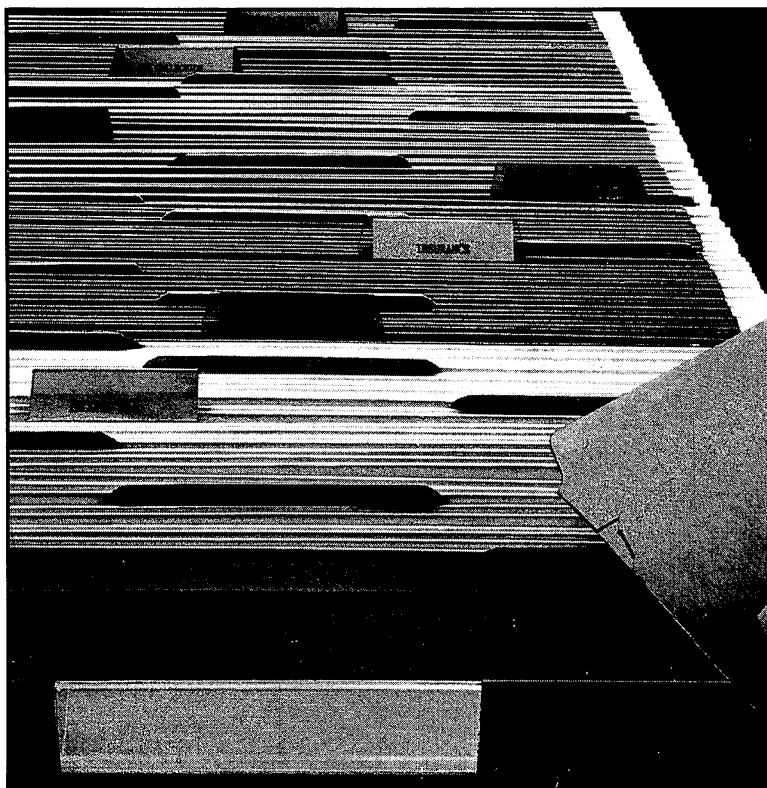


GEOFILE™

DATA FILING SYSTEM FOR USE WITH GEOS™



FOR THE COMMODORE 64, 64C, AND 128 COMPUTERS

B E R L E Y
Softworks

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**GEOFILE
USER'S MANUAL**



2150 Shattuck Avenue
Berkeley, California 94704



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CHAPTER 1

INTRODUCTION TO GEOFILE?

WHAT IS GEOFILE?

geoFile is the GEOS (Graphic Environment Operating System), based filing and data-base program. A data-base is a way to organize large, or small amounts of information in such a manner that retrieving and sorting the information you want is easy, efficient, fast, and reliable.

With geoFile you can store, recall, and analyse all kinds of information, from client records and invoices, to inventory lists and investments. You can even keep track of your recipes, or a stamp collection making geoFile perfect for your information handling needs, either at home, or in your business. And because geoFile is GEOS compatible, you will be using the same easy to learn and use graphic environment that you are already familiar with.

geoFile is very flexible. The program stores and organizes information in "forms" that you design anyway you want right on the display screen. Once you design your form, simply fill in the blanks. One "Master" form contains all of the information that you want to store in your data-base. You can also create up to 15 "sub layouts" that can contain selected portions of your "Master" form, that you can then easily view or print out. No matter how you design these sub layouts, or how many of them you have, you will not affect your original form design, or how geoFile stores and handles the information in your data-base.

Finally, updating, or changing information stored in geoFile is fast and easy. After learning a few simple commands you will be able to use geoFile to sort through, retrieve and change, if you wish, any or all of the pieces of information you have stored in your geoFile forms.

USE GEOFILE WITH OTHER GEOS BASED PROGRAMS

Since geoFile is GEOS compatible, you can use it with other GEOS based programs.

geoWrite

Create a Text Scrap from the data in your geoFile data-base, and paste it into a geoWrite document.

geoPaint

Paste a graphic that you created with geoPaint into a field in your geoFile data-base.

geoMerge

You can create form letters using the data contained in your geoFile forms. geoFile can create a geoWrite document using the data in your data-base. You can then use this document as your Merge Data File. Chapter 10 of this manual tells you how to use Merge Data Files with the geoMerge program to create forms letters and other programmed text documents.

geoCalc

To carry out complex calculations and analysis on the data in your geoFile forms, you can copy that data into the geoCalc application program. You can create a Text Scrap from the data in your geoFile forms that you can paste into a geoCalc spreadsheet.

NOTE: See Appendix C for more information on how to use geoFile with other GEOS based applications

Combining geoFile with these other GEOS based applications can greatly increase the utility and versatility of geoFile. This manual includes examples on how to use geoFile. But the geoFile program is flexible and powerful enough that you will soon be finding your own ways to use geoFile to make your GEOS world more productive and enjoyable.

HOW TO USE THIS MANUAL

To make learning and using geoFile as simple as possible, it is best to see this manual as consisting of four main parts.

Chapters 1 and 2 contain important information and procedures that you must read and follow before you can begin to work with geoFile. Chapter 1 gives you a general overview of the geoFile program and manual. Chapter 2 contains information on the equipment that you need to run the program, and the installation procedures that you must follow in order to start working with geoFile.

Chapters 3 through 8 make up the learning part of the geoFile manual. The major functions and commands of the program are examined in overview, and then in step-by-step instructions.

