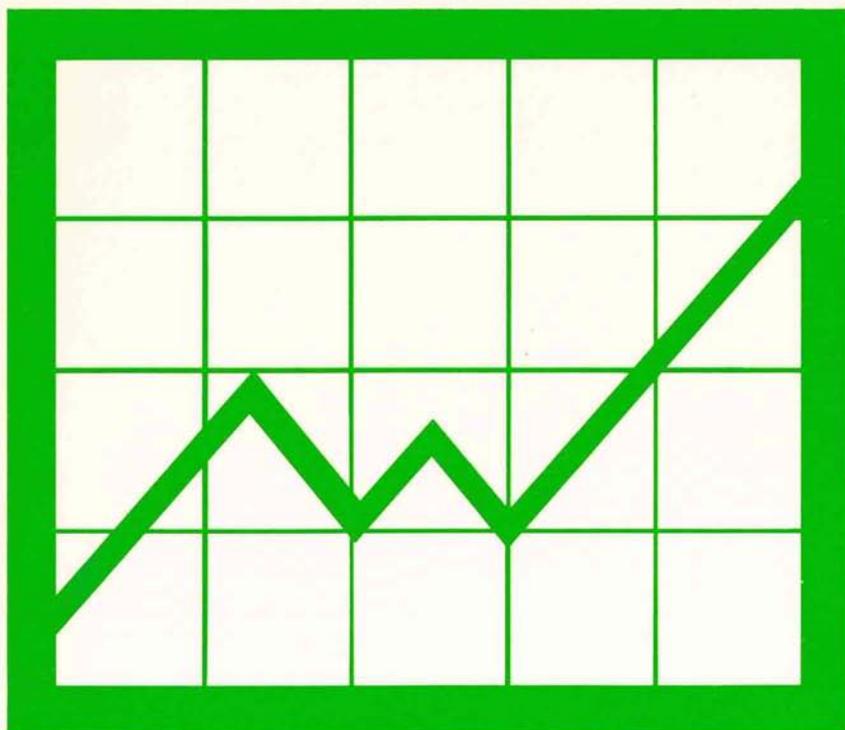


DOW JONES SERIES PORTFOLIO EVALUATOR



Apple Finance Programs

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**DOW JONES SERIES
APPLE PORTFOLIO EVALUATOR**

A Program for the Apple II Computer

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INTRODUCTION

The Portfolio Evaluator is a program that operates with the Apple II computer, the Apple Disk II disk drive, equipment that connects the computer to a telephone, and the Dow Jones Stock Reporter Service. It is supplied in the form of a program on diskette. Loading this program into the Apple II computer allows you to create and modify stock portfolios. When the computer is connected to a telephone, the program allows you to obtain quotes on all stocks listed with Dow Jones. You may display on your screen (e.g. a television monitor) the quote of any stock you select from your portfolio. Quotes on the entire portfolio can be listed on a printer. Current values or gains and losses can be tabulated for the portfolio, and listed either on the screen or on a printer.

At any time, you may change any item in the portfolio; up to 50 stocks may be included in a portfolio. You can also store entire portfolios on the diskette, which allows you to display a selected portfolio quickly and easily. A single diskette will hold approximately 100 portfolios of 50 stocks each.

Stock market information is available with a local telephone call in many areas of the United States. This information has been delayed 15 minutes to conform to legal requirements.

You have a choice of over 6000 stocks from the major exchanges. These stocks, their symbols, and Dow Jones News/Retrieval access telephone numbers are listed in the Dow Jones News/Retrieval directory. Consult the directory as a reference when you are using this program.

This manual assumes that the Apple II is properly set up and that you're somewhat familiar with using the disk drive. When reading the manual for the first time, we recommend that you have the program up and running, and that you actually try out the suggested procedures. If you're not sure whether you and/or your computer are ready to go, see the appendix.

STARTING THE DOW JONES EVALUATOR

The one essential feature that makes a computer different from any other device is that it can do an endless multiplicity of tasks. The machine itself doesn't have to change for each task, but it is customized for each task by a program. One such task is accessing stock market information -- and the program for doing the customization in this case is the Portfolio Evaluator program. When your Apple II is not being used to access stock market information, it can be used with other programs to do other tasks.

Here's how to boot the Dow Jones Portfolio Evaluator program. We recommend you try it as you read.

- 1) Place the diskette marked "PORTFOLIO EVALUATOR" in the disk drive as shown in the disk drive manual. (If you hold the disk in your right hand, with your thumb over the label, it's almost guaranteed that you'll insert the disk correctly. Remember to close the drive door after inserting the diskette.)
- 2) Turn on the power.

If at this time the red "IN USE" on the drive comes on and the drive makes whirring noises, then your system will automatically boot the diskette: so at this point you can quit reading and skip to step 3.

If the disk drive doesn't start up, follow the standard procedure for booting a diskette -- see page 11 of the DOS manual for details.

- 3) The screen should show

WELCOME TO THE

DOW JONES & CO., INC.

PORTFOLIO EVALUATOR PROGRAM

COPYRIGHT 1979 APPLE COMPUTER INC

DOW JONES STOCK REPORTER SERVICE.
STOCK QUOTES DELAYED OVER 15 MIN.
*=CLOSE PRICE ADJUSTED FOR EX-DIV

PRESS THE SPACE BAR TO CONTINUE.

If this message does not appear even though steps 1 and 2 worked properly, check the material in the appendix. Note that how you boot the diskette depends on which slot contains the disk controller card.

