pfs:™

User's Manual

requires a 48K, 16 sector disk based
APPLE II system

Support Policy

To participate in Software Publishing's software support service you must fill out and return the Owner Registration Card.

Warranty: Software Publishing Corporation warrants that the PFS diskette is free from defects in material and workmanship assuming normal use for a period of ninety (90) days from date of purchase. During this period, if a defect occurs you may return your diskette to Software Publishing Corporation or its authorized dealer along with a dated proof of purchase where it will be replaced free of charge.

Back-up Copies: PFS owners may purchase a copy of the PFS program for back-up or archival purposes from Software Publishing Corporation by mailing in the Back-up Copy Certificate along with a check in the amount specified.

Program Updates: Software Publishing will notify you of all PFS updates. These new versions may be obtained from Software Publishing Corporation or its participating dealer by returning your current diskette along with a check in the amount specified in the notification letter.

Rev. E., August 1981

Software Publishing Corporation
2021 Landings Drive Mt. View, CA 94043

If you are filling out both cards, tear across the long perforation and drop cards into an envelope with your check.

pfs: OWNER REGISTRATION CARD

Please fill this card out and drop it in the mail. The information you send helps us determine who you are and what you need, so we can continue to provide quality software products that solve your problems. Thanks.

NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

WHERE DID YOU PURCHASE PFS: _____ WHEN: _____

COMPUTER MODEL: _____ DATE PURCHASED: _____ NO. OF DISK DRIVES: _____

LANGUAGES: _____ PRINTER (TYPE): _____ COLOR MONITOR:(Y/N)

BUSINESS OR PROFESSION: _____ POSITION: _____

HOW FAMILIAR ARE YOU WITH COMPUTERS: ☐ beginner ☐ intermediate ☐ expert

HOW DO YOU PLAN TO USE PFS: _____

HOW DID YOU HEAR ABOUT PFS: ☐ store ☐ ad in _____ ☐ referral _____

WHAT OTHER PRODUCTS WOULD YOU LIKE: _____

IS PFS THE PRIMARY APPLICATION FOR YOUR COMPUTER: (Y/N) 02:

To purchase a back-up copy, send this certificate along with a check for $15.00 (California residents add sales tax) to Software Publishing Corporation, 2021 Landings Drive, Mountain View, CA 94043. Remember we must also have your owner registration card on file.

pfs: BACK-UP COPY CERTIFICATE

This certificate grants the original purchaser the right to buy one (1) copy of the PFS program diskette for use as a back-up or archival copy.

The back-up diskette will be mailed to the address specified below (please print).

Name _____

Street _____

City _____ State _____ Zip _____

_____

original purchaser signature

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY CARD

FIRST CLASS PERMIT NO. 64 PALO ALTO, CA

POSTAGE WILL BE PAID BY ADDRESSEE

Software Publishing Corporation

2021 Landings Drive
Mountain View, CA 94043

preface

This manual explains how you can use the PFS computer program to help you organize and manage your information. It assumes you have the PFS package (including both the PFS program diskette and the blank data diskette) and a fully assembled, functioning APPLE II computer system. If you are unfamiliar with how to install your system, refer to the APPLE manuals or see your dealer.

The introduction describes PFS and tells you how to get started. Here you will learn that PFS has two primary functions—storing information and retrieving it. Chapters 1 through 3 cover the storage capabilities. Chapters 4 through 6 describe the retrieval capabilities. Each chapter has three parts: a description of the specific function, an example of how to use it, and a summary section. The best way to learn PFS is to first read through the description section, then follow along with the example. The summary section will reinforce what you have learned. When you have read through the entire manual and are familiar with how PFS works, you can use the summary sections at the end of each chapter for a quick reminder of the important features.

Appendix A lists all the messages it is possible to receive while using PFS, along with an explanation of what to do if you get one. Appendix B summarizes the special keys that are used to control PFS. Finally, there is a glossary to explain words that may not be familiar to you.

If you have not already done so, please take a moment to complete and mail the Owner Registration card. It enables us to provide service should your PFS program diskette become accidentally damaged, as well as to keep you informed about PFS and future products.

Program author: John Page

Manual author: Janelle Bedke

Table of Contents

Protecting Your Investment in PFS Data Files

PFS is designed to handle information that you will be using and updating on a frequent basis. During this process you will be investing your time in creating PFS files. To protect this investment, it is critical that you understand and practice information protection procedures. These include using the highest quality diskettes, creating back-up copies of your files, cleaning the diskette drive heads, and periodically printing a copy of your files.

All of this may sound complex if you are a beginning or intermediate computer user. If you are an expert, you know it is a necessity. The information protection procedures for PFS are really very straightforward and will not require much of your time. The important point is that you actually perform the procedures. Here are our recommendations:

Diskette Supplier:

We recommend DYSAN.

Diskette Wear/Care:

A quality diskette like DYSAN will last for at least 200 hours of actual use (diskette drive light is on). Generally diskettes fail due to improper handling or system problems long before they wear out. For proper handling procedures, read the instructions on the back of the diskette envelope. A diskette should be removed from the drive only when the in-use light is off and the PFS Menu is displayed.

Diskette Back-up:

Chapter 3 of the PFS manual contains instructions on creating duplicate copies of your files. A complete diskette copy takes 5 minutes. You must have two drives. Back-up frequently. If you are using PFS throughout the day, back-up nightly at a minimum. If PFS reports an I/O ERROR, first make a second copy of your back-up then use the back-up diskette. Do not use the original diskette again—it is in error. If I/O ERROR persists take the drive and controller to your dealer for testing and cleaning.

Printer Copies:

Chapter 5 of the PFS manual contains instructions on printing a copy of your file. It is a good idea to get a permanent record from time to time.

Introduction

What is PFS?

PFS is a computer program that you can use to store and retrieve the information you deal with every day. It was designed to work with all kinds of information—about people, places, objects, ideas, events. This versatility makes it useful in a wide range of applications (business, professional environments, home, education). PFS was also designed to be easy to use. It adapts to the way you work, rather than the other way around. As you use PFS, you will find that it is very natural—most times you won't even need the manual to determine how to do what you want to do.

Think of how you organize your information today. It is probably stored either as a set of forms in a filing cabinet/card catalog or randomly strewn about as different bits and pieces of paper. To retrieve something, you must manually thumb through the information. The physical order in which the information is stored restricts how you can find things (in other words, if you have filed your inventory information according to part number, it is hard to find something if all you know about it is the part name). Maintaining order is cumbersome and finding things can be time consuming and sometimes not worth the trouble.

With PFS, your information is organized and stored more efficiently than any manual system, and you have easy access to any information you want. Not only is retrieval faster and more reliable, you are no longer limited by the order in which the information is stored (even if you originally entered inventory information by part number, PFS lets you ask for a part by name, or vendor, or both).

PFS operates on the principle that *inform*ation is kept, as the word itself implies, *in forms*. A form can have as much or little structure as you wish—you are the one who determines what it looks like. Using the computer keyboard and screen, you design the form you want, then save it in a file on a diskette.

Here are just a few examples of forms you can design:

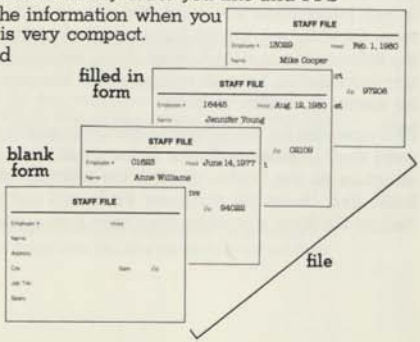
Phone Messages

Recipes

Patient Records

After you have designed the blank form, you can recall it to the screen, fill it out, then store the filled-in form back on the diskette file. You can enter data in any order you like and PFS will take care of finding the information when you need it. Diskette storage is very compact. A single diskette can hold approximately 1000 one-page forms (see Appendix C).