If you are proficient with GEOS, and feel comfortable with how the environment works, you may be able to read just the chapter overviews and get right to work. The step-by-step instructions will help you with the more complex operations in the program and serve you later as a reference.

Each of the chapters 2 through 8 consists of:

- 1) An introduction containing the objectives of the chapter (what you will learn), and its key terms. Some questions under the heading "WHAT IF...?" are also included to help focus your learning of geoFile.
- 2) An overview of the chapter which discusses the program functions and commands in a general way.
- 3) Step-by-step instructions for each of the functions and commands of geoFile.
- 4) A practice example applying what you have learned in the chapter.
- 5) Answers to the "WHAT IF...?" questions in the chapter introduction.

Chapter 9 contains three appendixes. Appendix A is a dictionary of the key terms in geoFile. The menu items in geoFile are listed and explained in Appendix B. In addition, Appendix C documents the procedures that you use to transport data from your geoFile data-bases to other GEOS based applications.

Chapter 10 contains information and instructions on how to use geoMerge, a mail merge type GEOS application that is included on your geoFile diskette.

Finally, this manual contains a comprehensive Index to help you locate the information you need quickly.

We hope that this manual is useful both to your learning and use of geoFile. If you have any comments or suggestions about the manual, please send them to:

Berkeley Softworks
Attn. Documentation
2150 Shattuck Avenue.
Berkeley, CA. 94704

We will enjoy hearing from you.

HOW TO GET HELP

We hope that you will find geoFile an easy to learn and use program, and that this manual (along with your GEOS User's Manual), provides you with most of the answers to the questions you may have about the operation of geoFile. However, if you do run across a problem that is not answered by the manual, there are three ways to obtain additional help.

The first, fastest, and recommended way to obtain information about and help with GEOS and its follow-on applications, like geoFile, is through the QuantumLink telecommunications network. QuantumLink, or Q-Link, is an online service network designed for Commodore users.

Berkeley Softworks provides Customer Service message boards, along with a Programming and Technical Information message board and other useful services, in the Commodore Information Network section of Q-Link. Through these message boards, GEOS and geoFile users can generally receive the most timely help and information. In addition you will have access to programs and products from Berkeley Softworks that are offered through Q-Link, many of them free of charge.

Berkeley Softworks provides customer service by telephone, but as the lines are often busy, we also recommend that users write in to us detailing their problems. All correspondence is answered promptly. The Berkeley Softworks customer service address and telephone number appears on the back cover of this manual.

CHAPTER 2 BEFORE YOU BEGIN

INTRODUCTION

Before you can begin to use geoFile you must read and follow the instructions in this chapter.

OBJECTIVES

After completing Chapter 2 you will know:

- What minimum equipment and software you need to run geoFile.
- How to install the geoFile application program so that you can begin to work with it.
- How to make a second copy of geoFile with the DISK COPY utility program using one or two disk drives.
- How to make one or more work disks to use with geoFile, and the importance of making work disks for GEOS applications.

KEY TERMS

GEOS

RAM-expansion unit

deskTop

install

DISK COPY utility program

boot

work disk

application program

"WHAT IF...?"

- 1) Do I need more than one disk drive to run geoFile?
- 2) Do I need any other software in order to operate geoFile?
- 3) Must I install the geoFile application every time I use it?
- 4) Should I use the DISK COPY utility program to make a second copy of my geoFile disk?

OVERVIEW

geoFile is a GEOS based program so that in addition to the geoFile package, you will need to have the same basic hardware and software that you need to run GEOS itself. Additional equipment such as a printer, a second disk drive, a RAM-expansion unit (REU), are not required, but will improve the performance and utility of geoFile.

Before you begin to work with geoFile, you should make a second copy of the geoFile disk using the DISK COPY utility. You should also make at least one additional work disk using DISK COPY for use with geoFile.

WHAT YOU NEED TO RUN GEOFILE

Rather than standing alone, geoFile is a part of GEOS, the official operating system for the Commodore 64. geoFile was designed to be simple to learn and to use, as well as being a powerful data handler. As a part of the GEOS world, however, there is a minimum amount of equipment (hardware), and computer programs (software), that you need in order to run geoFile. In addition to these minimum requirements there are other optional equipment items that can improve your productivity with geoFile, but are not necessary for its operation.

You must have the following hardware and software in order to run and work with geoFile:

- a Commodore computer 64, 64c, or 128 (running in the 64 mode).
- one Commodore disk drive (1541, or 1571).
- GEOS (Graphic Environment Operating System) software, version 1.2 or later.
- an input device such as a joystick, or mouse.
- the geoFile package, which includes the program diskette and this manual.
- one blank, formatted, DS/DD (double sided/double-density), diskette.

The following optional equipment items are recommended so that you can take full advantage of the power and versatility of geoFile. This optional equipment is not, however, necessary to the operation of geoFile.

- a GEOS supported printer that is properly connected to your Commodore computer. This will allow you to print out the forms that you design with geoFile. A list of GEOS supported printers is included in your GEOS User's Manual.
- an interface card or geoPrint Cable if you are planning on using a non Commodore compatible printer to print out your GEOS documents. geoPrint Cable is a parallel printing cable that makes printing your GEOS documents fast and easy.
- a RAM-expansion unit (REU). With an REU the operating speed of geoFile (and other programs), is greatly increased. Also you will be able to dedicate all of the disk space on the disk in your disk drive to your data-base, while the REU itself holds the geoFile application.
- a second disk drive (1541, or 1571). With two disk drives you will be able to copy files and disks more easily. You will also be able to dedicate all of the disk space on one disk to a data-base, while the disk in the other disk drive contains the geoFile application.
- a proportional input device such as geoMouse. A proportional input device makes getting around in the GEOS world fast and easy.
- several blank, formatted, DS/DD (double sided/double-density), diskettes for making work disks.