USING THE DOW JONES PORTFOLIO EVALUATOR

Press the space bar, as instructed on the message welcoming you to the program. The screen will display this:

```
<<< APPLE II PORTFOLIO EVALUATOR >>>
```

```
MAIN MENU
```

```
DISPLAY OR EVALUATE STOCKS.....TYPE D
```

```
EDIT OR CREATE PORTFOLIOS.....TYPE E
```

```
FETCH CURRENT QUOTATIONS.....TYPE F
```

```
==>
```

```
TYPE OPTION, PRESS THE RETURN KEY.
```

```
(PRESS THE ESC KEY TO END PROGRAM)
```

As indicated, you have a choice of three actions. The three actions are given in a list called a "menu". The term "menu" is often used in computer programs to indicate a list of choices. This is the Main Menu of the program; it lists the three main options available in the program: Display, Edit and Fetch.

To choose from a menu, type the letter associated with the action you wish, and you'll immediately have the selection of your choice flashing before your eyes. When you've decided that's what you want, press the key marked "RETURN". To erase a selection, press the left-arrow key before you press the RETURN key.

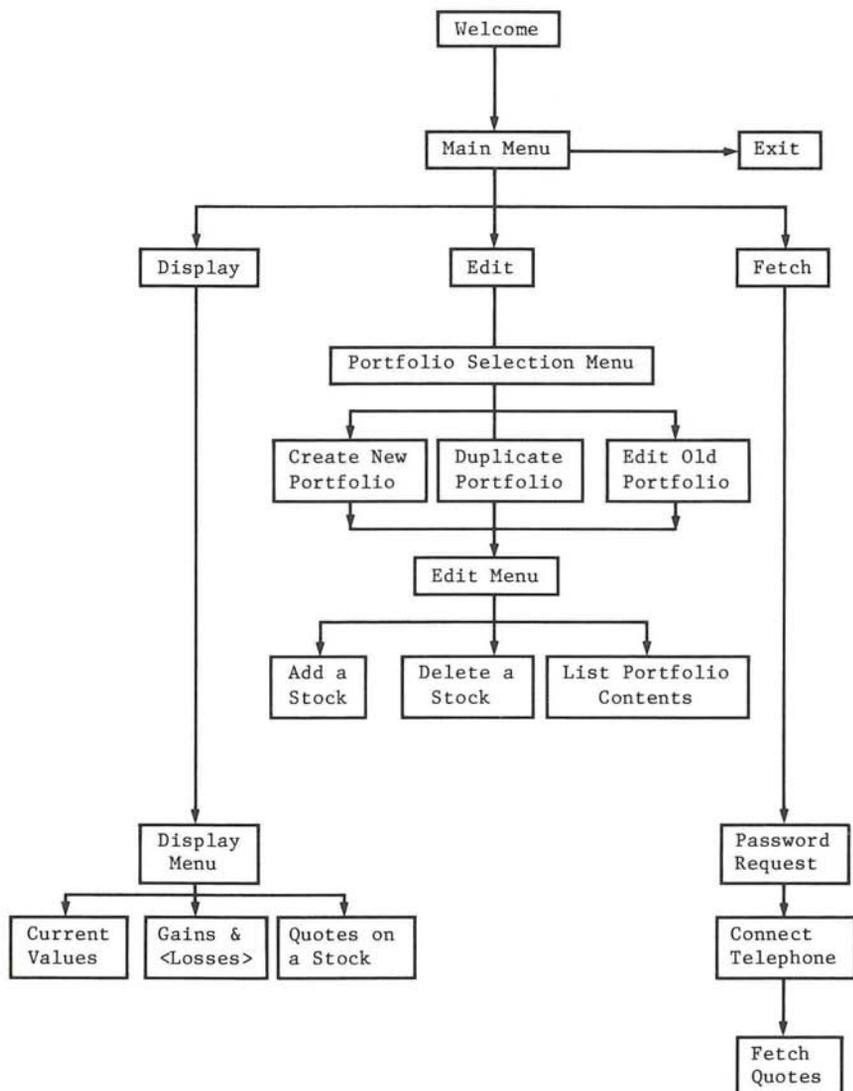
In some parts of the program you will be asked to type information such as the name of a portfolio or a stock symbol. After you type such information, press the RETURN key to indicate your response is complete. In summary, press the RETURN key after each response.

The escape key, marked "ESC", always allows you to retrace your steps back through the program. The ESC key "backs up", usually to the last menu you used. Messages in the program will remind you about the ESC key.

The three Main Menu options (Display, Edit and Fetch) are covered in the following pages. Each is treated like a "chapter" in the table of contents for the manual. Each chapter discusses the various paths of action you can choose after selecting one of the three Main Menu options. To illustrate how the options work, sample portfolios named SAMPLE and JOHN DOE are included on the diskette, and will be used as examples.

The simplified block diagram shown below provides an overview of the program's structure. You may wish to refer to the diagram as you read the manual to help gain a clearer understanding of how you can move through the program's options.

Simplified Block Structure of the Portfolio Evaluator Program



Printer Options

You may want to print information about your portfolio onto paper when using the Portfolio Evaluator program. Once a printer is properly hooked up to the Apple II with its controller card in slot #1 then it's easy: program menus will tell you when printer options are available. If you have a printer, it's a good idea to turn it on when you turn the computer on.

Correcting Typing Errors

If you make a typing error when entering information, you may use the left-arrow key (on the right side of the keyboard) to delete the last character you typed. Each time the left-arrow key is pressed, the character immediately to the left of the cursor is erased.

Stopping the Program

There are several different ways to make the Portfolio Evaluator program stop doing whatever it is it's doing. In some cases, a choice on a menu will let you make such a change. In other cases, the program will tell you to press the space bar to continue.