PFS File



Once you have your information stored in the diskette file, you can retrieve it in a variety of different ways. This time you use the blank form to indicate what you want to find. You fill in the form with retrieve specifications. You can ask for all items that exactly match a given set of characters:

"find all the phone messages for Jeff Stribling"

or all items that contain a certain set of characters:

"find all recipes that include buttermilk somewhere in the ingredients"

If the item is a number, the request can be for all items less than, greater than, or equal to a given number:

"find all patients over 65"

PFS allows you to enter a retrieve specification for every item in the form. Only those forms meeting all the specifications will be found. This feature gives you access to complex interrelationships between different items of information:

"find all patients over 65 who live in Palo Alto and suffer from arthritis"

The requested forms can be displayed on the screen for quick viewing (and updating, if you wish) or printed for a more permanent record. You can print the entire form or selected portions of it, formatted to your specifications (this can be used to generate mailing labels).

What is PFS? It is a program that turns your computer into a personal filing system. It is powerful, yet simple to use. Your information is organized and made available to you at the touch of a finger. With PFS you don't spend your time looking for information, you spend it using information.

What do I need to use it?

To use PFS you need:

- an APPLE II computer system
  - — an APPLE II or APPLE II PLUS with 48K memory
  - — a video monitor or standard TV set, properly connected to the APPLE computer
  - — a Disk II drive and controller, updated for 16 sector operation,* and plugged into slot 6, Drive 1
- the PFS package
  - — the PFS program diskette
  - — the blank data diskette

In addition, to take full advantage of all the PFS features, the following optional equipment is recommended:

*Updated for 16 sector operation simply means that PROMs P5 and P6 on the disk controller card have been changed to PROMs P5A and P6A. If you have the Language System installed, this has already been done. If not, you can get a DOS 3.3 kit from your dealer.

— a second Disk II drive, connected as Drive 2 (this allows you to make a duplicate copy of your information)
— a printer, with its controller card plugged into slot 1 (this allows you to get a permanent record of your information)
— additional blank diskettes (these are used to store your information)

How do I get started?

It's easy...

Step 1. Make sure your video monitor or TV set is turned on, and your APPLE computer is turned off.

Step 2. Insert the PFS program diskette into Drive 1. To do this, first open the drive door by pulling outward on its bottom edge. (As you remove the PFS program diskette from its envelope, take a moment to read the precautions on the back of the envelope. Improper care could cause you to lose information.) Slip the diskette into the slot

with the label upwards, as shown. The oval cutout in the diskette jacket should enter the drive first. The label should enter the drive last. Gently push the diskette until it is entirely inside the drive. Then close the drive door by pushing it down.

Step 3. Turn on your APPLE computer. The red in-use light on the disk drive will come on and you will be able to hear the drive as it loads the PFS program. (This takes approximately 30 seconds.) When it is finished, the in-use light will go off and PFS is ready to use. You should see the PFS Menu appear on the screen.**

If you do not see the PFS Menu, you probably have an earlier version of the APPLE II computer which does not have the AUTOSTART ROM. To load PFS, press the following keys: **RESET, 6, CTRL P, RETURN.

Step 4. Gently remove the PFS program diskette from the drive and put it back in its envelope. You shouldn't need it again until the next time you turn the power on.

Before you begin to use PFS, take a look at the keyboard. There are three keys you should be familiar with:

CTRL This key, like **SHIFT**, is used in conjunction with other keys. It is used to control PFS. For example, when you see the following symbol **CTRL C** it means—press **CTRL** and while holding it down, press **C**. (Specific control keys will be described in the following chapters.)

ESC At any point while you are using PFS, you can press **ESC** and escape back to the PFS Menu. Whenever the PFS Menu is displayed, PFS is ready to accept a new request from you.

RESET **THIS KEY SHOULD NEVER BE PRESSED WHILE YOU ARE USING PFS.** If you accidentally press it, the computer will try to reset itself by loading the PFS program from the diskette in Drive 1. You may lose some of the information you were entering.

What is the PFS Menu?

You will see the PFS Menu when you first load PFS and whenever you press **ESC**. This is what you use to select which function you want PFS to perform. The menu consists of a numbered list of the PFS functions, along with two items that you need to fill in:

SELECTION NUMBER: This is simply the number corresponding to the function you want performed (1 selects CREATE FILE, 5 selects PRINT). Each time the PFS Menu appears, this item will be cleared, indicating PFS is ready for you to enter a new selection.

FILE NAME: This is the name of the information file you are going to use. You initially give a file a name when you create it (see Chapter 1). Since it is possible to have several diskette files (one for STOCK, one for CLIENTS, one for VENDORS, etc.) you need to indicate which one you want to use by typing the appropriate name here. Once you enter a name, it remains here until you change it.

The following keys are helpful when filling in the items:

tab. This positions the cursor back and forth between the two items, which lets you quickly fill in both pieces of information.

backspace. This moves the cursor back one character to allow you to correct any mistakes. To correct an error, simply position the cursor to the character that is wrong, and type over it. Pressing the space bar will remove any unwanted characters.

When both items contain the desired information, you are ready to start the function you selected. The following control key accomplishes this:

continue. PFS will begin to perform the selected function. For a description of how to use each function, refer to the chapter corresponding to the function number.

To use PFS, you should first select the CREATE FILE function (Chapter 1); then select the ADD FORM function (Chapter 2). With these two functions you store your information in forms on a diskette file. Once this is done, you can retrieve that information in a variety of different ways. You can SEARCH for any form and update it if you wish (Chapter 4); you can PRINT any form (Chapter 5); and you can REMOVE any form from the file (Chapter 6). Before selecting any retrieve functions, it is a good idea to make a duplicate copy of the information on the diskette file just in case something should happen to the original diskette. You can make a duplicate copy by selecting the COPY FILE function (Chapter 3).

Warning

Your data diskette should not be removed from the system unless the PFS Menu is displayed on the screen. Removing it at other times may leave the file structurally damaged.

SUMMARY

- PFS is a computer program that helps you store and retrieve information in a way that is fast, reliable and compact.

- To take full advantage of the capabilities of PFS, you should have an APPLE II computer system with 48K memory, a dual disk drive (updated for 16 sector operation), and a printer.

- ESC always returns to the PFS Menu.

- CTRL C indicates that PFS is to continue with its operation.

- RESET should never be pressed while using PFS.

1: CREATE FILE

Getting ready to store information (designing a blank form)

PFS stores information in files. A file is a diskette storage area where all information of the same type is kept. Each diskette holds one file. A file has a name, and initially contains a blank form that describes the items of information that are to be stored. (Later the file will also hold all the filled-in forms of information.) With the CREATE FILE function, you provide a place to store your information. You do this by selecting a diskette to hold this file, giving the file a name, and designing a blank form that is stored in the file. Once the file has been created, you can refer to it by name and use the blank form to store and retrieve information from the file.

To select the CREATE FILE function:

SELECTION NUMBER: this item should contain **1**.

FILE NAME: this item should contain the name you are giving to the file. A file name must have eight or fewer characters.

Every file you create should be given a unique name. If PFS encounters two diskettes with the same name, it is unable to distinguish one from the other.

Make sure you have a blank diskette (or one with information you no longer need) in Drive 1.

CTRL **C** indicates PFS is to continue.

The following screen should appear:

Creating a file involves preparing a diskette by erasing it clean and writing the new name on it. Make sure the diskette in Drive 1 is the one you want to use. Whatever previous information was stored on it will be gone when CREATE FILE is finished.

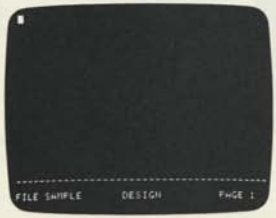
For each file you create you will need a separate diskette.

You have two choices here. If you decide you do not want to create a file now (you might have mistyped the selection number), you can escape to the PFS Menu. Otherwise you can continue with the CREATE FILE function:

ESC — **escape.** The PFS Menu will appear. Nothing happened to the diskette. PFS is ready to accept another function selection.

CTRL **C** — **continue.** PFS will erase the contents of the diskette in Drive 1 and write the new file name on it. (This can take up to 1 minute.)

If you continued, you should see this screen:



PFS uses a message area at the bottom of the screen to tell you:

FILE—which file you are creating.

