

Changed File is Stored on Disk.

Sometimes when you work with a file, you don't change any information in the file. That's what you did in Chapter 2.

But in Chapter 3 you have changed information in Sue's Business Cards. These changes are still temporary because you haven't saved them in the file on the Quick File sample files disk.

To make the changes permanent, that is, to save the changes, follow these steps.

1. Press (ESCAPE). Quick File presents the FILE MENU.

The FILE MENU shows all the options you can choose from to continue work with Sue's Business Cards.

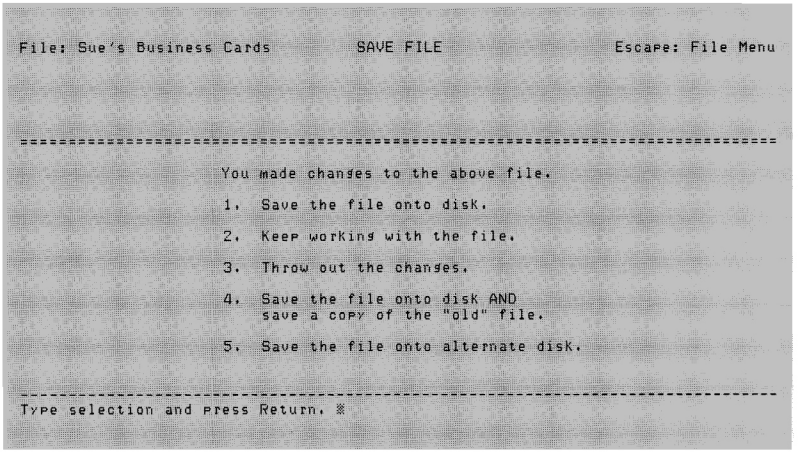
```
File: Sue's Business Cards          FILE MENU                    Escape: Save file

================================================================================

                        1. Review, add, or change
                        2. Report
                        3. Save file
                        4. Change categories or file name
                        5. Format a blank diskette
                        6. Go to Main Menu

--------------------------------------------------------------------------------
Type selection and press Return. 
```

You could save the changes by choosing option 3, but since you are leaving Quick File and thus want to go to the MAIN MENU, you'll use option 6.

2. Enter 6 and press RETURN.

Quick File stops you by showing you the SAVE FILE MENU before it lets you leave Sue's Business Cards.

Quick File asks you for detailed information about how it should save this file:



As the screen shows, you can choose from five options. You can

The SAVE FILE options

1. Save the new file on the Quick File disk, right on top of the old copy of the file. Use this option if you won't need the old copy of the file.
2. Continue to work with the file. Choose this option if you hadn't intended to choose the save option in the first place.
3. Throw out all the changes. That means the changes you made will not be permanent. The next time you look at Sue's Business Cards, it will look as it did originally.

   When you choose 3, Quick File asks you to confirm your choice by entering Y in response to a warning message about erasing changes. That's a precautionary measure.
4. Save the changed file on the Quick File disk and save a copy of the old file. Use this option if you need copies of old files.

   Quick File can save up to nine old versions of your file. It adds the prefix OLD-1 through OLD-9 to the original file name. If you saved the old version of Sue's Business Cards as well as the new, you would have Sue's Business Cards and OLD-1 Sue's Business Cards.

5. Save the file on an alternate disk. When you try to save a file and the disk is full, a message appears telling you, `There isn't enough room on the disk. Use Option 3 or 5.` If you want to save the information rather than throw it out, use option 5.

3. Type 1 and press RETURN.

Choose the first option: write the new file right on top of the old file.

Quick File asks you to enter the date you want listed on the FILE CATALOG for this file. The date that appears automatically next to the prompt is the last date any file was saved.

4. Enter today's date and press RETURN.

Use a date in this format:

`1/15/84`

Quick File makes it easy for you to use dates and times, as the gray box at the end of this section explains.

If you didn't make a copy of the data disk earlier, you will receive a message that says the file cannot be saved because the disk is write-protected.

Space Remaining on Your Data Disk: Quick File displays the message `SAVING THE FILE` while it is saving the file.

As you save files to the data disk, less room is available for new files. Quick File compacts your data files on the disk automatically if space becomes a problem. This process may take as long as two or three minutes if your disk is very full. While Quick File is compacting the disk, the following message is displayed:

```
Quick File is now compacting the files on
the data disk.  "Get a File"  to continue
using the current file.
```

After your file is saved, Quick File tells you the amount of space remaining on your data disk. If one or more files on your data disk are larger than the free space remaining on the disk, Quick File prints the message:

```
At least one of the files on the disk is
larger than the remaining space. You should
move at least the largest file to a differ-
ent disk. The largest files are:
```

(followed by a list of the three largest files and the percentage of the disk they occupy). Use option 5 from the SAVE FILE MENU to move the largest file to another disk.

After Quick File has saved your file, it returns to the MAIN MENU.

Note that you can also save changes you have made by choosing option 3 on the FILE MENU. If you don't choose this option, and you try to get another file or to leave Quick File, Quick File automatically shows you the SAVE FILE MENU to ask you if you want to save the file you're working on. Quick File always asks you about saving changes before it lets you lose them.

After saving your changes, you can leave Quick File.

5. Enter 7 and press RETURN. You could choose to get another file, if you wanted, or any of the other options available on the MAIN MENU.

Moving On: You have now mastered the most basic Quick File features. At this point you can either go on to Chapter 4 and continue with the tutorial, or, if you'd rather venture out on your own, you can skip to Chapter 9. There you'll learn how to create your own Quick File files. Then you can move to Chapter 10 where you'll get an overview of all the Quick File menus and options.

Entries that Include Dates and Times: Whenever you enter a date for saving a file or whenever a category name contains "date", as in "Date", "Expiration Date", or "Date of Hire", Quick File converts the dates you enter to a common format. That is, all dates appear as three-letter months, two-digit days, and two-digit years. Examples are APR 4 83 and SEP 14 83.

Converting dates to this common format enables Quick File to arrange the records in a file by date when you use the Arrange feature. Note that all the entries shown below appear in the order they would have after being arranged (sorted).

When you enter any of the following:	Quick File converts it to:
May 3	MAY 3
5.3.71	MAY 3 71
3 83	MAR 83
7April83	APR 7 83
May 1983	MAY 83
May 7, 1983	MAY 7 83
5-10-83	MAY 10 83
5/12/83	MAY 12 83
June 1983	JUN 83

When you don't enter the day, month, or year, the computer automatically considers the entry as 00, and leaves the entry blank on the screen. That's why if you were to order records by date using the Arrange feature, MAR 83 would follow MAY 3. To the computer they are MAY 3 00 and MAR 00 83.

The following won't be converted:

042783
42783
27483
Ap

Whenever a category name contains "time", as in "Time", or "StartTime", or "TIME", Quick File converts the times you enter to a common format. This allows you to arrange the records in a file by time.

Because Quick File is attuned to the business day, it assumes all times you enter to be within the business day without your having to enter the a.m. or the p.m.

When you enter:	Quick File converts it to:
700	7:00 AM
1200	12:00 PM
7	7:00 AM
12	12:00 PM
3	3:00 PM
659	6:59 PM

To enter a time and not have it be considered part of the business day, you should enter an `a` or a `P`.

When you enter:	Quick File converts it to:
7 p or 7p	7:00 PM
12 a	12:00 AM
3 a	3:00 AM
659 a	6:59 AM

Quick File converts military time to regular time. For example, when you enter `1300`, Quick File converts it to `1:00 PM`. When you enter `0001`, Quick File converts it `12:01 AM`.

Summary

Changing an entry

Put the cursor at the beginning of the entry to be changed

Enter the new information over the old and press RETURN

Finding records in a file

⌘F

Enter search information

RETURN

Inserting or adding a record

⌘I

Enter new information

ESCAPE

Arranging or sorting records

Put cursor on category to be arranged

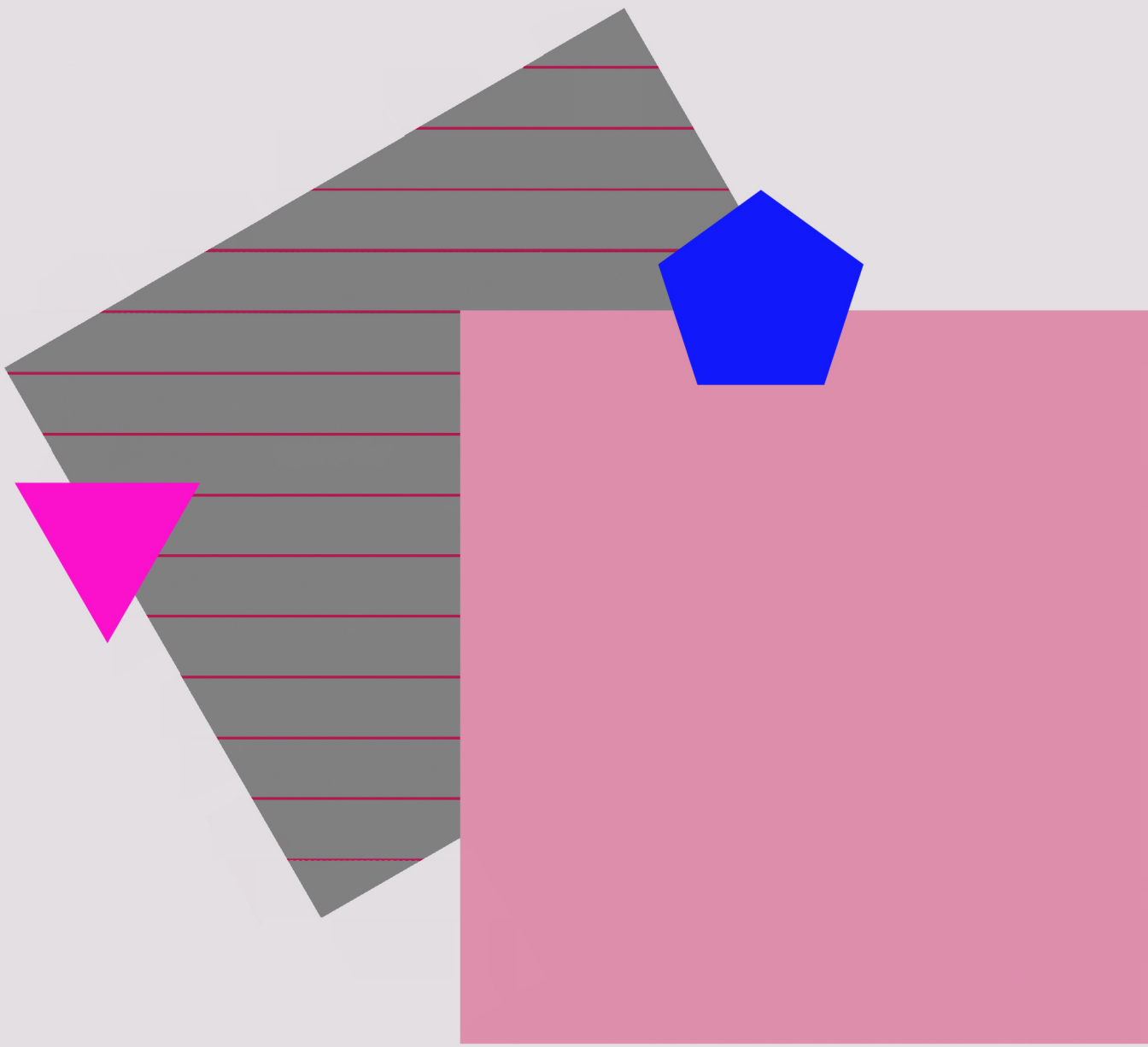
⌘A

Choose how you want information arranged

Saving changes

Voluntary by choosing option 3 of the FILE MENU

Forced if you attempt to return to MAIN MENU without saving previously



Advanced Basics: Record Layouts

Each Quick File file has two record layouts: the **multiple-record layout** and the **single-record layout**. You have seen these two layouts in previous chapters.

These record layouts determine how information is arranged on the screen. They are set up automatically by Quick File when you create a file. But what if you have a preference about how the information is arranged on the screen?

Quick File lets you change both multiple-record and single-record layouts so that they show information in a way that is meaningful to you. This chapter tells you how to change the record layouts. It uses Sue's Business Cards for illustration.

In Chapter 4 you find out how to

- Change the multiple-record layout
- Change the single-record layout

The chapter also contains a reminder about saving changes and a summary.

Changing the Multiple-Record Layout

In this section you learn how to make changes to the multiple-record layout for Sue's Business Cards so that you can see the information exactly the way you want to see it. First you have to get Sue's Business Cards again.

1. Start up Quick File and get the FILE CATALOG.

2. Enter 1 to get Sue's Business Cards again.

Does this screen look familiar?

3. Use REVIEW/ADD/CHANGE HELP information to find out which keys you need to change the record layout.

4. Press the ⓐ key and type L.

"L" stands for Layout, of course.

Quick File presents the multiple-record CHANGE RECORD LAYOUT display. Look at it carefully:

Displaying the multiple-record layout change display

The activities you can perform are listed here.

Several records in the current record layout are here.

```
File: Sue's Business Cards     CHANGE RECORD LAYOUT   Escape: Review/Add/Change


================================================================================
                        --> or <--  Move cursor
                        > OA  <     Switch category positions
                        --> OA <--  Change column width
                        OA-D        Delete this category
                        OA-I        Insert a prev. deleted cat.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Last Name   First Name     Off. Phone    Company              Title
----------- ------------ ------------ ------------------ ---------------
Aaron       Julie        408-194-3652  Bluhman, Fuller, Smit Associate
Atkins      Bill         408-104-0094  Edwards, Ferris, Aloy Partner
Bowson      Loretta      415-555-2345  San Mateo Co. Atty.   Prosecutor

-------------------------------------------------------------------- More --->
Use options shown above to change layout
```

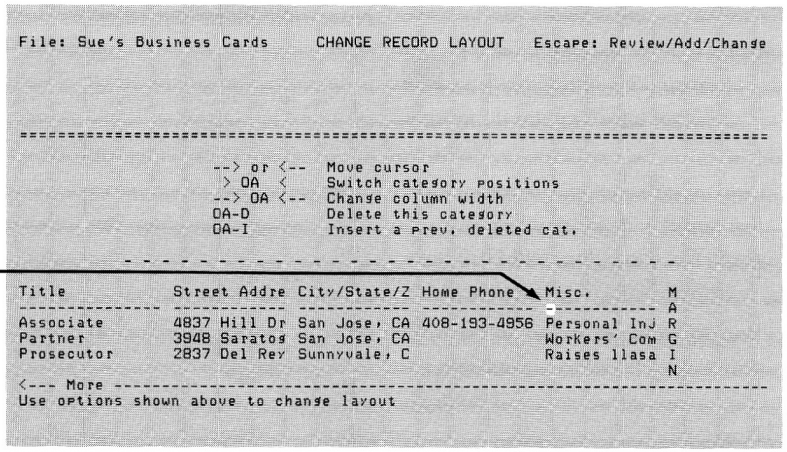
Viewing hidden categories

MORE means that there are more categories that don't show on the screen. Do you remember the categories you saw when you zoomed in to single-record layout? These are the categories MORE RA refers to.

5. Press → a number of times.

Move the cursor to the right, from column to column.

You'll soon see that the categories you couldn't see appear on the right, while the categories on the left move off the screen on the left.



Cursor moved all the way to the right.

You know when you're at the far right end of the record when the word MARGIN appears vertically on the right.

6. Press ← until the cursor is on the Last Name category again.

You have moved the cursor from category to category across the top of the whole file.

Changing the Length of a Category

Suppose you decide the Last Name category is too short, and the First Name category is too long.

1. Make sure the cursor is on the Last Name category.

2. Press the ⌂ key and type → two times.

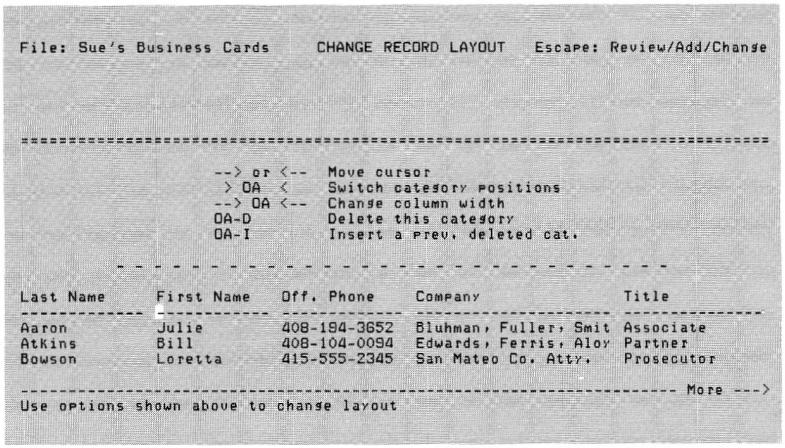
Each time you type → the Last Name category expands by one character.

3. Type → once to put the cursor on the First Name category.

4. Press the ⌂ key and ← two times.

Each time you type ← the First Name category decreases by one character.

Now the record layout looks like this:



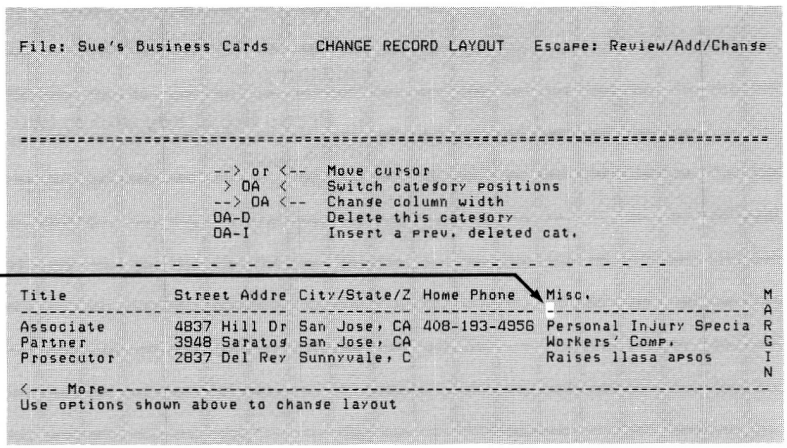
Moving a Category

Suppose you decide you want to see the Misc. category on the multiple-record layout. You want to put it where the Off. Phone category is now. You have two choices:

- You can delete the column in its original location and insert it where you want it, which is the procedure described below. Or
- You can use the ⌘ key and the < key to move the Misc. category several categories to the left. This procedure is described in Chapter 5.

1. Type → until the cursor is on the Misc. category

The cursor must be on the left side of the category you are deleting.



The cursor is on the category you want to delete.

Deleting a category

2. Press the ⌘ key and type D.

Delete the category.

Don't worry, though. Quick File saves the column for you and can put it back whenever you want it.

3. Type ← until the cursor is on the Off. Phone category.

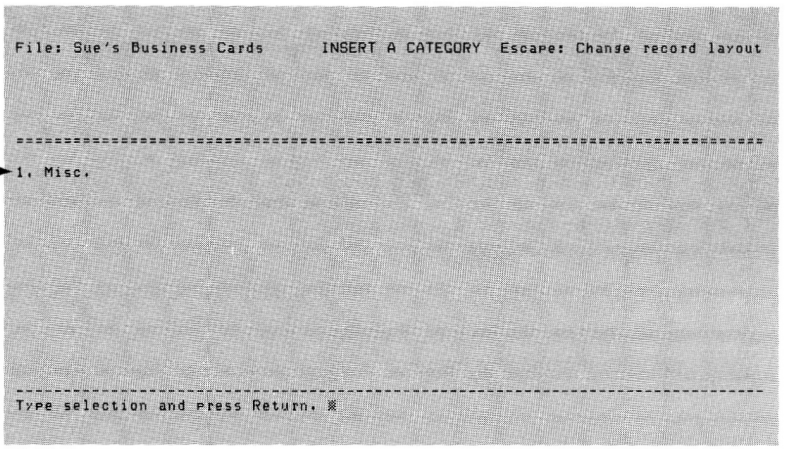
You want to insert the Misc. category to the left of Off. Phone, so that the Misc. category will show on the multiple- record layout.

Reinserting a category

4. Press the ⌘ key and type I.

Quick File presents your choice of previously deleted categories to insert.

The screen that shows you which previously deleted categories you can insert looks like this:



The category you just deleted.

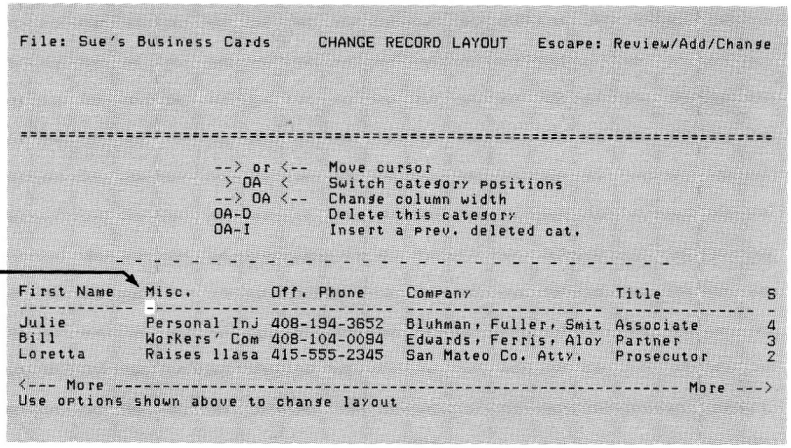
If you had deleted other categories, they would all be listed here.

5. Enter 1 and press RETURN.

You just instructed Quick File as follows:

"Insert the Misc. category just to the left of the Off. Phone category."

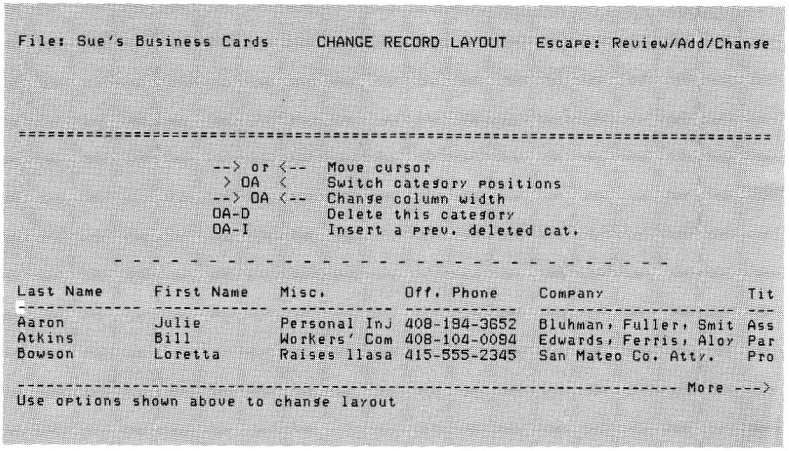
When you type 1, the Misc. category is inserted, and the layout looks like this:



Misc. category inserted to the left of Off. Phone category.

6. Type ← until it stops. Move the cursor all the way to the left, to the Last Name category.

Now look at the layout. It looks like this:



You might decide the following after looking at this layout:

- You want to see more information in the Misc. category.
- You can shorten the Last Name and First Name catagories. If you do, you can lengthen the Misc. category.

7. Put the cursor on Last Name. Press the ⇧ key and type ← four times. Shorten the Last Name category.

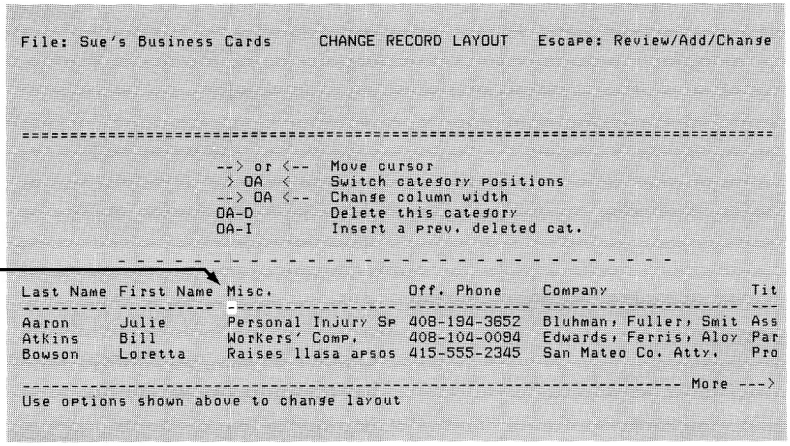
8. Put the cursor on First Name. Press the ⌘ key and type ← two times.

Shorten the First Name category.

9. Put the cursor on Misc. Press the ⌘ key and type → six times.

Lengthen the Misc. category.

The resulting layout looks like this:



More of the Misc. category shows now.

When you save the file, Quick File also saves your new layout. You can change it every time you work with it, depending on your needs, or you may never change it again.

Any categories you delete from the layout remain in the file, as Misc. did, although you don't see them. You can reinsert them at any time.

10. Press ESCAPE.

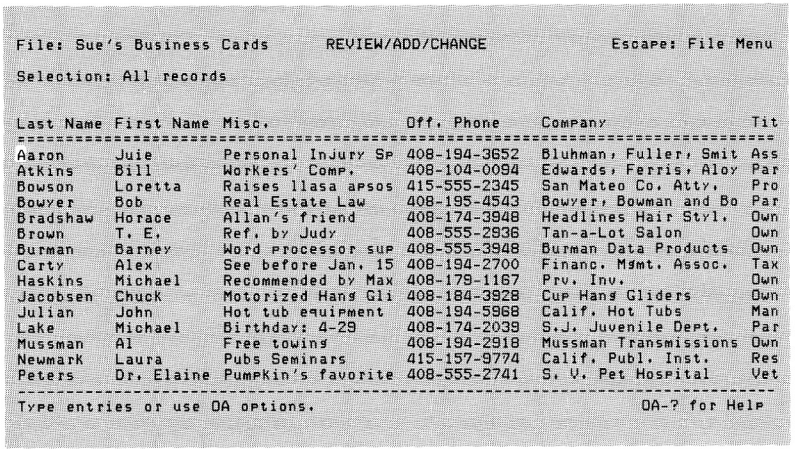
Specifying Cursor Direction

Now Quick File asks which way you want the cursor to go when you press RETURN during REVIEW/ADD/CHANGE. If you recall, the cursor has moved from entry to entry in one category in REVIEW/ADD/CHANGE so far. You may change it to move from left to right if you want.

1. Enter 1 and press RETURN.

Go back to REVIEW/ADD/CHANGE.

Quick File displays Sue's Business Cards in multiple-record layout, and you can see the results of the changes you made to the layout:



```
File: Sue's Business Cards      REVIEW/ADD/CHANGE              Escape: File Menu

Selection: All records

Last Name  First Name  Misc.                 Off. Phone    Company                 Tit
=============================================================================
Aaron      Julie       Personal Injury Sp    408-194-3652  Bluhman, Fuller, Smit  Ass
Atkins     Bill        Workers' Comp.        408-104-0094  Edwards, Ferris, Aloy  Par
Bowson     Loretta     Raises llasa apsos    415-555-2345  San Mateo Co. Atty.    Pro
Bowyer     Bob         Real Estate Law       408-195-4543  Bowyer, Bowman and Bo  Par
Bradshaw   Horace      Allan's friend        408-174-3948  Headlines Hair Styl.   Own
Brown      T. E.       Ref. by Judy          408-555-2936  Tan-a-Lot Salon        Own
Burman     Barney      Word processor sup    408-555-3948  Burman Data Products   Own
Carty      Alex        See before Jan. 15    408-194-2700  Financ. Mgmt. Assoc.   Tax
Haskins    Michael     Recommended by Max    408-179-1167  Prv. Inv.              Own
Jacobsen   Chuck       Motorized Hang Gli    408-184-3928  Cup Hang Gliders       Own
Julian     John        Hot tub equipment     408-194-5968  Calif. Hot Tubs        Man
Lake       Michael     Birthday: 4-29        408-174-2039  S.J. Juvenile Dept.    Par
Mussman    Al          Free towing           408-194-2918  Mussman Transmissions  Own
Newmark    Laura       Pubs Seminars         415-157-9774  Calif. Publ. Inst.     Res
Peters     Dr. Elaine  Pumpkin's favorite    408-555-2741  S. V. Pet Hospital     Vet
-----------------------------------------------------------------------------
Type entries or use OA options.                                  OA-? for Help
```

Changing the Single-Record Layout

Quick File lets you change the single-record layout, too, as you did the multiple-record layout.

You will probably use single-record layout most when you are inserting records. It's handy to be able to customize the layout to make it easy to enter information.

Start from where you left off in the last section, in REVIEW/ADD/CHANGE multiple-record layout.

1. Put the cursor on the first character of an entry in Julie Aaron's record.

Any entry will do. You want to zoom in on her record.