The escape key can be used to back up through the program as a way to stop the program. If you press the ESC key at the Main Menu, the program will print the message

```
<<< PORTFOLIO EVALUATION COMPLETE >>>
```

then the program stops and the Applesoft prompt character,

```
]
```

will be displayed on the screen. To start the program again, reboot the diskette.

Recovering from Errors

Sometimes the program may receive input (perhaps over a faulty phone line) that causes it to "hang" -- the computer will no longer respond when you type on the keyboard. If you accidentally push the RESET key, the program will stop and either a] or a * will appear on the screen.

In either case, you will have to reboot the system to continue. The files on your diskette will be as they were after the program last saved them for you.

Deleting an Entire Portfolio

*** WARNING ***

Portfolios created by the Portfolio Evaluator program are automatically "LOCKed" so they won't be removed from the diskette by mistake. CAUTION: make sure there's no reason you'll ever again need a portfolio before deleting it as described below -- the process is not reversible.

To entirely and permanently remove a portfolio, say one named PORTLY, from a diskette, follow this procedure:

- 1) Exit the program by pressing the ESC key until the] appears.
- 2) Type
UNLOCK PORTLY
and press the RETURN key.
- 3) Type
DELETE PORTLY
and press the RETURN key.
- 4) Type
CATALOG
and press the RETURN key; the portfolio PORTLY should no longer be listed as being on the diskette.
- 5) Reboot the diskette to restart the program.

DISPLAY OR EVALUATE STOCKS

Choose option D from the Main Menu: the Display Module will be loaded from the diskette. This part of the Portfolio Evaluator program requests the name of a portfolio; the first thing you'll see is

<<< APPLE II PORTFOLIO DISPLAY >>>

TYPE PORTFOLIO NAME, PRESS RETURN

==>

PRESS ? THEN RETURN FOR CATALOG.

(PRESS ESC KEY TO EXIT TO MAIN MENU)

Accessing the CATALOG

If you don't remember the name of the portfolio you want, or if you've forgotten what portfolios are on the diskette you're using, just type the question mark (?) then press the RETURN key to see the CATALOG, the list of programs on the diskette. You'll also be offered a chance to see the CATALOG if you type a portfolio name and the program can't find that portfolio on the diskette.

If you've been doing the examples, the PORTFOLIO EVALUATOR diskette should be in the disk drive, and the message shown above should be on your screen. Press the ? then the RETURN key and you'll see this

DISK VOLUME 254

```
*A 013 HELLO
*I 043 APPLESOFT
*A 008 MENU
*A 007 MENU2
*A 037 EDIT
*A 013 LOGIN
*A 029 FETCH
*A 040 DISPLAY
*I 002 COM22.REM
*B 002 COM22.OBJ
*T 007 JOHN DOE
*T 007 SAMPLE
```

PRESS THE SPACE BAR TO CONTINUE.

Examine the CATALOG as long as you like. Notice that the two sample portfolios, SAMPLE and JOHN DOE, are preceded by the letter T, which indicates that portfolios are a special type of file called a text file. Any file that is a portfolio will be marked by a T in the CATALOG.

You may have T files on your diskette which are not portfolios.

Entering the name of such a file will give the Portfolio Evaluator program indigestion -- you'll see something like this printed over the material already on the screen:

```
REENTER
REENTER
REENTER
```

```
END OF DATA
BREAK IN 9285
]
```

You'll have to restart the program by rebooting.

If you enter the name of a file that is not a text file, you'll be told that the program was unable to locate the file -- the program treats all non-text files as if they're not on the diskette.

Display Menu

When you're though looking at the CATALOG, press the space bar and you'll again have a chance to name a portfolio. For this example, type
SAMPLE

then press the RETURN key, as instructed. The disk's IN USE light will come on as the program informs you that it is SEARCHING FOR PORTFOLIO. After several seconds you should see

```
<<< APPLE II PORTFOLIO DISPLAY >>>
```

SAMPLE

CURRENT VALUES DISPLAY.....TYPE C

GAINS AND LOSSES.....TYPE G

QUOTES ON A STOCK.....TYPE Q

PRINTER ON/OFF.....TYPE P

==>

TYPE OPTION, PRESS THE RETURN KEY.

(TO BACK UP, PRESS THE ESC KEY)

If you choose to press the ESC key at this point, the portfolio that was just read into your Apple II will effectively be unavailable (although it will, of course, still be on the diskette), and you'll get a chance to enter a different (or the same) portfolio name.

The first three menu options let you obtain different types of information about a portfolio stored on the diskette. Only a portfolio that has not been modified since quotations were fetched will "work" with these options. If you change material in a portfolio you must then fetch new quotes (see page 18) before you can display the portfolio information.

Often requested information won't all fit on your screen at once: the program will fill up the screen then display the message (SPACE BAR CONTINUES, ESC BACKS UP) at the bottom of the screen, and wait for you. If you press the space bar, the next chunk of information will appear on the screen. If you press the ESC key, you'll be returned to the Display Menu shown above.

If requested information isn't available for a stock (e.g., a stock in your portfolio isn't listed with Dow Jones), then NO DATA or simply a blank will be printed.

The last option in the Display Menu allows you to select the printer option, so that the information requested in the first three options will be printed on your printer. Each of the four options in the menu is discussed separately below, in order of their appearance in the menu.

Current Values Display

Option C on the Display Menu causes a table to be printed that tells you stock symbol, number of shares owned, purchase price, current price and current value. Calculation of the current value for a stock is based on the last bid, if that information is available; otherwise the closing bid is used.