DESIGN—what information PFS is expecting you to enter (in this case, blank form DESIGN).

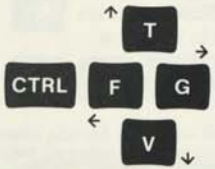
PAGE—which page number of the form you are on.

You are now ready to design a blank form. A form is made up of items that are to be filled in. Each item has a name, which is terminated by a colon (:). It is followed by an area where information is to be entered. First you determine what items you need to describe your information. Then you use the keyboard and screen to create an image of the form you want.

As you are designing your form, there are a couple of points to keep in mind:

- This blank form will be used for both storing and retrieving information. When you use it to retrieve something, the specification may actually occupy more character positions than the data itself. An item named **PAGE:** may only store a maximum of 3 digits, but if you design your form with only 3 spaces following **PAGE:** you will not be able to ask for all pages less than 100 (**PAGE:** <100). It is a good idea to leave plenty of space for each item.
- When you are ready to retrieve information, PFS lets you enter a retrieve specification in any item of the form. Internally, PFS treats the first item of the form slightly differently. When it is searching for the first item, PFS is able to go directly to the desired form on the diskette file. For other items in the form, PFS searches through each form in the file, which takes longer. Therefore, it is a good idea to make the first item in your form the one you will look for most frequently. This will provide the fastest possible retrieval.

The following keys allow you to move the cursor around the screen so you can enter item names where you like:



the first four keys form a cursor movement diamond

CTRL F — Move cursor left one character.

CTRL G — Move cursor right one character.

CTRL T — Move cursor up one line.

CTRL V — Move cursor down one line.

RETURN — Move cursor to the beginning of the next line.

Simply position the cursor wherever you want and type the desired item name. Terminate each item name with a colon. You can continue moving the cursor around the screen, making additions and corrections to your form until you have it looking just the way you want it. You can have a maximum of 50 items per screen.

The screen holds one page of the form. If you need more space, you can create up to 31 additional pages to a form. Then you can move back and forth between pages, like turning pages in a booklet, by using these control keys:

CTRL N — **next page.** This will bring up the next page of the form (in this case a blank page). You can continue to type more item names.

CTRL P — **previous page.** This will recall the previous page of the form to the screen. You can review it and make changes if you wish.

As you move through your multi-page form, the current page number is displayed in the message area at the bottom of the screen. An asterisk (*) appearing to the right of the page number indicates there are additional pages in that form.

If you want to erase a particular page of the form, this control key will do it:

CTRL E — **erase page.** The currently displayed page of the form will be erased. Other pages remain unchanged. (Pressing this control key does not remove the page, it simply turns it into a blank page).

When you are satisfied that the blank form has all the right items in the right places, you are ready to store it on the diskette file. To do this, press:

CTRL C — **continue.** PFS will store the blank form on the diskette file and return to the PFS Menu. PFS is now ready to accept another function selection.

If at any time you want to terminate the CREATE FILE function, press:

ESC escape to the PFS Menu.

NOTE: The information on the diskette in Drive 1 has been erased. The form you were designing was not saved.

Example

Let's create a file. Assume that the file is to contain personnel information for everyone you have on your staff. The form you want to use looks like this:

NOTE: Since EMPLOYEE # is the item most frequently used in retrieving information, the form was designed with EMPLOYEE # as the first item. This will speed up the search process.

First make sure the PFS Menu is displayed (press **ESC** if necessary). Then press the following keys:

1 selects the CREATE FILE function

→ moves the cursor to the **FILE NAME:** item.

S **T** **A** **F** **F** gives the file its name—STAFF.

The screen should look like this:

Now press:

CTRL **C** continue. PFS begins the CREATE FILE function.

You should see the following message:

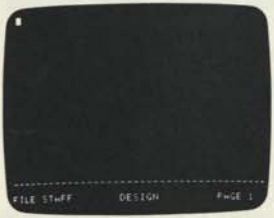
Insert the blank data diskette in Drive 1.

Press:

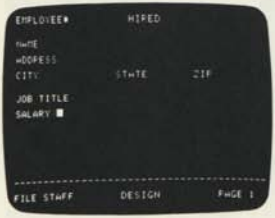
CTRL **C**

continue. You will be able to hear the disk drive as PFS erases the contents of the diskette and writes the file name **STAFF** on it.

The following screen should appear:



Now you are ready to design the form. Type the first item name. Remember to terminate it with a colon. Then use the cursor control keys to position the cursor to the beginning of the next item, and type it in. Continue moving the cursor and typing item names until the screen looks like this:



Press

CTRL C

continue. PFS saves the blank form on the diskette.

Your file is now created—the diskette in Drive 1 has been named STAFF and has the blank form you just designed saved on it.

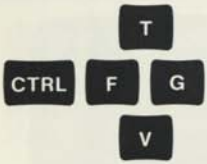
The PFS Menu appears:

Notice that the **SELECTION NUMBER:** has been cleared—PFS is ready to accept another function selection.

The **FILE NAME:** remains unchanged. PFS assumes you are working on this file until you enter a new name here.

SUMMARY

- The CREATE FILE function is used to give the file a name and design a form that describes the information you want to store in it.
- The file is created on the diskette in Drive 1.
- Each diskette holds one file.
- A file name must be eight or fewer characters long.
- Every diskette file should have a unique name.
- When designing a form, item names are terminated by a colon.



form the cursor movement diamond.

bring up the next and previous page of the form.

erases the current page.

stores the blank form on the diskette, then returns to the PFS Menu.

terminates the CREATE FILE function and returns to the PFS Menu.

2: ADD FORM

Storing Information (filling in forms)

Once you have created a file, you can store your information in it. With the ADD FORM function, you fill in the blank form with the information you want to keep, then add that filled-in form to the file. A diskette file can hold up to 1000 pages. (see Appendix C).

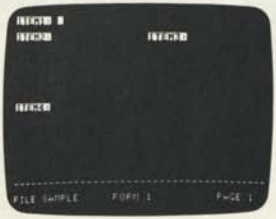
To select the ADD FORM function:

SELECTION NUMBER: this item should contain **2**.

FILE NAME: this item should contain the name of the file you want to add forms to. Enter the desired file name here and make sure that the diskette corresponding to the file name is inserted in a drive. If you leave this item blank, PFS will search the disk drives and use the first PFS file it finds.

CTRL C indicates PFS is to continue.

You should see the blank form from the file you requested appear on the screen:



The item names have been highlighted (black characters on white background) to easily distinguish them from the information that is to be entered. PFS has protected them so you cannot inadvertently write over and destroy them.

PFS uses the message area to tell you:

FILE—which file you are adding forms to.

FORM—which form you are adding to the file.

PAGE—which page number of the form you are on.

You are now ready to fill in the items with the desired information. The following control keys allow you to move the cursor so you can enter information where you want:

→ **tab.** Moves the cursor to the next item. It automatically leaves one space to make your information more readable. (If the cursor is in the last item on the page, this key moves it back to the beginning of the first item).

← **backspace.** Moves the cursor left one character. You can use this to correct typing errors.

CTRL G **cursor right.** Moves the cursor right one character. This allows you to space over a character without destroying it. (The space bar actually enters a space.)

NOTE: You cannot move the cursor into an item name. They are protected from accidental overwriting.

You can move through a multi-page form using these keys:

CTRL N **next page.** Brings up the next page of the form for you to fill in. If the last page of your form is displayed and you press **CTRL N**, another page with an item named **ATTACHMENT:** appears. You can continue to add attachment pages using **CTRL N** until you run out of room on the diskette.

This allows you to append information to any form. If you forgot to include some item when you originally designed the form, or simply need more room for this particular form, the information can be entered here.

CTRL P **previous page.** Returns the previous page of the form to the screen. You can review the information and make any changes you wish.

If you want to re-enter all the items on a particular page, you can erase the existing information with this key:

CTRL E **erase page.** This erases all the information entered on the current page. Information on other pages is unaffected. Note that the item names are not erased.