2. Press the ⌘ key and type Z.

There's Ms. Aaron's record again, in single-record layout.

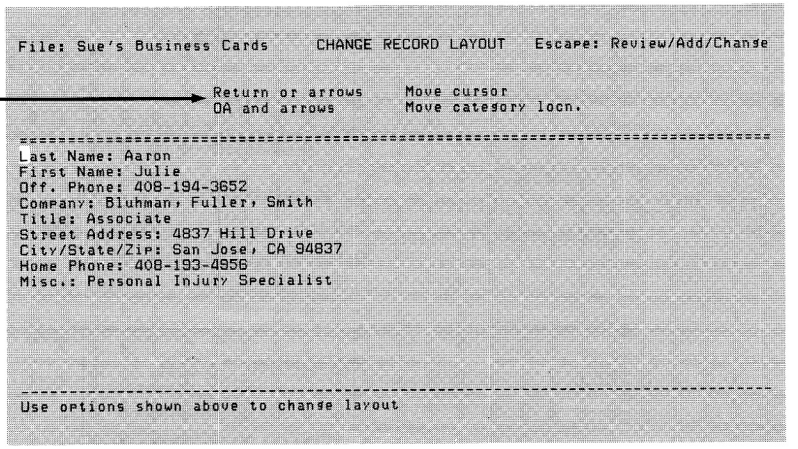
3. Press the ⌘ key and type L.

You are going to change the single-record layout.

Viewing the single-record change layout display

You get the display that allows you to change the record layout for single records.

Here's what you can do now.



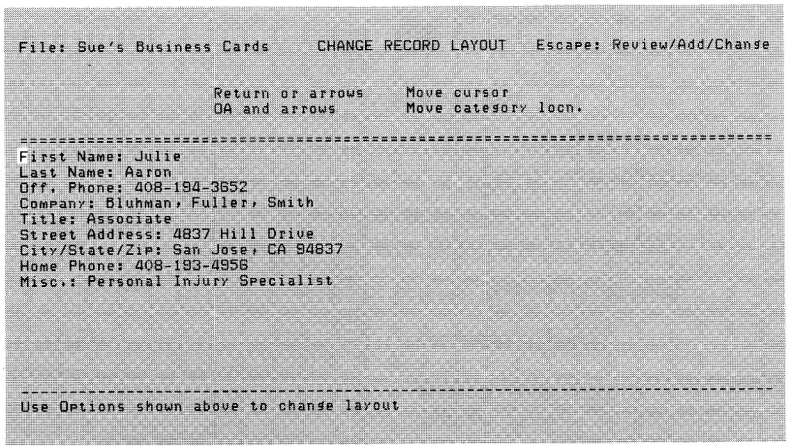
If you want, you can practice a little:

4. Press (RETURN) several times. The cursor moves to the category name on the next line down each time you press (RETURN).

5. Use the four arrow keys to move the cursor, too.

Now you can design a new single-record layout for Sue's Business Cards. In this example you change the order of entry so that you enter First Name and then Last Name.

Here's the way the screen will look after you make the changes:



Moving a Category

1. Put the cursor on the `L` **in** `Last Name`.

The cursor must be on the first letter of the name of the category you are moving.

2. Press the ⌘ key and type → several times.

The Last Name category moves to the right each time you type →.

3. Keep moving `Last Name` **until it is about five spaces to the right of** `Julie`.

4. Use the arrow keys to put the cursor on the `F` **in** `First Name`.

5. Press the ⌘ key and type ↑ once.

The First Name category moves up one line.

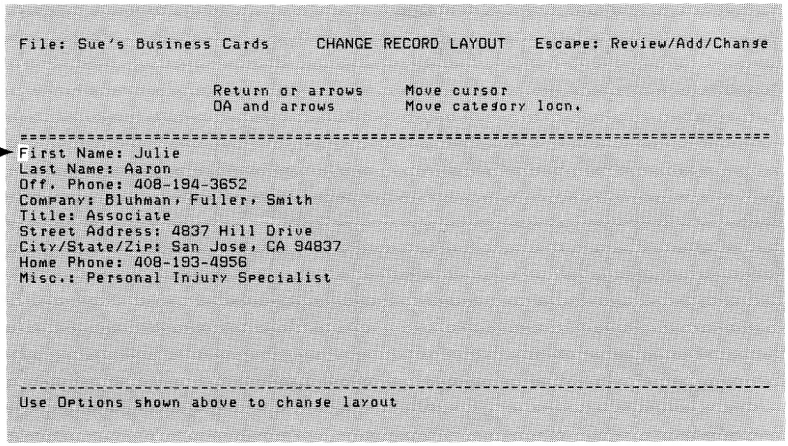
6. Use the → key to move the cursor to the `L` **in** `Last Name`.

7. Press the ⌘ key and type ↓ once.

The Last Name category moves down one line.

8. Press the ⌘ key and type ← until the Last Name category reaches the left margin of the screen.

Now the layout looks like this:



Relocated names.

Are you satisfied with this layout? If not, you may want to make more changes.

Or you can leave the layout as is and go back to REVIEW/ADD/CHANGE.

9. Press ESCAPE.

Specifying Cursor Direction

Now you must specify cursor direction for single-record layout. This is important when you are inserting information in new records. You must choose to have the cursor move in one of two ways:

- From left to right and top to bottom, or
- In the order in which you originally defined categories.

To specify cursor direction, you must respond to the following question, which appears at the bottom of the screen:

```
Is above cursor direction OK? (Y/N)
```

The current cursor direction is specified at the top of the screen. Either

```
Cursor direction is left to right, top
to bottom.
```

or

```
Cursor direction is order in which you
defined categories.
```

1. Press Y **or** N**, and then** RETURN.

Quick File takes you to the single record layout for Julie Aaron.

2. Press ESCAPE.

Quick File takes you to the FILE MENU.

Saving Changes: A Reminder

The changes you have made to the multiple-record and the single-record layouts are changes to the file of Sue's Business Cards. Thus, if you want to make these changes permanent, you must save the file permanently before you leave Quick File or get another file.

Leave Quick File now. Recall that you are at the FILE MENU.

1. Type 6 **and** RETURN **to return to the MAIN MENU.**

Or press ESCAPE.

Before returning you to the MAIN MENU, Quick File presents the options on saving that you have seen before.

2. Enter 1 and press RETURN to indicate you want to save the changes you have made.

Now Quick File asks you for the current date. You can confirm the date that appears on the screen by pressing RETURN, or enter today's date.

You don't have to enter today's date: you can enter any date. Usually you want to enter today's date, though.

3. Enter today's date and press RETURN.

Quick File saves the new file with its changes, and tells you how full the disk is.

Now you can leave Quick File.

Summary

Change record layout: ⌘L from single- and multiple-record layout

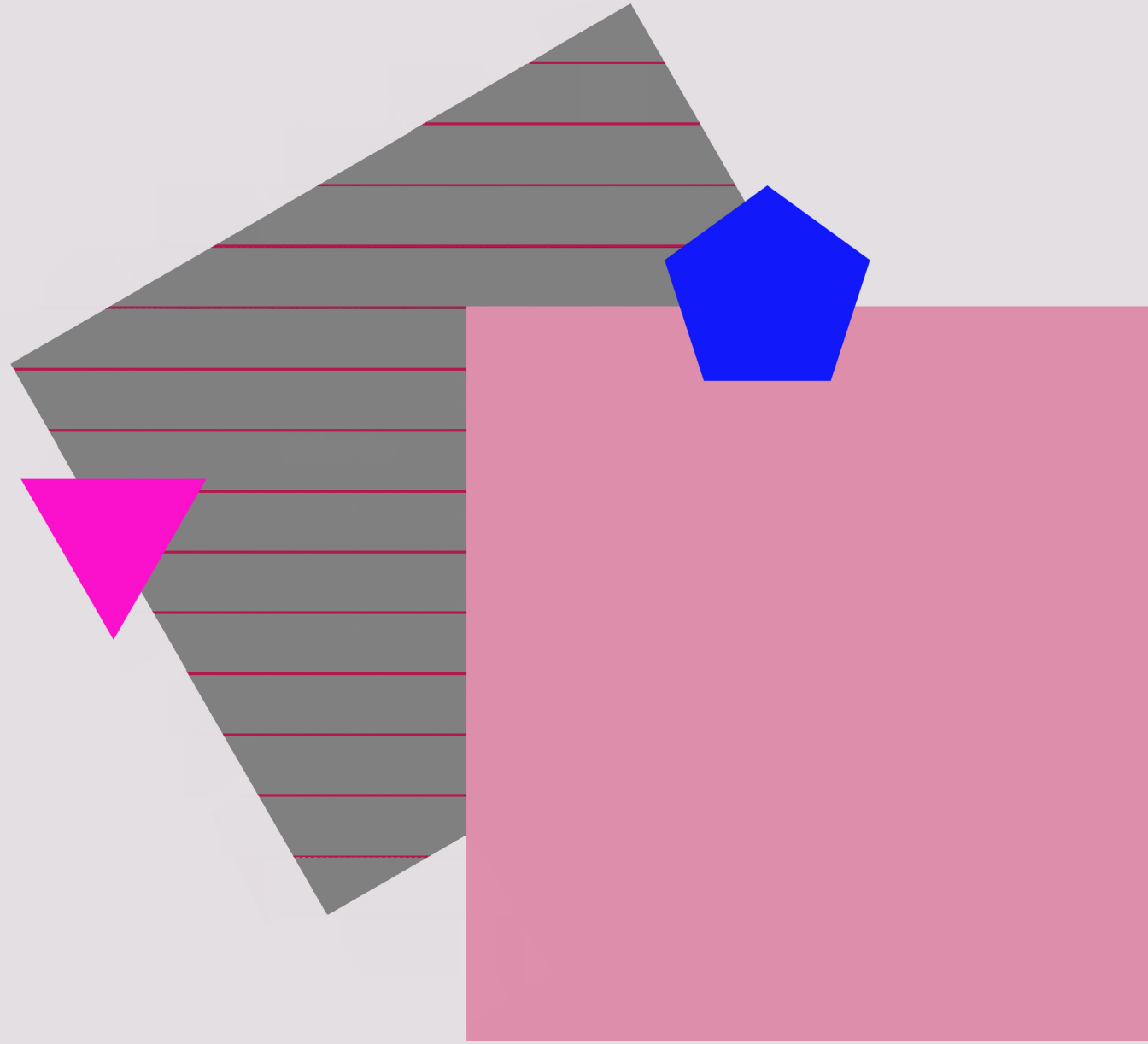
Change multiple-record layout:

Move cursor	→←
Change category width	Put the cursor on the category whose width you want to change ⌘ and → or ←
Delete current category	Put the cursor on the category you want to delete ⌘ and D
Insert a previously deleted category	Put the cursor on the category to the right of where you want the inserted category to appear ⌘ and I

Change single-record layout:

Move cursor	RETURN ↑↓ →←
Move category location	Put the cursor on the category to be moved ⌘ and ↑↓ →←

Downloaded from www.Apple2Online.com



Creating a Simple Report

A report is a printed version of some or all of the information in a Quick File file.

By now you know how to move the cursor through a Quick File file, how to change information in the file, and how to change record layouts. Now you will learn how to create a simple report, which is usually a printed version of information from your file. You print reports whenever you want a permanent copy of information, although you can display the report on your Apple IIe screen, too.

A report format specifies what information to include in a report and how the information should be laid out on the page.

To create a report, you must specify a report format. A report format consists of instructions to Quick File about what to include in the report: which categories, for example, or which records. And it tells Quick File how the report should look: what information should go where and how it should be printed.

Quick File lets you design report formats that use all the information in the file; or you can use only the information that suits your needs at any time. You can use a report format only once, or you can save it and use it whenever you want.

This chapter explains some of the basics of reporting. It tells how to

- Choose a report style: labels style or tables style
- Create a format for your report
- Print the report
- Save the format of your report

The chapter also contains a summary.

You'll be working with the personnel files for the Pasta Company in this chapter.

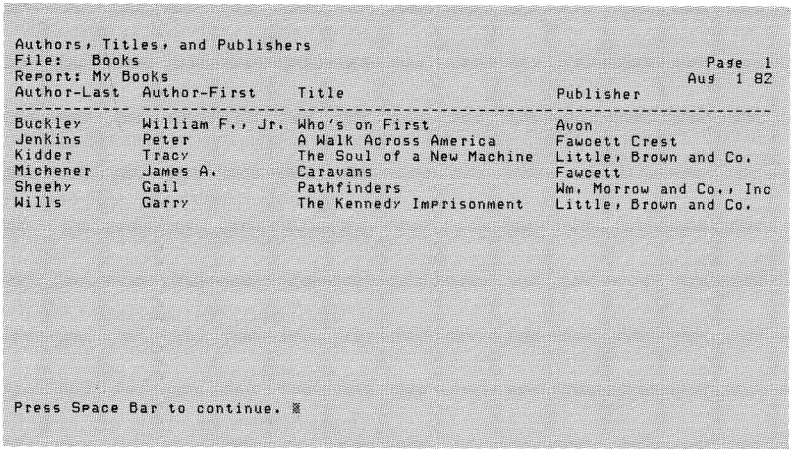
Choosing a Report Style

You choose a report style—tables style or labels style—according to the kind of information you want to report and how you want it to look. A tables-style report looks like records in multiple-record format, and a labels-style report looks like records in single-record format.

A **tables-style report** presents information in rows and columns.

A tables-style report shows information in rows and columns, and only one record can appear on one line. And a tables-style report allows you to subtotal and total categories and calculate a new category based on information in the categories you already have. Basic accounting reports can use tables-style report formats, for example, because records appear in rows and columns.

Here is a tables-style report in which the authors, titles, and publishers of books appear in rows and columns.



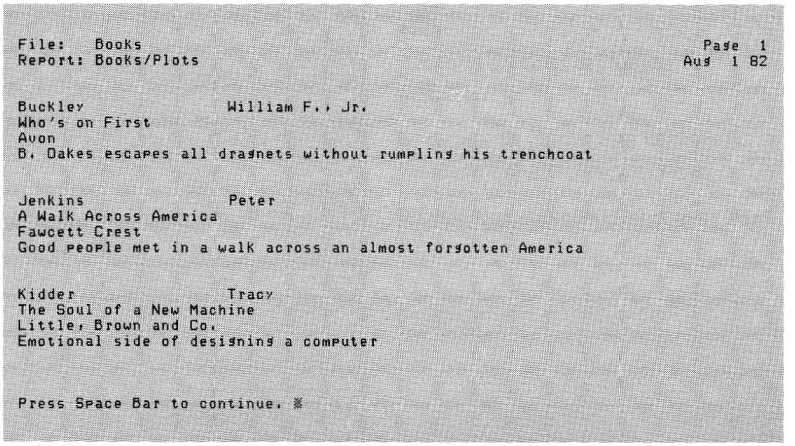
```
Authors, Titles, and Publishers
File:   Books                                                    Page  1
Report: My Books                                                 Aug  1 82
Author-Last  Author-First    Title                    Publisher
-----------  -------------   -----------------------  ---------------------
Buckley      William F., Jr. Who's on First           Avon
Jenkins      Peter           A Walk Across America    Fawcett Crest
Kidder       Tracy           The Soul of a New Machine Little, Brown and Co.
Michener     James A.        Caravans                 Fawcett
Sheehy       Gail            Pathfinders              Wm. Morrow and Co., Inc
Wills        Garry           The Kennedy Imprisonment Little, Brown and Co.

Press Space Bar to continue.
```

A **labels-style report** presents information in multiple lines.

A labels-style report shows information in vertical format, that is, with categories belonging to each record arranged in multiple-line format. A typical example of a labels-style report is, of course, labels for envelopes. A recipe report formatted for index cards is another example.

Here is the book file formatted in a labels-style report. To the basic information about the book is added another category from the file: a summary of the plot.

Notice how all the information about one book is printed in several lines, and then all the information about the next book. This is typical of how labels-style reports are formatted. They are ideal when your records have a lot of text information.



```
File:   Books                                                    Page  1
Report: Books/Plots                                          Aug  1 82

Buckley                 William F., Jr.
Who's on First
Avon
B. Oakes escapes all dragnets without rumpling his trenchcoat

Jenkins                 Peter
A Walk Across America
Fawcett Crest
Good people met in a walk across an almost forgotten America

Kidder                  Tracy
The Soul of a New Machine
Little, Brown and Co.
Emotional side of designing a computer


Press Space Bar to continue. ■
```

The report in this chapter is a rows and columns type of report, so a tables-style report format is the better choice.

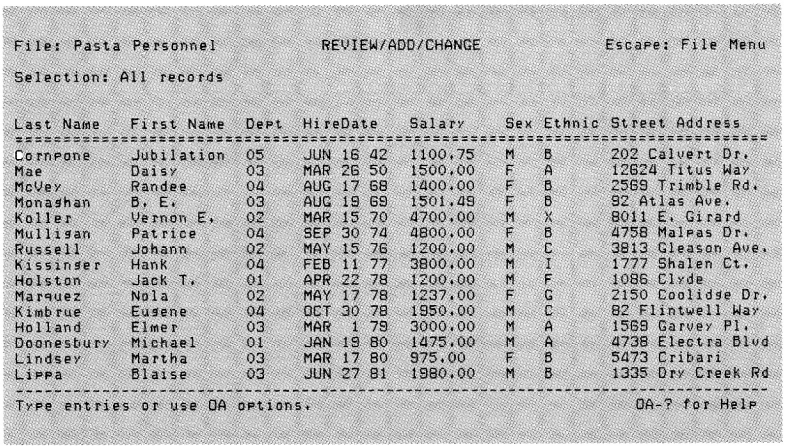
Before Reporting: Look at the File

You should be familiar with a file before you create a report format for it. Take a look at the **Pasta Personnel** file before you continue.

1. Start up Quick File and get the FILE CATALOG.

2. Enter 3 to get Pasta Personnel and press RETURN.

Look at the file in multiple-record layout. This record layout shows last name, first name, department, date of hire, salary, sex, ethnic background, and street address. If you have a 40-column display, less information is shown.



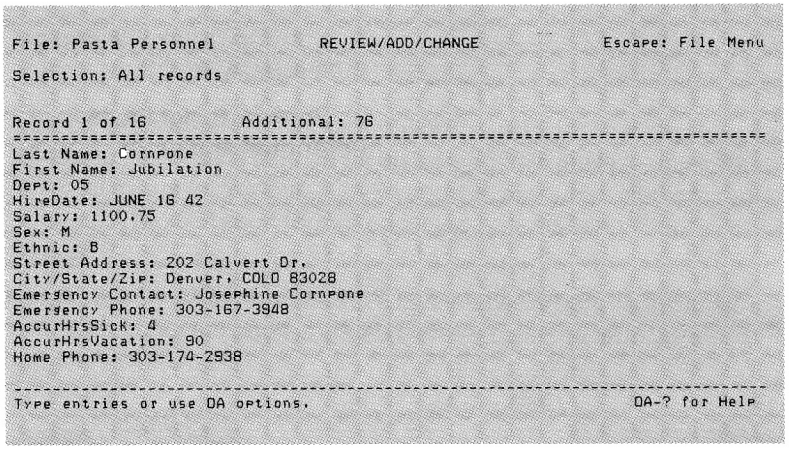
```
File: Pasta Personnel          REVIEW/ADD/CHANGE          Escape: File Menu

Selection: All records

Last Name   First Name  Dept  HireDate   Salary    Sex Ethnic Street Address
=============================================================================
Cornpone    Jubilation  05    JUN 16 42  1100.75   M   B      202 Calvert Dr.
Mae         Daisy       03    MAR 26 50  1500.00   F   A      12624 Titus Way
McVey       Randee      04    AUG 17 68  1400.00   F   B      2589 Trimble Rd.
Monaghan    B. E.       03    AUG 19 69  1501.49   F   B      92 Atlas Ave.
Koller      Vernon E.   02    MAR 15 70  4700.00   M   X      8011 E. Girard
Mulligan    Patrice     04    SEP 30 74  4800.00   F   B      4758 Malpas Dr.
Russell     Johann      02    MAY 15 76  1200.00   M   C      3813 Gleason Ave.
Kissinger   Hank        04    FEB 11 77  3800.00   M   I      1777 Shalen Ct.
Holston     Jack T.     01    APR 22 78  1200.00   M   F      1086 Clyde
Marquez     Nola        02    MAY 17 78  1237.00   F   G      2150 Coolidge Dr.
Kimbrue     Eugene      04    OCT 30 78  1950.00   M   C      82 Flintwell Way
Holland     Elmer       03    MAR  1 79  3000.00   M   A      1589 Garvey Pl.
Doonesbury  Michael     01    JAN 19 80  1475.00   M   A      4738 Electra Blvd
Lindsey     Martha      03    MAR 17 80  975.00    F   B      5473 Cribari
Lippa       Blaise      03    JUN 27 81  1980.00   M   B      1335 Dry Creek Rd
-----------------------------------------------------------------------------
Type entries or use DA options.                                DA-? for Help
```

Pasta Personnel in multiple-record layout

3. Zoom in on the first record.

Now you see more information, including city/state/zip, emergency information, accumulated hours of vacation and sick time, and home phone.

Take a few minutes to browse through the file.



```
File: Pasta Personnel          REVIEW/ADD/CHANGE          Escape: File Menu

Selection: All records

Record 1 of 16          Additional: 76
=============================================================================
Last Name: Cornpone
First Name: Jubilation
Dept: 05
HireDate: JUNE 16 42
Salary: 1100.75
Sex: M
Ethnic: B
Street Address: 202 Calvert Dr.
City/State/Zip: Denver, COLO 83028
Emergency Contact: Josephine Cornpone
Emergency Phone: 303-167-3948
AccurHrsSick: 4
AccurHrsVacation: 90
Home Phone: 303-174-2938

-----------------------------------------------------------------------------
Type entries or use DA options.                                DA-? for Help
```

Pasta Personnel in single-record layout

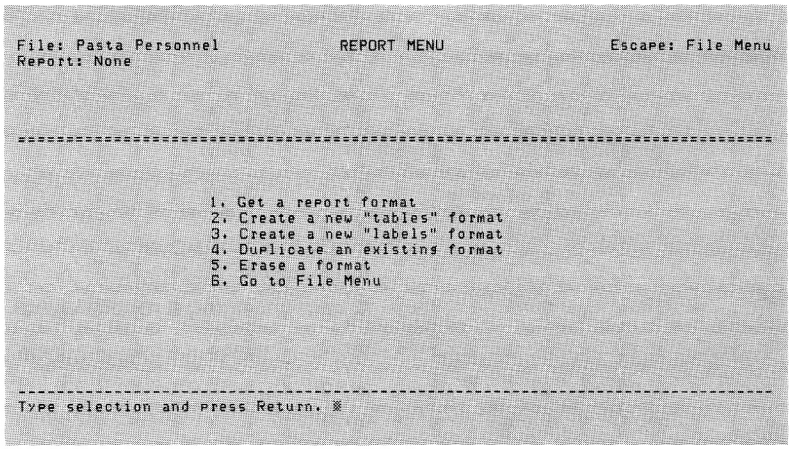
Creating the Report Format

Now that you've looked at the Pasta Personnel file, you're ready to create a report. This section tells you how to make your way to Quick File's reporting feature. Then it describes how to tell Quick File what to print and how to print it.

1. **Press** (ESCAPE). Quick File presents the FILE MENU.

2. **Enter** (2) **and press** (RETURN). Indicate to Quick File that you want to create a report now.

Now Quick File presents the REPORT MENU, which you haven't seen before.



REPORT MENU with reporting options

Now you could get or erase a report format if you had one. Instead you want to create a new report format. Choose to print a tables-style report this time.

3. **Enter** (2) **and press** (RETURN). Look at the bottom of the new display. Quick File is asking for a report name.

4. Enter `Personnel Report` **and press** (RETURN).

The report name can be up to 20 characters long.

Now Quick File presents the REPORT FORMAT display:

File name

Report name

Category headings

Several sample records from the file

```
File: Pasta Personnel          REPORT FORMAT          Escape: Report Menu
Report: Personnel Report
Selection: All records

================================================================================

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Last Name    First Name   Dept       HireDate     Salary       Sex          Et
-A---------- -B---------- -C-------- -D---------- -E---------- -F---------- -G
Cornpone     Jubilation   05         Jun 16 42    110.75       M            B
Mae          Daisy        03         MAR 26 50    1500.00      F            A
McVey        Randee       04         AUG 17 68    1400.00      F            B

-------------------------------------------------------------------- More --->
Use options shown on Help screen                              OA-? for Help
```

Notice that at the bottom of the screen it says `Use options shown on Help screen`. Press (?) to get this screen, and study it. All the options for creating and printing reports are listed here. Notice that many of the options are the same as the ones you saw in changing a record layout.

A complete explanation of each report format option is included in Chapter 10.

Some of the options are unique to reporting, however. You will be practicing with most of them in this chapter and in the next several chapters.

Look at the category headings at the bottom of the screen. Notice that under each heading is a dashed line with a letter of the alphabet: Last Name is `A`, and so on. `A` refers to the left-most category, `B` the second, and so on. You use these letters when you calculate a new category in Quick File reports, described in Chapter 7.

Also, `MORE` → shows at the right side of the screen just as it did when you were changing the record layout in multiple-record format.

5. Type → 14 times slowly or hold it down for more rapid cursor movement.

Move the cursor past the right-most column, Home Phone. The cursor stops at `LEN181`.

`LEN181` means that if you were to print exactly what you see in this report format, each print line would be 181 characters long. This number changes as you change the report format. You must set the `CHAR PRINT` (characters to print) printing option at least this wide. Printing options are discussed later in this chapter.

6. Press ↵ until the cursor is on the Last Name field again.

You have seen all the categories in the file. Now look at your goal, the finished product. The finished product is the report you are going to create.

The Finished Product

Here's what your report will look like when it's finished.

```
File:   Pasta Personnel                                          Page  1
Report: Personnel Report                                        Aug  1 82
Dept Last Name    First Name   Street Address     City/State/Zip     Home Phone
---- ------------ ------------ ------------------ ------------------ ------------
01   Doonesbury   Michael      4738 Electra Blvd. Denver, COLO 80110 303-555-384
01   Holston      Jack T.      1086 Clyde         Denver, COLO 80221 303-555-394
01   Johnson      Joel         137 S. Sunset      Littleton, COLO 80 303-555-576
02   Koller       Vernon E.    8011 E. Girard     Engleton, COLO 801 303-555-293
02   Marquez      Nola         2150 Coolidge Dr.  Denver, COLO 83746 303-187-392
02   Russell      Johann       3813 Gleason Ave.  Denver, COLO 80129 303-161-937
03   Holland      Elmer        1569 Garvey Pl.    Denver, COLO 80220 303-147-192
03   Lindsey      Martha       5473 Cribari       Denver, COLO 82726 303-161-495
03   Lippa        Blaise       1335 Dry Creek Rd. Denver, COLO 80221 303-555-291
03   Mae          Daisy        12624 Titus Way    Dogpatch
03   Monaghan     B. E.        92 Atlas Ave.      Denver, COLO 82929 303-181-675
04   Kimbrue      Eugene       82 Flintwell Way   Engleton, COLO 801 303-187-291
04   Kissinger    Hank         1777 Shalen Ct.    Denver, COLO 80382 303-555-687
04   McVey        Randee       2569 Trimble Rd.   Denver, COLO 82938 303-178-392
04   Mulligan     Patrice      4758 Malpas Dr.    Denver, COLO 82736 303-187-322
05   Cornpone     Jubilation   202 Calvert Dr.    Denver, COLO 83028 303-174-293
```

As you can see from the illustration, the report you are going to create is going to show the following categories, in this order: Department, Last Name, First Name, Street Address, City/State/Zip, and Home Phone.

Before you can print this report, you need to tell Quick File which categories in the file to include in the report, which categories to delete, and which categories to switch around. Then you say how to arrange the information.

Deleting Categories

First, delete the categories that are not needed in the report.

1. Move the cursor to category D, HireDate.

This is the first category you should delete.

2. Press the ⇧ key and type D.

HireDate disappears and the cursor rests on Salary.

Just as when you are changing a record layout, Quick File saves the column for you and you can put it back using ⇧I if you should decide you want it.

3. Press the ⇧ key and type D.

Salary disappears and the cursor rests on Sex.