INSTALL GEOFILE

You need to install the geoFile program by following the steps below before you can begin to create forms and data-bases.

IMPORTANT: Be sure to install geoFile using your own GEOS boot disk, or the GEOS boot disk that will always be used with this geoFile disk. Any geoFile work disks that you make from your original geoFile disk must also be used with this same GEOS boot disk.

You perform this installation procedure only once, the first time that you open the geoFile program.

1. Boot GEOS as described in your GEOS User's Manual.
2. Close your GEOS boot disk.
3. Put the geoFile disk (label side up), into the disk drive and open it.
4. Open the file named geoFile by clicking on the geoFile icon and selecting the open menu item from the file sub menu. (You can also double click on the geoFile icon to open it.) The geoFile screen will appear with a dialog box on top of it saying, "geoFile installed".

NOTE: This dialog box will appear only once, the first time that you open the geoFile application.

5. Select **OK** to return to the deskTop. Your geoFile disk is now installed

MAKE A SECOND COPY OF YOUR GEOFILE DISKETTE

You should make copies of your geoFile disk in case you should ever run into problems with the original disk.

If you are using one disk drive:

- 1: Open, or double click on the DISK COPY utility program icon (located on side B of your geoFile diskette), to run the program. The screen will turn blue to indicate that you are in the BASIC mode.
- 2: Follow the directions that appear on the screen. The source disk is the disk that you want to copy. The destination disk is your new copy.

If you have two disk drives:

First set up your system to use two disk drives as described in your GEOS User's Manual.

With your geoFile disk in disk drive A, and your destination, or new disk in disk drive B:

- 1: Click on the copy menu item in the disk sub menu. The disk copy menu item is included with the V1.3 of the deskTop.

- 2: Follow the directions that appear on the screen. The source disk is the disk that you want to copy. The destination disk is your new copy.

The two methods outlined above are the only *safe* ways to produce extra copies of your applications disks, and to make work disks.

IMPORTANT: If you have the BACKUP program supplied on your GEOS disk, it should not be used to make copies of your applications disks, or to make work disks. Use the BACKUP program only to make backup copies of your GEOS boot disk.

GEOFILE WORK DISKS

Besides making a backup copy of the entire geoFile disk, the most important thing for you to do before you start to work with geoFile is to make at least one work disk. You can make as many copies of the geoFile application as you wish. It is these copies that you should use when you want to work with geoFile. Your original geoFile disk should be stored in a safe place. Use the original geoFile disk only if something goes wrong with one of your work disks.

The work disks that you make will contain the information that you want to store in a data-base. By combining geoFile with other GEOS applications and desk accessories, you can customize work disks to suit your exact needs.

MAKING A GEOFILE WORK DISK

There are two ways to make a work disk for use with geoFile (or any other GEOS application).

- With the copy of your geoFile disk in the disk drive, format a blank disk by clicking on the **format** menu item in the **disk** sub menu. Then use the DISK COPY utility program to make an *additional* copy of the geoFile disk. (See Make a Second Copy of geoFile.) After you have made this geoFile work disk you can add files to (or delete files from), your new disk to suit your particular needs.
- Format a blank disk as described above. Then copy selected files from the second copy of the geoFile disk that you made in the previous section onto your new work disk.

An example of a work disk containing a selection of GEOS files might include the following:

geoFile

deskTop 1.3

printer driver (the correct one for your printer, copied from side B of your geoFile disk).

This is a basic work disk configuration for geoFile. Depending on your needs, you can add additional files from other GEOS products and applications, such as:

- additional font files from Font Pack or Writer's Workshop.
- geoPaint or Graphics Grabber (included with Desk Pack 1), so that you can add your own graphics and pictures to your geoFile forms, or transfer them from popular graphics libraries.
- desk accessories such as the Calculator or Notepad so that you can make quick calculations, or jot down memos to yourself while you are working with geoFile.

By having only the files that you need on your work disks, you allow for plenty of disk space for your geoFile forms. Make up several customized work disks, each useful for a particular type of job.

You are now ready to learn how to use geoFile!

ANSWERS TO CHAPTER 2 "WHAT IF...?"

1) **Do I need more than one disk drive to run geoFile?**

No. You only need one disk drive to operate geoFile. However, two disk drives will make file copying much easier, and allow you to devote the entire storage space on a disk to your data-base.

2) **Do I need any other software in order to operate geoFile?**

Yes. geoFile is a GEOS based application, so you will need to have the GEOS package (program disk and manual), and know how GEOS operates in order to work with geoFile.

3) **Must I install the geoFile application every time I use it?**

No. The installation procedure for geoFile (or for any other GEOS based application), is something that you do only once, the first time that you open the program.

4) **Should I use the DISK COPY utility program to make a second copy of my geoFile disk?**

Yes. Use the DISK COPY utility program whenever you want to copy a GEOS based application disk, or make work disks. Double click on the DISK COPY icon, or use the copy menu item in the disk sub menu that is located in the command menu of your geoFile deskTop.