When you have entered all the information you want, you are ready to add this form to the diskette file. To do this, press:

CTRL C **continue.** The current form (all pages) will be stored on the diskette file. A new blank form will appear on the screen and you are ready to add another form. You can add forms in any order you like. PFS will take care of finding the desired information when you need it.

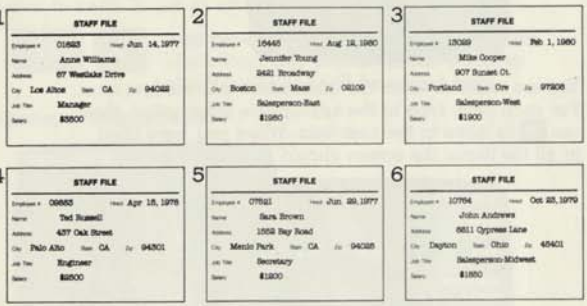
When you have finished saving your last form, press:

ESC **escape** to the PFS Menu. PFS is now ready to accept another function selection.

NOTE: You may press ESC at any time during the ADD FORM function, but if you do it before you have stored your form on the diskette file (using CTRL C), the information you entered into that form will not be saved.

Example

Let's add the following filled-in forms to the STAFF file:



First make sure the PFS Menu is displayed (press **ESC** if necessary). Then press the following key:

2 selects the ADD FORM function.

The screen should look like this:

Notice that the **FILE NAME:** is already correct and the STAFF diskette is still inserted in the drive.

Now press:

CTRL **C** continue. PFS begins the ADD FORM function.

You should see the STAFF blank form appear on the screen:

You are ready to enter the information into the first form. For each item, type in the appropriate information, then use → to move to the next item. When you have filled in all the items, the screen should look like this:

Press:

CTRL C **continue.** This form will be stored on the diskette.

The blank form reappears and you are ready to fill in the next form:

FORM 2—this indicates you are ready to add the second form.

After you have filled in the second form, the screen should look like this:

For this one particular form, you have some additional information to keep. To get an attachment page, press:

CTRL N **next page.** Since the original design of the blank form only contained one page, an attachment page will be added here.

The following screen appears:

Type in the additional information. The screen will then look like this:

Now press:

CTRL **C** **continue.** Both pages of FORM 2 will be stored on the diskette.

The blank form reappears with FORM 3 in the message area and you are ready to fill in the next form. Continue filling in the forms and storing them on the diskette (using **CTRL C**) until you have entered all six. After you have stored the last form, the screen should look like this:

FORM 7—this indicates you have stored 6 forms.

Press:

ESC **escape** to the PFS Menu.

The PFS Menu appears:

Notice that the **SELECTION NUMBER:** has been cleared—PFS is ready to accept another function selection.

SUMMARY

- The ADD FORM function is used to store information into your file.
- To enter the data, you fill in the blank form that you designed when you created the file.
- The item names are highlighted and protected from overwriting.
- → moves the cursor to the next item.
- CTRL N / CTRL P bring up the next and previous page of the form.
- CTRL E erases all the information entered on the current page but leaves the item names unchanged.
- CTRL C stores the filled-in form on the diskette file.
- ESC terminates the ADD FORM function and returns to the PFS Menu.

3 COPY FILE

Making duplicate copies

NOTE: To use this function you must have a second disk drive connected to your system. If you have only one disk drive, you may use Apple's DOS 3.3 COPYA program to make a copy of your PFS data diskette.

After you have designed your form and entered your information, it is a good idea to make a duplicate copy of the diskette.

The COPY FILE function has two options. One option lets you copy the entire diskette file, including both the blank form and all the filled-in forms. This gives you an exact duplicate of the original diskette. This should be kept in a safe place and can be used if anything should happen to the original diskette file.

The other option lets you copy just the blank form you designed. This lets you continue to add forms on a new diskette when the diskette you are currently using becomes full.

To select the COPY FILE function:

SELECTION NUMBER: this item should contain **3**.

FILE NAME: this item should contain the name of the file you want copied. If it does not, you need to enter the desired file name here. Make sure that the diskette containing the file you want copied is in Drive 2. A blank diskette (or one with information you no longer need) should be in Drive 1.

CTRL **C** indicates PFS is to continue.

The following screen should appear:

Copying a file involves destroying all information on the diskette in Drive 1. Make sure that the diskette in Drive 1 is the one you want to use. Whatever previous information was stored on it will be gone when COPY FILE is finished.

You have two choices here. If you decide you do not want to copy the file now (you might have mistyped the selection number), you can escape to the PFS Menu. Otherwise you can continue with the COPY FILE function:

ESC — **escape.** The PFS Menu will appear. Nothing happened to either diskette. PFS is ready to accept another function selection.

CTRL **C** — **continue.** PFS will ask for how much of the diskette you want to copy.

If you continued, you should see this screen:

SELECT OPTION (D OR F): this item specifies whether you want to copy the entire file or just the blank form design. The default is **F**—meaning the entire file. If you want to copy just the design, change this to **D**.

NEW FILE NAME: this item indicates what file name is to be given to the diskette in Drive 1. This file name must be different from the file name of the diskette in Drive 2, so that PFS can distinguish between them.

Remember that a file name must have eight or fewer characters.

When both items contain the desired information, press:

CTRL **C** — **continue.** PFS will copy the specified portions of the diskette file in Drive 2 onto the diskette in Drive 1. When the transfer is complete, it returns to the PFS Menu. PFS is now ready to accept another function selection.

If at any time you want to terminate the COPY FILE function, press:

ESC — **escape** to the PFS Menu.

NOTE: The diskette in Drive 1 will not contain a copy of the information from Drive 2.

Example

Let's make a duplicate copy of the STAFF file.
First make sure the PFS Menu is displayed (press **ESC** if necessary).

Then press the following key:

3 selects the COPY FILE function.

The screen should look like this:

Notice that the **FILE NAME:** is already correct. Insert the STAFF diskette in Drive 2.

Now press:

CTRL **C** **continue.** PFS begins the COPY FILE function.

You should see the following message:

Insert a diskette that can be over-written in Drive 1.

Press:

CTRL **C** **continue.** PFS asks for how much of the diskette you want to copy.

The following screen appears:

To select the desired copy options, press the following keys:

moves the cursor to the **NEW FILE NAME:** item. This leaves the default character **F** in the **SELECT OPTION (D OR F):** item, which indicates you want to copy the entire diskette file.

is the file name that will be given to the new diskette file created on Drive 1. Notice that it is different from the original file name **STAFF**.

Your copy options screen should look like this:

Press:

continue. PFS copies the file from the diskette in Drive 2 to the diskette in Drive 1. The new diskette file in Drive 1 is named **STAFF2**.

The PFS Menu appears:

Notice that the **SELECTION NUMBER:** has been cleared—PFS is ready to accept another function selection.

SUMMARY

- The COPY FILE function is used to copy some or all of your information from one diskette to another.
- To use this function you must have two disk drives.
- There are two copy options:

  F Copy the entire diskette file. This is used to make an exact duplicate of the original file for safe keeping.

  D Copy the blank form design. This is used to continue adding information on a new diskette when the original file becomes full.

- The new diskette file generated must have a name different from the original diskette file name.
- CTRL C copies the data from the diskette in Drive 2 to the diskette in Drive 1, then returns to the PFS Menu.
- ESC terminates the COPY FILE function and returns to the PFS Menu.

4: SEARCH

Finding information

After your information has been stored on a diskette file, you can use PFS to search through the file and find forms that are of interest to you. PFS can search for forms based on the contents of any page except attachment pages. With the SEARCH function, you indicate which forms you want by recalling the blank form from the diskette file and filling it in with information that describes what it is you want to find. The items you enter here are called retrieve specifications.

They can be divided into three categories:

1. Full item match

If you are looking for a specific item, the retrieve specification consists of the characters that exactly match the information in the item you wish to find. In determining whether or not there is a match, PFS uses the following rules:

- Spaces before the first character and after the last character are ignored.
- Multiple spaces within the items are treated as a single space.

For fastest possible retrieval, use a full item match in the first item of your form. With this, any form can be found in 3-5 seconds.