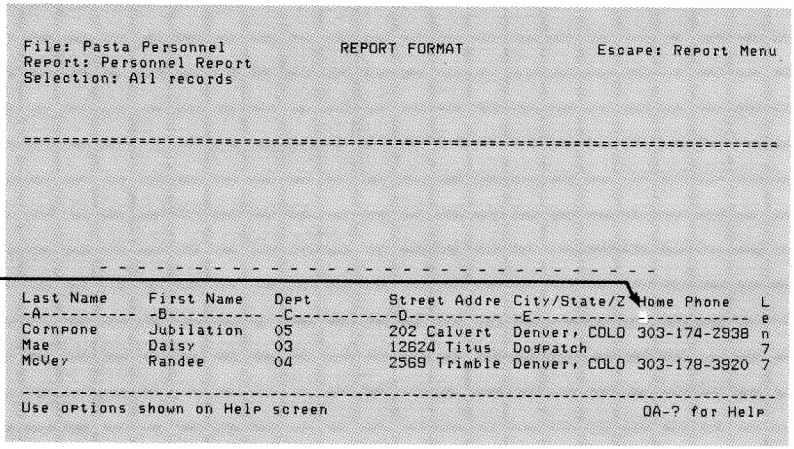
Delete the next two categories until the cursor rests on Street Address.

4. Press → twice to move the cursor past Street Address and City/State/Zip.

You want these two categories to appear on the report, so don't delete them.

5. Now delete Emergency Contact, Emergency Phone, AccumHrsSick, and AccumHrsVaca, using ⇧D.

Now the display looks like this:



Cursor is on Home Phone.

Switching Categories

The information you want is displayed, and the information you don't want is deleted. But the information isn't in the right order.

Recall that you want to show Dept as the left-most category. You have these choices:

- You can delete Dept from where it is and then insert it at the left.
- You can switch category positions, causing Dept to appear on the left.

You practiced with the first option in the previous chapter, so choose the second option this time.

1. Move the cursor to Dept.

The cursor should always be on the left side of the category you are switching.

2. Press the ⌘ key and type < . (You don't have to press SHIFT .)

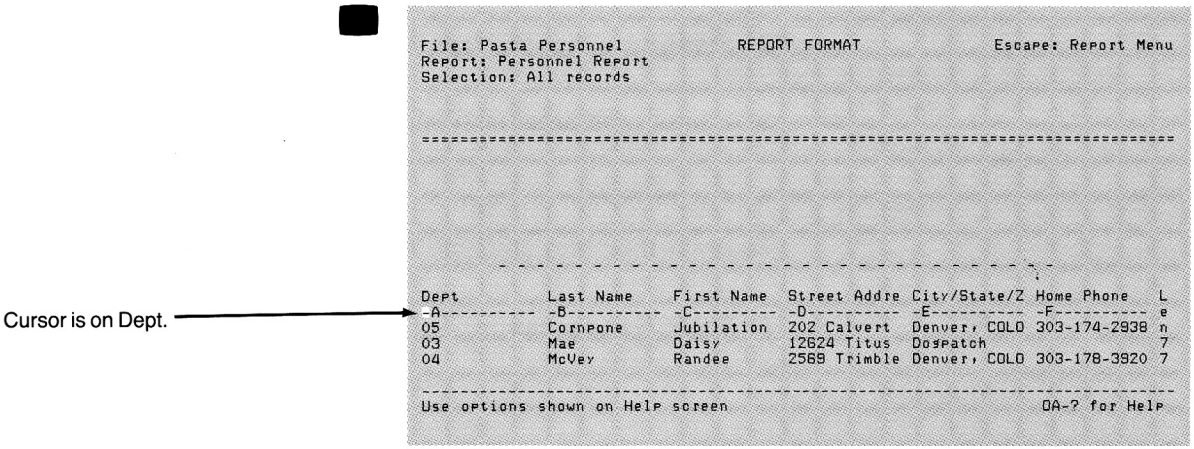
That set of keys switches Dept. with the category to its left, First Name.

3. Press the ⌘ key and type < again.

That set of keys again switches Dept. with the category to its left, Last Name.

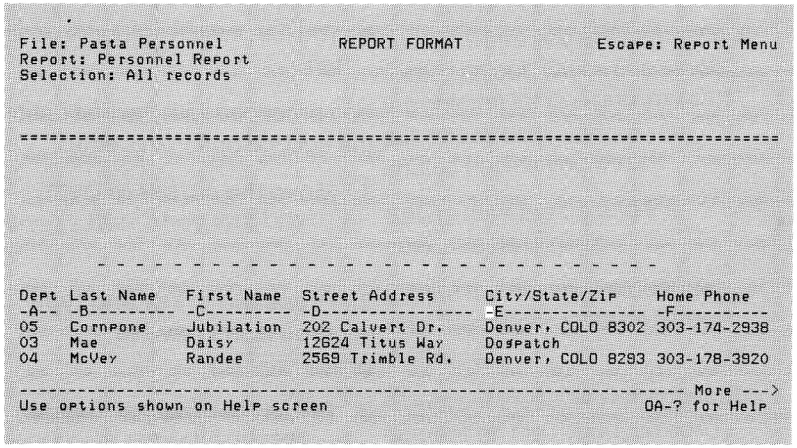
The ⌘ key and > (again, no SHIFT required) switch the column the cursor is on with the one on its right.

The report format you just created looks like this:



To show the appropriate information, you should probably shorten the Dept category and lengthen the Street Address and City/State/Zip categories. You know how to do it: use the ⌂ key and ← to shorten Dept. by eight places. Then move the cursor to Street Address, and use the ⌂ key and → to lengthen Street Address by six places. Then lengthen City/State/Zip by five places.

Now the report format looks like this:



Arranging Information

Arranging on more than one category

Now tell Quick File how to arrange the information. You want to arrange names by department, and alphabetically within each department.

1. **Put the cursor on Last Name.**
2. **Press the ⌂ key and type A.** Indicate that Quick File should arrange first by last name.
3. **Enter 1 and press RETURN.** Last names should be arranged from A to Z.
4. **Put the cursor on Dept.**
5. **Press the ⌂ key and type A.** Indicate that Quick File should arrange second by department.
6. **Enter 3 and press RETURN.** Departments should be arranged numerically from 0 through 9.

When you are arranging with more than one category, start by arranging with the most specific category and then move to the more and then the most general category. In this case, Dept is the most general category because each department includes a number of last names, while Last Name is the most specific category because each last name includes only itself.

You have told Quick File what information should go on the report and how it should be arranged. Now you must give instructions as to how it should be placed on the page.

Printing the Personnel Report

When you print a report, you must specify printer options and then print, first designating the printing device where the report should go.

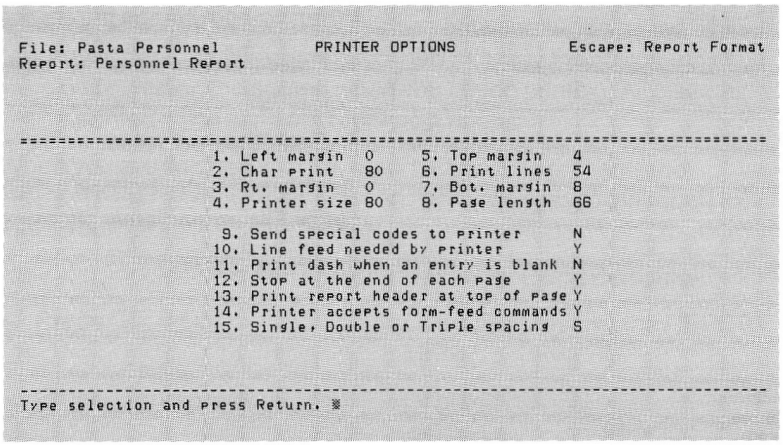
This section tells how to print a report. It assumes you are using a Silentype printer. If you're not, you should read the section on printer options in Chapter 10 to learn how to set the printer options for your printer.

Chapter 10 includes an explanation of printer options.

Specifying Printer Options

1. **Press the** ⌘ key and type O. "O" stands for Options.

Quick File presents the display that gives you the printing options:



Quick File uses the standard values if you don't enter other values.

The printer options numbered 1-4 relate to how the report is placed horizontally on the page:

Left margin + characters to print + right margin = printer size.

Quick File takes the specifications you enter and adjusts the others accordingly. For example, if you change left margin width to 5 and right margin width to 5, then Quick File changes characters to print to 70. If you change left margin width to 5 and characters to print to 60, then Quick File automatically changes right margin width to 15.

The printer options numbered 5-8 relate to how the report is placed vertically on the page. A similar equation is true for this group:

Lines in top margin + lines to print + lines in bottom margin = length of page in print lines.

Again, Quick File takes the specifications you enter and adjusts the others accordingly. If you change lines in top margin to 10, Quick File changes lines to print to 50. If you change lines in top margin to 10 and lines in bottom margin to 10, Quick File changes lines to print to 46.

Leave the printer options at their standard values for the first run of this report. You can see how the first report looks printed, and then change the values if you want.

When you do change printer options 1-8 or 15, follow this procedure:

How to change printer options

- Enter the number of the category whose value you want to change.
- Enter the new value.

To change printer options 9-14, simply enter the number of the option. Quick File immediately changes the given value to its opposite.

2. Press (ESCAPE).

The printer options are set for this report.

Now you can print it.

Printing

1. Press the ⌘ key and type P.

Indicate that you want to print the report.

2. Enter the number of the kind of device where you want the report printed, in this case 2. Then press RETURN.

You have to tell Quick File where to print the report. Quick File tells you what you can do while the report is printing:

You can press the space bar to interrupt printing and again to begin it.

You can press ESCAPE to stop printing.

Quick File also asks you for a report date: it displays the last date a report was printed. You can choose this date, if you want, by simply pressing RETURN.

3. Enter today's date and press RETURN.

The date goes on the title block of the report, which is the report header.

If you send the report to the screen, you can press the space bar to continue printing when the report stops between report pages. If your report is wider than 80 columns, you will see only the 80 columns that were displayed on the screen when you began printing. All columns will be printed if you send the report to a printer.

When you are finished with the report, Quick File presents the REPORT FORMAT display. You can make changes to the report format if you don't like it.

Now you should leave the reporting feature for Pasta Personnel:

4. Press ESCAPE.

Quick File presents the REPORT MENU.

5. Enter 7 and press RETURN.

Or press ESCAPE.

Quick File presents the FILE MENU.

6. Enter 6 and press RETURN.

Or press ESCAPE.

Quick File presents the options on saving that you have seen before.

Saving the Format

Quick File considers the report format you created for Pasta Personnel to be a change to the Pasta Personnel file. You must, therefore, save the file permanently on the Quick File data disk in order to save the report format permanently.

1. Enter 1 and press RETURN. This option saves the new Pasta Personnel file, with its new report format, right on top of the old one.

2. Enter today's date and press RETURN. Quick File tells you how full the disk is, and after you press the space bar presents the MAIN MENU.

3. Enter 7 and press RETURN.

You have formatted and printed your first Quick File report and saved the report format you created. Congratulations!

Summary

Tables-style report A report in columns and rows, one line per record

Labels-style report A report in multiple lines per record

Reporting Options for Tables-Style Reports

Deleting columns Put cursor on column to be deleted

Ctrl D

Switching columns Put cursor on column to be switched

Ctrl and > or <

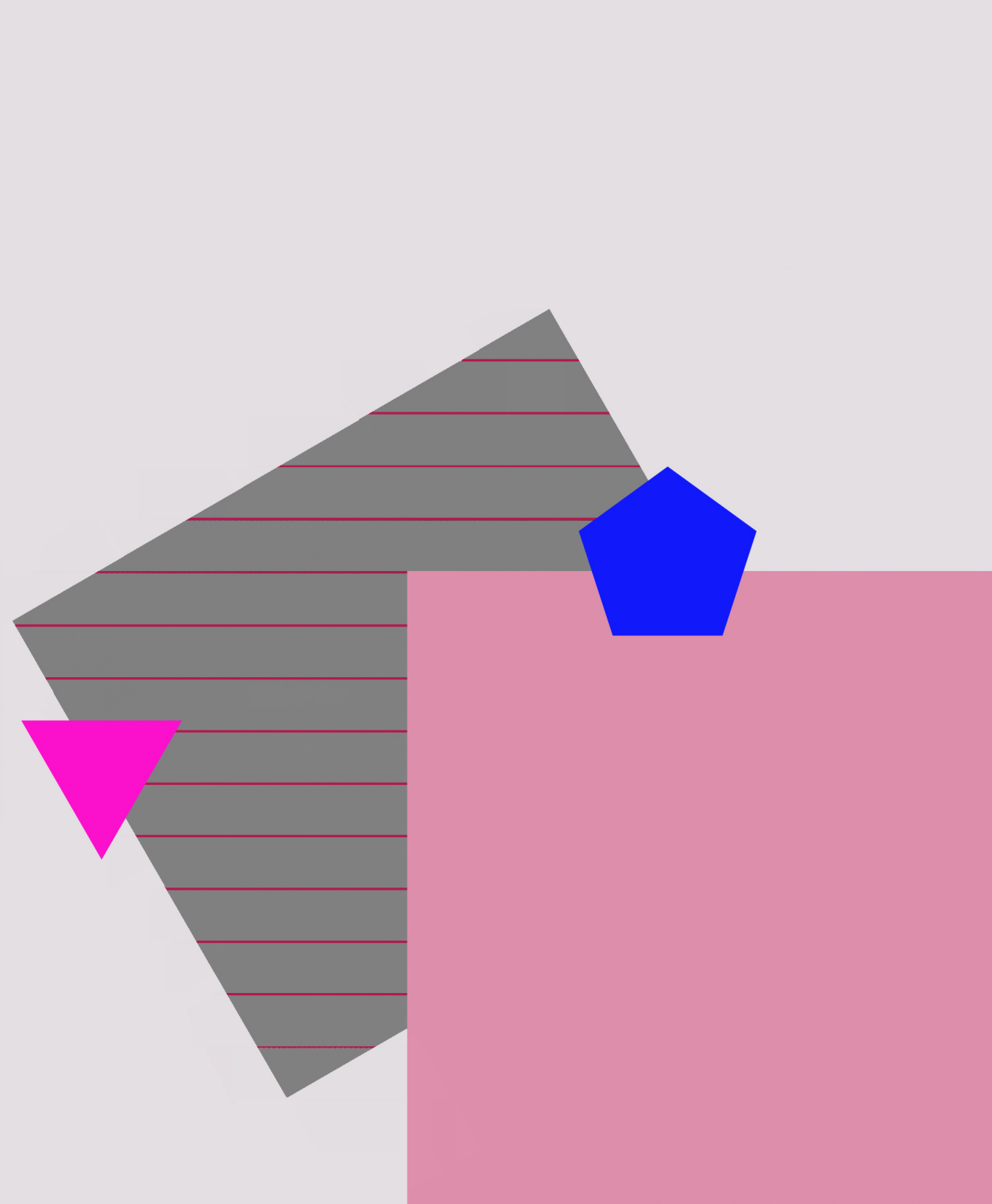
Arranging information Put cursor on column you want records arranged by

Ctrl A

Setting printer options Ctrl O

Printing the report Ctrl P

Downloaded from www.Apple2Online.com



Changing a Report Format

Quick File lets you change a report format after you have created and saved it. This chapter tells how to change a report format to include only certain records from your file. You will change the Personnel Report format you created in the previous chapter.

Specifically, this chapter tells how to

- Get the format you want to change
- Change the format using special record selection rules
- Discard special record selection rules
- Save the new format

It also includes a summary.

Getting the Format

To get the format you want to change, follow these steps:

1. Start up Quick File and get the FILE CATALOG.

2. Enter [3] to get the Pasta Personnel file, and press [RETURN].

3. Press [ESCAPE]. Quick File presents the FILE MENU.

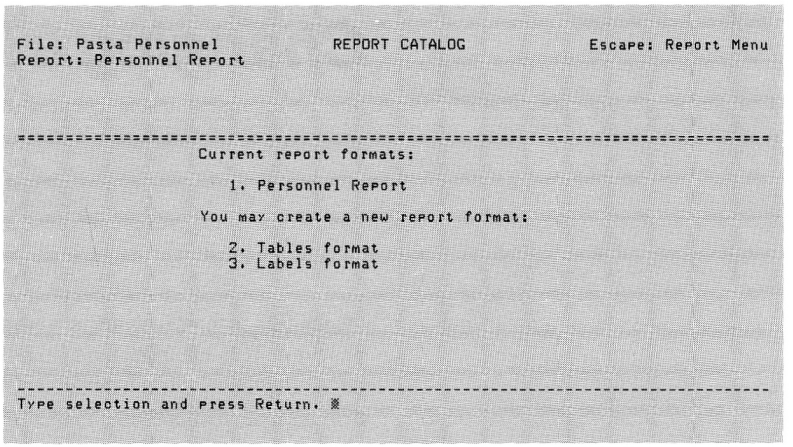
4. Enter [2] and press [RETURN].

Quick File presents the REPORT CATALOG. When you indicate you want to do reporting and you already have one or more report formats for that file, Quick File always presents the REPORT CATALOG.

There you see the report formats you have already created, as well as the options you have for creating new report formats.

The REPORT CATALOG displays the names of existing report formats and also presents options for creating new formats.

Existing report formats



5. Enter 1 and press RETURN. You want to change the format for the Personnel Report.

Quick File presents the REPORT FORMAT display. You can change any of the specifications you gave the format originally or add new ones. In this example, you are going to change the report format by changing the record selection rules.

Changing the Format by Using Record Selection Rules

Record selection rules tell Quick File which records to print.

Quick File's record selection rules let you set up conditions that only certain records in the file meet. Then Quick File prints information from those records only.

The record selection rule currently on the REPORT FORMAT display `(Selection: All Records)` tells Quick File to print all records, as it did in the Pasta Personnel Report you created.

REVIEW/ADD/CHANGE lets you specify record selection rules, too. Whatever rules are in effect when you leave REVIEW/ADD/CHANGE are also in effect when you choose to create a new report format. You can change these rules, though, whenever you want.

You are going to see how to change the record selection rules for the Pasta Personnel Report three times, to create three different reports:

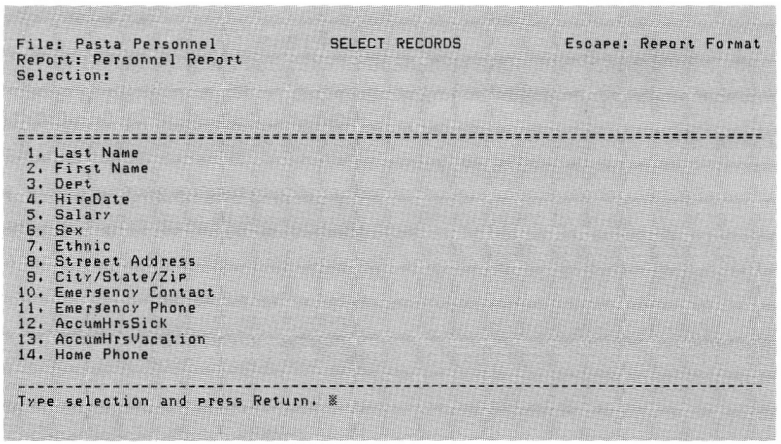
- The first report will include information about only those employees who are male.
- The second report will include information about only those employees who have been with Pasta more than five years.
- The third report will include information about only those employees who have been with Pasta more than five years and who have accumulated more than 40 hours of vacation time.

Report 1

This section explains how to create a report that includes only the records of male personnel.

1. **Press the ⌘ key and type R.** "R" stands for Record selection.

Now Quick File presents a display with all the names of the categories for the Pasta Personnel file:



Pasta Personnel categories

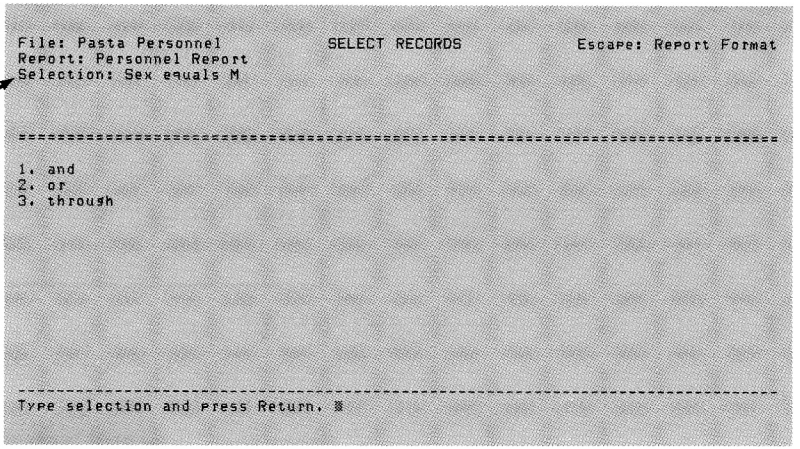
2. **Enter 6 and press RETURN.** Watch the record selection rules at the top of the screen.

   `Sex`

3. **Enter 1 and press RETURN.** `Sex equals`

4. **Enter M and press RETURN.** You could also enter m.

Now the entire rule for reporting all male personnel is at the top of the screen. It looks like this:



Record selection rule

You could go on to specify other things about these male personnel, using the choices of **and**, **or**, or **through**. This record selection rule, however, is finished.

5. Press (ESCAPE). Quick File returns you to REPORT FORMAT.

Now you can finish by selecting printer options if you want other than standard values, and printing the report.

By adding this record selection rule to the Pasta Personnel Report, you get a report on only male personnel:

```
File:   Pasta Personnel                                          Page  1
Report: Personnel Report                                        Aug  1 82
Selection: Sex equals M
Dept Last Name    First Name   Street Address     City/State/Zip     Home Phone
---- ------------ ------------ ------------------ ------------------ ------------
01   Doonesbury   Michael      4738 Electra Blvd. Denver, COLO 80110 303-555-384
01   Holston      Jack T.      1086 Clyde         Denver, COLO 80221 303-555-394
01   Johnson      Joel         137 S. Sunset      Littleton, COLO 80 303-555-576
02   Koller       Vernon E.    8011 E. Girard     Engleton, COLO 801 303-555-293
02   Russell      Johann       3813 Gleason Ave.  Denver, COLO 80129 303-161-937
03   Holland      Elmer        1569 Garvey Pl.    Denver, COLO 80220 303-147-192
03   Lippa        Blaise       1335 Dry Creek Rd. Denver, COLO 80221 303-555-291
04   Kimbrue      Eugene       82 Flintwell Way   Engleton, COLO 801 303-187-291
04   Kissinger    Hank         1777 Shalen Ct.    Denver, COLO 80382 303-555-687
05   Cornpone     Jubilation   202 Calvert Dr.    Denver, COLO 83028 303-174-293
```

Formulating Record Selection Rules: To formulate record selection rules follow these steps:

- Choose a category from one of those listed. These are all the categories in the file, whether they are included in the report format or not. Thus, you can formulate a condition based on a category that isn't in a report.
- Choose a comparison:

  For dates, you can choose equals, after, before, contains, is blank, or is not blank.

  For other information, you can choose equals, greater than, less than, not equal to, is blank, is not blank, contains, begins with, ends with, does not contain, does not begin with, or does not end with.
- Enter a value that each entry in the category should be compared with.

You can connect as many as three of these single record selection rules together using either and, or, or through. (You cannot use both and and or in one record selection rule.) Quick File considers one, two, or three record selection rules connected with and, or, or through to be one record selection rule.

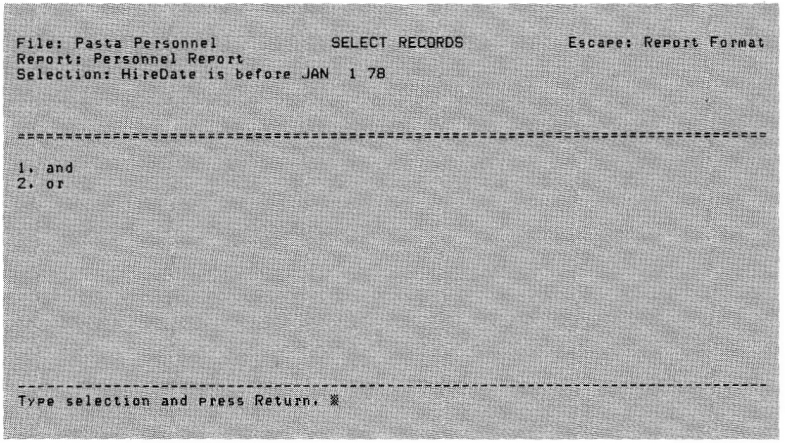
Report 2

This section shows you how to create a report that lists only the records of personnel who have been with Pasta for five years or more.

1. **Press the ⌘ key and type R.** Quick File asks you if you want to include all records.
2. **Enter N and press RETURN.** If you were to enter `Y`, you would get `Selection: All Records` again.
3. **Enter 4 and press RETURN.** The record selection rules should say:

   `HireDate`
4. **Enter 3 and press RETURN.** `HireDate is before`
5. **Enter `1-1-78` and press RETURN.**

Now the screen looks like this:



6. Press (ESCAPE). Quick File returns you to REPORT FORMAT.

Now you can finish the report format by changing the format and/or the printer options, if you want.

Adding this record selection rule to the Pasta Personnel Report produces a report that lists only personnel who were hired before January 1, 1978.

```
File:   Pasta Personnel                                          Page  1
Report: Personnel Report                                        Aug  1 82
Selection: HireDate is before JAN  1 78
Dept Last Name    First Name   Street Address     City/State/Zip      Home Phone
---- ------------ ------------ ------------------ ------------------ ------------
02   Koller       Vernon E.    8011 E. Girard     Engleton, COLO 801 303-555-293
02   Russell      Johann       3813 Gleason Ave.  Denver, COLO 80129 303-161-937
03   Mae          Daisy        12624 Titus Way    Dogpatch
03   Monaghan     B. E.        92 Atlas Ave.      Denver, COLO 82929 303-181-675
04   Kissinger    Hank         1777 Shalen Ct.    Denver, COLO 80382 303-555-687
04   McVey        Randee       2569 Trimble Rd.   Denver, COLO 82938 303-178-392
04   Mulligan     Patrice      4758 Malpas Dr.    Denver, COLO 82736 303-187-322
05   Cornpone     Jubilation   202 Calvert Dr.    Denver, COLO 83028 303-174-293
```

Report 3

In this section you learn how to create a report that includes only the records of personnel who have been with Pasta for five years or more and who have accumulated more than 40 hours of vacation time.

1. **Press the ⌘ key and type R.**
2. **Enter N and press RETURN.** You don't want all records.
3. **Enter 4 and press RETURN.**

```
HireDate
```

4. **Enter 3 and press RETURN.**

```
HireDate is before
```

5. **Enter 1-1-78 and press RETURN.**

```
HireDate is before
JAN 1 78
```

6. **Enter 1 and press RETURN.**

```
HireDate is before
JAN 1 78 and
```

7. **Enter 13 and press RETURN.**

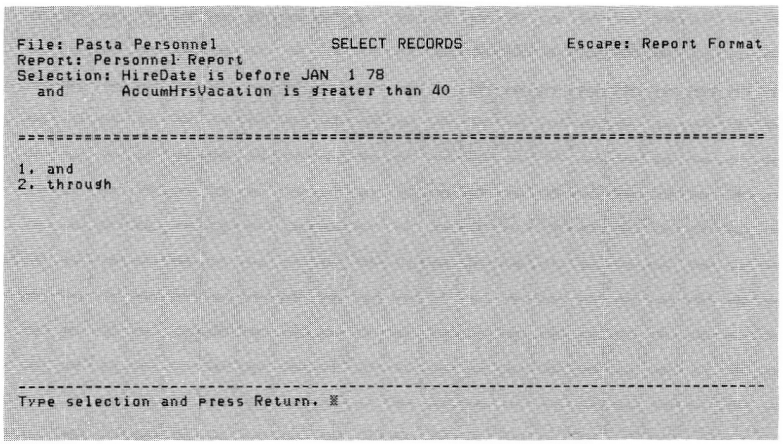
```
HireDate is before
JAN 1 78 and
AccumHrsVacation
```

8. **Enter 2 and press RETURN.**

```
HireDate is before
JAN 1 78 and
AccumHrsVacation
is greater than
```

9. **Enter 40 and press RETURN.**

Now the record selection rule is complete:



10. Press (ESCAPE).

Quick File takes you to the REPORT FORMAT screen. Now you can specify any changes to the report format and print it, if you want.

Adding this record selection rule to the Pasta Personnel Report produces a report that lists only personnel who have been with Pasta since January 1, 1978, and who have accumulated more than 40 hours of vacation time:

```
File:   Pasta Personnel                                              Page  1
Report: Personnel Report                                            Aug  1 82
Selection: HireDate is before JAN  1 78
  and      AccumHrsVacation is greater than 40
Dept Last Name    First Name   Street Address     City/State/Zip     Home Phone
---- ------------ ------------ ------------------ ------------------ ----------
02   Koller       Vernon E.    8011 E. Girard     Engleton, COLO 801 303-555-293
03   Mae          Daisy        12624 Titus Way    Dogpatch
03   Monaghan     B. E.        92 Atlas Ave.      Denver, COLO 82929 303-181-675
04   McVey        Randee       2569 Trimble Rd.   Denver, COLO 82938 303-178-392
05   Cornpone     Jubilation   202 Calvert Dr.    Denver, COLO 83028 303-174-293
```

Discarding Record Selection Rules

It's easy to discard special record selection rules and get the `Selection: All Records` rule back again.