CHAPTER 3

BOOT GEOS AND OPEN GEOFILE

INTRODUCTION

Each of the chapters 3 through 8 cover a major functional area of the geoFile application program. Read the overviews of each chapter to get a general explanation of the geoFile operations that are to be covered in that chapter. A more detailed view of those operations is given in the step-by-step instructions that follow.

Whether you read only the overviews, or follow the step-by-step instructions, by the end of chapter 8 you should be familiar with and have practiced all of the major commands and functions in geoFile.

IMPORTANT: Before you begin to read Chapter 3, be sure that you have read and have followed the instructions contained in Chapter 2 of this manual.

Chapter 3 contains the information that you need to boot (run), the GEOS program, and to start up and begin to work with the geoFile application program.

OBJECTIVES

After reading this chapter you should know:

- How to open the geoFile diskette after you have booted GEOS.
- Two ways to open geoFile from the deskTop.
- How to open a new or existing geoFile document.
- How to return to the deskTop.

KEY TERMS

Commodore Key
geoFile document
Create/Open/Quit dialog box
File dialog box

"WHAT IF...?"

- 1) Do I need to boot GEOS before I can begin to work with the geoFile application program?
- 2) How many ways are there to open an existing geoFile document from the deskTop?
- 3) Can I return to the deskTop from the Create/Open/Quit dialog box?

OVERVIEW

BOOT GEOS AND OPEN YOUR GEOFILE DISKETTE

As with any other GEOS based application program, you have to first boot (run), GEOS before you can open and work with geoFile documents. Once GEOS is running, close your System, or boot disk (the disk that you run GEOS from), and open your geoFile diskette.

CREATE NEW DOCUMENTS

Create new geoFile documents by double clicking on the geoFile icon, which is located on the first page of the geoFile disk notepad. A Create/Open/Quit dialog box appears. Select the Create icon to create a new geoFile document.

OPEN EXISTING DOCUMENTS

Open existing geoFile documents by clicking on the **Open** icon in the Create/Open/Quit dialog box. A File dialog box appears with a list of the geoFile documents that are on on the disk. Select the filename that you wish to open.

Existing geoFile documents can also be opened directly from the deskTop by double clicking on their icons.

RETURN TO THE DESKTOP

Returning to the deskTop after you are finished working with geoFile is simply a matter of clicking on the **Quit** icon in the Create/Open/Quit dialog box.

STEP-BY-STEP INSTRUCTIONS

BOOT GEOS AND OPEN YOUR GEOFILE DISKETTE





The instructions below are written for a one drive system. If you want to use two disk drives while you are working with the geoFile application program, refer to your GEOS User's Manual and set up your system to use two drives.

To boot GEOS and open your geoFile diskette:

- 1: Set up and turn on your disk drive, computer and monitor as described in your Commodore C64 System Guide. (If you have a 128 you will need to be running it in the 64 mode to run GEOS.)
- 2: Place your GEOS boot disk in your disk drive (GEOS, or System Disk label side up), and type the following BASIC command on your keyboard:

LOAD "GEOS",8,1

When the GEOS program has been loaded correctly, the GEOS deskTop will appear on the screen.

- 3: Close your boot disk by clicking on the **Close** icon located in the top right-hand corner of the disk notepad. You can also close your disk by pressing both the Commodore key  and  at the same time.
- 4: Remove your boot disk from the disk drive.
- 5: Place your geoFile diskette (the one that came in your geoFile package), in the disk drive and open it by clicking on the **Disk** icon (this icon is entitled Drive A if you have closed and removed your boot disk from the disk drive). The **Disk** icon is located in the upper right-hand corner of the monitor screen. You can also open your disk by pressing both the Commodore key  and  at the same time.

OPEN GEOFILE FROM THE DESKTOP: OPEN A NEW DOCUMENT

To open the geoFile application:

- 1: Double click on the geoFile icon or...
- 2: Click on the **geoFile** icon once to select it, and then select the **open** menu item from the **file** sub menu. The Create/Open/Quit dialog box will appear.

To create a new geoFile document:

- 1: Click on the **Create** icon in the dialog box. Another dialog box appears asking you to enter, or type in a filename for your file.
- 2: After typing in a filename press RETURN. In a few moments the geoFile grid background will appear on the screen. When you first begin to work with geoFile, you will be in the form design mode of the program.

OPEN AN EXISTING GEOFILE DOCUMENT

Once you have created one or more files on your geoFile disk, you will be able to open existing geoFile documents from the Create/Open/Quit dialog box.

To open an existing document using the Open icon:

- 1: Click on the **Open** icon in the Create/Open/Quit dialog box after you have opened geoFile from the deskTop. The File dialog box appears with a list of the filenames of the geoFile documents that are on your disk.
- 2: Click on the name of the file that you want to open. The name that you clicked on will appear in reverse video.
- 3: Click on the **Open** icon to open that file. (Clicking on the **Cancel** icon returns you to the Create/Open/Quit dialog box.) The first form that is stored in that file appears on the screen with its name in the title bar. Your first form will appear as an unbroken grid, until you have designed a form.

RETURN TO THE DESKTOP FROM THE CREATE/OPEN/QUIT DIALOG BOX

To return to the geoFile deskTop from the Create/Open/Quit dialog box:

- 1: Click on the **Quit** icon in the Create/Open/Quit dialog box. The first page of the geoFile deskTop will appear on the screen.