Example:

Assume you have a file containing phone messages and you want to find all messages for Jeff Stribling. The retrieve specification would look like this:

characters that exactly match **JEFF STRIBLING**.

The following items will match:

TO: □□**JEFF STRIBLING**□□□	leading and trailing spaces are ignored.
TO: JEFF□□**STRIBLING**	internal multiple spaces are treated as one.

These items will not match:

TO: MR. JEFF STRIBLING	the MR. does not match.
TO: JEFF STRIBLING JR.	the JR. does not match.
TO: JEFF	STRIBLING was not found.

2. Partial item match

If an item contains several pieces of information, you can isolate only those portions you are interested in. The retrieve specification consists of the characters you are interested in, preceded and/or followed by the special symbol .. (this symbol means ignore unwanted characters). PFS takes the characters preceding and/or following the special symbol .. and tries to find an occurrence of them anywhere within the item. (Multiple spaces are treated as a single space.)

Example 1:

Assume you still want to search through your message file for all messages for Jeff Stribling, but you don't know exactly how the name was entered each time. There are many ways you can do this.

Here are a few:

ignore all characters following JEFF.

These items will match:

TO: □□**JEFF**	leading spaces are ignored.
TO: JEFF STRIBLING	everything following JEFF is ignored.
TO: JEFFREY STRIBLING	
TO: JEFF WARNER	

This item will not match:

TO: MR. JEFF STRIBLING the MR. is not ignored.

ignore all characters before STRIBLING.

These items will match:

TO: MR. STRIBLING
TO: J. STRIBLING
TO: SARA STRIBLING

everything preceding STRIBLING is ignored.

This item will not match:

TO: JEFF STRIBLING JR. the JR. is not ignored.

ignore all characters before and after STRIBLING.

These items will match:

TO: MR. JEFF STRIBLING JR.
TO: JEFFREY□□STRIBLING
TO: TOM STRIBLING, JR.

Example 2:

Assume you want to find all messages that pertain to the European trip you are about to take. The retrieve specification would look like this:

The following messages would match:

MESSAGE: TRAVEL RESERVATION FOR TRIP TO **EUROPE** CONFIRMED.

MESSAGE: **EUROPE**AN SALES REP WILL MEET YOU AT THE AIRPORT.

3. Numeric item match

There are two ways to use numbers as information. One way is to use the number as a set of characters that identify an item (**PHONE #: (123) 456-7890, PART NUMBER: 14307, SOC SEC #: 123-45-6789**). In this case the number has no numeric value—one number is not typically thought of as larger or smaller than any other.

The other way is to use the number to represent a numeric value—something that has a meaning of larger or smaller associated with it (**QUANTITY: 36, COST: $15.95, AGE: 47**).

When the item is a number that represents a numeric value, you can look for all items less than, greater than, or equal to a given number. The retrieve specification consists of one of the special symbols (<,>, =) followed by the desired number. In determining the value of a number, PFS uses the following rules:

- All characters other than **-** , . , **0,1,2,3,4,5,6,7,8,9** are ignored.
- A minus sign (-) appearing before the first digit or after the last, makes the value negative. Multiple minus signs are ignored.
- If multiple decimal points (.) are encountered, all but the first is ignored.

Examples of numeric values:

Item	Value	
$1,706.22	**1706.22**	**$** and **,** are ignored.
13 MAY 1980	**131980**	**MAY** is ignored.
70-06-29	**700629**	to be negative, a minus sign must appear before the first digit or after the last. This is a convenient way for numerically representing dates.
20:45	**2045**	**:** is ignored. This is a convenient way for numerically representing time.
FIVE	**0**	letters are ignored. If no digits are found, the value is zero.

Example:

If you want to search through your message file for all messages from the phone number (123) 456-7890, you should **not** use the numeric item match. This is a case where, although the item is a number, it does not have a numeric value. You should use either the full or partial item match to look for this item.

Assuming you used the 24-hour representation for time, you can find all messages received in the morning. The retrieve specification looks like this:

the **:** is ignored when determining the value. All time values less than **1200** will be found.

You can enter a retrieve specification in as many items of the form as you wish. Only those forms meeting **all** the specifications will be found.

As each form is found, it is displayed on the screen. You can review it, make changes to it, print it, or remove it from the file. When you have finished with the current form, **CTRL C** calls up the next one that meets the retrieve specifications.

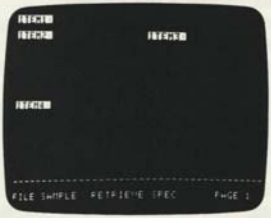
To select the SEARCH function:

SELECTION NUMBER: this item should contain **4**.

FILE NAME: this item should contain the name of the file you want to search through. Enter the desired file name here and make sure that the diskette corresponding to the file name is inserted in a drive. If you leave this item blank, PFS will search the disk drives and use the first PFS file it finds.

CTRL **C** indicates PFS is to continue.

You should see the blank form from the file you requested appear on the screen:



RETRIEVE SPEC—this indicates PFS is waiting for you to enter retrieve specifications.

You are now ready to indicate which forms you want to find. To do this, you fill in the blank form with the desired retrieve specifications. Any of the following types of retrieve specifications can be entered in any item of the form:

characters	stands for any characters
number	stands for any number

characters	search for all items that exactly match these **characters**.
.. characters	search for all items that end with **characters**. Ignore all information before **characters**.
characters ..	search for all items that begin with **characters**. Ignore all information after **characters**.
.. characters ..	search for all items that contain **characters**. Ignore all information before and after **characters**.

< **number**	search for all items less than **number**.
> **number**	search for all items greater than **number**.
= **number**	search for all items equal to **number**.

NOTE: If no retrieve specifications are entered, PFS will retrieve every form in the file.

See Chapter 2 for a description of the special control keys you can use when you are filling in a form.

When all retrieve specifications have been entered, you are ready to have PFS search through the file. To do this, press:

continue. PFS begins to look for the forms you requested.

The search starts with the most recent form added. While PFS is searching, the screen is blank except for the message area at the bottom. You can watch the form numbers change as PFS checks each form in the file. When a form is found, it is displayed on the screen. PFS pauses to allow you to do what you want with this form. You have the following choices:

Review — You can browse through the form, using **CTRL N** and **CTRL P** if you have multiple pages, to recall whatever information you want to see. When you are finished, press **CTRL C** and PFS will continue its search.

Update — You can make any changes to the information stored in the form. Simply position the cursor to the item you want to change, and enter the new information. When you are finished, press **CTRL C**. PFS will store the updated form on the diskette and continue its search.

Output — You can output this form (all pages) to the printer by pressing **CTRL O**. The form will be printed just as it appears on the screen. You can review or update the form if you wish. When you are finished, press **CTRL C** and PFS will continue its search.

NOTE: See Chapter 5 for a description of other PFS printing capabilities.

Remove You can remove this form (all pages) from the file by pressing **CTRL R**. Before the form is removed, the following screen appears:

If you decide you do not want this form removed (you might have pressed **CTRL R** by mistake), press **RETURN**. Otherwise press **CTRL C**.

PFS will then remove the form and continue its search.

NOTE: See Chapter 6 for a description of other PFS removal capabilities.

After the last form has been reviewed, the following message appears:

PFS indicates how many forms were found during this search.

Press:

CTRL **C** to return to the PFS Menu. PFS is now ready to accept another function selection.

If at any time you want to terminate the SEARCH function, press:

ESC **escape** to the PFS Menu.

NOTE: If you were in the process of updating a form when you pressed ESC, the following rule applies: changes made to the form are actually written on the diskette whenever the page disappears from the screen—whenever CTRL N, CTRL P, or CTRL C is pressed. If you made changes to the form but pressed ESC before that page disappeared, those updates will not be written on the diskette.

Example

Let's search through the STAFF file for anyone in sales earning more than $1850.

First make sure the PFS Menu is displayed (press **ESC** if necessary). Then press the following key:

4 selects the SEARCH function.