The Current Values Display for the portfolio SAMPLE is shown below. A brief summary giving the total purchase value and total current value is displayed at the end of the table. After the entire table has been printed on your screen, a press of either the space bar or the ESC key returns you to the Display Menu.

<<< CURRENT VALUES >>>

SAMPLE

STATUS AS OF 03/12/79 11:07 EASTERN

| STOCK | #SHS | PURCHASE PRICE | CURRENT PRICE | CURRENT VALUE |
|----------------------|------|----------------|---------------|---------------|
| BA | 375 | 68 7/8 | 66 1/4 | 24843.75 |
| DEC | 200 | 50 3/8 | 50 1/2 | 10100.00 |
| DIS | 750 | 45 1/8 | 37 3/4 | 28312.50 |
| DJ | 200 | 37 3/4 | 35 1/2 | 7100.00 |
| DJ | 350 | 37 3/4 | 35 1/2 | 12425.00 |
| ED | 200 | 23 3/8 | 24 | 4800.00 |
| EK | 1000 | 65 1/2 | 61 3/8 | 61375.00 |
| F | 1250 | 45 1/2 | 42 5/8 | 53281.25 |
| GE | 1200 | 55 3/4 | 46 7/8 | 56250.00 |
| GM | 1000 | 63 1/2 | 55 5/8 | 55625.00 |
| GULF | 750 | 18 | 17 1/2 | 13125.00 |
| HLT | 1100 | 58 3/8 | 26 1/2 | 29150.00 |
| HUGH | 5000 | 22 1/4 | 21 1/4 | 106250.00 |
| HWP | 650 | 85 1/2 | 89 3/8 | 58093.75 |
| IBM | 500 | 296 1/2 | 307 3/8 | 153687.50 |
| INTC | 400 | 56 | 61 1/2 | 24600.00 |
| ITT | 1000 | 32 1/2 | 27 7/8 | 27875.00 |
| LVI | 160 | 35 3/4 | 45 1/2 | 7280.00 |
| MAT | 250 | 12 | 7 1/4 | 1812.50 |
| NAB | 500 | 25 3/4 | 24 3/4 | 12375.00 |
| NSM | 450 | 28 1/4 | 20 3/8 | 9168.75 |
| DAT | 375 | 25 7/8 | NO DATA | NO DATA |
| POST | 250 | 38 1/4 | NO DATA | NO DATA |
| PRD | 200 | 52 1/4 | 40 3/4 | 8150.00 |
| S | 500 | 23 7/8 | 20 1/4 | 10125.00 |
| TXN | 500 | 87 3/4 | 80 | 40000.00 |
| VAR | 300 | 18 1/2 | 17 | 5100.00 |
| XON | 2500 | 48 5/8 | 52 3/8 | 130937.50 |
| TOTAL PURCHASE VALUE | | | | 1042595.00 |
| TOTAL CURRENT VALUE | | | | 951842.50 |

Gains and <Losses>

Option G of the Display Menu shows you a table containing the stock symbol, number of shares, purchase date, gain or <loss> and term of each stock in the specified portfolio. Calculations are based on the latest information, indicated by the status of the portfolio shown in the third line of the display.

Here is the Gains and <Losses> table for the SAMPLE portfolio. The summary at the end of the table shows the total shares, short term gain or <loss>, long term gain or <loss> and total profit or <loss>.

GAINS AND <LOSSES>

SAMPLE

```
STATUS AS OF 03/12/79    11:07 EASTERN

STOCK  #SHS    PURCHASE    GAIN
        DATE    <LOSS>    TERM

  BA   375  08/19/76   <984.38>  LONG
  DEC   200  06/30/77    25.00   LONG
  DIS   750  07/12/78  <5531.25> SHORT
  DJ    200  03/21/76   <450.00>  LONG
  DJ    350  06/06/78   <787.50>  SHORT
  ED    200  09/07/77    125.00   LONG
  EK   1000  01/17/78  <4125.00>  LONG
  F    1250  03/16/78  <3593.75>  SHORT
  GE   1200  04/01/78  <10650.00> SHORT
  GM   1000  10/03/78  <7875.00>  SHORT
  GULF  750   02/14/78   <375.00>  LONG
  HLT  1100  09/09/76  <35062.50> LONG
  HUGH 5000  07/17/78  <5000.00> SHORT
  HWP   650  04/11/76   2518.75  LONG
  IBM   500  01/02/77   5437.50  LONG
  INTC  400  03/27/76   2200.00  LONG
  ITT  1000  03/17/76  <4625.00>  LONG
  LVI   160  10/16/77   1560.00  LONG
  MAT   250  10/31/75  <1187.50>  LONG
  NAB   500  07/15/75   <500.00>  LONG
  NSM   450  07/04/78  <3543.75>  SHORT
  OAT   375  07/11/75   NO DATA
  POST  250  07/16/75   NO DATA
  PRD   200  02/14/77  <2300.00>  LONG
  S     500  02/23/77  <1812.50>  LONG
  TXN   500  07/04/78  <3875.00>  SHORT
  VAR   300  04/11/76   <450.00>  LONG
  XDN  2500  10/17/77   9375.00  LONG

TOTAL SHARES                                21910
SHORT TERM GAIN <LOSS>                     <40856.25>
LONG TERM GAIN <LOSS>                       <30630.63>
TOTAL PROFIT <LOSS>                         <71486.88>
```

Quotes on a Stock

The Q option of the Display Menu prints the symbols for all the stocks in the specified portfolio, and then asks
QUOTE WHICH STOCK?