OPEN AN EXISTING GEOFILE DOCUMENT FROM THE DESKTOP

To open an existing document from the deskTop:

- 1: Once you have opened the geoFile disk, double click on the geoFile document icon of the file on which you want to work as it appears on the geoFile deskTop, or...
- 2: Select the document that you want to open by clicking on its icon once. Then click on the **open** menu item in the **file** sub menu.

Either way, the first form that is stored in that file appears on the screen with its name in the title bar.

ANSWERS TO CHAPTER 3 "WHAT IF...?"

- 1) **Do I need to boot GEOS before I can begin to work with the geoFile application program?**
Yes. geoFile is a GEOS based, application program. You always need to boot GEOS before running a GEOS application program.
- 2) **How many ways are there to open an existing geoFile document from the deskTop?**
Two. You can open a geoFile document by double clicking on its icon, or by selecting the icon and then clicking on the **open** menu item in the **file** sub menu.
- 3) **Can I return to the deskTop from the Create/Open/Quit dialog box?**
Yes. To return to the deskTop from the Create/Open/Quit dialog box, click on the **Quit** icon.

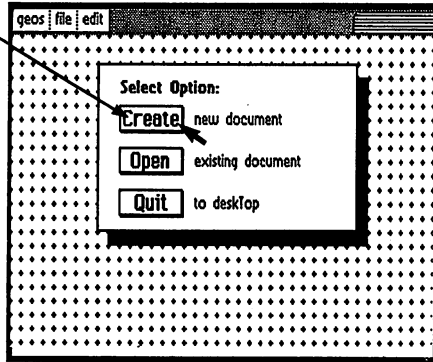
PRACTICE FOR CHAPTER 3

After you have set up your computer system and booted GEOS as described in the beginning of this chapter, you should practice opening up geoFile documents from the deskTop.

First, place your geoFile diskette (label side up), in the disk drive and open it. You should see the geoFile **program** icon on the deskTop that appears. Double click on this icon to open up the geoFile application.

When the Create/Open/Quit dialog box appears, click on the Create icon to create a new geoFile document.

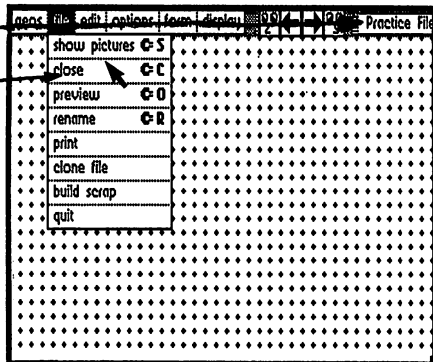
Create Icon



Type in the filename, **Practice File** when the program asks you to enter a filename. Press the **RETURN** key. In a few moments the geoFile form design background will appear on the screen. Notice the filename in the title bar located in the top right-hand corner of the screen.

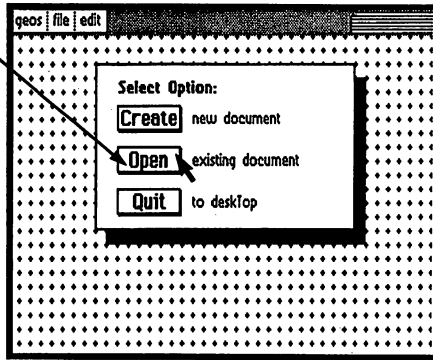
Title Bar

Close

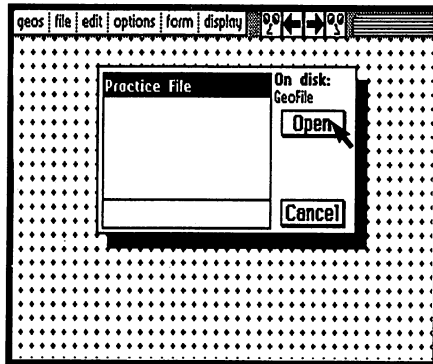


Click on the close menu item in the file sub menu. The Create/Open/Quit dialog box appears. Click on the Open icon.

Open Icon



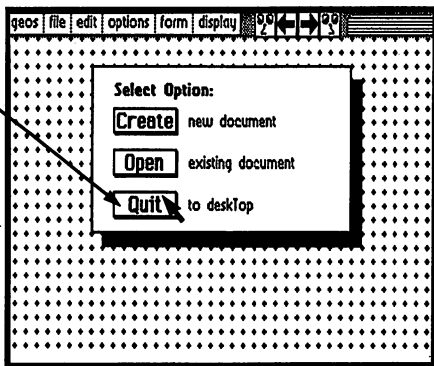
The File dialog box appears with a list of the geoFile document files that you currently have stored on your diskette.



Practice File should be one of three files that are currently stored on your disk. The other two are called **disk-labels**, and **video**. The filename of a selected file appears in reverse video (white letters on a black background).

Click on the **Open** icon to open the Practice File. The geoFile grid background will appear on the screen. Now click on the close menu item in the file sub menu. You will again see the Create/Open/Quit dialog box on the screen.

Quit Icon



Return to the geoFile deskTop now by clicking on the **Quit** icon.

CHAPTER 4

HOW TO DESIGN GEOFILE FORMS

INTRODUCTION

Forms make up the foundation of your geoFile data-bases. The information and data that you want to store, sort, and recall is contained on forms that you design yourself on your screen. Chapter 4 contains the information that you need to design geoFile forms.