The screen should look like this:

Notice that the **FILE NAME:** is already correct and the STAFF diskette is still inserted in the drive.

Now press:

CTRL **C** continue. PFS begins the SEARCH function.

You should see the STAFF blank form appear on the screen:

You are ready to enter the retrieve specifications. There are two items you are interested in, **JOB TITLE:** and **SALARY:**. Press the following keys:

→ → → → → → →

moves the cursor to the **JOB TITLE:** item.

S A L E S . .

since you are interested in anyone in sales, you use the .. symbol to ignore any characters after the word SALES.

→ moves the cursor to the **SALARY:** item.

> $ 1 8 5 0

indicates you want all salaries greater than $1850. (The dollar sign is ignored when comparing numeric values.)

When you have finished entering the retrieve specifications, the screen should look like this:

Press:

CTRL C **continue.** PFS will begin searching for the desired forms.

The first form is found and displayed on the screen:

Assume there is an error in the date that this person was hired. It should be FEB 7, not FEB 1. You can update it here. Press the following keys:

position the cursor to the **HIRED:** item.

move the cursor over the **1** without destroying any of the existing characters.

change the date.

Now press:

this updated form will be stored on the STAFF file and PFS continues its search.

The next form is found and displayed:

The asterisk (*) indicates there are more pages in this form. To see the second page, press:

next page. PFS displays the second page of this form.

The screen looks like this:

Press:

CTRL C **continue.** PFS continues its search.

Now the screen looks like this:

Press:

CTRL C to return to the PFS Menu.

The PFS Menu appears:

Notice that the **SELECTION NUMBER:** has been cleared—PFS is ready to accept another function selection.

SUMMARY

- The SEARCH function is used to search through your file and display all forms that you are interested in.

- You indicate what information you want to find by filling in the blank form with retrieve specifications:

characters	full item match
.. characters	partial item match — ignore beginning
characters..	ignore end
.. characters..	ignore both
< number	numeric item match — less than
> number	greater than
= number	equal

- If no retrieve specifications are entered, every form in the file will be displayed.

- For fastest possible retrieval, use a full item match retrieve specification in the first item of your form. With this, any form can be found in 3-5 seconds.

- PFS can search for forms based on the contents of any page that is defined when the file was created.

- **CTRL** **O** outputs the currently displayed form to the printer.

- **CTRL** **R** removes the currently displayed form from the file.

- **CTRL** **C** indicates PFS is to continue with the SEARCH function.

- **ESC** terminates the SEARCH function and returns to the PFS Menu.

5 PRINT

Getting a printed copy

NOTE: To use this function you must have a printer connected to your system.

Sometimes it is desirable to have a paper copy of the information stored on your diskette file. PFS gives you the ability to print selected forms or portions of forms according to a format which you specify. With the PRINT function, you indicate which forms you are interested in, which items of the form you want, and how you want them printed. PFS then searches through the file, automatically printing all appropriate information. (If you want to see each form before it is printed, you should use the SEARCH function with the **CTRL O** option, where the entire form is printed just as it appears on the screen. See Chapter 4.)

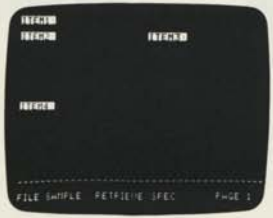
To select the PRINT function:

SELECTION NUMBER: this item should contain **5**.

FILE NAME: this item should contain the name of the file with the forms you want printed. Enter the desired file name here and make sure that the diskette corresponding to the file name is inserted in a drive. If you leave this item blank, PFS will search the disk drives and use the first PFS file it finds.

CTRL **C** indicates PFS is to continue.

You should see the blank form from the file you requested appear on the screen:



RETRIEVE SPEC—this indicates PFS is waiting for you to enter retrieve specifications.

You are now ready to indicate which forms you want to print. To do this, you first fill in the blank form with the desired retrieve specifications. (See Chapter 4 for a detailed description of retrieve specifications.) When all retrieve specifications have been entered, press:

CTRL C **continue.** PFS will ask for how you want the information printed.

The following screen should appear:

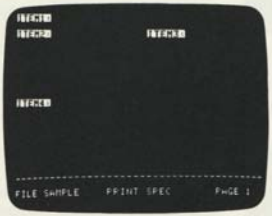
PRINT ITEM NAMES (Y/N)?: this item specifies whether or not the item names are to be printed along with the information. The default is **Y** meaning you want item names printed. If you do not want item names printed, change this to **N**.

LINES PER PAGE: this item determines the spacing between printed information. The default is **33** lines (half of a normal printer page), which will result in printing two full screen pages per printer page. If you want a different value, type the number of lines desired between the first line on the first page of printed information and the first line on the next.

When both items contain the desired information, press:

CTRL C **continue.** PFS will ask for which specific items you want printed.

The blank form should reappear:



PRINT SPEC—this time PFS is waiting for you to enter print specifications.

You are now ready to mark which items you want printed by filling in the blank form with print specifications. For each item you want printed, enter one of the following two characters:

X print this item, then advance the printer to the next line.

+ print this item, but do not advance the printer to the next line after printing it—skip 2 spaces instead. (This allows you to print more than one item per line.)

NOTE: If no print specifications are entered, the entire form is printed. Using the print options you selected earlier, the items are printed just as they appear on the screen.

Items are printed in the order in which they appear on the screen.

When all print specifications have been entered, press:

CTRL C **continue.** PFS will print all the information you requested.

NOTE: If nothing happens here, check to make sure the printer is turned on and the paper is properly loaded.

After the last form has been printed, the following message appears:

PFS indicates how many forms were printed.

Press:

CTRL C to return to the PFS Menu. PFS is now ready to accept another function selection.

If at any time you want to terminate the PRINT function, press:

ESC **escape** to the PFS Menu.

NOTE: If you pressed ESC while PFS was in the middle of printing a form, it will finish printing that form before returning to the PFS Menu.

Example

Let's use the PRINT function to generate mailing labels for everyone on your staff.

First make sure the PFS Menu is displayed (press **ESC** if necessary). Then press the following key:

5 selects the PRINT function.

The screen should look like this:

Notice that the **FILE NAME:** is already correct and the STAFF diskette is still inserted in the drive.

Now press:

CTRL **C** **continue.** PFS begins the PRINT function (see Printer Note, p. 5-8).

You should see the STAFF blank form appear on the screen:

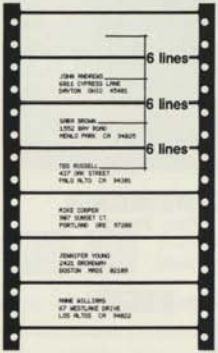
You are ready to enter the retrieve specifications. Since you want all employees in the file, you leave the form blank. Press:

CTRL **C** **continue.** PFS asks how you want the information printed.

The following screen appears:

Y and **33** are the default values.

At this point, you need to determine the spacing between the mailing labels and make sure the labels are properly inserted in the printer. (If you have questions about loading paper or mailing labels, refer to the printer manual or see your dealer.) To determine the proper spacing, count the number of lines between the top of one mailing label and the top of the next. This is the number you want to enter in the **LINES PER PAGE:** item.



For the mailing labels in this example, there are 6 lines from the start of one label to the start of the next.

To select the desired print options, press the following keys:

N writes over the **Y** and indicates that no item names are to be printed.

→ moves the cursor to the next item.

6 **SPACE** writes over the **33** and indicates that the spacing between the top of one mailing label and the top of the next is 6 lines.

Your print options screen should look like this:

Press:

CTRL	C	**continue.** PFS asks which items you want printed.

Now the STAFF blank form is back:

This time you want to select just the **NAME:** **ADDRESS:** **CITY:** **STATE:** and **ZIP:** items for printing. Press these keys:

→ →	moves the cursor to **NAME:** .
X	marks **NAME:** for printing.
→	moves the cursor to the next item.
X	marks **ADDRESS:** for printing.
→	moves the cursor to the next item.