Type the symbol of the stock you're interested in, say DJ, then press the RETURN key (as usual) and you'll see

```
<<< APPLE II STOCK QUOTE >>>

      SAMPLE

STATUS AS OF 03/12/79   11:07 EASTERN
```

```
QUOTE WHICH STOCK?      DJ
```

```
BID/CLOSE:      35 1/4
```

```
ASK/OPEN:       35 1/2
```

```
HIGH:           35 1/2
```

```
LOW:            35 1/2
```

```
LAST:           35 1/2
```

```
VOL(100'S):      2
```

```
ANOTHER QUOTE?
```

Type Y for Yes, N for No (followed, as usual, by a press of the RETURN key) to indicate whether or not you want another quote. If you type N for No, the Display Menu will be redisplayed.

If you select the printer option (see below) to be used with the Q option, then the information you get is somewhat different: all the same information is presented for each stock in the portfolio. Two tables are used: the first table shows the bid/close, ask/open and volume of each stock. The second table gives the high, low, and last bids for each stock. When printing is complete, the Display Menu is again presented.

Printer On/Off

The P option on the Display Menu acts as a "flip flop" that enables/disables the printer. The first time you choose the option the printer is "enabled", and the message
PRINTER OPTION ENABLED
is displayed. If at this point you decide you don't want to use the printer after all, select the P option again: the printer will be disabled, and the above message erased.

Once the printer is enabled, the program waits for you to select another option. Any of the first three options will cause the information to be typed onto the printer. Unlike what happens on the screen, tables are printed on the printer without pause. After the printing is complete, the printer is automatically disabled and the Display Menu is again printed on your screen.

*** NOTE ***

Before selecting any option that involves the printer, make sure the printer is turned on. If the printer is off the system will wait, and the flashing message

PRINTER IS NOT READY

will appear. To continue, turn on the printer, making sure it's "on line" (see your printer manual). Printing should commence as expected -- if it doesn't, reboot the diskette.

EDIT OR CREATE PORTFOLIOS

The last section discussed the first option of the Main Menu; this section covers the second option, Edit. Press the ESC key until the Main Menu appears on the screen. Select option E from the Main Menu: the Edit Module will be loaded from the diskette, enabling you to build and change portfolios. The first thing you'll see is

```
<<< APPLE II PORTFOLIO.EDITOR >>>
```

PORTFOLIO SELECTION MENU

CREATE A NEW PORTFOLIO.....TYPE C

DUPLICATE A PORTFOLIO.....TYPE D

EDIT AN OLD PORTFOLIO.....TYPE E

==>

TYPE OPTION, PRESS THE RETURN KEY.

(PRESS ESC KEY TO EXIT TO MAIN MENU)

The Duplicate and Edit options will be discussed first, using the sample portfolios to illustrate how they work; the Create option is discussed on page 18.

Duplicate a Portfolio

Suppose you have a portfolio called BLUE CHIP that you update periodically. To keep track of when you update, you duplicate the file before each update, and give the duplicate portfolio a name that includes the revision date. If you edit the portfolio on January 12, February 17, March 2 and March 22 you'll have an historical series of portfolios named

```
BLUE CHIP JAN12
BLUE CHIP FEB17
BLUE CHIP MAR2
BLUE CHIP MAR22
```

It's a good idea to use the duplicate option to make a copy of a portfolio before you make changes to it.

Select option D from the Portfolio Selection Menu: a ">" will be printed beside choice D, then you'll see

```
OLD PORTFOLIO NAME?
```

and the program will wait for you to enter the name of the portfolio you wish to copy. Type

```
JOHN DOE
```

When the program finds the portfolio it will display

```
NEW PORTFOLIO NAME?
```

and wait for you to type in the new name, say

```
JOHN DOE 4/27/79
```

Once the name of the new duplicate portfolio is entered, the Edit Menu is displayed so that you can revise the duplicate portfolio if you wish to do so; the next section shows what the Edit Menu looks like explains how to use it.

When using the Duplicate option, you may change your mind while either portfolio name is being requested: press the RETURN key to select another option from the Portfolio Selection Menu. A press of the ESC key will take you back to the Main Menu.

(What happens if you name a portfolio that can't be found? Try typing BLUE CHIP and see. You should be offered a chance to see the CATALOG. On the screen your portfolio name will be displayed black on white, so if you've accidentally typed a space before or after the name it will appear as a white blank.)

Edit an Old Portfolio

If you select option E from the Portfolio Selection Menu, a ">" will be displayed beside the option, followed by the question

```
OLD PORTFOLIO NAME?
```

and then the program will wait for you to enter the name of the portfolio you wish to modify. (If you name a portfolio that can't be found you'll be offered a chance to look at the CATALOG.) Once the old portfolio is located, you should see what we'll refer to as the Edit Menu; it's shown on the next page ready to edit the portfolio JOHN DOE 4/27/79.

<<< APPLE II PORTFOLIO EDITOR >>>

JOHN DOE 4/27/79

ADD STOCKS TO PORTFOLIO.....TYPE A
DELETE STOCKS FROM PORTFOLIO....TYPE D
LIST PORTFOLIO STATUS.....TYPE L
PRINT PORTFOLIO STATUS.....TYPE P
TERMINATE EDITING SESSION.....TYPE T

==>

TYPE OPTION, PRESS THE RETURN KEY.

(TO BACK UP, PRESS THE ESC KEY)

You'll also see the Edit Menu automatically after using the Duplicate option or the Create option from the Portfolio Selection Menu. If you've been following the examples, then after duplicating the file JOHN DOE you should see the Edit Menu, as shown above. The options will be discussed in order in the sections that follow.