Follow these steps from the REPORT FORMAT screen:

1. Press the (Ctrl) key and type (R). Quick File presents the all/not all records question.

2. Enter (Y) **and press** (RETURN).

All records will be printed now.

Saving the New Report Format

A report format can have only one set of record selection rules. Record selection rules are saved with the report formats they belong to.

After you change the report format and print the report, you can save the new format. If you save the Pasta Personnel Report format now, it will contain the last record selection rule you created.

1. **Press** (ESCAPE). Quick File takes you to the REPORT MENU.
2. **Press** (ESCAPE). Quick File takes you to the FILE MENU.
3. **Press** (ESCAPE). Since you have made changes in the file, Quick File presents you the options for saving the report format. (If no changes had been made, Quick File would have gone to the MAIN MENU.)
4. **Enter** (1) **and press** (RETURN).
5. **Enter today's date and press** (RETURN). Quick File tells you how full your data disk is. Press the space bar to get the MAIN MENU.
6. **Enter** (7) **and press** (RETURN).

Summary

Changing record selection rules

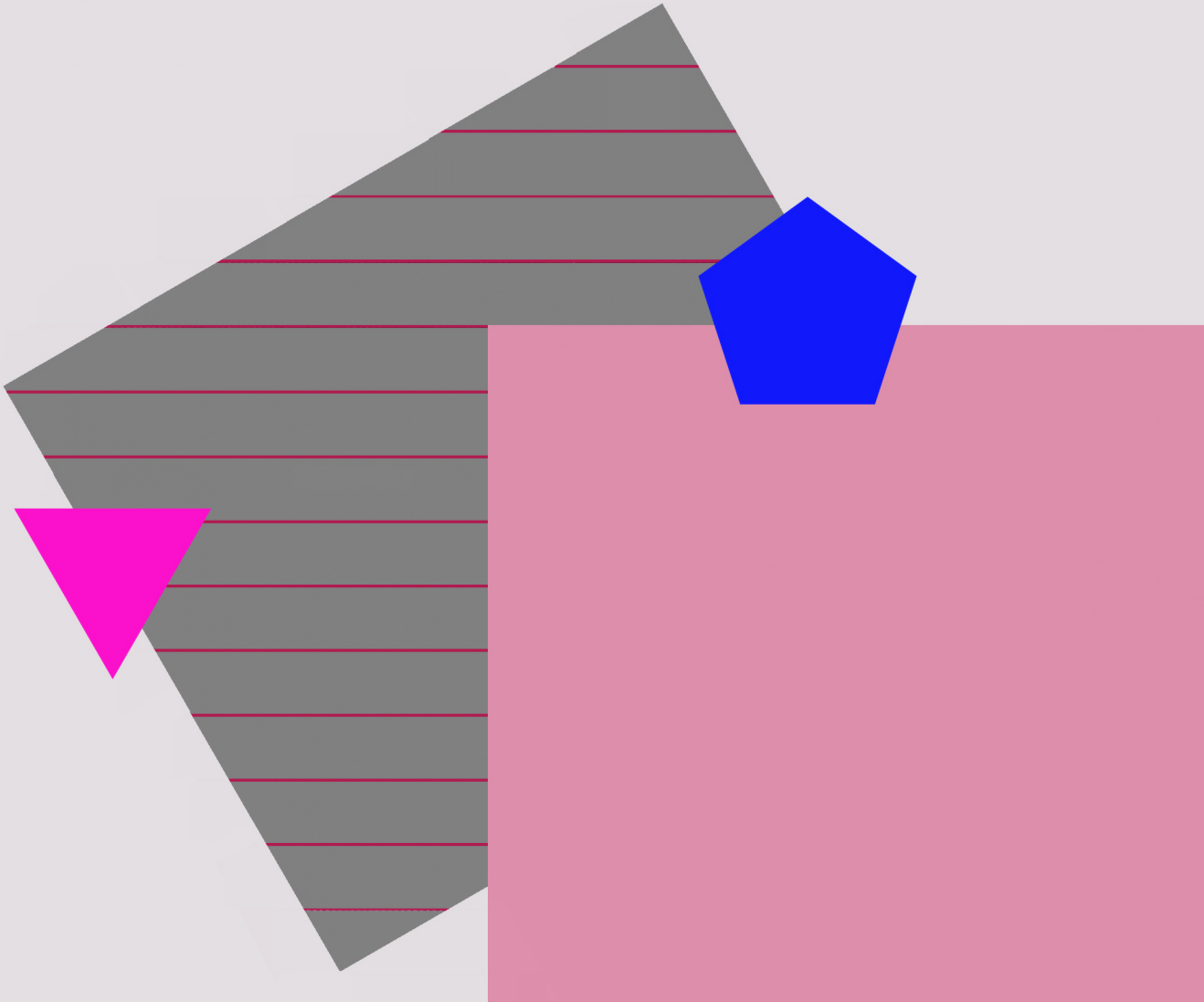
Press (Ctrl) (R)

Enter number of category

Enter number of comparison

Enter value

Connect record selection rules with either and, or, or through



Calculating in Quick File Reports

Quick File lets you use numerical information already in a file to calculate new information and then print it in a report. You might, for example, multiply a total parts sold category by a price per part category to get the total amount of a sale. Or you might divide a cost category by a number of days category to get an average cost per day.

This chapter provides instructions on how to calculate in a Quick File report. It uses the sample file called June Expenses for illustration.

Specifically, the chapter tells you how to

- Create a calculated category
- Set up the report format for calculation
- Specify a report title

It also includes a summary.

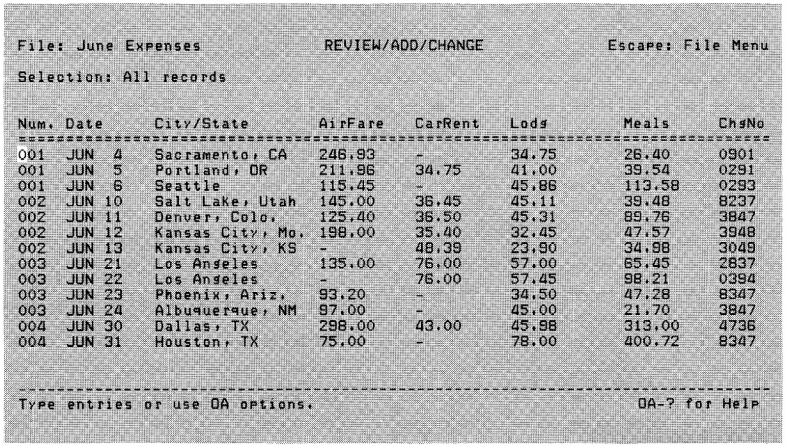
Before Reporting: Look at the File

Before reporting, you should look at the information in the file. Look at June Expenses before you continue.

1. Start up Quick File and get the FILE CATALOG.

2. Enter 2 to get June Expenses and press RETURN.

Look at the file in multiple-record layout. This record layout shows expense account number, date, city and state visited, and categories for air fare, car rent, lodging, and meals. It also includes a charge number, which is the number for the project or the customer the expense was charged to. In 40-column display, this record layout shows less information.



```
File: June Expenses          REVIEW/ADD/CHANGE          Escape: File Menu

Selection: All records

Num. Date     City/State          AirFare   CarRent   Lods      Meals     ChgNo
=============================================================================
001  JUN  4   Sacramento, CA       246.93    -         34.75     26.40     0901
001  JUN  5   Portland, OR         211.96    34.75     41.00     39.54     0291
001  JUN  6   Seattle              115.45    -         45.86     113.58    0293
002  JUN 10   Salt Lake, Utah      145.00    36.45     45.11     39.48     8237
002  JUN 11   Denver, Colo.        125.40    36.50     45.31     89.76     3847
002  JUN 12   Kansas City, Mo.     198.00    35.40     32.45     47.57     3948
002  JUN 13   Kansas City, KS      -         48.39     23.90     34.98     3049
003  JUN 21   Los Angeles          135.00    76.00     57.00     65.45     2837
003  JUN 22   Los Angeles          -         76.00     57.45     98.21     0394
003  JUN 23   Phoenix, Ariz.       93.20     -         34.50     47.28     8347
003  JUN 24   Albuquerque, NM      97.00     -         45.00     21.70     3847
004  JUN 30   Dallas, TX           298.00    43.00     45.88     313.00    4736
004  JUN 31   Houston, TX          75.00     -         78.00     400.72    8347

-----------------------------------------------------------------------------
Type entries or use OA options.                                 OA-? for Help
```

Now compare the file with the finished product, the report you'll produce.

The Finished Product

Here's the report you'll produce:

```
June Expense Report for Jeff Marshall
File:   June Expenses                                                  Page  1
Report: June Expense Report                                            Aug  1 82
Num. Date     City/State    AirFare   CarRen     Lodg     Meals    Daily Tot   ChgNo
---- -------- ------------ -------  ------  -------  -------  ---------  -----
001  JUN  4   Sacramento,    246.93           34.75    26.40     308.08   0901
001  JUN  5   Portland, OR   211.96   34.75   41.00    39.54     327.25   0291
001  JUN  6   Seattle        115.45           45.86   113.58     274.89   0293
                            574.34*  34.75*  121.61*  179.52*   910.22*

002  JUN 10   Salt Lake, U   145.00   36.45   45.11    39.48     266.04   8237
002  JUN 11   Denver, Colo   125.40   36.50   45.31    89.76     296.97   3847
002  JUN 12   Kansas City,   198.00   35.40   32.45    47.57     313.42   3948
002  JUN 13   Kansas City,           48.39   23.90    34.98     107.27   3049
                            468.40*  156.74* 146.77*  211.79*   983.70*

003  JUN 21   Los Angeles    135.00   76.00   57.00    65.45     333.45   2837
003  JUN 22   Los Angeles            76.00   57.45    98.21     231.66   0394
003  JUN 23   Phoenix, Ari    93.20          34.50    47.28     174.98   8347
003  JUN 24   Albuquerque,    97.00          45.00    21.70     163.70   3847
                            325.20*  152.00* 193.95*  232.64*   903.79*

004  JUN 30   Dallas, TX     298.00   43.00   45.98   313.00     699.98   4736
004  JUN 31   Houston, TX     75.00           78.00   400.72     553.72   8347
                            373.00*  43.00*  123.98*  713.72*  1253.70*

                           1740.94** 386.49** 586.31** 1337.67** 4051.41**
```

Getting Ready to Report

After looking at the June Expenses file and the report you'll produce, you should get the reporting feature of Quick File.

1. **Press** (ESCAPE). — Quick File presents the FILE MENU.
2. **Enter** (2) **and press** (RETURN). — Quick File presents the REPORT MENU.
3. **Enter** (2) **and press** (RETURN). — You want to create a tables-style report.
4. **Enter the name of the report:** June Expense Report. **Press** (RETURN).

Creating a Calculated Category

Quick File creates a **calculated category** by manipulating numerical information included in other categories.

When you are creating a calculated category, you will probably want to justify numeric categories that will be used when calculating the new category. Then you will need to add the new category to your report. This section tells how.

Justifying Numeric Categories

When you **justify** a numerical category, all the decimal points line up underneath each other when the report is printed.

You can ask Quick File to justify the numbers in your numeric categories so that the decimal points line up under each other. Since your calculated category is automatically justified, you will want to justify other numeric categories that will appear in your report to match.

1. Move the cursor to the Air-Fare category, category D.

The cursor must be on the category you are working with.

2. Press the ⌘ key and type J.

"J" stands for Justify.

Quick File asks how many decimal places are in the entries in this category.

3. Enter 2 and press RETURN.

You can choose up to four decimal places.

Quick File asks how many blank spaces should be inserted after the category.

4. Enter 3 and press RETURN.

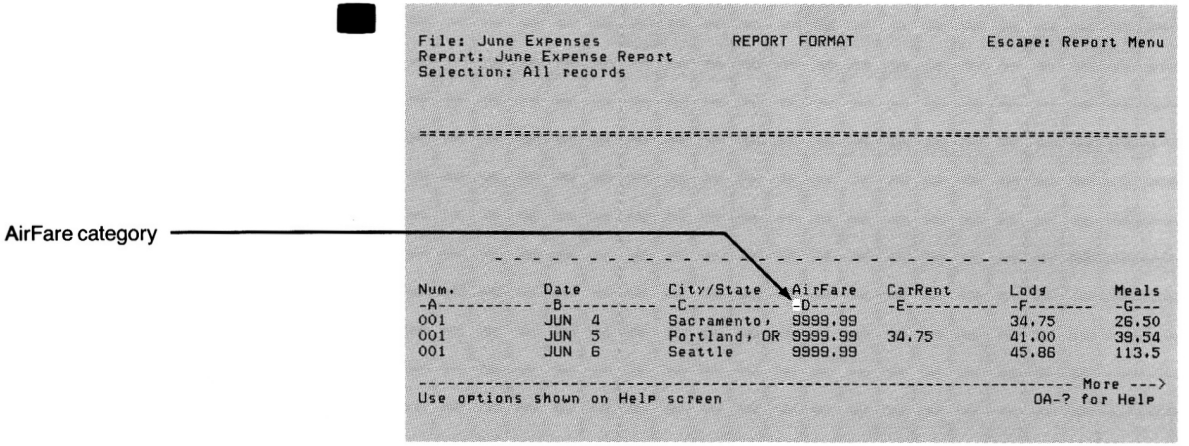
You can always come back to this layout and change it if you don't like the format you are creating.

Quick File fills the Air Fare entries with 9's, which denote a numeric category. It also justifies the decimal points, provides two decimal places for each entry, and puts three spaces after the category on the report.

5. Use the ⌘ key and ← to shorten AirFare until it looks like this: `9999.99`

Quick File can use numeric data with up to ten places before the decimal point and four places after to produce a calculated category.

Now the report layout looks like this:



Follow these directions to justify CarRent, Lodg, and Meals:

6. Place the cursor on the category name.

If you are using a 40-column display, only part of the category may appear on the screen. Move the cursor one column to the right to get the category on the screen, and then move the cursor back to the category you wish to work with.

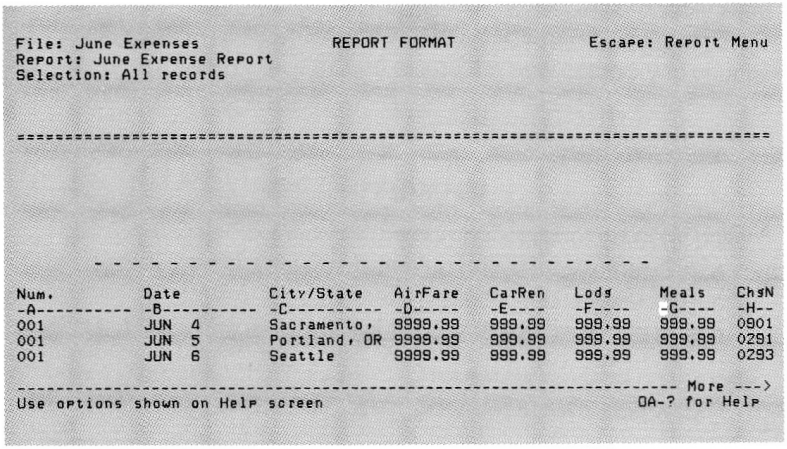
7. Press the ⌘ key and type J.

8. Specify two decimal places.

9. Indicate that each category should have three spaces after it.

10. Use the ⌘ key and ← to shorten each category until it looks like this: `999.99`

Now the report format looks like this:



Now shorten the Num., Date, and Chg. No. categories.

11. Place the cursor on the Num. category.

12. Press the ⌘ key and type ← eight times, slowly.

13. Place the cursor on the Date category.

14. Press the ⌘ key and type ← five times.

15. Place the cursor on the Chg. No. category.

16. Press the ⌘ key and type ← seven times.

Defining a Calculated Category

The calculated category you are going to define is a daily total of AirFare, CarRent, Lodg, and Meals. Using the category letters, you'll give Quick File the following calculation rules:

D+E+F+G

Create the calculated category:

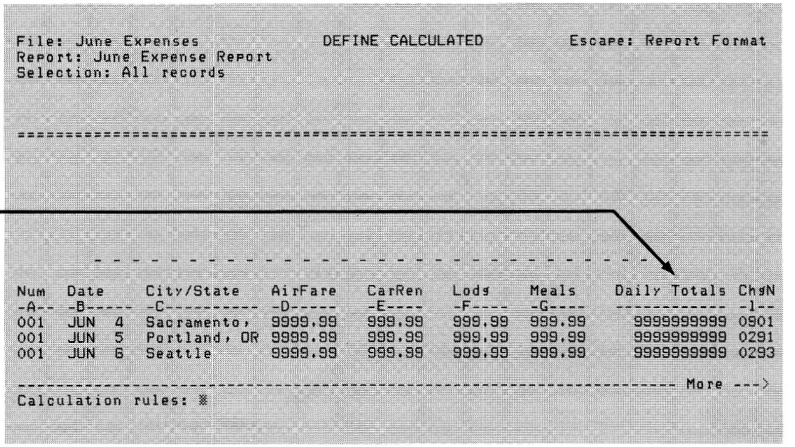
1. Place the cursor on the ChgNo category.

The calculated category is always inserted to the left of the cursor.

2. Press the ⌘ key and type C. Now Quick File asks you for the name of the new category.

3. Enter the name of the calculated category: Daily Totals. Press RETURN. Enter the new name on top of Calculated.

Quick File inserts the name of the calculated category and asks for the equation that calculates it:

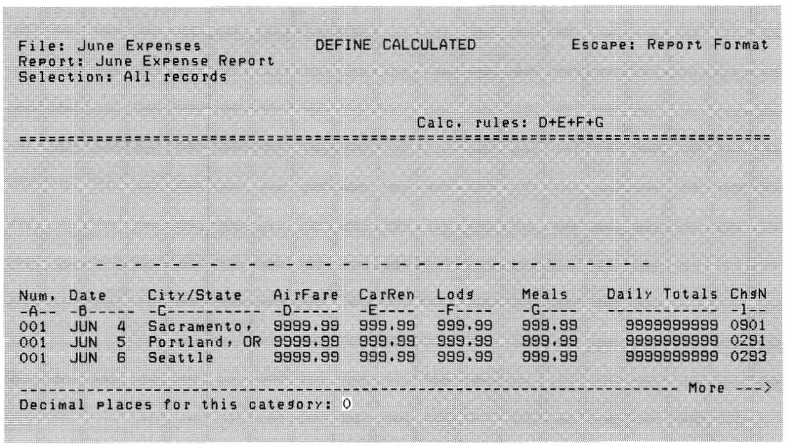


Calculated category

4. Enter the calculation rules, D+E+F+G. Press RETURN. Or d+e+f+g.

Calculation rules can be up to 20 characters long.

The calculation rules appear in the top portion of the screen and Quick File asks you for the number of decimal places in the calculated category:



Calculation rules

5. Enter 2 and press RETURN.

If you want the standard value 0, press RETURN.

6. Enter 3 and press RETURN.

Enter the number of blank spaces you want after the Daily Total category. You could also just press RETURN, since 3 is the standard value.

7. Use the ⌫ key and ← to shorten the Daily Total category by two places.

Examples of other calculation rules are

```
A+B+D/F

A+C-3.45

A*B
```

Quick File performs all calculations from left to right.

The calculations for Daily Total will appear on your report. Now you can enter other specifications for the report.

Specifying Group and Category Totals

A **group** is a number of records with the value of a specific category in common. For instance, all records with expense account number 1 belong to the same group, and **group totals** can be produced for their numeric categories.

Look again at the report you'll be creating, shown earlier in the chapter. Note that subtotals, or "group totals," are printed for each expense account. In addition, the calculated category and other numeric categories have category totals at the end of the report.

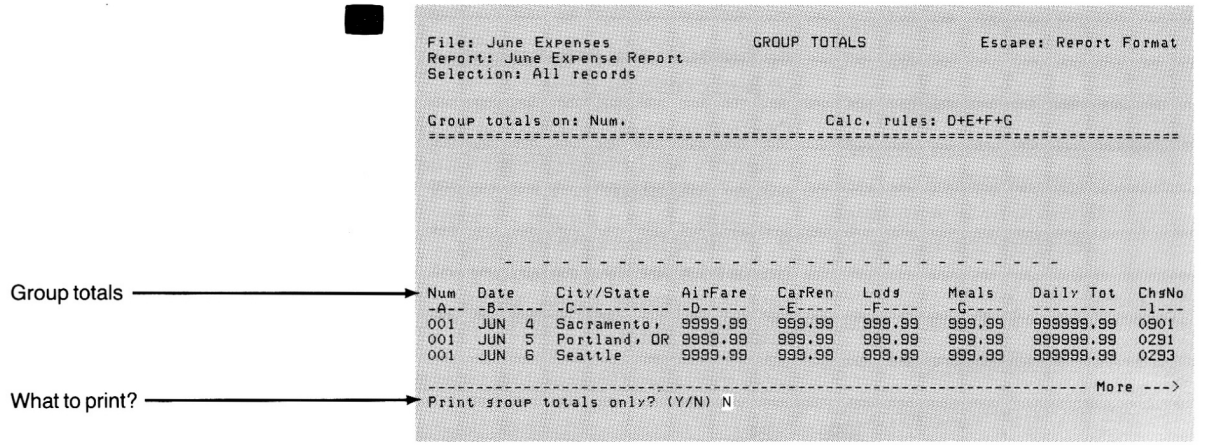
This section tells how to ask for these group and category totals.

1. Place the cursor on the Num. category.

When you are specifying group totals, you should put the cursor on the category whose value all records in the group have in common. Quick File calculates a group total when the value of this category changes.

2. Press the ☝ key and type G.

Group total specifications appear at the top of the format, and Quick File asks you whether it should print group totals only. If you were to enter Y, you would get a report showing only group totals and not individual records.



3. Enter N and press RETURN, or just press RETURN.

You want all the records and the totals.

Now Quick File asks if you want to go to a new page after each group total.

4. Enter N and press RETURN, or just press RETURN.

This is a short report, so you don't want to go to a new page after each group total.

Grouping by Alphabetic Categories: You can group records in a tables-style report by alphabetic category, too. Then Quick File skips a line whenever the value in that category changes. That's a neat way to format reports.

To do so, put the cursor on the alphabetic category you want to group by and press the ☝ key and G.

Whenever you ask for group totals for numeric categories, you will also want to tell Quick File what categories to total. It will not only total but will also automatically justify those categories. Here are the instructions for doing that.

5. Put the cursor on the AirFare category name.

The cursor should be on the category that will have a category total.

6. Press the ⌘ key and type T.

7. Enter 2 and press RETURN, or just press RETURN.

The category total should have two decimal places.

You can also press RETURN to keep the value you set earlier, 2.

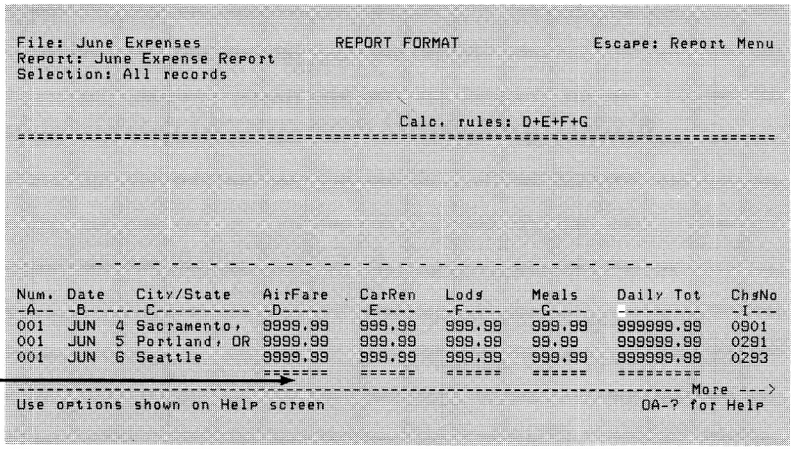
8. Enter 3 and press RETURN, or just press RETURN.

Three blank spaces should appear to the right of the category.

Quick File displays a double line under AirFare, to indicate that the category will have a category total. This double line won't be on your report, however.

9. Follow the same instructions to specify a category total for CarRent, Lodg, Meals, and DailyTotal.

Now the report format looks like this:



Category totals

You can have category totals without group totals. Just leave out the group totals step.

You can also remove category and group totals whenever you want. Just put the cursor on the appropriate category and press the ⌘ key and T or G again.

Specifying a Report Title

You have already specified a name for the report, June Expense Report. This name is printed at the top of the report and the report format has this name. But you can also specify a report title, which is a longer, more specific name.

1. Press the ⌘ key and type N. Quick File asks you to enter a new report name or press RETURN.

2. Press RETURN. Don't change the report name.

3. Enter the title, `June Expense Report for Jeff Marshall`, and press RETURN. The title can be 39 characters long on a 40-column Apple IIe system, and 79 characters long on 80-column systems.

Printing the June Expense Report

Now you must specify printer options and print the report.

1. Press the ⌘ key and type O. You can change any of these, if you want.

The standard printer options will work well for this report, however.

2. Press ESCAPE. Quick File returns you to the REPORT FORMAT screen.

3. Press the ⌘ key and type P. Indicate that you want to print the report.

4. Enter the number of the kind of device where you want the report printed. Then press RETURN.

5. Enter today's date and press RETURN.

Now Quick File prints the report on whatever device you specified.

When you press the space bar at the end of the report (if you've sent it to the screen), Quick File presents the REPORT FORMAT display. You can make changes to the report format if you don't like it.

Now you should leave the reporting activities for June Expenses:

6. Press ESCAPE.	Quick File presents the REPORT MENU.
7. Press ESCAPE.	Quick File presents the FILE MENU.
8. Press ESCAPE.	Quick File presents the options for saving the changed file.
9. Enter 1 **and press** RETURN.	Save this version of the file, with the new report format.
10. Enter today's date and press RETURN**, or just press** RETURN.	Quick File saves the new file with its changes, and tells you how full the disk is.

When you again indicate that you want to use June Expenses for reporting, you will see your newly created report format, June Expense Report.

Summary

Identify a numeric category	Put the cursor on the numeric category
	⌘J
	Tell number of decimal places
	Tell number of spaces to the right of the category
Specify a calculated category	Put the cursor on the category to the right of where you want the calculated category to appear
	⌘C
	Enter name of category
	Enter calculation rules:
	D+E
	A-B+4
	C*D*3
	A/B
	Tell number of decimal places
	Tell number of spaces to the right of the category

Specify group totals

Put the cursor on the category whose value determines the group

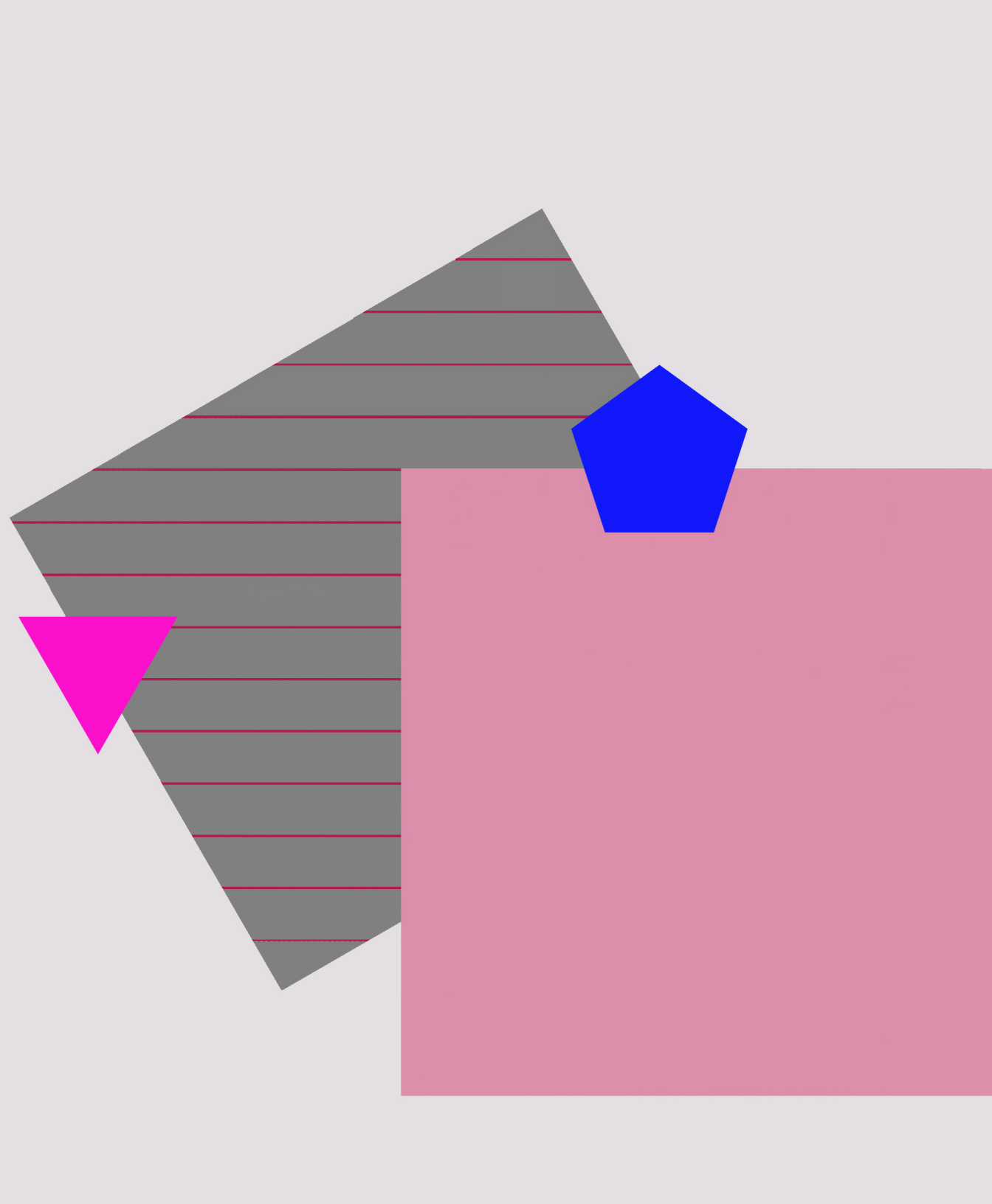
⌘G

Specify category totals

Put the cursor on the category you want totaled.