OBJECTIVES

After reading Chapter 4 you should know:

- The major features of the geoFile form page.
- How to create Master forms and sub layouts
- What a field is, and how you create them on your form.
- How to move fields around, copy them, change their size and shape, or remove them from your forms.
- How to name your fields.
- How to choose a field to be your sort field.
- How to change the way geoFile looks on the screen.
- How you can move around your form page to look at, or work on different parts of your form.

KEY TERMS

form

Master form

sub layout

form page

grid background

position indicator

command menu

title bar

field

KEY TERMS cont.

field outline
field name
move tab
re-size tab
sort field
scrolling
sub menu
form design mode

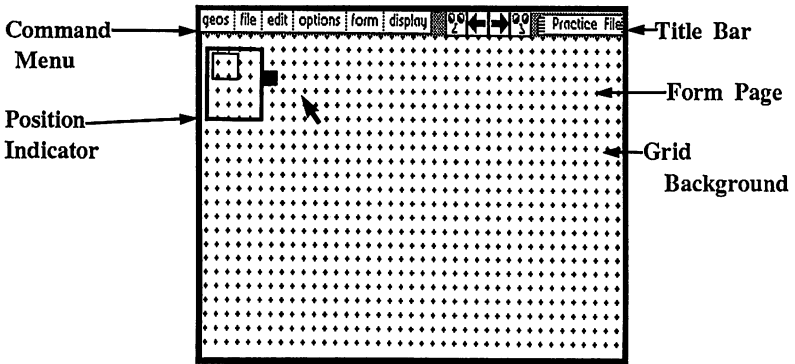
"WHAT IF...?"

- 1) What are the three steps in designing a geoFile form?
- 2) What is a field?
- 3) Can I move fields around on the form page after I have created them?
- 4) Can I change the size and shape of fields?
- 5) What is the largest size field that I can have on my form?
- 6) How long can a field name be?
- 7) Can any one of the fields on my form page act as the sort field?
- 8) Can I turn off the geoFile grid background?
- 9) Can I move to another part of my form page any way other than by moving the pointer to one of the screen edges?

IMPORTANT: Before going on to either the chapter overview, or the step-by-step instructions, read the next section about the geoFile form page. This section contains definitions of many of the terms that are used in geoFile.

GEOFILE FORM PAGE

When you first create a geoFile document and name it, what you will see on the screen is the geoFile form page. You should know the basic parts and features of the form page.



The form page: The major feature of the screen that you see when you have opened a geoFile document is the form page. On the surface of the form page you will design the forms that will contain your data-base information.

The grid background: The background that you see on the form page when you have opened a geoFile document is the grid background. Use the grid background as an aid when you are designing your geoFile forms. You can change the background pattern that you see when working with your geoFile forms.

The position indicator: The position indicator appears in the top left-hand corner of the form page. It is made up of three parts. The large hollow black box represents the full page of your form. The smaller red box represents that part of the form that you are currently viewing. The solid black box on the right-hand side of the indicator is a "handle" that can be used to move the position indicator to a different place on the form page.

The command menu: The command menu lies across the top of the form page above the position indicator. Each item in the command menu when it is selected, will cause a sub menu of geoFile commands to appear.

The **title bar**: The title bar lies across the top of the form page to the right of the command menu. The filename (up to 16 characters) that you have given your geoFile document appears in the title bar. When you change the filename of a geoFile document the new name will appear in the title bar.

OVERVIEW

All of the information that is stored in your data-base is contained in fields on a geoFile Master form. You design a Master form in three steps. First you create fields. Then you give names to the fields, and finally you choose the sort field. You can also create up to 15 sub layouts for specialized purposes. Sub layouts are made up of portions of the fields in your Master form.

WHAT ARE FIELDS?

Fields are rectangular areas or boxes, that you create right on your form page. Fields contain the information that you want to store in a data-base. There are three parts to the fields on your form: the field outline, the field name, and the data that you want to store under that field name.

CREATE A MASTER FORM

CREATE A FIELD

You create a field by clicking once on the form page, and then "dragging," or moving the pointer across the form page until you have created a field that is the size and shape that you want. Click again to set the size of the field.

You can create up to 64 fields on a geoFile form, if the individual field sizes are not too large.

NAME A FIELD

Field names are typed into a selected field (a selected field has a thick black border), after it has been created. You select a field by clicking once inside of its outline. A selected field has a thicker border than other fields. The field name identifies a field. Field names are the key to how geoFile sorts and stores your data. After you have named a field, click outside of the field outline to de-select it.

HOW TO MOVE A FIELD

After you have created a field on your form you may want to move it around in order to position it correctly, or just to see how it might look in a different place on your form. A field can be moved around on the form using the **move tab**. The move tab appears in a field after it has been given a field name. Any data that is in a field, and its name will move along with the field. You can move a field by clicking once on its move tab. A set of blue brackets appear which you can move with the mouse/joystick pointer. Move the brackets to the field's new position and click to set the field down there.

If the field that you want to move is still selected, click once outside of the field outline to de-select it.

HOW TO COPY A FIELD AND MOVE IT

You may have a particular shape of a field that you want to duplicate many times on your form, or you may have some particular field name and outline that you want to duplicate. Besides using the move tab to move a field, you can also use it to make a copy of a field. This copy can then be moved around on the form page. To copy a field you double click on the move tab. You can then move this copy (it appears as a set of blue brackets), around on the form page by moving your mouse/joystick pointer, and set it down where you want it by clicking again.