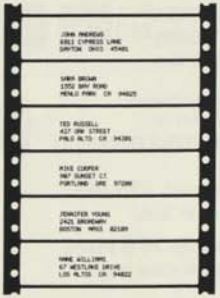
+	marks **CITY:** for printing, but does not advance the printer to the next line after printing.
→	moves the cursor to the next item.
+	marks **STATE:** for printing, but does not advance the printer to the next line after printing.
→	moves the cursor to the next item.
X	marks **ZIP:** for printing.

The screen should look like this:

Press:

CTRL C	**continue.** PFS will print all the desired mailing labels.

The mailing labels look like this:



When printing is complete, the screen looks like this:

Press:

CTRL **C** to return to the PFS Menu.

Notice that the **SELECTION NUMBER:** has been cleared. PFS is ready to accept another function selection.

Printer Note

PFS works with a variety of printers. The printer controller card must be compatible with the standard APPLE controller cards. (If you do not have an APPLE controller card, check with your dealer to make sure your printer will work.) Some printers automatically advance to the next line after printing; others do not. If you have a printer that does not automatically advance, all information will be over-printed on the same line. You can have PFS advance the printer to the next line by typing:

CTRL **L** PFS displays the message

SET FOR PRINTER WITHOUT AUTO-LINEFEED

From now on, whenever information is printed, PFS will automatically advance the printer to the next line.

NOTE: This may be typed anytime the PFS Menu is displayed. You must re-enter it each time you load PFS.

SUMMARY

- The PRINT function is used to copy some or all of your information to a printer.
- To use this function you must have a printer.
- You indicate which forms you want printed by filling out the blank form with retrieve specifications.
- You format the output by indicating whether or not you want item names printed and specifying how many lines you want from the top of one printed page to the top of the next.
- You mark which items are to be printed by filling out the blank form with print specifications:

  X print this item and advance the printer to the next line.

  + print this item but do not advance the printer to the next line—skip 2 spaces instead.

- If no print specifications are entered, the items are printed just as they appear on the screen.

- CTRL C indicates PFS is to continue with the PRINT function.
- CTRL L indicates PFS will advance the printer to the next line after printing.
- ESC terminates the PRINT function and returns to the PFS Menu.

6 REMOVE

Eliminating Unwanted Forms

Occasionally, information becomes obsolete. PFS gives you the ability to remove forms you are no longer interested in from your information file. With the REMOVE function, you indicate which forms you no longer want, then PFS searches through the file, automatically removing all appropriate forms. (If you want to see each form before it is removed, you should use the SEARCH function with the **CTRL R** option. See Chapter 4.)

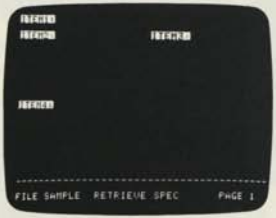
To select the REMOVE function:

SELECTION NUMBER: this item should contain **6**.

FILE NAME: this item should contain the name of the file you want to remove forms from. Enter the desired file name here and make sure that the diskette corresponding to the file name is inserted in a drive. If you leave this item blank, PFS will search the disk drives and use the first PFS file it finds.

CTRL **C** indicates PFS is to continue.

You should see the blank form from the file you requested appear on the screen:



RETRIEVE SPEC—this indicates PFS is waiting for you to enter retrieve specifications.

You are now ready to indicate which forms you want to remove from the file. To do this, you fill in the blank form with the desired retrieve specifications. (See Chapter 4 for

a detailed description of retrieve specifications.) When all retrieve specifications have been entered, press:

CTRL C **continue.**

Before the forms are removed, the following screen appears:

Removing a form involves erasing information from your diskette.

PFS makes sure you really want to do this before it continues.

You have two choices here. If you decide you do not want to remove the forms, you can escape to the PFS Menu. Otherwise, you can continue with the REMOVE function:

ESC **escape.** The PFS Menu will appear. No forms were removed. PFS is ready to accept another function selection.

CTRL C **continue.** PFS will remove all forms meeting the retrieve specifications you entered.

After the last form has been removed, the following message appears:

PFS indicates how many forms were removed.

Once a form is removed, its form number is never used again. However, the disk space occupied by the form is automatically re-used.

Press:

CTRL C to return to the PFS Menu. PFS is now ready to accept another function selection.

If at any time you want to terminate the REMOVE function, press:

ESC escape to the PFS Menu.

NOTE: If you pressed ESC while PFS was in the middle of removing a form, it will finish removing that form before returning to the PFS Menu.

Example

Let's assume you have shut down your midwest office and you want to remove all Ohio employees from your staff file.

First make sure the PFS Menu is displayed (press **ESC** if necessary). Then press the following key:

6 selects the REMOVE function.

The screen should look like this:

Notice that the **FILE NAME:** is already correct and the STAFF diskette is still inserted in the drive.

Now press

CTRL **C** continue. PFS begins the REMOVE function.

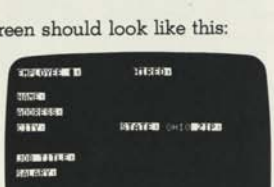
You should see the STAFF blank form appear on the screen:

You are ready to enter the retrieve specification in the **STATE:** item. Press:

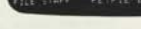
positions the cursor to the **STATE:** item.

identifies which employee forms you want to remove.

The screen should look like this:

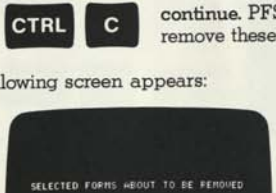


Press:



continue. PFS makes sure you really want to remove these forms.

The following screen appears:



Now press:

continue. PFS will remove all forms with **STATE:** OHIO.

The screen looks like this:

Press:

CTRL C to return to the PFS Menu.

The PFS Menu appears:

Notice that the **SELECTION NUMBER:** has been cleared—PFS is ready to accept another function selection.

SUMMARY

- The REMOVE function is used to remove any unwanted forms from your information file.
- You indicate which forms you want removed by filling out the blank form with retrieve specifications.
- CTRL C indicates PFS is to continue with the REMOVE function.
- ESC terminates the REMOVE function and returns to the PFS Menu.

Appendix A: MESSAGES

PFS messages are displayed whenever an error condition is encountered. Certain errors are the result of mistakes made when you enter information (filling in the PFS Menu items, the PRINT or COPY options, the retrieve specifications). These messages are displayed in the message area at the bottom of the screen:

When one of these errors is encountered, simply locate the message in the list below and follow the instructions in the **Corrective Action** column.

Other errors are the result of physical limitations or problems with certain elements of your computer system. These messages are displayed on a separate screen that looks like this:

When one of these errors is encountered, simply locate the message in the list below and follow the instructions in the **Corrective Action** column. To restore normal PFS operation, press **ESC**.

Following is the list of PFS messages, arranged in alphabetic order:

Message	Description	Corrective Action
CAN'T FIND FILE	A PFS data diskette with the name specified in the **FILE NAME:** item of the PFS Menu could not be found in Drive 1 or Drive 2.	Make sure the **FILE NAME:** item of the PFS Menu has the name of the file you want, and that the corresponding PFS data diskette is properly inserted in Drive 1 or Drive 2.
CAN'T FIND "file name" IN DRIVE 2	The COPY FILE function always copies the information from the diskette in Drive 2 to the diskette in Drive 1. PFS checked and found that the diskette in Drive 2 did not have the name specified in the **FILE NAME:** item of the PFS Menu.	Make sure the **FILE NAME:** item of the PFS Menu has the name of the file you want to copy, and that the corresponding diskette is properly inserted in Drive 2.
DISKETTE FULL	PFS attempted to write some information on a diskette and found that there was no room left.	If you have some unnecessary forms in the file, you can free up some space by removing them. Otherwise, you can use the COPY FILE function to copy the blank form design from the current diskette to a second diskette, then continue adding information to the new diskette file.
DISKETTE IS WRITE PROTECTED	PFS cannot use diskettes that are write protected. Even though you may be selecting only the retrieve functions, PFS uses certain areas of the diskette to store temporary information (it stores the retrieve specifications on the diskette).	Remove the write protect tab. To protect your information you can use the COPY FILE function to make a duplicate copy of your diskette file.