⌘T

Quick File automatically justifies the column.



Creating a Labels-Style Report

This chapter tells you how to create a labels-style report. Specifically, it creates labels with the **Pasta Personnel** file.

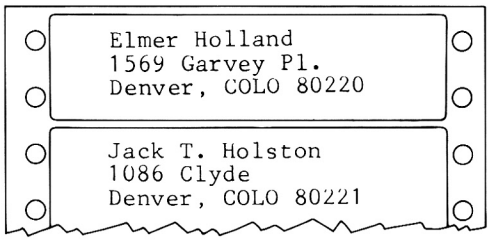
The chapter includes information on how to

- Place information appropriately
- Check an example
- Set printer options

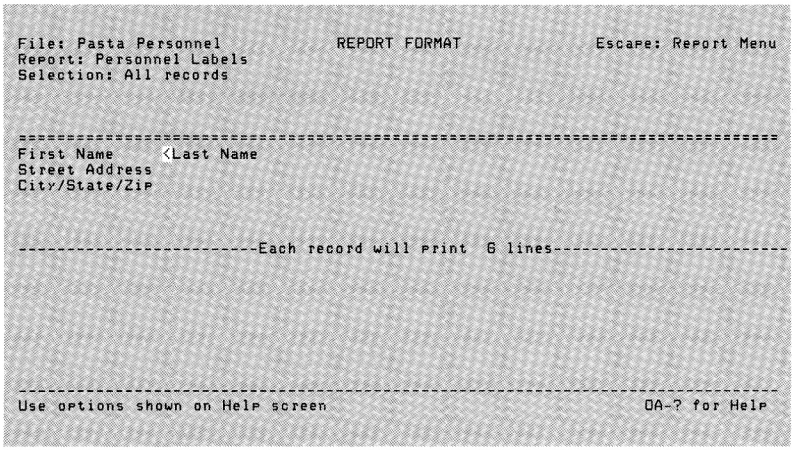
It also includes a summary.

The Finished Product

The labels you are going to produce look like this:



And the REPORT FORMAT display that created the labels looks like this:



Getting Ready to Report

1. Start up Quick File and get the FILE CATALOG.

2. Enter 3 to get the Pasta Personnel file.

Quick File presents the REVIEW/ADD/CHANGE record layout on your screen.

3. Press ESCAPE.

Quick File presents the FILE MENU.

4. Enter 2 and press RETURN.

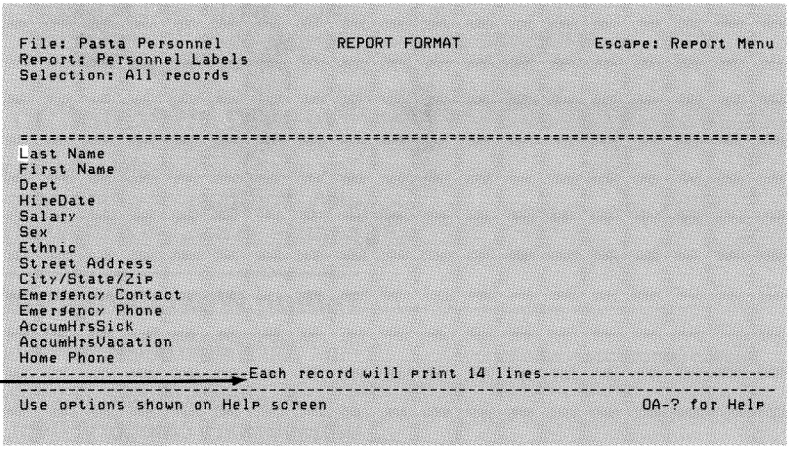
Quick File presents the REPORT CATALOG.

5. Enter the number that indicates you want to create a new labels format.

The number for a labels format depends on how many report formats you have already for Pasta Personnel.

6. Enter the name of the report: `Personnel Labels`**. Press RETURN.**

Quick File presents a list of the categories that belong to Pasta Personnel.



Pasta Personnel categories

This information tells you how many lines will print if you don't change the layout. When you change it, this number changes.

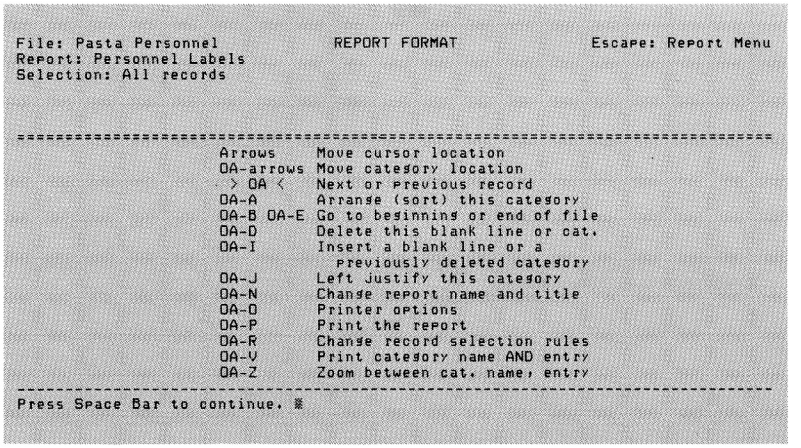
This number is very important when you are printing labels, because you must plan precisely how many lines will be used for each label.

The number of lines depends on the label you are using. The labels created in this chapter are one-inch, six-line labels.

Look at the HELP information available to you when you are creating labels-style report formats.

7. Press the ⌘ key and type ?

Quick File presents HELP information for creating labels-style report formats:



Complete information about each of the options shown on the HELP display is included in Chapter 10. The HELP display information is also included on the Quick File II Reference Card.

As you can see, many options here are the same as those for tables-style report formats. Options unique to labels-style formats are described in this chapter.

Now go back to REPORT FORMAT.

8. Press the space bar to return to REPORT FORMAT display.

Placing Information Appropriately

To create a labels-style report, you must place information appropriately. You must tell what categories to include, place categories, arrange spacing, and left-justify categories. This section tells how.

Telling What Categories to Include

Deleting unnecessary categories

First you should delete the categories you won't need on the labels.

1. Place the cursor on the first unnecessary category: Dept.

You don't want to delete Name.

2. Press the ⓐ key and type Ⓓ.

3. Delete HireDate, Salary, Sex, Ethnic, Emergency Contact, Emergency Phone, AccumHrsSick, AccumHrsVacation, and HomePhone.

Don't delete Street Address or City/State/Zip.

Now the REPORT FORMAT display looks like this:

Cursor is on the bottom line.

```
File: Pasta Personnel          REPORT FORMAT          Escape: Report Menu
Report: Personnel Labels
Selection: All records

================================================================================
Last Name
First Name



Street Address
City/State/Zip


▒
----------------------Each record will print 14 lines-------------------------
--------------------------------------------------------------------------------
Use options shown on Help screen                                  OA-? for Help
```

Including Category Names: Recall that tables-style reports always include category names. Labels-style reports do not include category names unless you specify that they should. You use ⌘V to do this.

For instance, if you decided to include Emergency Phone and Home Phone in your labels-style Pasta Personnel report, you would want the report to include these two category names so you could tell which phone number was which. To instruct Quick File to do this, place the cursor on the entry whose category name you want to include in the report and type ⌘V.

To remove a category name from your report, simply move the cursor to the appropriate category and type ⌘V.

Placing Categories

Now you should move the categories so that First Name is before Last Name on the top line, and so that Street Address is on the second line, followed by City/State/Zip on the third.

1. Place the cursor on the first character of Last Name.

2. Press the ⌘ key and type → 15 times.

Last Name moves to the right 15 spaces.

3. Place the cursor on the first character of First Name.

4. Press the ⌘ key and type ↑ once.

First Name moves up to the first line.

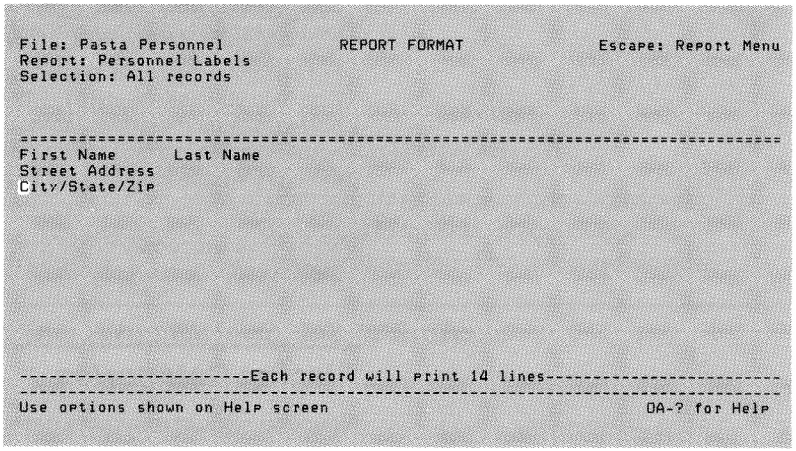
5. Place the cursor on Street Address.

6. Press the ⌘ key and type ↑ enough times so that Street Address is on the second line.

7. Move City/State/Zip up to the third line.

When designing your format, make sure to leave enough room for your entries before typing the next category name.

Now REPORT FORMAT looks like this:



Arranging Spacing

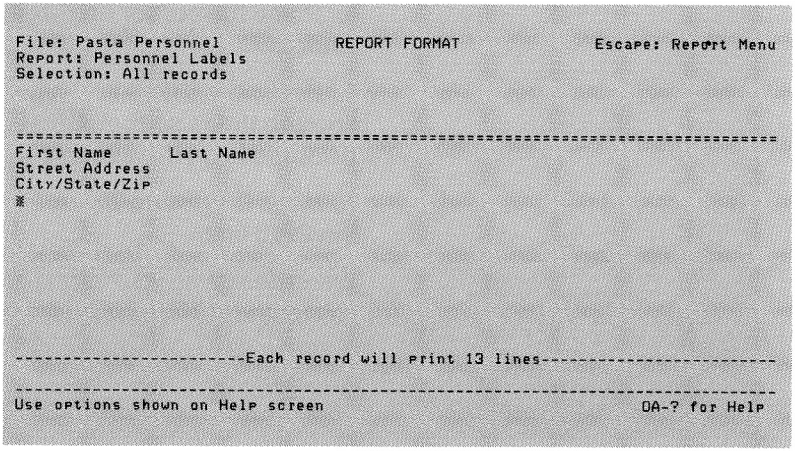
Adding and deleting blank lines

Suppose you want to place the printing on the labels so that there are no blank lines above the printing and three blank lines below the printing. Follow these instructions:

1. Move the cursor down to the line below City/State/Zip. You are going to delete blank lines.

2. Press the ⌘ key and type D. Delete one blank line.

Now the REPORT FORMAT display looks like this:



3. Press the ⌘ key and type D until the message `Each record will print 6 lines` is displayed.

On a 40-column display, the message `6 lines` will be displayed.

Now the REPORT FORMAT screen looks like this:

```
File: Pasta Personnel          REPORT FORMAT          Escape: Report Menu
Report: Personnel Labels
Selection: All records


================================================================================
First Name      Last Name
Street Address
City/State/Zip

▒
-----------------------Each record will print 6 lines-------------------------




--------------------------------------------------------------------------------
Use options shown on Help screen                                  OA-? for Help
```

This label will have no blank lines on top of the printing and three below.

Laying Out Labels: Quick File gives you complete flexibility in how labels are laid out. You could, for example, use the ⌘ key and I to insert one blank line at the top, and then delete one blank line at the bottom. Then the label would be spaced differently.

Left-Justifying Categories

Labels-style reports can be printed with entries unjustified. That means, for example, that a certain number of spaces are left for a first name, regardless of how long it is. Then the last name is printed. So the name lines for Joel Johnson and Patrice Mulligan would look like this:

Joel	Johnson
Patrice	Mulligan

You've probably seen labels whose name lines look like that.

But labels look better when categories are left-justified. That means that the space between entries is closed up:

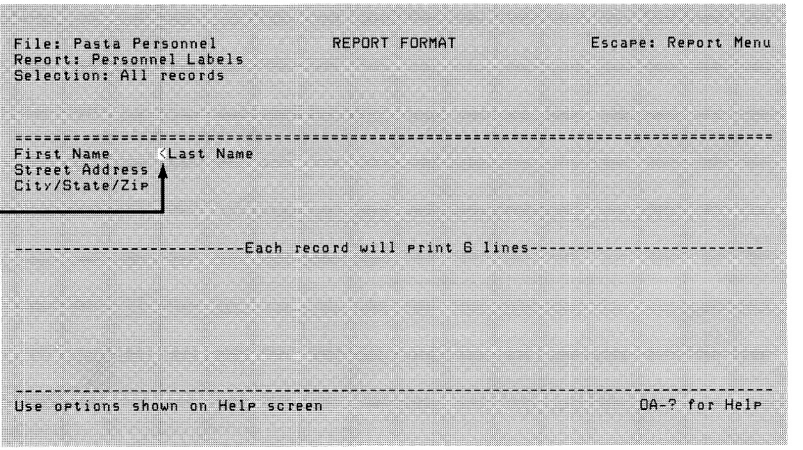
Joel Johnson
Patrice Mulligan

Here's how to left-justify labels.

1. Place the cursor on Last Name.

2. Press the ⌘ key and type J.

Quick File places a < to the left of Last Name. The < doesn't show on the label.



Now the last name will be printed immediately to the right of the first name on the label, with only one space separating them.

You can remove the left justification by placing the cursor on the left-justified category and pressing the ⌘ key and J again.

Checking an Example

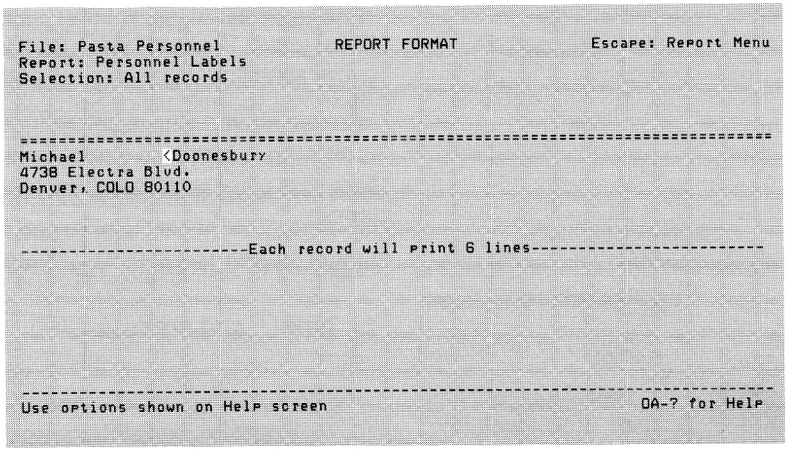
Zooming in to check out the layout

Now you can zoom into a record that is formatted as you just specified, to see what it looks like.

1. Press the ⌘ key and type Z.

Zoom into the first record in the Pasta Personnel file: zooming here lets you see how the information looks when it is formatted as you have specified.

This is how the record looks. The last name is not justified when you zoom, but it will be on the label.



After you have zoomed in, you can use the ⌘ key and > or < or B or E to look through the records now.

2. Press the ⌘ key and type Z. Zoom back to the format.

Setting Printer Options

Each printer option is explained in Chapter 10.

Now you should set the printer options for the labels-style report.

1. Press the ⌘ key and type O.

Quick File presents the printer options for the labels-style report. Options 15 and 16 are specific to labels-style reports. Option 15 allows you to omit a line when all entries on the line are blank. Option 16 keeps the number of lines the same within each record.

Both options are already set to "yes". If you leave 15 the way it is, Quick File closes up blank lines within records. If you change 15 to "no" (simply by entering 15), then Quick File leaves blank lines within records even if all the entries on the line are blank.

Here's an example for a record with name, company, address, and city/state/zip categories:

Option 15 is yes:

```
Randolph P. Sletter
P. O. Box 2
Cupertino, CA 95014
```

Option 15 is no:

```
Randolph P. Sletter

P.O. Box 2
Cupertino, CA 95014
```

In the example on the left, because there was no information in the company category, the blank line was omitted. In the example on the right, with option 15 changed to "no", the blank line was not omitted.

If you leave 15 set to "yes", then you must make sure the labels start every sixth line. So you leave option 16 the same, also.

You can leave 15 as is but change 16 to "no", too. Then if a blank line is omitted, the record gets shorter. But if you change 15 to "no", option 16 is eliminated because records will automatically be the same length.

Leave 15 and 16 set to "yes" for the labels you are now creating.

2. Type 1 and press RETURN.	You are going to change the left margin width so you won't print too close to the left side of the label.
3. Type 5 and press RETURN.	
4. Type 8 and press RETURN.	You are going to change page length.
5. Enter 6 and press RETURN.	Change length of page for one-inch labels, six lines per inch.
6. Type 12 and press RETURN.	Quick File shouldn't stop at the end of a page.
7. Type 13 and press RETURN.	Don't print a heading for labels.
8. Press ESCAPE.	Return to REPORT FORMAT.

Finishing

Now you should print the report and save the report format, just as you are used to doing.

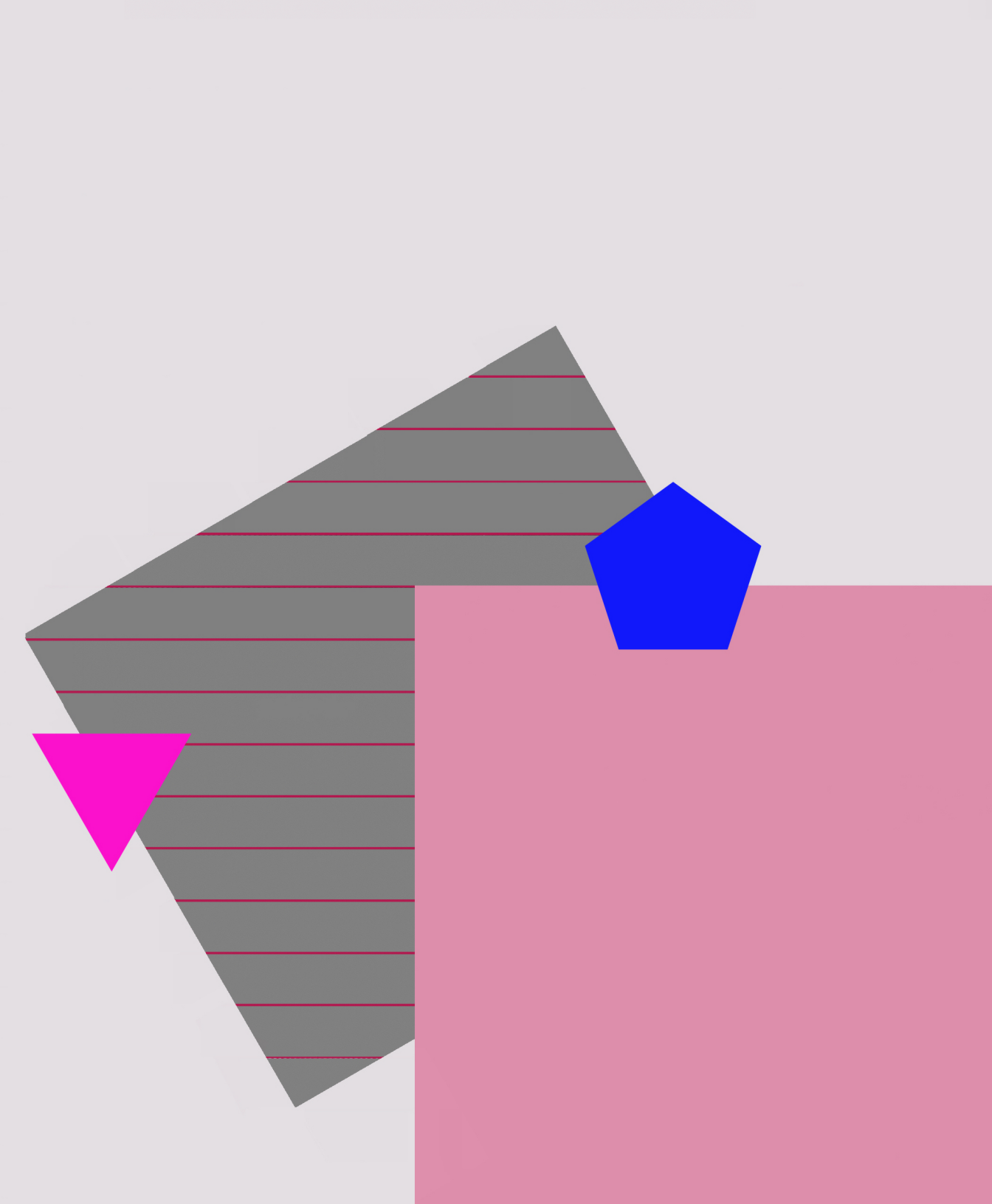
You can print a labels-style report in an Apple Writer IIe file. The appendix to this manual tells how.

You can interrupt printing at any time by pressing ESCAPE if the labels (or any report) aren't printing the way you want. Then you can change any of the information in the format and start printing again with the ◊ key and P.

Summary

Zoom between category names and data; useful for checking spacing	◊ and Z

Getting the next or previous record when you are checking how information looks with the format you have specified; use after ⌘ and Z	⌘ and < or >
Moving to the first or last record in a file when you are checking how information looks with the format you have specified; use after ⌘ and Z	⌘ and B or E
Delete a blank line or category	Put the cursor on the category or blank line to be deleted ⌘ and D
Insert a blank line or a previously deleted category	Put the cursor on the line above or below where the blank line is to be inserted, or on the column to the right of where the category is to be inserted. ⌘ and I
Left-justify a category	Put the cursor on the category to be left-justified ⌘ and J
Print category name on a report	Put the cursor on the entry whose category name you want included in the report ⌘ and V
Printer options for labels:	
1. Left margin	may be changed
8. Length of page	should probably be changed
12. Stop at the end of each page	should probably be changed
13. Print title block at top of each page	should be changed
15. Omit line when all entries are blank	should be left as is
16. Keep number of lines the same within each record	should be left as is



It's Your Turn: Creating a Quick File File

Now that you know all about working with Quick File files and creating Quick File reports, it's time to use Quick File to meet your specific needs: to create your own files. This chapter tells how.

It includes information on how to

- Define Quick File files
- Start a new Quick File data disk
- Create a file and several records
- Save the new file
- Change the structure of a file

It concludes with a summary of steps for starting your own data disk and Quick File files.

Defining Quick File Files

The first step in defining Quick File files is to analyze your own information needs. Take all the information you want Quick File to organize and put it into stacks so that common information is in each stack.

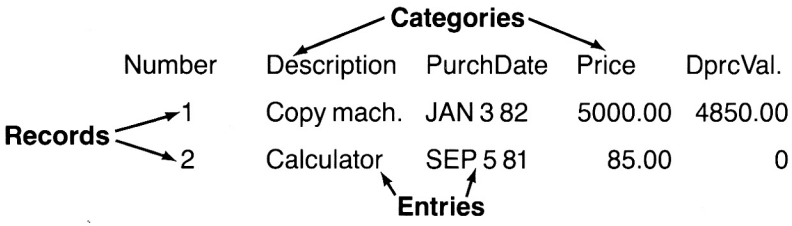
Maybe all your information fits into three stacks: names and addresses, appointments, and information about the equipment your business owns. Each stack then becomes a Quick File file.

Now look at one of the stacks of common information. Find out exactly what all the items in the stack have in common. For example, all the items in your equipment inventory might have a number, description, date purchased, purchase price, and depreciated value. These become the categories in the file.

Each item in the file becomes a Quick File record. For example, your copy machine and your calculator could each have a record in the equipment inventory file.

So the file looks like this:

Equipment Inventory File



Starting a New Quick File Data Disk

You now may want to check the guidelines for Quick File files included in Chapter 10.

When you create files of your own, you should put them on a new data disk. This section tells how.

Start with the Quick File program disk and a blank disk for the new file.

You can also create files on a disk you've used previously with another program. If you want to do this, read ahead through the next gray box before proceeding.

1. Insert the new data disk in the second disk drive.

2. Start Quick File by inserting the Quick File program disk in drive 1 and turning on the Apple IIe.

Quick File asks you for the location of your FILE CATALOG.

3. Type 2 and press RETURN.

Indicate that the new file will go on the disk in the second disk drive.

Quick File double checks to make sure there is no catalog on that disk and tells you it still can't find the FILE CATALOG. The reason, of course, is that there is none on the blank disk.

4. Enter 2 and press RETURN.

Indicate that you want to write a new FILE CATALOG on the disk in the second drive.

5. Enter a name for the new disk, and press RETURN.

The disk name can be up to seven characters long, and must contain only numbers and letters.

6. Press space bar. Your disk will now be **formatted**.

Formatting New Disks:
Before a new disk (or one used previously with a program other than Quick File) can be used by Quick File, it must first be **formatted**. This means that whatever is on the disk is erased and its surface is prepared to receive information. In addition, Quick File creates an empty FILE CATALOG on the new disk.

There are three different ways you can format a Quick File data disk:

- Start Quick File with a blank or previously used disk in drive 2, as described above.
- Choose option 5, "Format a blank diskette", from the MAIN MENU.
- Choose option 5, "Format a blank diskette", from the FILE MENU.

What you're doing with Quick File at the moment will determine which method you use.

7. Type N to tell Quick File you don't want to format another disk.

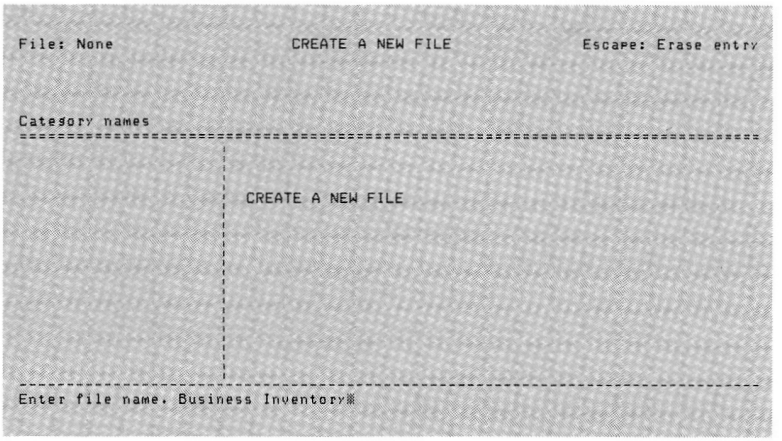
8. Press space bar until Quick File presents the MAIN MENU.

9. Enter 2 and press RETURN. You want to create a new file.

Instructions for creating a new file follow.