HOW TO CHANGE THE SIZE AND SHAPE OF A FIELD

After creating a field, you may want to change its size or shape in order to accommodate additional information, or make it look different on your form.

NOTE: If the field that you want to change the size or shape of is selected (has a thick black outline), click once outside of the field outline to de-select it.

You can change the size of a field by using the re-size tab. The re-size tab appears in the lower right-hand corner of a field after it has been created and de-selected. Now click on the re-size tab, and drag the pointer across the form page until the field is the size and shape that you want. Any data that is stored in a field, and its name is saved even if you change the size of the field. A single field can be up to 8 1/2 by 11 inches in size.

HOW TO REMOVE A FIELD

You may want to remove one or more of the fields that you have created on your form. Remove a selected field from your form by clicking on the **delete** menu item in the **field** sub menu.

If the field that you want to remove from your form is not selected, click once inside of its outline to select it.

HOW TO CHOOSE THE SORT FIELD NAME

Before you can go into the data entry mode of geoFile from the form design mode, you must choose one of the fields in your Master form to be the sort field. The field that you choose is used by geoFile as a key when the program stores and recalls the forms in your data-base. Any field name in your form can act as a sort field. You can change the sort field at any time while you are working on a form. However, with a large data-base this can take a relatively long time

The geoFile program sorts **text** fields alphabetically. If a sort field has been designated a **number** field, then your forms will be sorted numerically.

To choose a field to be the sort field first select a field, and then click on the **set sort field** menu item in the **field** sub menu.

The field that you choose as the sort field appears with a dotted line around it to distinguish it from other fields on your form.

SAVE A MASTER FORM

When you exit the design mode of geoFile, either to another mode or completely out of the program, your Master form will be saved onto your diskette.

CREATE A SUB LAYOUT

Sub layouts are selected parts, or portions of your Master form. The Master form contains all of the fields and information that is stored in your data-base. A sub layout contains only those fields and data that you want to isolate from the other parts of your data-base.

You can use a sub layout to change the arrangement or layout of the fields in your data-base without affecting the way the fields are laid out, on your Master form. The field names on your Master form are also left as they are.

You can create a sub layout of your Master form by clicking on the **change layout** menu item in the **file** sub menu. Select one of the Empty Layout names from the dialog box that appears. Click on the **New** icon, and give your new layout a name. When the geoFile grid background reappears, you will see a form that looks just like your Master form, same fields in the same arrangement. This sub layout has the new layout name in the title bar with brackets, <sub layout>, around it.

Now you can delete fields from this sub layout, move them around, change their size and shape, or their names, until you have just the sub layout design that suits your purpose. Use a sub layout to view special parts of a large data-base, or to create a particular layout for printing.

This sub layout (and any others that you may design), will be saved in the same way that your Master form is saved. (When you enter a different mode in geoFile, your layout is saved.) You can recall your sub layout by clicking on the **change layout** menu item in the **file** sub menu, select the correct name from the dialog box that appears, and then clicking on the **Open** icon.

CHANGE THE DISPLAY APPEARANCE

The **display** sub menu in the **command** menu contains several options that allow you to change the way your geoFile screen appears. An * next to an option in the sub menu indicates that it is selected.

HOW TO TURN THE GEOFILE GRID BACKGROUND ON AND OFF

When you first open a geoFile document, the grid background will appear on the screen.

You have the option of changing the way the geoFile screen appears while you are working on your forms. The geoFile grid background pattern can be turned on, or off as you wish. You can change the appearance of the display in this way at any time while you are working on a form.

Click on the **white**, or **gray** menu items in the **display** sub menu to turn off the grid background. To turn the grid background back on, click on the **grid on** menu item.

HOW TO CHANGE THE SCREEN BACKGROUND COLOR

You also have the option of changing the geoFile screen background color from gray to white and back again. To change the screen color click on either the **white**, or **gray** menu items in the **display** sub menu.

NOTE: This option is in addition to the screen colors that you can apply from the preference manager (see your GEOS User's Manual)

AUTOMATIC FIELD ALIGNMENT

You can have your fields align themselves automatically with the grid background, or not as you wish. Switch on this feature to position field outlines on the grid lines, or exactly halfway in-between the grid lines. If you do not want to uniformly align your fields, switch this feature back off.

NOTE: The geoFile alignment feature will still operate even when the grid background is not visible (has been switched off).

When you first open a geoFile document, your fields will not align themselves with the grid background.

Click on the **align on** menu item in the **display** sub menu so that your fields will align themselves with the grid. Any field created, or moved after you switch on the alignment feature will "snap" to the nearest grid line. If you want the fields not to align with the grid, click on the **align off** menu item.

HOW TO MOVE AROUND ON THE FORM PAGE

When working with geoFile what you see on your the monitor screen is only a portion of the entire form page on which you can create your database. You can move from one portion of your form to another with the help of the position indicator, or by using geoFile's scrolling feature.

USING THE POSITION INDICATOR TO MOVE AROUND YOUR FORM

Use the position indicator, located in the upper left-hand corner of the form page, to quickly move from one portion of your form to another. The position indicator is made up of three parts, the indicator outline, the viewing window, and the moving handle.