Message	Description	Corrective Action
ILLEGAL FILE NAME (TOO LONG)	The name specified in either the **FILE NAME:** item of the PFS Menu or the **NEW FILE NAME:** item of the COPY OPTIONS has too many characters. A file name must contain eight or fewer characters.	Re-enter a file name with eight or fewer characters.
INVALID COPY OPTION SELECTED	The character entered for the **SELECT OPTION (D OR F):** item of the COPY OPTIONS is incorrect. There are only two characters that will be accepted: **F** to copy the entire file. **D** to copy just the blank form design.	Re-enter either an **F** or a **D** for the **SELECT OPTION (D OR F):** item of the COPY OPTIONS.
INVALID SELECTION NUMBER, RE-ENTER	The number entered for the **SELECTION NUMBER:** item of the PFS Menu is invalid. The number must be 1,2,3,4,5, or 6.	Re-enter a number between 1 and 6 for the **SELECTION NUMBER:** item of the PFS Menu.
I/O ERROR	Some physical problem has been encountered with either the disk drive, the disk controller or the diskette. Some possible causes are: Disk drive door open.	 Close the door.

Message	Description	Corrective Action
	Malfunction	Do not use this diskette again. First, make a copy of your back-up diskette. Then use your back-up diskette and re-enter any necessary information. If I/O ERROR persists, take the disk to your dealer for testing.
NEW FILE MUST HAVE A DIFFERENT NAME	The **NEW FILE NAME:** item of the COPY OPTIONS contained the same name as the **FILE NAME:** item of the PFS Menu. When making a copy of a diskette file, the new diskette must be given a different name.	Re-enter a different file name in the **NEW FILE NAME:** item of the COPY OPTIONS.
NO FILE SPECIFIED	The **FILE NAME:** item of the PFS Menu was left blank. Every PFS function requires that a file name be present here.	Enter the file name of the diskette file you want to use.
NO MATCHING FORMS FOUND	Specifications given for retrieving a form do not match any existing forms in diskette file.	If necessary, enter the correct retrieve specifications. The message may not be an error.
NO NEW FILE NAME ENTERED	The **NEW FILE NAME:** item of the COPY OPTIONS was left blank.	Enter the name you want to give to the new copy of the file. Remember that it must be different from the original file name.

Message	Description	Corrective Action
NO PRINTER IN SYSTEM	A function requiring a printer was selected (either **SELECTION NUMBER: 5** in the PFS Menu or **CTRL O** during the SEARCH function) and there is no printer connected to the system.	If you have a printer, make sure the controller card and cables are connected properly. Refer to your printer manual or see your dealer to determine how to do this. If you do not have a printer, you cannot select functions that require one.
SEARCH LIST TOO LONG	The retrieve specifications will not fit in PFS's internal storage space.	Specify fewer requests in the retrieve specifications.
SET FOR PRINTER WITHOUT AUTO-LINEFEED	Printers that automatically advance will double space when **CTRL L** is used. Printers that do not have auto-linefeed will advance using **CTRL L**.	If you have accidentally pressed **CTRL L** and do not need it, you must re-load PFS (or get double spacing in your print-out).
CONTRACT 1992	All information is over-printed on the same line.	Return to the PFS Menu. Then press **CTRL L**. PFS will now advance the printer to the next line after printing.

Appendix B: SPECIAL CONTROL KEYS

Cursor Control	Meaning
CTRL F	**cursor left.** Move the cursor left one character.
CTRL G	**cursor right.** Move the cursor right one character.
CTRL T	**cursor up.** Move the cursor up one line.
CTRL V	**cursor down.** Move the cursor down one line.
RETURN	**return.** Move the cursor to the beginning of the next line.
←	**backspace.** Move the cursor back one space.
→	**tab.** Move the cursor forward to the next item.

Form Control	Meaning
CTRL N	**next page.** Displays the next page of the form you are using.
CTRL P	**previous page.** Displays the preceding page of the form you are using.
CTRL E	**erase page.** When you are designing a form, it clears the entire screen; when you are entering information into a form, it clears all the items on the current page.
CTRL O	**output form.** Writes the currently displayed form (all pages) to the printer.

CTRL R	**remove form.** Removes the currently displayed form (all pages) from the file.

Printer Control	Meaning
CTRL L	**line advance.** PFS will advance the printer to the next line after printing.

PFS Control	Meaning
CTRL C	**continue.** Proceed with the selected function.
ESC	**escape.** Return to the PFS Menu. Here PFS is ready to accept a new function selection.

Out of Control	Meaning
RESET	NEVER USE THIS KEY!!! When this key is pressed, the computer tries to load the PFS program from the diskette in Drive 1. You may lose some of the information you were entering.

Appendix C: DISKETTE STORAGE CAPACITY

A PFS data diskette holds up to 1000 forms. The actual number is a function of how much data is entered in each form. The following rules can be used to more accurately estimate how many forms will fit on a diskette:

1. A PFS diskette is divided into blocks of 128-bytes (characters) per block. Some of these are used to store the blank form design, directory information and other internal PFS data structures. 1000 of these 128-byte blocks are used to store data.
2. Each page of every form uses at least one 128-byte block.
3. For every page, each item takes 5 bytes (PFS internal parameters) plus the number of data characters. Leading and trailing blanks are not stored. Embedded strings of 3 or more blanks are compressed to a 3 byte code. A blank item takes 6 bytes (5 for PFS parameters plus 1 blank data character).
   Example: **NAME:** **JEFF__STRIBLING_____1970**
   Length = 5+14+3+4 = 26 characters
4. As forms are updated and ATTACHMENT pages added, additional 128-byte blocks of diskette space are used. When a form is removed, the diskette space is automatically reclaimed.

To estimate how many forms will fit on a diskette:

a) For each page of your form, use Rule #3 to estimate the number of data characters per page, then divide that number by 128. (Round up to the next largest number.) This gives you the number of 128-byte blocks per page. Add the number of blocks for all pages of the form to give you the total number of blocks required.

b) Divide 1000 by the total number of blocks required.

The resulting number is the approximate number of forms you can fit on a diskette.

Glossary

cursor the blinking white square displayed on the screen. It indicates where the next character typed will appear.

diskette a removable magnetic recording media used to store information. Diskettes can contain programs (the PFS program diskette) or data (the blank diskette). Diskettes should be treated with care.

file a collection of forms that are of the same type. Physically, it is a diskette that contains the blank form you designed, along with all the forms that have been filled in with data.

form any combination of items in any order. You design a form, then use it to store and retrieve your information. Forms are kept in a file.

item the basic element of a form. An item consists of a name which is highlighted on the screen (black characters on white background), followed by an area where information is to be entered.

load the process of transferring a program from a diskette into the computer's memory where it can be initiated.

INDEX

S

T

U-W

SYMBOLS:

NOTES

NOTES

NOTES

NOTES

Also available through your dealer–

pfs:REPORT™

Once you have your information stored in the PFS diskette file, you can summarize it in a variety of ways.

You can specify totals, subtotals, counts, subcounts, averages, and subaverages on any column. You can also perform calculations and sort on the results.

You select items from your PFS diskette file and determine how you want them sorted. For example, PFS:REPORT will calculate subtotals, grand total, and balances.

"List revenues and expenses subtotaled by category and compute the balance."

*ST indicates subtotal

LEDGER BALANCE REPORT

CATEGORY	DESCRIPTION	DEBIT $	CREDIT $	BALANCE*
4000	BACK-UP SALES	685.00		685.00
	PRODUCT SALES	1,500.00		1,500.00
	TOTAL	2,185.00		2,185.00
4100	ADMIN EXP		175.00	-175.00
	OFFICE EXP		85.00	-85.00
	TOTAL		260.00	-260.00
	TOTAL	2,185.00	260.00	1,925.00

*BALANCE is defined as column 3–column 4.

Report specifications can include titles and headings. Specifications can be saved under a report name and used on a regular basis.

PFS:REPORT automatically formats the space between columns. Decimal points and commas are also automatically aligned.

Software Publishing Corporation

Software Publishing Corporation