Creating the File and Several Records

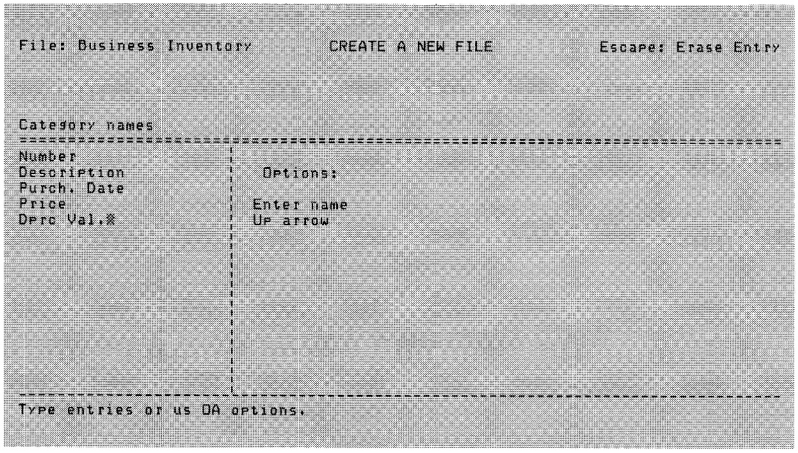
After you choose option 2 from the MAIN MENU, Quick File presents the display that asks for the name of the file:



1. Enter the name of the file and press RETURN.

The name of the file can be 20 characters long.

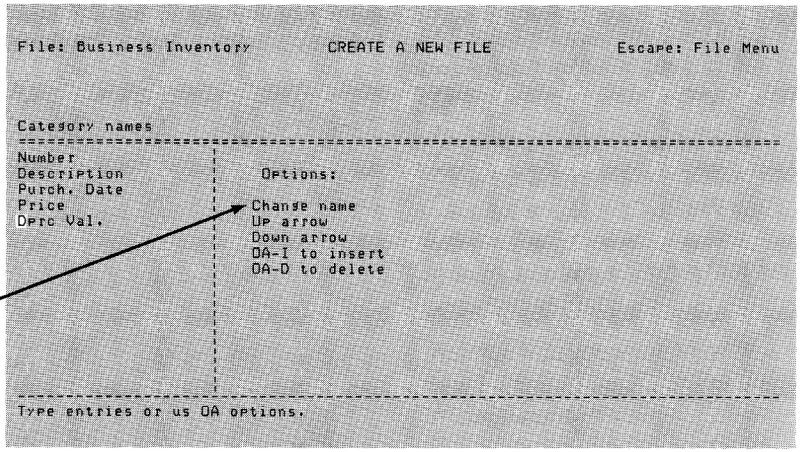
Quick File presents the display that asks for the names of the categories:



2. Enter the names of the categories that are included in your file. Press RETURN after each.

The category names can be 20 characters long.

If you make a mistake after you enter the name of a category, you should press ↑ to get back to the category name. Then Quick File presents your options for correcting the mistake:



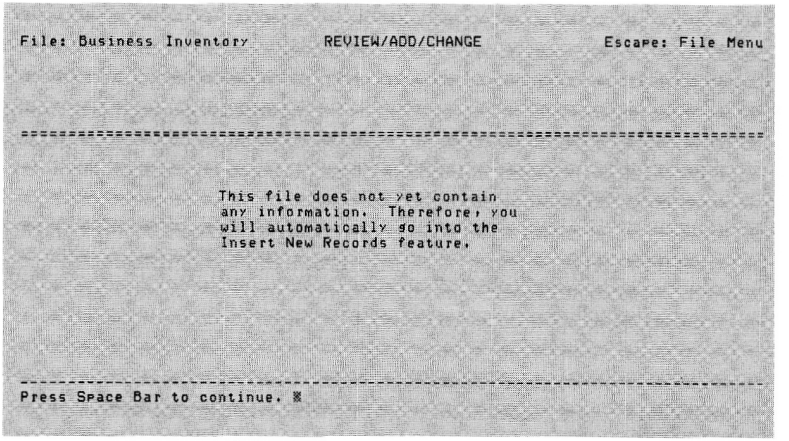
Options for correcting mistake

When you are satisfied with the categories you have created, you can add records to the file:

3. Press ESCAPE. Quick File takes you to the FILE MENU.

4. Enter 1 **and press** RETURN.

Quick File tells you there is no information in the file:



5. Press the space bar. Quick File presents a blank record in single-record layout. Remember you are using the Insert feature.

6. Enter your new records.

7. Press ESCAPE. After you add records, you must press ESCAPE to get REVIEW/ADD/CHANGE.

Quick File lets you set up standard values for categories in your file so that it's easier to add new records. The next gray box on "Using Standard Values" tells how.

Quick File keeps track of how many records you've added and the number of additional records you can add to your file. The number of additional records is estimated based on the average length of the records already in the file. The number usually changes with each record you add. You must enter at least five records to get an estimate.

After you have created your new file, you can use any of the Quick File features described in Chapter 10.

Using Standard Values: Quick File lets you set up standard values for categories so that when you are inserting records, the entry gets the standard value unless you enter another value for it. This is a great time-saver when many entries in a category have the same value.

You would want to use a standard value when many of the parts in your parts file have the same cost, for example. Or when many of the people in the file live in the same city.

When you are in REVIEW/ADD/CHANGE or have typed ⌘I to insert new records, you can create a standard value for a category.

1. **Put the cursor on the entry that is to become the standard value for the category.**

2. **Press the ⌘ key and type S.**

Quick File presents the standard values for all categories. The information the cursor was on becomes the standard value for the category. Then you can change or create new standard values for categories.

3. **Put the cursor at the category, enter a new value, and press RETURN.**	Place a standard value in the category.
4. **Press ESCAPE.**	Go back to REVIEW/ADD/CHANGE or to INSERT NEW RECORDS.

Whenever you insert records, categories with standard values are already filled in. You can leave the entry with its standard value by simply pressing RETURN, or you can change it.

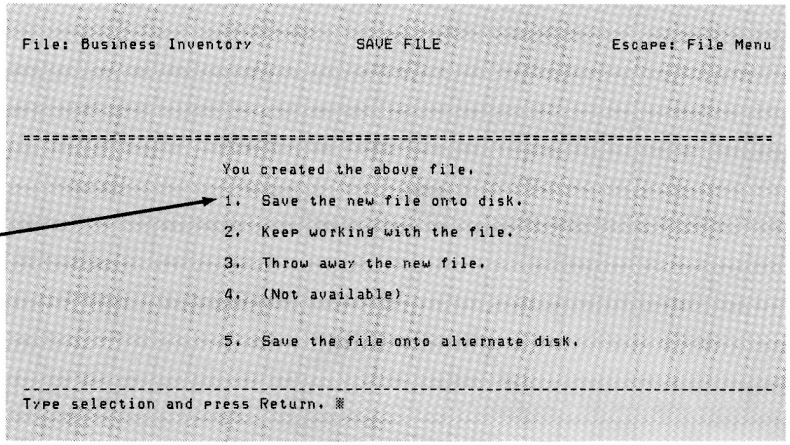
To remove a standard value, start from REVIEW/ADD/CHANGE or INSERT NEW RECORDS. Put the cursor on the category whose standard value you want to change. Press the ⌘S. Then press the space bar while the cursor is on the category whose standard value you are removing, and press RETURN. The standard value is removed.

Saving the New File

As you add records to the file, you should save the new file to the Quick File data disk occasionally. This way you make sure you lose a minimum of work in a circumstance such as a power outage.

Saving changes

To save the new file, press ESCAPE to leave the insert feature, press ESCAPE again to leave REVIEW/ADD/CHANGE, and choose option 3 from the FILE MENU. Then Quick File presents the following display:



Options for saving new file

You can choose from the above options for saving your new file.

Quick File also reminds you to save the new file when you try to get another file or to leave Quick File.

Changing the Way a File Is Put Together

Frequently when you create a file, you don't think of everything. That is, you forget to set up categories you need or you create categories you don't need. Or you find you want to change a category name.

One important Quick File feature is that you can change the way a file is put together after you create it. This feature lets you be very flexible in managing your files.

A word of caution

You should be aware of certain guidelines before you change a file structure, however. If you delete a category, your whole file is rearranged so that all the information that was in that category is gone. Then all the report formats and any customized layouts you had for that file are erased. That makes sense: if you change a file structure you will want to create new formats and layouts anyway. The same thing happens if you add a category.

You can change a file or category name, however, without losing report formats and customized record layouts.

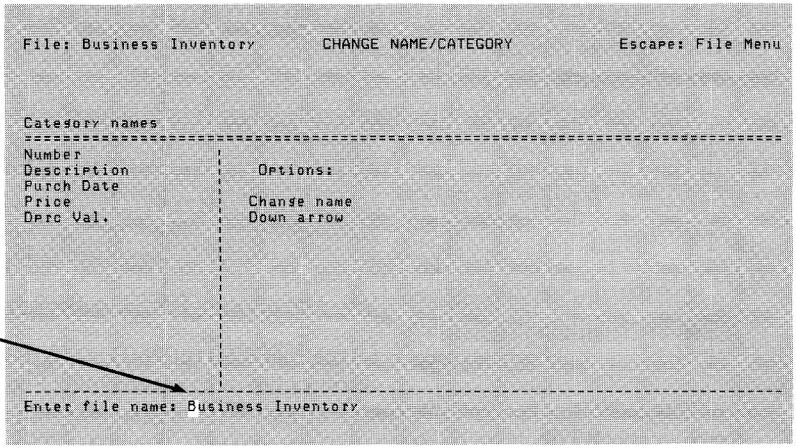
The obvious conclusion to the above is this: while it is easy to change the way a file is put together, doing so does have implications you should think about beforehand.

To change the way the current file is put together, you must first get that file and then get to the FILE MENU.

1. Enter 4 from the FILE MENU.

Indicate to Quick File that you want to change the structure of the current file.

Quick File presents the display that allows you to change the file name. Notice that the cursor is on the current file name at the bottom of the screen.

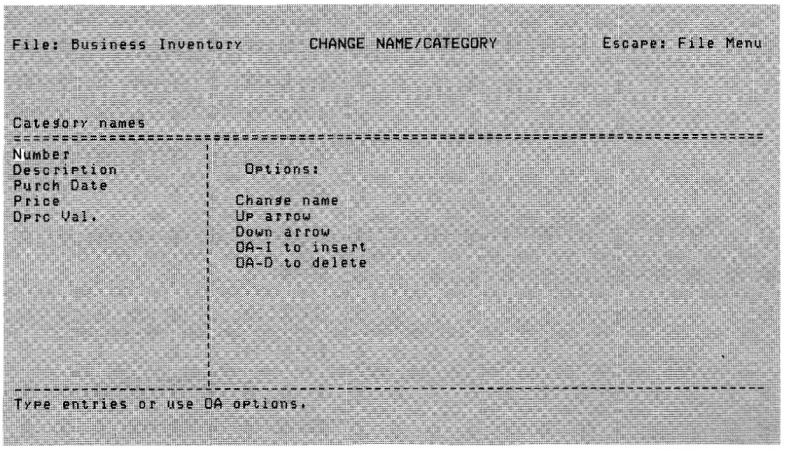


Change the file name

2. Enter the new file name and press RETURN.

If you don't want to change the file name, just press RETURN.

Now Quick File presents the options for changing the file structure:



You can change a category name, insert a new category, or delete an existing category.

3. Press (ESCAPE) to return to the FILE MENU when you are through making changes.

Before you leave this file with its changes, Quick File will ask you if you want to make your changes permanent.

Quick File Fast Lane Revisited

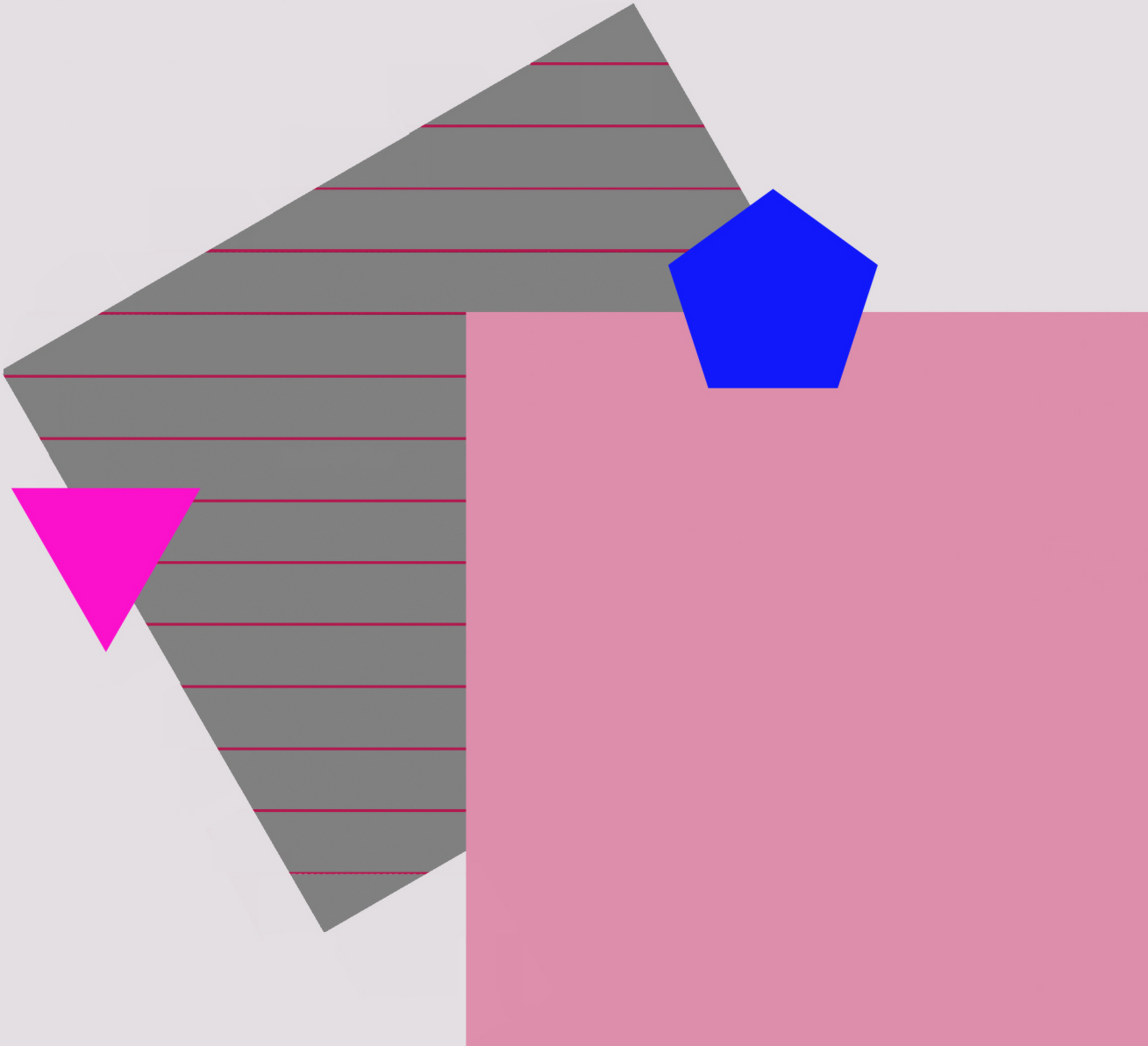
If you decided to take the Quick File Fast Lane, you have read Chapter 1 to get an overview of Quick File and this chapter to learn how to create Quick File files. The following summary lists the usual route you take to create a Quick File file, insert records, and print a report.

1. Start Quick File with the new data disk inserted in the second disk drive.
2. Tell Quick File where to find the new disk: enter [2] for the second drive.
3. Tell Quick File you want to create a new FILE CATALOG: choose option 2.
4. Enter a name for the new data disk. The name can have up to seven characters.
5. Press the space bar. Your disk will now be formatted.
6. Type [N] to tell Quick File you don't want to format another disk.
7. Press the space bar until the MAIN MENU is displayed.
8. Choose option 2 to create a new file.
9. Enter the new file name and categories. Press [ESCAPE] when you are finished.
10. Choose option 1 from the FILE MENU and press [RETURN].
11. Press space bar to get a blank record.
12. Create new records.
13. Press [ESCAPE] twice and choose option 3 from the FILE MENU to save your new file.
14. Use other REVIEW/ADD/CHANGE options as needed. All of the options are described on the HELP display and in Chapter 10.
15. Press [ESCAPE] twice. Then choose option 3 from the FILE MENU and option 1 from the SAVE FILE MENU to save your file on disk.
16. Type the date and press [RETURN].
17. Choose option 2 from the FILE MENU to create a report.
18. Choose option 2 from the REPORT MENU to create a tables-style report or option 3 to create a labels-style report.
19. Type a name for your report and press [RETURN].
20. Create a report format using the report format options described in Chapter 10.

21. Change printer options using ⌘O.
22. Print your report using ⌘P.
23. Press ESCAPE to return to the REPORT MENU.
24. Select option 6 to return to the FILE MENU.
25. Select option 3 to save your new report format on disk.

To create a new file on an existing data disk, follow these steps:

1. Start Quick File with the existing data disk in the second disk drive.
2. When the FILE CATALOG is displayed, press ESCAPE.
3. Choose option 2 from the MAIN MENU to create a new file.
4. Continue with step 9 above.



Quick File II Reference

This chapter is a brief reference guide to Quick File II. It includes the following information:

- General information about Quick File
- A brief explanation of Quick File file names
- An overview of Quick File's organization
- Quick File menus
- REVIEW/ADD/CHANGE cursor moves
- REVIEW/ADD/CHANGE options
- Tables-format report options
- Labels-format report options

Most of the information in this chapter has been explained earlier in the manual. However, some features that are not discussed in previous parts of the manual are included here. Don't be afraid to try new things; you have already seen that you can't possibly alter the information in a file you have stored on disk until you tell Quick File to do so. And remember, when in doubt, press ESCAPE. It's sure to return you to familiar territory.

General Information

You can use the following keys with many different Quick File displays.

RETURN — The RETURN key accepts the information you have just typed. It is also frequently used to move to the next entry on the screen.

(ESCAPE) The (ESCAPE) key has two functions:

- It returns you to the previous display. The top righthand corner of every display tells you where you'll go when you press the (ESCAPE) key.
- It erases the information you are entering, provided you have not yet pressed the (RETURN) key.

(Apple) The (Apple) (Open-Apple) key is Quick File's master key. Many of Quick File's options are activated by holding down the (Apple) key and then typing the specified key. For example, to delete a record when the REVIEW/ADD/CHANGE display is on the screen, you place the cursor on the item you want to delete, hold down the (Apple) key, and then type a (D). Throughout this manual and on Quick File's HELP displays, such notation is shown like this:

(Apple)(D) A complete list of all of the options that use the (Apple) key is included later in this chapter and also on the Quick File II Reference Card.

(Apple)(?) Quick File includes many HELP displays that tell you the Quick File features you can use at that time. Whenever a HELP display is available, you will see the message

(Apple)(?) for Help in the bottom right corner of the screen. When you type this, a HELP display is shown.

Quick File File Names

Each time you create a Quick File file, you give it a Quick File file name. If, however, you use the Pascal Filer to get a directory of your Quick File files, you will find that the file names listed are different from the file names listed in the Quick File FILE CATALOG. This is because Quick File gives every file two names: a Quick File file name and a Pascal file name. If you want to find out the Pascal file name of your file, type (Apple)(?) when the REVIEW/ADD/CHANGE display is shown. The first HELP display tells you the Pascal name of your file.

Quick File File Guidelines

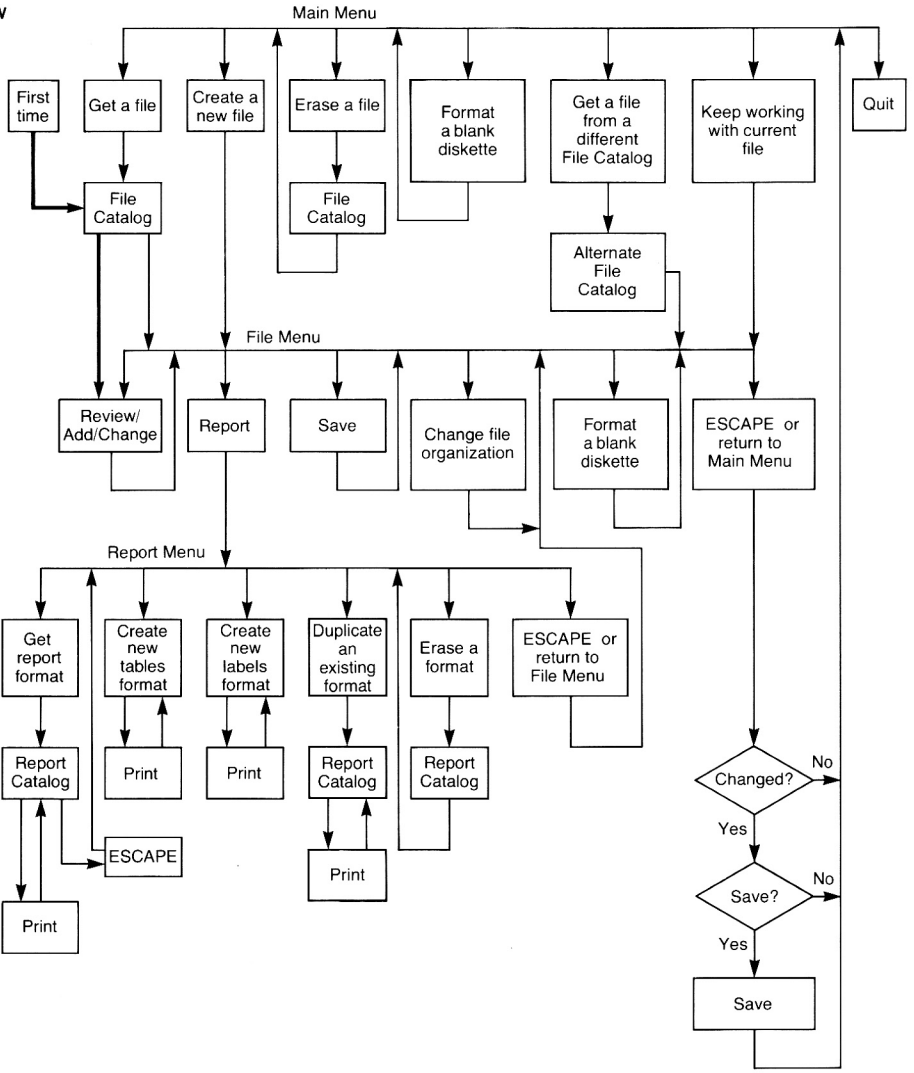
Here are some guidelines to keep in mind when creating Quick File files:

Number of files per data disk or file catalog	26
Number of records in a file	Assuming an average record size of 75 characters, you can store 140 records per file on an Apple IIe. If your system has an 80-Column Text Card with an additional 64K bytes of RAM, you can store 600 records per file.
Number of categories per file	15 maximum
Length of a record	1140 characters maximum
Length of an entry	76 characters maximum
Number of characters in a file name	20 maximum
Number of characters in a category name	20 maximum

Quick File Overview

The following drawing illustrates how Quick File's menus and options are all tied together. Each of these options is explained in the following sections.

Figure 10-1 Quick File Overview

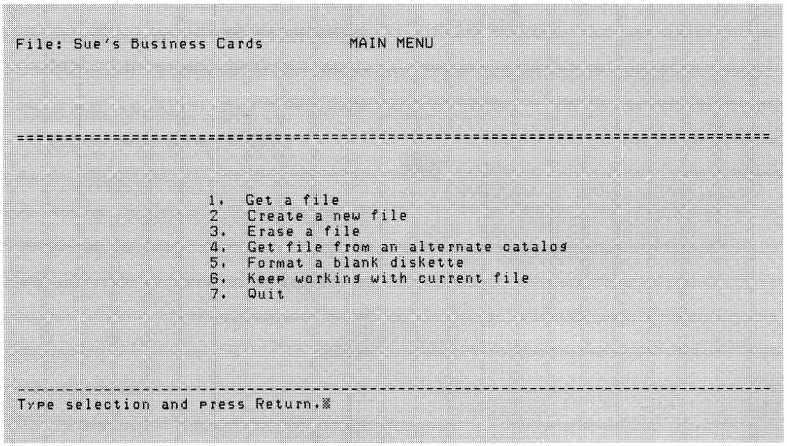


Quick File Menus

Quick File includes four major menus: the MAIN MENU, the FILE MENU, the SAVE FILE MENU, and the REPORT MENU. The options on these menus are discussed in the following sections.

MAIN MENU

The MAIN MENU looks like this:



Here is what each MAIN MENU option does:

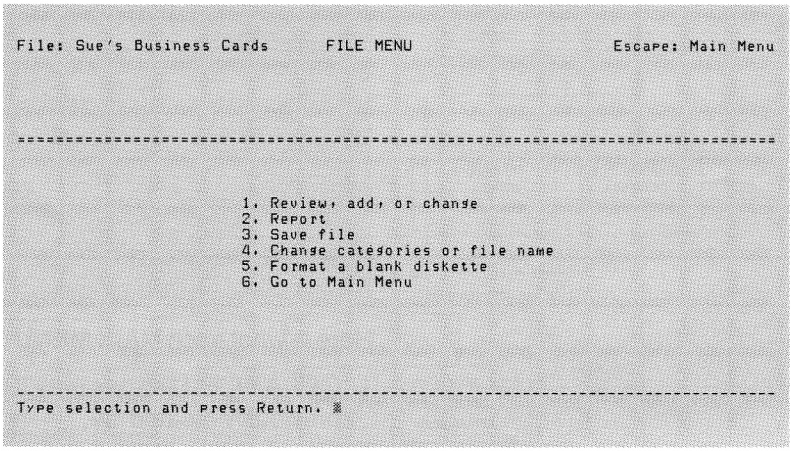
1. GET A FILE. Displays the FILE CATALOG and lets you select a previously created file.
2. CREATE A NEW FILE. Lets you create a new file. After choosing this option, you are prompted for the name of the file and then for file categories.
3. ERASE A FILE. Displays the FILE CATALOG and asks you to select the file you want to erase from the catalog. Note that once you use this option, you no longer have access to the records stored in the file you have erased.
4. GET FILE FROM AN ALTERNATE CATALOG. Lets you either work with files in an alternate FILE CATALOG (on another disk, in other words) or copy a file from an alternate FILE CATALOG to the current FILE CATALOG. When you specify the location of the FILE CATALOG, you type the number of the disk drive which contains the FILE CATALOG you wish to use.
5. FORMAT A BLANK DISKETTE. Lets you format disks for use as Quick File data disks.

6. KEEP WORKING WITH CURRENT FILE. Displays the FILE MENU. This option only appears on the menu when you already have a file in memory.
7. QUIT. Exit from the Quick File program. You must then insert a system disk and re-boot. This option sometimes appears as option 6.

FILE MENU

The FILE MENU lets you choose what to do with a file once you have selected it from the FILE CATALOG. Note that this menu does not appear the first time you choose a file after starting up Quick File.

The FILE MENU looks like this:



Here is what each option on the FILE MENU does:

1. REVIEW, ADD, OR CHANGE. Lets you examine records in a file, add new records or change record entries. A complete list of REVIEW/ADD/CHANGE options is included later in this chapter.
2. REPORT. Displays the REPORT MENU (or the REPORT CATALOG, if you have any report formats stored). You then can get an existing report format, create a new tables format, create a new labels format, erase a format, or return to the FILE MENU. REPORT MENU options are described later in this chapter.
3. SAVE FILE. Lets you save on disk a file you have just created or whose contents you have changed. Complete information about the SAVE FILE MENU is included in the following section.

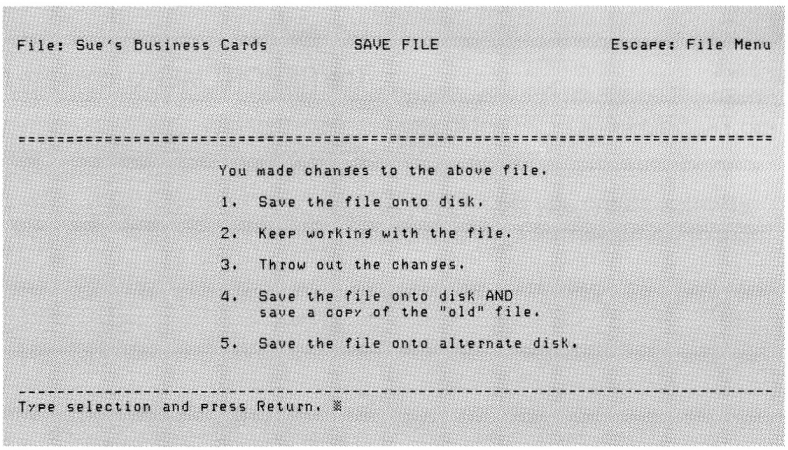
4. CHANGE CATEGORIES OR FILE NAME. Lets you add or remove file categories, change category names, and change the file's name. This option does not let you change entries in your file. To change entries, select Review, Add, or Change from the FILE MENU.
5. FORMAT A BLANK DISKETTE. Lets you format disks for use as Quick File data disks.
6. GO TO MAIN MENU. If you choose this option after making changes to your file, you will be asked if you want to save those changes. The MAIN MENU is then displayed.