To illustrate how the editor works, let's modify JOHN DOE 4/27/79, a duplicate of the sample portfolio JOHN DOE. If you've been following the examples, your screen should look like the one above: the Edit Menu is shown ready to use with the portfolio JOHN DOE 4/27/79.

Add Stocks to Portfolio

The Edit Menu's option A allows you to add stocks. Select A and you should see this at the top of the screen:

<<< APPLE II PORTFOLIO EDITOR >>>

JOHN DOE 4/27/79

| STOCK SYMBOL | NUMBER SHARES | PURCHASE DATE | PURCHASE PRICE |
|-----------------|------------------|------------------|-------------------|
| ? | ----- | --/--/-- | ----- |

The flashing cursor shows where what you type will appear. You may use the left-arrow key to erase the last character you typed. Usually incorrect data will be rejected with a beep when you press the RETURN key to enter the item.

Each time you complete an item and press the RETURN key, the cursor will move to the next item. If you decide you want to change an earlier entry within the stock you're working on, press the ESC key to redo the last entry. (If you want to change an entry that is not in the stock you're now working with, you'll have to go back to the Edit Menu, choose the Delete option, then add the item correctly using the Add stocks option.)

We'll illustrate how to enter 200 shares of Dow Jones stock, bought 4/27/79 at 37 1/2 and 100 shares of GE on the same date at \$48.79 per share. Type

DJ

and press the RETURN key. The cursor moves to the NUMBER SHARES column, where the number 0 is displayed. Type

200

press the RETURN key, and the cursor displays a question mark in the PURCHASE DATE column.

The date of purchase of a stock must be entered in the form mm/dd/yy where mm is the month, dd the day, and yy the year. For this example, type 4/27/79

press RETURN, and the cursor will move to the PURCHASE PRICE column.

The purchase price may be entered in the usual dollar and cents form or fractional form. The program converts to the fractional form for you if you enter the data in dollars and cents. For this example, type

37 1/2

and press the RETURN key. Notice that the space after the dollars and before the fraction part is crucial: if you type 371/2 by mistake it will be interpreted as 3+71/2 or 38 1/2.

To enter the data for the GE stock, type these four entries, each followed by a press of the RETURN key:

GE

100

4/27/79

48.79

The screen should now look as shown on the next page. Note that the purchase price of \$48.79 per share is expressed as 48 51/64, the approximate fraction to a 64th.

<<< APPLE II PORTFOLIO EDITOR >>>

JOHN DOE 4/27/79

| STOCK SYMBOL | NUMBER SHARES | PURCHASE DATE | PURCHASE PRICE |
|-----------------|------------------|------------------|-------------------|
| DJ | 200 | 04/27/79 | 37 1/2 |
| GE | 100 | 04/27/79 | 48 51/64 |
| ? | ----- | --/--/-- | --- -- |

(USE <ESC> TO BACK UP OR EXIT TO MENU)

At this point, let's quit entering new stocks: a press of the ESC key takes you back to the Edit Menu. NOTE: the ESC key takes you back to the menu only when the cursor awaits a new stock symbol: when used while entering a stock, the ESC key backs you up one entry.

Delete Stocks From Portfolio

The D option of the Edit Menu allows you to delete stocks from the portfolio you're editing. Let's delete from JOHN DOE 4/27/79 those two stocks we just added. Select the D option and you should see

<<< APPLE II PORTFOLIO EDITOR >>>

JOHN DOE 4/27/79

| | | |
|-----|------|------|
| BA | DEC | DIS |
| DJ | DJ | ED |
| EK | F | FRDG |
| GE | GM | GULF |
| HLT | HUGH | HWP |
| IBM | INTC | ITT |
| LVI | MAT | NAB |
| NSM | OAT | POST |
| PRD | S | TXN |
| VAR | XDN | |

DELETE WHICH STOCK?

(TO BACK UP, PRESS THE ESC KEY)

To delete the Dow Jones stock, type
DJ
press the RETURN key, and you should see at the bottom of the screen

| STOCK SYMBOL | NUMBER SHARES | PURCHASE DATE | PURCHASE PRICE |
|-----------------|------------------|------------------|-------------------|
| DJ | 200 | 03/21/76 | 37 3/4 |

O. K. TO DELETE THIS ENTRY?

This was not the stock we just entered -- we're looking for 200 shares on 4/27/79 at 35 1/2 -- so type N for No and press the Return key. The program will offer each of the different DJ entries in turn; when the one we just added turns up, type Y for Yes, then press the RETURN key. The stock entry will be removed from the list shown on the screen. When editing is terminated, that particular DJ stock entry will not be saved in the edited portfolio.

Use the same procedure to delete the GE stock (100 shares on 4/27/79 at 48 51/64).

When you're through deleting stocks, press the ESC key to go back to the Edit Menu.

List Portfolio Status

The Edit Menu's L option generates a table on the screen showing the stock symbol, number of shares, purchase date, and purchase price for each stock in the portfolio you're working with -- i.e. the data entered under the Add-stocks option. The program prints out one screenful of information, then waits for you to press the space bar before continuing. The table terminates by printing the number of stocks in the portfolio; press the space bar to continue.

A press of the ESC key will take you back to the Edit Menu from any point in this option.

Print Portfolio Status

The P option in the Edit Menu does exactly the same as the L option, except that the table is printed without pauses onto the printer. When the table is complete, the Edit Menu is redisplayed on your screen.

If you select this option and the printer is not on, the flashing message PRINTER NOT READY will be displayed. Turn your printer on, put it "on-line" and you should be back in business. NOTE: if this doesn't work and you have to re-boot the diskette, then you'll lose the portfolio you were editing, since an edited portfolio is saved only when you terminate editing.

