CREATING A DATABASE

To begin:

A>Create <CR>

Select:
[X] Create a New Database

MOVING THE CURSOR

CTRL	F	Forward a Character
CTRL	B	Backward a Character
CTRL	N	Next Line
CTRL	P	Previous Line
CTRL	O	Open Line
CTRL	D	Delete Line

CTRL — I **Insert Field**
Cause a data field to be inserted
The choices are:
ALPHABETIC
ALPHANUMERIC
NUMERIC
STATUS

CTRL — T **Insert Template**
Causes a template to be inserted.
The choices are:
DATE
TIME
ADDRESS
PHONE
NAME
SOCIAL SECURITY NUMBER
MONEY

CTRL — S **Delete Field**
Deletes field or template

Perfect Filer™

PERFECT FILER™

ENTERING DATA

To begin:

A>filer <CR>

Select:
  [X] Access Individual Members
and [X] Add a New Member

Use carriage return <CR> to move down a menu selection. The backspace key moves up a menu selection.

MOVING THE CURSOR

CTRL — F Forward a Character

CTRL — B Backward a Character

CTRL — N Next Field/Line

CTRL — P Previous Field/Line

CTRL — E Enter Member Record
Enters record into database

CTRL — T Insert Date
Enters current date into date field

CTRL — C Copy Field
Copies field from previously entered record

CTRL — S Serial Number
Inserts the next serial number to be entered.

CTRL — W Write Member Record
Prints the record being displayed.

CTRL — O Find Other Member
Finds other record having the same member ID.

SYSTEM WIDE COMMANDS

ESC
• "Back up" or "escape" to a previous level. Use this when a command procedure has been completed.
• Also used to Quit or Exit.

SPACE BAR
• Use to Erase Characters.
• Also use to clear "Status" field.

CTRL — L
• Redraw Screen.

FORM LETTERS

To begin:

Create the form letter with Perfect Writer. Use "angle brackets" < > to enclose data field tag to be inserted. For example:

< NAME >
< ADDRESS >

These fields would be printed for each record.

Select:

[X] Generate Mail

Then supply the filename of the form letter.

REPORTS AND LISTS

To begin:

Select:
[X] Define List Format

Construct a List Format for the particular list or report. This option can be used to design formats for:

    Invoices
    Checks
    Sales Reports
    Purchase Orders

To print the List:

Select:
[X] Generate List/Report

Then select the desired list format.

SUBSETS

To begin:

Select:
[X] Define a Subset
[X] Define Primary Selection Criteria

With the Empty Data Record displayed, move the cursor to the data field to select from.

CTRL — R Relational Operation

  [ ] Equal   [ ] Not Equal
  [ ] Greater Than   [ ] Less Than
  [ ] Greater Than or Equal [ ] Less Than or Equal

CTRL — U Update

Causes the data entered field to be compared with "Today's Date" for purposes of selecting records entered recently.