   (ESCAPE) also takes you from the FILE MENU to the MAIN MENU.

SAVE FILE MENU

Quick File automatically displays the SAVE FILE MENU whenever you attempt to leave Quick File or get a different file. You also can choose to save your file before Quick File asks you to by selecting option 3 from the FILE MENU.

The SAVE FILE MENU looks like this:



Here is a description of each of the options on the SAVE FILE MENU:

1. SAVE THE FILE ONTO DISK. If you have previously saved your file, the new version of the file will be saved right on top of the old version. Use this option if you won't need the old copy.
2. KEEP WORKING WITH THE FILE. Choose this option if you hadn't intended to choose the save option.

3. THROW OUT THE CHANGES. This option only appears if you have made changes to the file. When you choose this option, the changes you made during the current Quick File session are not saved onto disk.

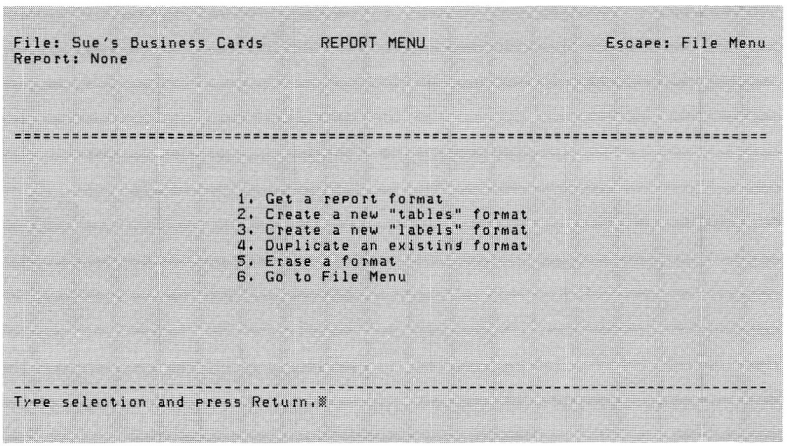
4. SAVE THE FILE ONTO DISK AND SAVE A COPY OF THE "OLD" FILE. Use this option if you want to keep copies of old files. Quick File can save up to nine old versions of your file. It adds the prefix OLD-1 through OLD-9 to the original file name. For example, if you used option 4 on the SAVE FILE MENU to save the previous version of a file named PATRONS, the current version of the file would be lised in the FILE CATALOG as PATRONS and the previous version would be listed as OLD-1 PATRONS.

5. SAVE THE FILE ONTO ALTERNATE DISK. Use this option when you want to make a backup copy of a file or when you have filled up the disk that contains previous versions of your file.

REPORT MENU

The REPORT MENU lets you create, modify, or remove Quick File reports. The REPORT MENU is displayed after you select option 2 from the FILE MENU, or after you press (ESCAPE) from the REPORT CATALOG.

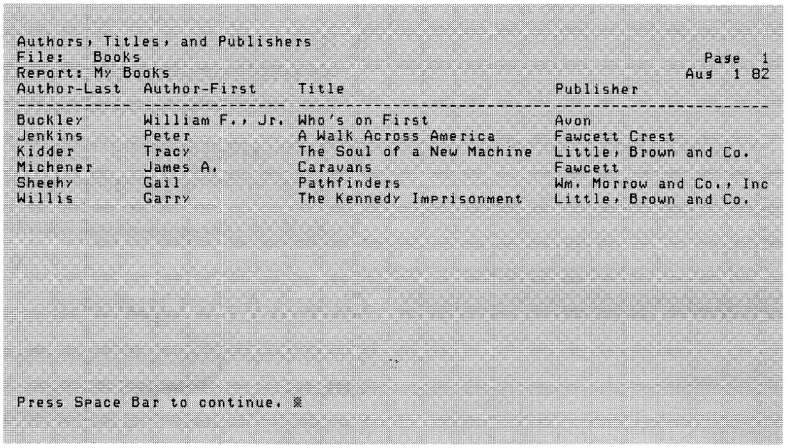
The REPORT MENU looks like this:



Here is what each option on the REPORT MENU does:

1. GET A REPORT FORMAT. Displays the REPORT CATALOG. After choosing your report, you can use any of the REPORT MENU options described later in this chapter.

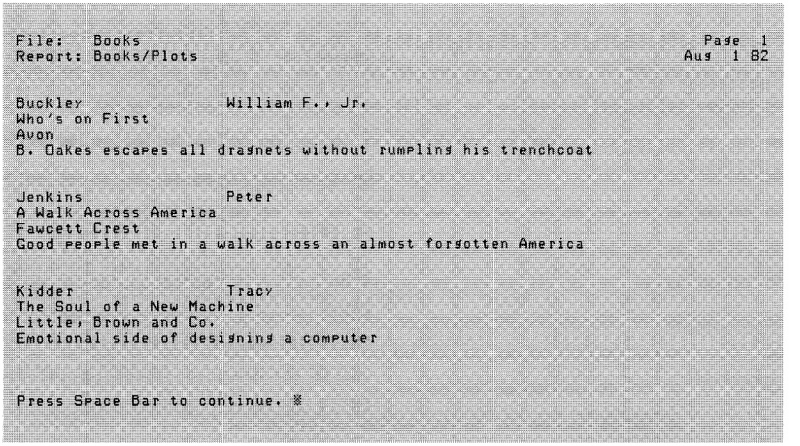
2. CREATE A NEW "TABLES" FORMAT. Lets you create a new tables-style report format. It displays information in a format similar to this:



```
Authors, Titles, and Publishers
File:   Books                                                    Page  1
Report: My Books                                                 Aug  1 82
Author-Last  Author-First    Title                    Publisher
-----------  -------------   ----------------------   ----------------------
Buckley      William F., Jr. Who's on First           Avon
Jenkins      Peter           A Walk Across America    Fawcett Crest
Kidder       Tracy           The Soul of a New Machine Little, Brown and Co.
Michener     James A.        Caravans                 Fawcett
Sheehy       Gail            Pathfinders              Wm. Morrow and Co., Inc
Willis       Garry           The Kennedy Imprisonment Little, Brown and Co.




Press Space Bar to continue. ▒
```

   Immediately after choosing this option, you will be asked the name of your report. You then can use any of the REPORT FORMAT options described later in this chapter.

3. CREATE A NEW "LABELS" FORMAT. Lets you create a new labels-style format. It displays information in a format similar to this:



```
File:   Books                                                    Page  1
Report: Books/Plots                                              Aug  1 82


Buckley              William F., Jr.
Who's on First
Avon
B. Oakes escapes all dragnets without rumpling his trenchcoat


Jenkins              Peter
A Walk Across America
Fawcett Crest
Good people met in a walk across an almost forgotten America


Kidder               Tracy
The Soul of a New Machine
Little, Brown and Co.
Emotional side of designing a computer


Press Space Bar to continue. ▒
```

Immediately after choosing this option, you will be asked the name of your report. You then can use any of the REPORT FORMAT options described later in this chapter.

4. DUPLICATE AN EXISTING FORMAT. Lets you create a new format that is a duplicate of an existing format.
5. ERASE A FORMAT. Displays the REPORT CATALOG and asks you to select the report format you want to remove from the catalog.
6. KEEP WORKING WITH CURRENT FORMAT. Displays the report you were working with most recently. This option only appears on the menu when you already have a format in memory.
7. GO TO FILE MENU. Lets you return to the FILE MENU. This option sometimes appears as option 6 on the REPORT MENU.

   (ESCAPE) also takes you from the REPORT MENU to the FILE MENU.

Quick File Options

The following sections describe the options available to you when various Quick File displays are on the screen. Note that each description includes two columns: the left column describes what the option does; the right column describes what you type to use the option. Many descriptions also include additional information about using the option.

REVIEW/ADD/CHANGE

REVIEW/ADD/CHANGE options are available to you when the REVIEW/ADD/CHANGE display is on the screen. To call up this display, simply select Review, Add, or Change from the FILE MENU. (Remember: if you're not sure of the name of the display on the screen, just look in the middle of the top line.)

Quick File lets you look at records in two different ways:

- several records at a time (multiple-record layout)
- one record at a time (single-record layout)

Each REVIEW/ADD/CHANGE option can be used when either a multiple-record layout or a single-record layout is on the screen. Some options work differently depending upon whether a single-record layout or a multiple-record layout is displayed. Options that work differently depending upon layout are identified in the list of options.

REVIEW/ADD/CHANGE Cursor Moves

Move cursor to the next entry TAB

You can only use the TAB key when the cursor is on the first character of an entry.

Move cursor to the previous entry ⌘ TAB

You can only use the ⌘ TAB keys when the cursor is on the first character of an entry.

Move cursor down one category ↓

You can only use the ↓ key when the cursor is on the first character of an entry.

Move cursor up one category ↑

You can only use the ↑ key when the cursor is on the first character of an entry.

Display the previous screenful of records (multiple-record layout) ⌘ ↑

This option lets you page backward through a file. It displays the 15 records that appear before those currently on the screen. To move quickly toward the beginning of the file, hold down the ⌘ ↑ keys. This option works only when there are more than 15 records in a file.

Display the next screenful of records (multiple-record layout) ⌘ ↓

This option lets you page forward through a file. It displays the 15 records that appear after those currently on the screen. To move quickly toward the end of the file, hold down the ⌘ ↓ keys. This option works only when there are more than 15 records in a file.

Display the next record in a file (single-record layout) ⌘ ↓

Display the previous record in a file (single-record layout) ⌘ ↑

Move the cursor to the right inside an entry →

Note that the → key cannot be used to move to the next entry.

Move the cursor to the left inside an entry ⌘←

Note that the ⌘← key cannot be used to move to the previous entry.

Move the cursor to the beginning of a file ⌘B

Move the cursor to the end of a file ⌘E

Change the direction the cursor moves when you press RETURN (multiple-record layout) ⌘L followed by ESCAPE

Quick File lets you determine whether you want the RETURN key to move the cursor across to the entry in the next category or down to the next entry in same category. Quick File's standard condition (the one it uses when you first start up the program) is for the cursor to move down when you press RETURN. You probably will want to change the cursor direction so that the cursor moves to the right if you are going to create records or insert new records when the multiple-record format is displayed. (See "Insert one or more new records" for instructions on how to do this.)

REVIEW/ADD/CHANGE Options

Add new records See "Insert"

Arrange or sort records ⌘A

Before you use this option, move the cursor to an entry in the category by which you want your records arranged. You may arrange records either alphabetically from A to Z, alphabetically from Z to A, numerically from smallest to biggest number, or numerically from biggest to smallest number.

Quick File lets you arrange records within categories. You might, for example, want to create a display in which records were arranged by state and then arranged alphabetically by last name within each state category. To arrange records in more than one category, you always start with the most specific category. Thus, in the above example, you would first arrange the records by last name and then arrange records by state.

Quick File does not limit the number of "categories within categories" that you can arrange.

The following list shows the order in which Quick File arranges entries in a category. Note that Quick File does not distinguish between upper and lowercase letters.

SPACE	)	:	[
!	*	;	\
"	+	<	]
#	,	=	_
$	—	>	'
%	.	?	{
&	/	@	}
(	0 - 9	A - Z and a - z	

If, for example, you asked Quick File to arrange these street addresses:

99 Canyon Drive
Dover Court
#34 Hillview Circle
99-B Canyon Drive

Your newly arranged list would look like this:

#34 Hillview Circle
99 Canyon Drive
99-B Canyon Drive
Dover Court

Change category name — Press ESCAPE to return to the FILE MENU; then select option 4.

Change file name — Press ESCAPE to return to the FILE MENU; then select option 4.

Change record display layout (multiple-record layout) — ⌘L

This option lets you change the amount of information that appears on the multiple-record layout and the way that information is positioned on the screen. This option does not affect the actual information stored in each record.

Here is a description of the keys used to change the record layout:

Move the cursor to the next category. — →

Move the cursor to the previous category. — ←

Switch the position of the column the cursor is on with the column to its right. ⌘>

Switch the position of the column the cursor is on with the column to its left. ⌘<

Increase width of the column the cursor is on. ⌘→

Decrease width of the column the cursor is on. ⌘←

Delete the category the cursor is on from the multiple-record display. Note that the information in this category will continue to appear when you display the record in single-record layout. ⌘D

Insert a category that you previously deleted using the ⌘D option. After typing ⌘I, a list of previously deleted categories is displayed. To reinsert a category, type the number of that category and press RETURN. ⌘I

After you press ESCAPE to leave this option, Quick File asks you to choose whether you want the RETURN key to move the cursor across to the entry in the next category or down to the entry within the same category.

Change record display layout (single-record layout) ⌘L

This option lets you change the way information is positioned on the screen in the single record layout. This option does not change the actual information stored in each record.

Here is a description of the keys used to change the record layout:

Move the cursor left, right, up or down on the screen. ← → ↑ ↓ RETURN

Move categories left, right, up, or down on the screen. Cursor must be on first character of category name. ⌘← ⌘→ ⌘↑ ⌘↓

Change record selection rules ⌘R

This option lets you determine what records will be available for display. Here are the steps you'll follow:

1. Choose the category you want to use as the basis for the selection. Note that you can choose from among all categories included in the record, even those not displayed in the multiple-record format.
2. Choose a comparison. For date, you can choose equals, after, before, contains, is blank, or is not blank. For other information, you can choose equals, greater than, less than, not equal to, is blank, is not blank, contains, begins with, ends with, does not contain, does not begin with, or does not end with. Quick File lists these options for you.
3. Enter a value that each entry in the specified category should be compared with.

You can connect up to three single record selection rules together using and, or, or through (but you cannot use both and and or in a single record selection rule). Thus, using one selection sequence you could display the records of all people who either live in Canada or were born after 1936 or who list birdwatching as their favorite pastime.

To return to a complete list of your records, type ⌘R and respond Y to the prompt `Do you want to select all records?`

Copy an existing record ⌘K

Before you use this option, place the cursor on any entry in the record you want to duplicate.

You'll want to use this option if your file will include several records containing very similar information. After using this option to make several copies of one record, you can go back and change the necessary entries.

Create a new record See "Insert"

Delete one or more selected records ⌘D

After choosing this option, you can either type Y to delete the record the cursor was on when you chose the Delete option or you can type R to specify record selection rules. These rules determine what records will be deleted from your file. A list of the steps to specify record selection rules is in the section "Change record selection rules".

Find specified records ⌘F

Quick File gives you two options for finding records, ⌘F and ⌘R. The ⌘R option gives you greater flexibility in finding records but ⌘F is easier to use. For information about ⌘R, see "Change record selection rules".

The ⌘F option lets you display only those records that contain information you have specified.

After choosing this option, you are prompted:

```
Enter comparison information.
```

Type the words or group of characters you want Quick File to look for. (For example, you might type Miller or Ph.D candidate or 20000.) You can use either upper or lowercase characters.

Insert one or more new records ⌘I

After you select this option, a blank single record layout is displayed. Insert new entries, pressing RETURN after each entry. When the cursor is on the last category of the record, press RETURN to display another blank record. At this point, you may either enter another record or press ESCAPE to return to the layout you were on when you pressed ⌘I.

Any new records that you insert will be placed immediately before the record that the cursor was on when you typed ⌘I. To enter new records at the end of a file, make sure you are in single-record layout and move the cursor past the last record. Enter Y when Quick File asks you if you want to enter new records.

If you prefer to create records when the multiple-record layout is displayed, you first must create blank records. To do this, type ⌘I and, when the single-record layout is displayed, continue to press RETURN until you have moved through all of the categories. You can create several blank records by continuing to press RETURN. When you have a sufficient number of blank records, press ESCAPE to return to REVIEW/ADD/CHANGE. You then can use ⌘Z to return to multiple-record layout where you can begin typing your entries.

If you are going to insert complete records using multiple-record layout, you may want to set the cursor so that it moves to the right when you press RETURN. To do this, type ⌘L, press ESCAPE, and choose option 2.

Modify records — Move the cursor to the entry that needs to be modified; then start typing.

When you start typing, the new characters will replace the old characters. Use the → key to move across characters that don't need to be changed. Press RETURN when the new entry is complete.

When you modify entries that appear in several categories of the same record (in multiple-record layout), you should set the cursor so that it moves to the right when you press RETURN. To do this, type ⌘L; then press ESCAPE and respond to the prompt.

If the entry you want to change is longer than those displayed in multiple-record layout, you should put the cursor on the entry and then zoom in to single-record layout, where you'll probably have more space for the entry.

Print the contents of the screen — ⌘P

This option only prints one screenful of information. To print complete files, you must use the Print option that appears on the REPORT FORMAT display.

Note that Quick File's default printer options are set to enable it to print on a Silentype and a Qume Sprint 5 printer. No matter which printer you use, the printer card must be in slot 1 of your Apple IIe.

Remove an existing record — See "Delete"

Save current file — Press ESCAPE to return to the FILE MENU; then select option 3.

Additional information about saving files is included earlier in this chapter under the SAVE FILE MENU.

Search for specified records — See "Find" and "Change record selection rules"

Set standard values for entries — ⌘S

Use this option if you know that several of your records will contain the same entries for a particular category. If, for example, you know that a group of your records will include a 10608 zip code, type ⌘S and then enter 10608 in the zip code category. The next time you insert a record in your file, the zip code category will be filled in for you.

You can remove a standard value at any time. All you do is press ⌘S, move the cursor to the appropriate category, and use the space bar to erase the entry.

The gray box in Chapter 9 entitled "Using Standard Values" gives you more information about using ⌘S.

Sort records	See "Arrange"
Zoom in to review records in single-record layout (from multiple-record layout)	⌘Z
Zoom out to review records in multiple-record layout (from single-record layout)	⌘Z

REPORT FORMAT Options

REPORT FORMAT options are available to you when the REPORT FORMAT display is on the screen. To call up this display, simply select option 2, Report, from the FILE MENU. Then, depending upon whether you want to modify an existing report, create a report using a tables format or create a report using a labels format, select option 1, 2, or 3 from the REPORT MENU.

As you saw earlier in this manual, Quick File lets you create two different kinds of report formats:

- formats that show several records in rows and columns (tables format)
- formats that create individual reports for each record (labels format)

Note that reports that are in tables format always include category names. Labels-format reports give you the option of including category names. (See "Print category name on a report"). Labels-format reports can be edited using Apple Writer IIe. This option is not available for tables-format reports. Complete information about using Quick File with Apple Writer IIe is in Appendix A.

The REPORT FORMAT options are different depending upon whether you are using a tables or a labels format.

Tables Format Options

Add a calculated column	See "Calculate a new column"
Add a title	See "Change report name or title"

Add/remove column totals ⌘T

Quick File lets you add a total at the end of each numerical column in your report. Before using the ⌘T option, place the cursor on the column that you want Quick File to total.

You are then asked to specify the number of decimal places that should be included in each column total and the number of blank spaces that should appear after each total.

After you answer these prompts, Quick File underlines the specified column and fills it with 9's to show you what your report will look like when it is printed.

To remove a column total, place the cursor on the appropriate column and type ⌘T. The 9's will be replaced by your original entries.

You also use the ⌘T option when specifying group totals. Information about group totals is included in the section "Add/remove group totals".

Add/remove group totals ⌘G

A group total is a sub-total. Here is how you tell Quick File where to place group totals:

1. Place the cursor on the category that will cause a group total to appear when its value changes. If the category has not been sorted, use ⌘A to sort or arrange it. Then select the "Add/remove group totals" option by pressing ⌘G.

   Suppose, for example, that you were using Quick File to keep your budget and that you wanted to know how much money you spent each month on food, clothing, and travel. Your first step would be to place the cursor on month and use ⌘A to arrange your records so that all the expenses for one month were clustered together. Then you would press ⌘G.

2. Quick File asks `Print group totals only?` If you want sub-totals only, and no individual records, type Y. Type N if you want both individual records and sub-totals to appear in your report.

3. Respond to the prompt, `Go to a new page after each group total?`

4. Move the cursor to a column that will contain group totals. Thus, in the budget example, you would place the cursor on the food, clothing, or travel category.

5. Select the "Add/remove column totals" option by pressing ⌘T.

6. Respond to the prompts that tell Quick File how many decimal places to include in each group total and how many blank spaces to place after each group total.
7. Repeat steps 4, 5, and 6 for each column that should include group totals.

To remove a group total, place the cursor on the appropriate column and type ⌘T. The 9's will be replaced by your original entries.

Arrange or sort records ⌘A

Complete information about Arrange is included in the description of Arrange in the REVIEW/ADD/CHANGE options list.

Calculate a new column ⌘C

This option lets you create a new column by manipulating numerical information contained in other columns. Quick File can use numeric data with up to ten places before the decimal point and four places after to produce a calculated category.

To create a calculated column, follow these steps:

1. Place the cursor on the column that will be to the right of the calculated column.
2. Select the "Define a calculated column" option by pressing ⌘C. A category named Calculated, with entries that consist of a series of 9's, will be displayed on your screen.
3. When prompted, enter a name for the calculated column.
4. When prompted, enter calculation rules, using the letters associated with the appropriate columns. Use the following keys to designate the four functions:

plus	+
minus	–
multiply	*
divide	/

   For example, to add the information in column A to the information in column B and divide the sum by 100, you would type, A+B/100.

   Calculation rules can be up to 20 characters long. All operations are performed from left to right.

5. When prompted, enter the number of decimal places you want each entry in the calculated column to contain and the number of blank spaces that you want to follow each entry.

   You will not be able to see the contents of your new column until you choose option ⌘P and then either display your report on the screen or print it on a printer.

   Note that you can use the ⌘T option to total the entries in your calculated column. You cannot use ⌘G to create a subtotal based on the changing contents of the calculated column.

Change column width ⌘→ ⌘←

Pressing ⌘→ increases the width of the column the cursor is on.

Pressing ⌘← decreases the width of the column the cursor is on.

When changing column width, remember to leave enough room for the largest entry in the column. If you have a numerical column and you fail to leave enough room for the complete entry, Quick File will be forced to shorten the entry, thus making the information in your report inaccurate.

Change printer options ⌘O

After pressing ⌘O you can change printer options.

To change options 1-8 and option 15, you must type the number of the option and the value you want. To change the others, just type the number of the printer option. Quick File changes the value to its opposite automatically.

The printer options are:

1. LEFT MARGIN. Number of spaces to the left of each printed line.
2. CHAR PRINT. Maximum number of characters that can be printed on each line. Note that this option is automatically adjusted whenever you change either the left or right margin.
3. RT. MARGIN. Number of spaces to the right of each printed line.
4. PRINTER SIZE. Maximum number of characters that your printer can print on each line.
5. TOP MARGIN. Number of blank lines at the top of each page.
6. PRINT LINES. Maximum number of lines that will be printed on each page. Note that this number is automatically adjusted whenever you change either the top or bottom margin.

7. BOT. MARGIN. Number of blank lines at the bottom of each page.
8. PAGE LENGTH. Maximum number of lines that your printer can print per page.
9. SEND SPECIAL CODES TO PRINTER. Some printers require that the program (in this case, Quick File) send the printer a series of special codes before printing can begin. Neither the Qume nor the Silentype requires that these codes be sent. To find out if your printer requires special codes, check in the manual that came with your printer.

   If you specify 9, Quick File asks you for the codes.
10. LINE FEED NEEDED BY PRINTER. Some printers automatically generate a linefeed after every carriage return; these printers do not need a linefeed from the program. Other printers require that the program generate the linefeed. The Silentype does not generate its own automatic linefeed. Thus, if you are using a Silentype, the answer to this option is "yes". The Qume has a switch on its front panel that lets you choose whether you want it to provide an automatic linefeed. If you are using another printer, check in the manual that came with the printer.
11. PRINT DASH WHEN AN ENTRY IS BLANK. If there is not an entry in a category, you may instruct Quick File to print a single dash to mark its place.
12. STOP AT THE END OF EACH PAGE. If you are printing on letterhead stationery or if you have a printer like the Silentype that uses nonperforated paper, you will want printing to stop at the end of each page so that you can change paper or tear off the printed sheet.
13. PRINT REPORT HEADER AT TOP OF PAGE. The report header consists of the file name, the report name, the record selection option, the page number, and the date. If you don't print the report header, the only information that appears across the top of each page of your report is the title (assuming you created a title using ⓒⓃ).
14. PRINTER ACCEPTS FORM-FEED COMMANDS. After a page of a report has been printed, Quick File needs to instruct your printer to go to the top of the next page. Some printers can accept a special instruction called a "form feed" that will automatically cause this to happen. Other printers, including the Silentype, do not have this capability and must print a number of blank lines to get to the next page. Enter "no" for Silentype, "yes" for Qume.

15. SINGLE, DOUBLE, OR TRIPLE SPACING. You may specify whether you want your report to be single, double, or tripled spaced.

Change record selection rules ⌘R

Use this option to determine what records you want to appear on your report. Complete information about specifiying record selection rules is included in the list of REVIEW/ADD/CHANGE options earlier in this chapter.

Change report name and/or title ⌘N

Each time you create a new report, you assign it a report name. The report name appears in the upper lefthand corner of the report format screen and in your REPORT CATALOG for that file. When you choose the ⌘N option, you are prompted for the new name of your report. You then are prompted for the report title. Note that a report does not have a title until you use this option. The report title is printed at the top of each page of your report and can be 79 characters long with an 80-column display, or 39 characters long with a 40-column display.

Create a calculated column See "Calculate a new column"

Delete current category ⌘D

Before you use this option, move the cursor to the category you want to delete.

Note that after using ⌘D, the information in the category you have deleted is still in your file; it just will not show up on your report. You can reinsert any category you have deleted by using the insert option, ⌘I. The only way to remove a category from your file permanently is to select option 4 on the FILE MENU.

Insert a previously deleted category ⌘I

This option lets you insert a category that you previously deleted using the ⌘D function. After typing ⌘I, a list of previously deleted categories is displayed. To reinsert a category, type the number of that category and press RETURN.

Move the cursor one category to the right →

Move the cursor one category to the left ←

Print a report ⌘P

This option lets you either display your report on the screen, print the report on a printer, or store your report as a file on disk.

Note that Quick File will print on the printer whose card is in slot 1.

Use ⌘O to adapt Quick File to your printer's specifications and to change various options, such as margins and spacing, that affect how your report appears on the printed page. Information about these options is included in the section, "Changing printer options".

If you choose to store your report on a disk, you will be prompted for a file name. The report will be stored on a DOS formatted disk in drive 2. Use the DOS 3.3 disk to format DOS disks. If you want your report to be stored on a disk in drive 2 under the name **"Clients"**, you would respond CLIENTS. The DOS 3.3 manual will tell you the fine points of DOS file names, but basically they cannot exceed 30 characters in length, must start with an alphabetic character, and may not contain commas.

Print selected records See "Change record selection rules"

Right-justify a column ⌘J

This option is used to right-justify (or line up on the right margin) numerical information so that all decimal points line up under each other. It also can be used to right-justify alphabetic information.

Before using this option, move the cursor to the column you want to right-justify.

You then are asked to specify the number of decimal places that should be included in each entry in the specified column (if you are right-justifying alphabetic information, you should include zero decimal places) and the number of blank spaces that should be placed after each entry.

After answering these prompts, Quick File fills the appropriate column with 9's to show you what the report will look like when it is printed.

When you use the ⌘T option, columns to be totaled are automatically justified.

Sort records See "Arrange"

Switch column positions ⌘>
⌘<

Pressing ⌘> switches the column the cursor is on and the column to its right.

Pressing ⌘< switches the column the cursor is on and the column to its left.

Labels Format Options

When you create a labels report format or get a previously-created labels report format from the REPORT CATALOG, Quick File displays the categories that will be included in the report. To see the actual entries associated with each record, you can type ⌘Z. After typing ⌘Z, you can quickly scan through the records in your file using various cursor keys. To return to the labels report format, press ⌘Z.

Before you plan a large report using the labels format, we recommend that you experiment with the various printer options. Note also that Quick File only lets you print one label across.

Arrange or sort records ⌘A

Complete information about the Arrange option is included in the description of Arrange in the REVIEW/ADD/CHANGE options list earlier in this chapter.

Change category position See "Move category"

Change printer options ⌘O

After pressing ⌘O you can change options 1 through 8 by typing the option number and then entering its new value. Change options 9 through 16 by simply typing the option number. Quick File automatically changes the option's value to its opposite.

Options 1 through 14 are the same for labels format as for tables format and are described in the "Tables Format Options" section of this chapter. Option 15 and 16 are described below.

15. Omit line when all entries on line are blank. If you change this option to "no", Quick File will include a blank line in your record whenever there is no entry for any category on that line. If you leave the option as is, Quick File will not substitute a blank line for an empty entry.

16. Keep number of lines the same within each record. If you leave this option as is, Quick File will make sure that all of your records have the same number of lines by adding extra blank lines at the bottom of the record. All of your records won't be the same length if you change this option to "no".

    You only see this option if you leave option 15 set to "yes".