Terminate Editing Session

The T option in the Edit Menu usually saves the portfolio you've been working with on the diskette, then redisplayes the Portfolio Selection Menu. However, if you create a new portfolio (see next section) or edit an old one, and then choose the T option without making any changes, the unmodified portfolio will not be saved. On the other hand, a duplicate portfolio will be saved, even if you don't modify it before selecting the T option. The ESC key may also be used to terminate editing; the portfolio will be saved according to the above rules.

Create a New Portfolio

Option C on the Portfolio Selection Menu prints a ">" beside choice C in the menu, then displays
NEW PORTFOLIO NAME?

below the menu, and waits for you to give a name to your new portfolio. At this point, you may decide you don't want to create a new portfolio after all. To choose a different option from the Portfolio Selection Menu, press the RETURN key. To go back to the Main Menu, press the ESC key.

To specify a new portfolio, type a name that is a legal file name under DOS -- names that work must be less than 30 characters long, must not contain special characters, and must not start with a number. For details on what constitutes a legal name, see pages 16-17 in the DOS 3.2 manual.

Once the name of the new portfolio is entered, the Edit Menu is automatically displayed so that you can enter stocks into this empty portfolio. Note: if you do not enter any stocks into the empty portfolio then the portfolio will not be saved when you terminate editing.

FETCH CURRENT QUOTATIONS

The program options described to this point allow you to modify your portfolio without using telephone time -- which saves you money. But to fetch quotes, you'll need to use a telephone connected to your Apple II to "log in" to the Dow Jones News/Retrieval Service.

To "log in" (or "login" or "log-in" or "log on") to the Dow Jones News/Retrieval Service, you must provide information to the Dow Jones computer to let it know you are a legitimate user of the News/Retrieval Service. You need to have a password from Dow Jones and a local Dow Jones News/Retrieval Service access telephone number (listed in the Dow Jones News/Retrieval directory) in order to try out this part of the program.

To avoid wasting expensive telephone time, make sure all the necessary equipment is set up properly and turned on, and that needed information is near at hand before you try to log in. The appendix contains lists of the equipment and manuals that you'll need.

Logging In

Main Menu option F, Fetch Current Quotations, loads the "Login Module" into the computer, and then displays this message:

```
<<< APPLE II EVALUATOR LOGIN >>>
```

```
COMMUNICATION NETWORK LOG-IN
```

```
PLEASE TYPE YOUR PASSWORD
```

```
AND PRESS THE RETURN KEY
```

```
(PRESS ESC KEY TO EXIT TO MAIN MENU)
```

with a blinking cursor after the request to type your password. Type the password provided by Dow Jones: it won't show on the screen when you type it -- after all, what good is a password if it's not secret?

If the program doesn't recognize what you type, it'll flash the message INCORRECT PASSWORD.

on the screen for several seconds, and then ask again for you password. If this happens, try again: you may have made a typing error without realizing it, since what you type doesn't show on the screen.

If you don't have a password, press the ESC key to return to the Main Menu. You can try out other portions of the program, but without a password you can't access the stock quotes.

Once you've entered a valid password the message

<<< APPLE II EVALUATOR LOGIN >>>

COMMUNICATION NETWORK LOG-IN

PASSWORD ACCEPTABLE

DIAL YOUR LOCAL DOW JONES NUMBER
INSERT THE PHONE INTO THE MODEM
AND PRESS ANY KEY...

(PRESS ESC KEY TO CHANGE PASSWORD)

will appear, again followed by a blinking cursor.

Dial the number of your local Dow Jones News/Retrieval Service, then listen to the phone: you'll hear a high-pitched tone when the Dow Jones computer "answers". Place the phone in the modem, making sure the telephone cord is at the proper end of the modem (if you're not sure which way to put the telephone, consult your modem manual).

If all goes well, you'll soon see the message

<<< APPLE II EVALUATOR LOGIN >>>

COMMUNICATION NETWORK LOG-IN

PLEASE WAIT WHILE COMPUTER SIGNS ON

ATTEMPTING LOCAL CONNECTION

CONNECTION WITH TYMNET ESTABLISHED

CONNECTION WITH DOW JONES ESTABLISHED

ATTEMPTING PASSWORD LOGIN

PASSWORD ACCEPTED BY DOW JONES

LOGIN HAS BEEN SUCCESSFULLY COMPLETED

LOADING FETCH MODULE

The log in message is printed one line at a time as the Dow Jones time-sharing computer system confirms your password and authorizes your access to the information you want. This final part of the logging in procedure usually takes only a few seconds. The last message tells you that log in is complete and that you can expect to hear the diskette whirr as the next part of the program is loaded into your Apple II.

If you have trouble logging in to the Dow Jones computer, check that

- * the modem and its interface card are properly installed
- * the switches on the modem are properly set
- * the telephone seems to be working properly.

If weather is stormy, an unusual amount of "noise" on the telephone line can potentially cause a problem. If the Dow Jones computer or one of the host computers that connects you to the Dow Jones computer is not working properly, you may receive a message to that effect, or you may be unable to log in. If three or four tries at logging in are unsuccessful, hang up the phone, wait half an hour or so and try again.

If you forget to press a key after placing the phone in the modem the program will wait patiently for an indefinite period of time. If you take too much time placing the phone in the modem after the computer "answers", or if you wait too long to press a key after putting the phone in the modem, you'll be flashed the message

TIMEOUT

and told

PLEASE HANG UP AND PRESS ANY KEY...

It may take a minute or so before you receive a TIMEOUT message. Hang up the telephone, press any key except the RESET key, and you'll be requested to type your password again.

In some cases, the Dow Jones computer may cease sending you its high-pitched signal, but chances are your telephone line will still be engaged until you hang up your receiver.

When trying to log in, you may occasionally be told
BUFFER FULL

HANG UP AND PRESS ANY KEY..

This can happen if there's a lot of noise on the phone line or if the modem controller card is not in slot #2.

Fetching Quotes

Once you're officially logged in, the program automatically loads the Fetch Module and asks for a portfolio name. (To look at the CATALOG at this point, type the question mark, ?, then press the RETURN key.) Type SAMPLE then press the RETURN key. After a pause (usually only a few seconds' long, but sometimes more), the quotes will begin to appear on the screen, as shown on the next page.

<<< APPLE II EVALUATOR FETCH >>>

NOW FETCHING QUOTES FOR

SAMPLE

| | | |
|-----|----|-----|
| BA | 64 | 7/8 |
| DEC | 51 | |
| DIS | 37 | 3/8 |
| DJ | 35 | 1/2 |
| DJ | 35 | 1/2 |
| ED | 24 | 1/4 |
| EK | 61 | 3/8 |
| F | 43 | 1/4 |
| GE | 47 | 3/8 |

Eventually you'll see the message

ALL QUOTES HAVE BEEN FETCHED

and the disk will whirr as the information is written onto the disk. Next you'll be asked

FETCH ANOTHER PORTFOLIO?

If you type Y for Yes you'll be asked to type the portfolio name.

If you type N for No, the Main Menu will be loaded from the diskette and displayed. Next hang up the phone -- it's only needed when quotes are being fetched. If you wish to have the newly fetched quotations printed on paper at this point, make sure the printer is turned on, then

* from the Main Menu, select the Display option, D

* from the Display Menu, select the Printer On/Off option, P

* from the Display Menu, select the Current Values option, C

and you should be in business.

Under some circumstances, the program will be unable to access the Dow Jones computer after loading the portfolio, and at that point you'll get a timeout message. If you take more than 3-5 minutes to type in the portfolio name you'll also get a timeout message. Even though TIMEOUT is flashing on your screen, probably your phone line is still engaged, and your phone bill may be increasing as well: hang up.

The Dow Jones Portfolio Evaluator program is designed to use the Apple's capabilities for analysis without using costly telephone time. This "intelligent terminal" application relies on you to remember to hang up the phone when you're not fetching quotes.

APPENDIX: SETTING UP THE DOW JONES/ APPLE II SYSTEM

This appendix includes a list of the equipment and a list of the manuals that you'll need to use the Dow Jones Portfolio Evaluator program. You do not need to read all the manuals, but they should be on hand to answer questions that will arise in operating the equipment (e.g., how do you replace the paper in the printer?).

| <u>Equipment description</u> | <u>Comments</u> |
|--------------------------------|--|
| Apple II | Part number A2S0032. Minimum 32K of memory. |
| TV monitor | Part number A2M0005. Black and white. |
| Disk drive and Controller Card | Part number A2M0004. May be purchased separately. |
| Telephone | Requires standard receiver. |
| Modem IIA 2 and Interface Card | Part number A2M0017. May be purchased separately. Others available, see dealer. |
| Printer and Interface Card | Optional. Various are available. May be purchased separately. Consult your dealer. |

| <u>Manuals</u> | <u>Comments</u> |
|---|---|
| Dow Jones Series, Apple Portfolio Evaluator | This manual. |
| Apple II BASIC Programming Manual (Integer BASIC) | Part number A2L0005. Setting up the Apple II: pages 4-5. |
| Applesoft II BASIC Programming Reference Manual | Part number A2L0006. |
| DOS 3.2 Manual, Do's and Don'ts of DOS | Part number A2L0012. Setting up the drive: pages 2-7. Booting DOS: pages 11-12. File names: pages 16-17. |

Manuals

Comments

Communications Interface Card Manual Part number A2L00007.

Modem Manual

Printer Manual and Printer Interface Manual

Dow Jones News/Retrieval Directory Obtain from Apple dealer.

Here are the steps you'll need to take to put your system together:

- 1) If you have not already done so, you will have to sign a contract for the Dow Jones News/Retrieval Service and get your password at your Apple II dealer. When you receive your password you will also get a directory from your dealer that contains the telephone numbers for the Dow Jones service in all parts of the United States, as well as a listing of the current stock market symbols for the various exchanges covered by the service.
- 2) To set up your Apple II, follow the instructions on pages 4 and 5 of the Apple II BASIC Programming Manual. You do not need to attach the Game Controllers, although there is no harm in doing so. Your Apple II must have at least 32K of memory for you to use the Dow Jones Portfolio Evaluator.
- 3) To set up the disk drive with its interface card, follow the instructions on pages 2-7 of the DOS 3.2 Manual. The DOS manual expects to find the disk drive interface card in slot #6. You'll need to know how to "boot" DOS: see pages 11-12 of the DOS manual.
- 4) The modem connects the telephone to the communications interface card. To set up the modem with its interface card, follow the instructions that came with your modem. The interface card must be installed in slot #2 to work with the Dow Jones Evaluator program. The modem switches should be set to originate, full duplex and 300 baud. Before you try to use the modem be sure you know which way the telephone cord should go when you place the receiver into the modem.
- 5) To set up the printer (if you have one) with its interface card, follow the instructions that came with your printer. Install the interface card in slot #1. Various printers are available for the Apple II -- consult your dealer for information on interfacing printers. Most brands of printers made for use with computers can be used with the Apple II.

Your Apple II is now ready to run the entire Dow Jones Series of programs.

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