Change record selection rules ⌘R

This option lets you determine what records you want included in your report.

Complete information about this option is included in the REVIEW/ADD/CHANGE option list earlier in this chapter.

Change report name and/or title ⌘N

Each time you create a new report, you assign it a report name. The report name appears in the upper lefthand corner of the REPORT FORMAT display and in your REPORT CATALOG for that file. When you choose the ⌘N option, you are prompted for the new name of your report. You then are prompted for the report title. Note that a report does not have a title until you use this option. The report title is printed at the top of each page of your report and can be 79 characters long.

Delete spacing line or category ⌘D

Before you use this option, place the cursor on the blank line or the first character of the category you want to delete.

Note that after using ⌘D, the information in the category you have deleted is still in your file; it just will not show up on your report. You can reinsert any category you have deleted using ⌘D by using the insert option, ⌘I. The only way to remove all entries from your file permanently is to select option 4 on the FILE MENU.

Display the next record ⌘>

To use this option, record entries must be displayed. To display record entries, press ⌘Z.

Display the previous record ⌘<

To use this option, record entries must be displayed. To display record entries, press ⌘Z.

Go to beginning of file ⌘B

To use this option, record entries must be displayed. To display record entries, press ⌘Z.

Go to end of file ⌘E

To use this option, record entries must be displayed. To display record entries, press ⌘Z.

Insert previously deleted spacing line or category ⌘I

This option lets you insert a category that you previously deleted using ⌘D or insert a spacing line above or below the current cursor position.

Left-justify current category ⌘J

This option causes the category the cursor is on to be printed one space away from the category to its left.

After typing ⌘J, the < character will be displayed to the left of the category the cursor is on. The true effect of typing ⌘J can only be seen by using the ⌘P option to display the report on the screen or print it on a printer.

Move cursor left, right, up or down ← → ↑ ↓ RETURN

Move category left, right up or down ⌘← ⌘→ ⌘↑ ⌘↓

The cursor most be on the leftmost character in the category to use this option.

When using these keys, you cannot move one category on top of or through another category. Thus you must maneuver categories around each other.

Print a report ⌘P

This option lets you either display your report on the screen, print the report on a printer, store your report in a file on another disk, or transfer the file to an Apple Writer IIe file.

Compete informaton about using Quick File with Apple Writer IIe is included in Appendix A.

Additional information about this option is included under "Print a report" in the list of tables format options.

Print category name on a report ⌘V

This option causes Quick File to display category names as well as entries in your report.

Before using this option, use the arrow keys to move the cursor to the entry whose category name you want included in the report. After you use ⌘V to designate a category name, that category name will be printed next to the appropriate entry in every record.

To remove a category name from your report, simply move the cursor to the appropriate category and type ⌘V.

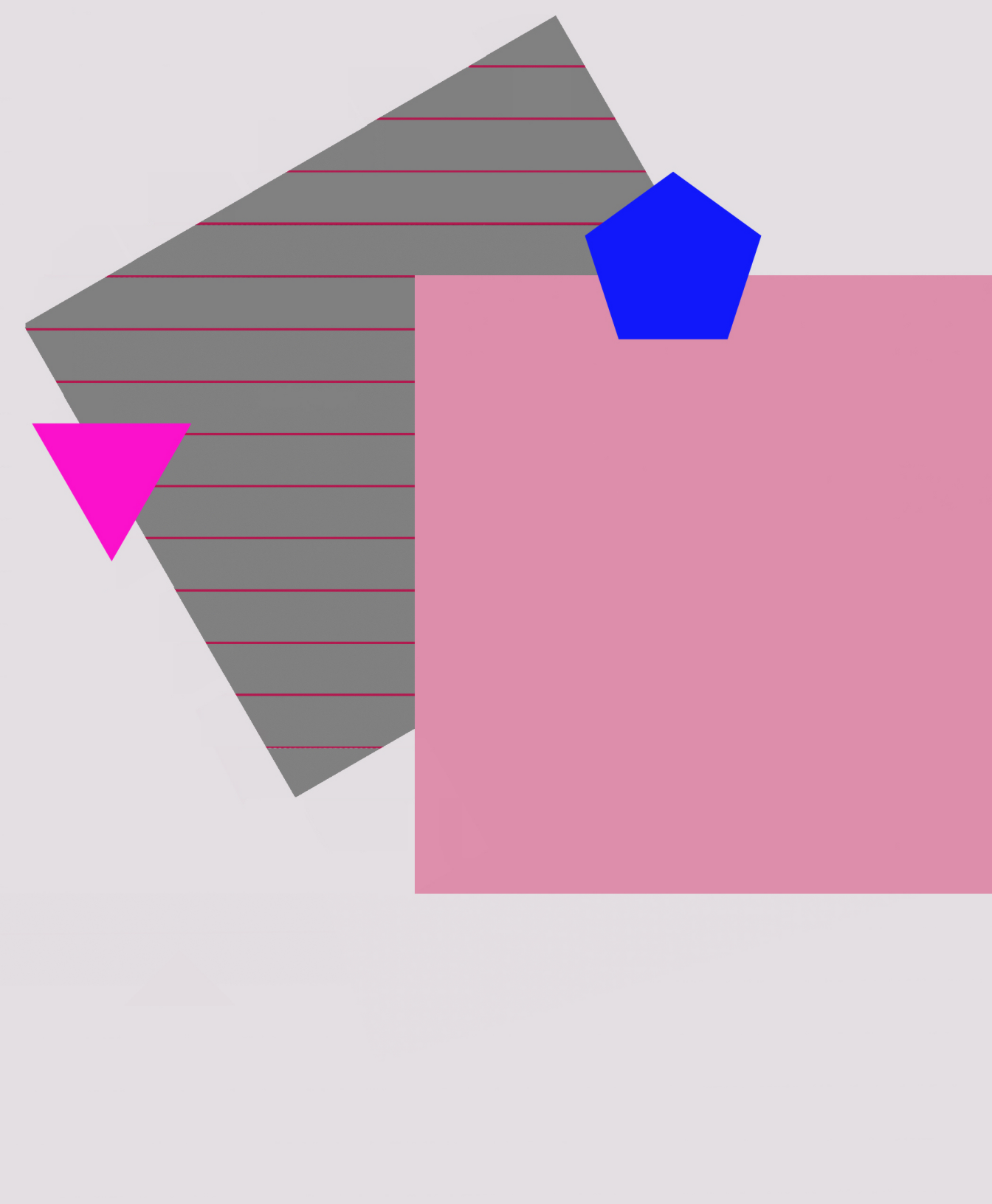
Print selected records See "Change record selection rules"

Sort records See "Arrange"

Zoom between category names and entries ⌘Z

This option lets you alternate between displaying category names and actual record entries. After pressing ⌘Z, you can go forward or backward through your file to review the layout and content of individual records. Press ⌘Z to return to the report format.

Downloaded from www.Apple2Online.com



Transferring Quick File Reports to Apple Writer IIe

There are two occasions when you may find it useful to transfer Quick File reports to Apple Writer IIe files:

- When you want to place Quick File reports in a document created using Apple Writer IIe
- When you want to create form letters that contain personalized information from Quick File reports by using Apple Writer's Word Processing Language (WPL)

The following instructions about how to do these two things assume that you are familiar with Apple Writer commands. If you need to refresh your memory, consult your Apple Writer IIe manual.

Placing Quick File Reports in a Document

Quick File reports can be transferred to Apple Writer IIe files. However, the process is not reversible. Apple Writer IIe files cannot be transferred to Quick File data disks.

This section explains how to transfer Quick File reports to Apple Writer IIe files. Once you have completed this process, you can edit your Quick File report in the same way that you can edit any Apple Writer file.

1. Start up your Apple IIe with your Quick File program disk in drive 1 and your Quick File data disk in drive 2. Select from the FILE CATALOG the file you wish to transfer.
2. Select a report from the REPORT CATALOG or create a new report. The report may have either a tables- or a labels-style format.

3. Type ⌘O and change any necessary printer options. Make sure that the value you have chosen for option 2, characters to print, is large enough so that a complete line of the report can be printed. If you do not want a heading at the top of each page, change the value for option 13 to "no". Then press ESCAPE to return to the REPORT FORMAT.
4. Type ⌘P to print the report. Then select option 3 to send your report to a DOS file on disk.
5. Insert a DOS (not Quick File) formatted disk in drive 2. When prompted for the name of your new file, type a file name of up to 22 characters (for example, LIST or FROGS). Press RETURN and then space bar. When the whirring stops, you know that your file has been successfully transferred.
6. The file on your DOS disk is now an Apple Writer file and can be loaded and edited like any other Apple Writer file.

Creating Form Letters from Quick File Reports

You can incorporate categories of information from Quick File reports into an Apple Writer IIe document to produce form letters by using the WPL program MAILLIST stored on the Apple Writer master disk.

You use three files when creating an Apple Writer document that incorporates Quick File report information:

- the Quick File report information that has been transferred to a DOS Apple Writer file on disk
- the Apple Writer IIe form letter that you want to contain Quick File report information
- MAILLIST, the WPL program that incorporates the Quick File report information into the form letter

Here are the steps you follow to create a form letter that incorporates Quick File information.

Transferring the Quick File Report to Apple Writer

1. Start up the Quick File program and select from the FILE CATALOG the file you wish to transfer.
2. Select a report from the REPORT CATALOG or create a new report. The report must have a labels-style format.
3. Type ⌘O and change any necessary printer options. Options 12 and 13 should both be set to "no". Press ESCAPE to return to the REPORT FORMAT.

4. Type ⌘P to print the report. Select option 4 to print your file to a DOS Apple Writer file on disk.
5. Insert a DOS formatted disk in drive 2. When prompted for the name of your new file, type a file name of up to 22 characters. Press RETURN and then space bar. When the whirring stops, your file has been successfully converted to an Apple Writer file.
6. Exit Quick File as you would normally.

Creating Your Own Form Letter

1. Put your Apple Writer master disk in drive 1 and start it up.
2. Load the converted Quick File report from the disk in drive 2. Here is an example of how it might look:

```
<1>
@1@Bowson
@2@Jack
@3@08
@4@JAN 24 56
@5@2400
@6@M
@7@2375 Spring Ct.
@8@Los Altos
@9@CA
@10@95134
@11@Becky
@12@408-555-6579
@13@24
@14@40
@15@408-555-9745
<2>
@1@Campbell
@2@Linda
@3@08
@4@FEB 17 79
@5@2200
@6@F
@7@4589 Willow Rd.
@8@Milpitas
@9@CA
@10@95134
@11@Jon
@12@408-555-6390
@13@4
@14@20
@15@408-555-6978
```

Notice that each record has a number and each category has a number. You use the category numbers to designate where you want the information in each category placed within the form letter.

Notice also that if you plan to use a piece of information, such as city, separately in the form letter, it must belong to a separate Quick File category. If your Quick File category is city/state/zip, you cannot use these items of information separately in your form letter.

3. Make a note of the categories and their numbers or print out the file for reference.

4. Now create your own form letter using the sample below as a model. The category numbers in the sample form letter correspond to the list above.

   Each time you want a category from your Quick File report included in your letter, type (`category x`), where `x` is the number of the category. Note that the word "category" must be in lowercase followed directly by the category number, with no spaces between them.

```
SAMPLE FORM LETTER

August 19, 1982


(category2) (category1)
(category7)
(category8), (category9) (category10)

Dear (category2),

Please verify that the following information matches your records.

We show that you have accumulated
(category13) hours of sick leave and
(category14) hours of vacation time
since you were hired on (category4). If
this information is not correct please
notify your local personnel office
immediately.

Sincerely,


Mary Jameson
Corporate Personnel
```

5. Save the form letter on the same disk as the converted Quick File report, in drive 2.

Merging the Report File with the Form Letter

1. Turn on your printer and set the appropriate [P]rint values. You might want to print to the display screen first, just to make sure your categories are merging correctly.
2. Use the WPL program called MAILLIST stored on the Apple Writer master disk to do the merge. To run this program, type

```
[P] do Maillist,d1
```

3. Next you are prompted

```
Name and location of Form letter
```

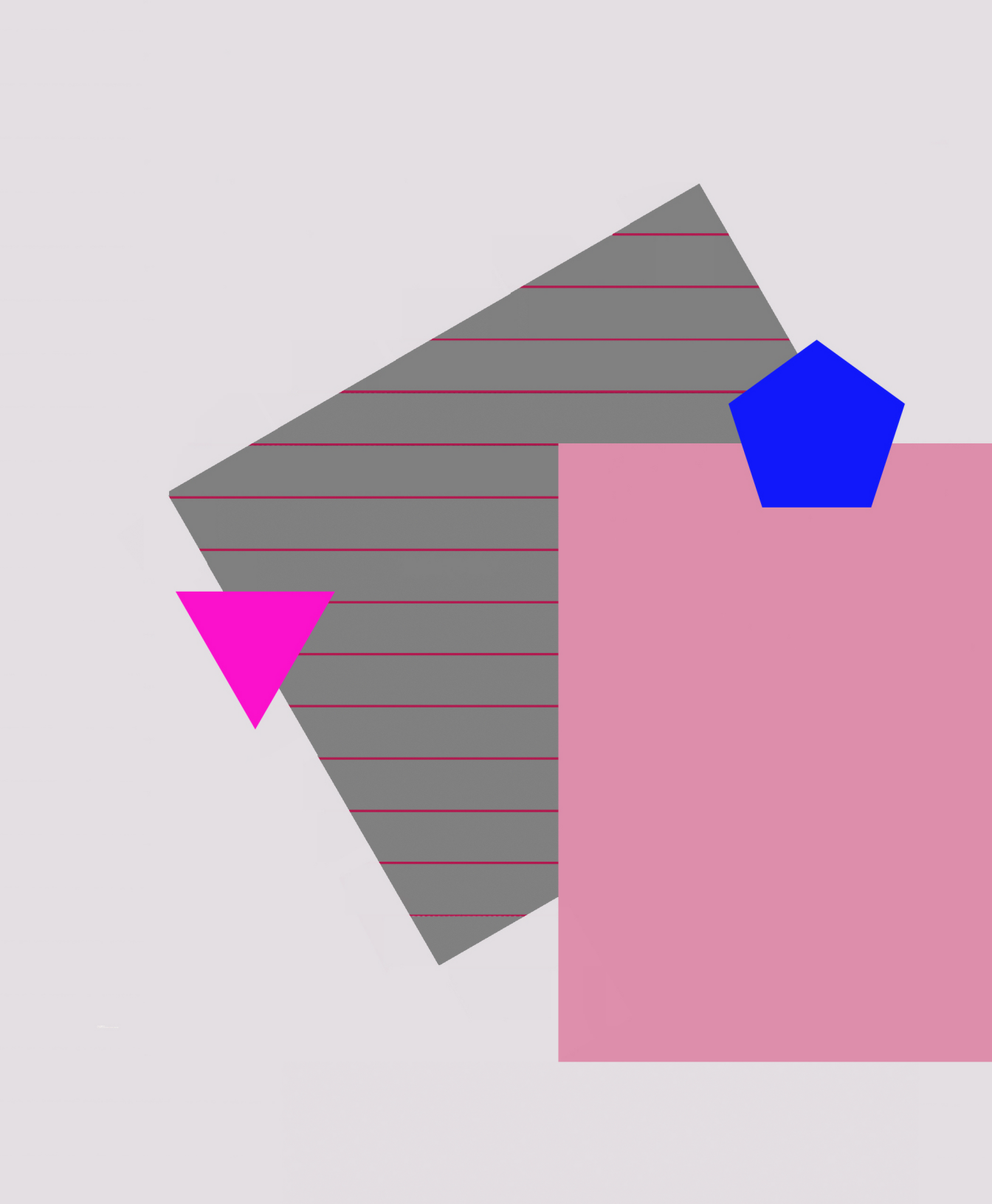
   Type the name of the form letter you created and its drive location (for example, `mlmletter,d2`).

4. Next you are prompted

```
Name and location of Address file
```

   Type the name of the Quick File report file and its drive location (for example, `new customers,d2`).

That's all there is to it! It will just take a few seconds before the first letter begins to print.



Index

A

Add records 30-32, 39, 134
Apple II computer 3, 4
Apple Writer, Quick File and 149-153
Applications, Quick File 1-2
Arrange records (see also Open-Apple—A)
  In file 32-33, 39, 130-131
  In labels reports 143
  In tables reports 64, 68, 138

B

Back up disks 4
Blank lines, Delete in labels 100-101, 105, 144
Blank records, Create 134
Boot Quick File 5-8

C

Calculated category, Add (see also Open-Apple—C) 84-88, 92, 138-139
Calculation rules 86-88, 92, 138-139
Categories
  Add/Change 113-115
  Create 110
  Number of, per file 121
Category name
  Change 131
  Characters per 121
  Print, on report 146
Category, Definition of 11, 21
  Change an entry 25-28, 31, 39
  Category name 121, 131, 146
  Category positions 99-100, 145
  Column width 43-44, 46-47, 52, 139
  File name 109-110, 114-115, 120, 121, 131
  Multiple-record layout 13-18, 21-22, 41-48, 52, 136
  Printer options 65-66, 103-105, 139-141, 143
  Records 135
  Single-record layout 17-18, 21, 48-52, 132, 136
Character, Definition of 16, 21
Characters per line in reports 60
Column
  Totals (see also Open-Apple—T) 89-90, 93, 136-137
  Width, Change 43-44, 46-47, 52, 139
Copy record 133
Copy disks 4
Create
  File 109-111, 116
  Record 30-32, 39, 134
Cursor direction 51, 130
Cursor moves
  In labels format 145
  In multiple-record layout 13-16, 21-22, 42-43, 52
  In Review, Add, Change 129-130
  In single-record layout 49, 52
  In tables format 60-61, 141

D

Dash in reports 140
Data disk, create 108-109
Dates, Enter 37-39
Delete (see also Open-Apple—D)
  Category in reports 62, 98, 141
  Column in multiple-record layout 45, 52, 68
  Record 133
  Spacing lines/categories in reports 100-101, 105, 144

Disk
Quick File Program 3, 5
Quick File Sample Files 3, 5
Store report on 142
Disks, Copy 4
Display records in labels format 143, 144
Double spacing 141
Down arrow key 14, 15, 21, 52, 132, 145
Duplicate record 133

E

Eighty column text card 4
Entry
Change an 25-28, 31, 39
Definition of an 21
Length of an 121
Equipment needed 3-4
ESCAPE key 17, 22, 120

F

Features, Summary of 2
Field value 121
Field 43-44, 46-47, 52, 139
File Catalog 7, 11-12, 21
File guidelines 121
File Menu 20, 33-35, 51, 67, 79, 92, 124-125
File name
Change 114-115, 131
Characters per 121
Create 109-110
Quick File 120
File
Change 113-115
Create new 109-111, 116-117
Definition of 11
Files per data disk 121
Find records (see also Open-Apple—F) 28-30, 39, 134
Form feed for printers 140
Formatting disks 109

G

General information 119-120
Group totals (see also Open-Apple—G) 88-90, 93, 137-138

H

Header 140
Help screens (see also Open-Apple—H) 19, 22, 120

I

Insert (see also Open-Apple—I)
Deleted category in reports 141, 145
Deleted column in multiple-record layout 45-46, 52, 132
Deleted spacing line/category 101, 105, 145
Records 30-32, 39, 134
Records at end of file 32

J

K

L

Labels format 56-57, 68
Labels format options 143-146
Left arrow key 15, 22, 43, 45, 46, 52, 130, 131, 132, 141, 145
Left-justify category in labels format 101-102, 105, 145
Linefeed in reports 140
Lines
per label 97, 143
per page in reports 139, 140

M

Main Menu 20, 37, 51, 68, 123-124
Margins in reports 139, 140
Menus, Quick File 123-128
Modify records 135
Move categories in labels format 99-100, 145
Multiple-record layout 17, 21, 41
Cursor moves 13-16, 21-22, 42-43, 52
Change 41-48, 52, 132
Zoom out to (see also Open-Apple—Z) 17-18, 21, 22, 136

N

New data disk, Start 108-109
Numeric categories, Specify 84-86, 92, 142

O

Open-Apple key 14, 120
and ⟨ 44, 63, 68, 105, 132, 143, 144
and ⟩ 63, 68, 105, 132, 143, 144
and A 32, 39, 64, 68, 130, 138, 143
and B 15, 16, 21, 105, 130, 144
and C 87, 92, 138
and D 45, 52, 62, 68, 98, 100, 132, 133, 141, 145
and down arrow 15, 16, 18, 21, 52, 129, 132, 145
and E 15, 16, 21, 105, 130
and F 28-30, 39, 134
and G 89, 93, 137-138
and H 19, 22, 120
and I 30, 39, 45, 52, 101, 105, 132, 134, 141, 145
and J 84, 85, 92, 102, 142, 145
and K 133
and L 42, 46, 52, 130, 131, 132
and left arrow 43, 52, 132, 139, 145
and N 8, 141, 144
and O 65, 68, 91, 103, 139, 143
and P 67, 68, 91, 104, 135, 142, 145
and R 73, 77, 78, 79, 133, 141, 144
and right arrow 43, 50, 52, 99, 132, 139, 145
and S 112, 135
and T 90, 93, 137
and TAB 14, 21
and up arrow 15, 16, 18, 22, 50, 52, 99, 129, 132, 145
and V 146
and Z 18, 22, 48, 102, 104, 136 143, 146
Options
Labels format 143-146
Review, Add, Change 130-136
Tables format 60, 136-143
Order of arranging records 130-131

P

Page length in reports 140
Paging 15, 22
Print (see also Open-Apple—P)
Category names in reports (see also Open-Apple—V) 146
Labels format report 145
Screen contents 135
Selected records in labels format reports 146
in tables format reports 142
Tables format report 65-67, 142
Printer codes, Special 140
Printer options
For labels reports 103-104, 105, 143
For tables reports 65-66, 139-141
Set (see also Open-Apple—O) 68
Printer width in reports 139
Program disk 3, 5

Q

Qume Sprint 5 printer 4, 135

R

Reboot Apple II 20
Record layout 3
Record selection rules (see also Open-Apple—R)
In labels format 144
In Review, Add, Change 133
In tables format 72-78, 141
Steps for formulating 75, 133
Record, Definition of 16, 21
Records
Length of 121
Number of per file 111, 121
Remove record from file 133
Report Catalog 71-72
Report format 2, 55-57
Labels 56-57, 68
Options 60, 136-146
Screen 60
Tables 56, 65-68, 142
Report
Header 140
Margins 139, 140
Report Menu 59, 67, 79, 92, 126-128
Report name (see also Open-Apple—N)
In labels format 96, 144
In tables format 59, 60, 141
Report title (see also Open-Apple—N) 91, 136, 141, 144
RETURN key 13, 22, 49, 52, 119, 130

Review, Add, Change 128
Right arrow key 15, 22, 43, 44, 52, 129, 131, 132, 141, 145
Right-justify column for reports (see also Open-Apple—J) 84-86, 92, 142
Rules for calculation 138-139, 86-88, 92

S

Sample files
  Disk 3,5
  Reusing 5
Save changed file 34-37, 39, 135
Save Menu 35, 125-126
Save report format 68
Search for records 28-30, 39, 134
Set standard values 111, 112, 135
Silentype printer 4, 135
Single spacing 141
Single-record layout
  Cursor moves 49, 52
  Change 48-51, 52, 132
  Zoom in to (see also Open-Apple—Z) 17-18, 21, 136
Sort
  In file 32-33, 39, 130-131
  In labels reports 143
  In tables reports 64, 68, 138
Space bar 19, 22
Spacing, Single, double or triple 141
Standard values, Set (see also Open-Apple—S) 111, 112, 135
Start up Quick File 5-8
Stop printing at end of page 140
Subtotals 88-90, 93, 137-138
Switch column positions 44, 63-64, 132, 143

T

TAB key 13, 14
Tables format 56, 68
  Options 65-67, 142
Terminology 16-17, 21
Times, Enter 38-39
Title 91, 136, 141, 144
Totals
  Column 89-90, 93, 136-137
  Group 88-89, 93, 137-138
Triple spacing 141

U

Up arrow key 15, 21, 52, 132, 145

V

W

WPL, Quick File and 150-153

X

Y

Z

Zooming (see also Open-Apple—Z)
  Between category names and entries 102-103, 104, 146
  In 17-18, 29, 136
  Out 17-18, 21, 22, 136

Apple II Quick File II Reference Card

In General

RETURN	Accepts the information you have just typed. Also frequently used to move to the next entry.
ESCAPE	Returns you to the previous screen. ESCAPE also can be used to erase the information you are entering.
☐	This designates the Open-Apple key. To use a Quick File option, hold down the ☐ key and then type the appropriate character.

REVIEW/ADD/CHANGE

Cursor Moves

TAB	Move the cursor to the next entry
☐ TAB	Move the cursor to the previous entry
↑	Move the cursor up one category
↓	Move the cursor down one category
☐ ↑	Display the previous 15 records (from multiple-record layout)

⌘↓	Display the next 15 records (from multiple-record layout)
⌘↑	Display the previous record in your file (from single-record layout)
⌘↓	Display the next record in your file (from single-record layout)
⌘B	Move the cursor to the beginning of the file
⌘E	Move the cursor to the end of the file
→	Move the cursor to the right inside an entry
←	Move the cursor to the left inside an entry
⌘L **Press** ESCAPE **Choose 1 or 2**	Change the direction the cursor moves when you press RETURN

Options

⌘A	Arrange (sort) on this column
⌘D	Delete one or selected records
⌘F	Find a specified record
⌘I	Insert a new record
⌘K	Make a duplicate copy of the current record
⌘L	Change record display layout (See HELP for layout change options)
⌘P	Print the current contents of the screen
⌘R	Change record selection rules
⌘S	Set/remove standard values for a category

⌘ Z	Zoom in to review all the information in one record (from multiple-record layout)
⌘ Z	Zoom out to review 15 records at a time (from single-record layout)

Tables Report Format Options

→	Move cursor to the next column
←	Move cursor to the previous column
⌘ →	Increase column width
⌘ ←	Decrease column width
⌘ A	Arrange (sort) on this column
⌘ C	Add a calculated column
⌘ D	Delete this category
⌘ G	Add/remove group totals
⌘ I	Insert a previously deleted category
⌘ J	Right-justify this column
⌘ N	Change report name or title
⌘ O	Choose a printer option
⌘ P	Print the report
⌘ R	Change record selection rules
⌘ T	Add/remove column totals

Labels Report Format Options

→ ← ↑ ↓ RETURN	Move cursor
⌘ **and any arrow**	Move category position
⌘ >	Display next record, assuming record entries are displayed (⌘ Z)

⌘<	Display previous record, assuming record entries are displayed (⌘Z)
⌘A	Arrange (sort) on this column
⌘B	Go to beginning of file, assuming record entries are displayed (⌘Z)
⌘D	Delete spacing line or category
⌘E	Go to end of file, assuming record entries are displayed (⌘Z)
⌘I	Insert a spacing line or previously deleted category
⌘J	Left-justify this category
⌘N	Change report name and/or title
⌘O	Choose printer options
⌘P	Print a report
⌘R	Change record selection rules
⌘V	Causes category name to be added to the report
⌘Z	Zoom between records containing category names and records containing record information

Quick File II Reader Response Card

Apple is interested in your response to Quick File II and the Quick File II manual. Please fill out the enclosed card and send it back to us. That way, if we revise Quick File and the manual we can make them better fit your needs.

1. How much experience have you had using computers? a. ___ none b. ___ little c. ___ moderate d. ___ extensive

2. In what area are you using Quick File? a. ___ business b. ___ home c. ___ scientific/industrial
   d. _____ other (please specify)

3. Please use the following chart to list the names or types of Quick File files you have (phone lists, parts inventories, etc), the number of records per file, and the number of categories per record.

File name or type	# records per file	# categories per record

4. Do you use calculated categories? a. ___ yes b. ___ no

5. Do you use Quick File for mailing labels? a. ___ yes b. ___ no

6. Did you try out the tutorial included in Chapters 2 - 9? a. ___ all of it b. ___ some of it c. ___ very little or none of it

7. How much have you used Chapter 10, Quick File II Reference? a. ___ extensive use b. ___ some use c. ___ no use

8. Is there any part of Quick File that you do not think is adequately explained in this manual? If so, please specify.

9. What did you like most about the manual? the program?

10. What did you like least about the manual? the program?

11. What features would you like Quick File to have?

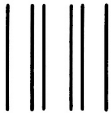
If you have any further comments, please send them to us in a separate letter at the address on this card. Please attach annotated copies of manual pages containing errors or problems. Thank you!

Name _____ Company/Title _____

Street _____ City/State/Zip _____

Apple Computer, Inc.
20525 Mariani Avenue
Cupertino, CA 95014
Attn: Product Support

20525 Mariani Avenue
Cupertino, California 95014



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