Click once inside the position indicator, and then move the small viewing window to that portion of your form page that you want to look at, or work on. Click again, and the new portion of the form page comes into view.

MOVE THE POSITION INDICATOR

The position indicator itself can be moved around on the form page. The page indicator has no effect on how the fields in geoFile function; they can be created, moved, and so on right where the position indicator is located. However, for ease of viewing, or working, you may wish to move the position indicator to a different place on the form page. Click on the moving handle located on the right-hand side of the position indicator and drag the indicator wherever you want to on the screen.

geoFile does not allow you to drag the position indicator completely off of the form page. When moving the position indicator, the handle always remains visible on the form page. You can, however, switch the position indicator off completely, and thereby remove its image from the screen.

HOW TO SCROLL AROUND YOUR SCREEN

You can move around on the form page by using geoFile's scrolling feature. Scrolling is most effectively used if you do not wish to move a great distance on your form, or if you wish to look at your form design and data as you move.

To scroll simply move the pointer to one of the edges of the geoFile screen. You will scroll in that direction until you come to the end of the form page, or until you move the pointer back toward the middle of the screen.

USE PAGE PREVIEW TO MOVE AROUND YOUR FORM

geoFile has a page preview option that lets you view your entire form, and the layout of all your fields at one time. You can also use page preview to move to different parts of your form.

Click on the **preview** menu item in the **file** sub menu to display the preview window with your entire form layout on the screen. To move to a different part of your form, and display that portion on the screen, position the pointer over the area, or part of your form to which you want to move. Now click. The screen behind the preview window will now display this new portion of your form. Click outside of the window to continue working.

STEP-BY-STEP INSTRUCTIONS

CREATE A MASTER FORM

CREATE A FIELD

To create a field on the form page:

- 1: Place the pointer where you want one corner of your field to appear.
- 2: Click once to set the corner.
- 3: Drag the pointer across the form page until you have created a field the size and shape that you want.
- 4: Click again to set the size of the field. The field that you have created will now appear with a thick, black field outline. The grid background will not appear within the field outline.

NOTE: geoFile will not allow you to create a field that overlaps another. If you try to do this, the field outline that you are creating will touch the other field's outline and you will be able to go no further.

TYPE IN A FIELD NAME

To type in a field name:

- 1: Select the field that you want to name by clicking once inside that field. A selected field will appear with a thicker border.
- 2: Type in the field name. The text cursor shows where the field name will appear in the selected fields.
- 3: Click once outside of the field outline to de-select it. The move and re-size tabs will appear inside of a unselected field's outline.

A field name can be up to 16 characters in length. You can use letters, numbers, or even characters like % and ? in your field name.

NOTE: If you want to use geoFile data with geoMerge to create form letters, your field names will have to consist of alphanumeric (letters and numbers) characters, and no spaces. Use a sub layout just for use with geoMerge if you need to change some non-alphanumeric field names to the correct format.

MOVE A FIELD

To move a field on the form page:

- 1: Click once on the move tab located inside a field that you want to move. The move tab appears in the upper left-hand corner of a field after you have given it a name (a field name) and you have clicked once outside of the field outline. The black outline of the field is replaced by blue brackets when you click on the move tab. The pointer becomes attached to these brackets.
- 2: Drag the pointer across the form page, and position the field where you want it to be.
- 3: Click once to reset the field in its new position on the form page. The blue brackets disappear, and the field outline and move tab reappear.

COPY A FIELD

To copy a field and move it on the form page:

- 1: Double click on the move tab in the field that you want to copy and move. Blue brackets with the pointer attached to them appear *over* the field outline to indicate that the field is to be copied and moved, and not just moved.
- 2: Drag the pointer across the form page, and position the field where you want it.
- 3: Click once to set the field in its new position on the form page. The blue brackets disappear and the field outline and move tab reappear.

NOTE: geoFile will not allow you to overlap fields. If you try to set one field over even a portion of another field, you will hear a tone from your monitor telling you to reposition the field that you are trying to move. If you do not hear a tone when you try to position a field over another one, turn up the volume on your monitor.

CHANGE THE SIZE OF A FIELD

To change the size and shape of a field:

- 1: Click once on the re-size tab. (The re-size tab appears in the lower right-hand corner of an unselected field.) The re-size and move tabs disappear and you now see only the field outline with the pointer attached.
- 2: Drag the pointer across the form page until the field is the size and shape that you want.
- 3: Click once to set the field at its new size and shape. This field is now a selected field (it has a thick black outline).

NOTE: geoFile does not allow you to re-size a field so that it overlaps another.

REMOVE A FIELD

To remove a field from a form:

- 1: Click once inside of the field that you want to remove from your form. This will select the field (it appears with a thick, black outline).
- 2: Click on the **field** menu item in the **command** menu. The field sub menu appears.
- 3: Click on the **delete** menu item in the **field** sub menu. The selected field is removed from your form.

CHOOSE A SORT FIELD

To choose a field to be the sort field:

- 1: Click inside of a field outline in your form to select it. (A selected field appears with a thicker outline.)
- 2: Click on the **field** menu item in the **command** menu. A sub menu appears.
- 3: Click on the **set sort field** menu item to choose the selected field to be the sort field.

SAVE A MASTER FORM

To save a Master form:

- 1: Click on the **data entry** menu item in the **options** sub menu, or close the file by clicking on the **close** menu item in the **file** sub menu. Your Master form will be saved on the diskette.

USING SUB LAYOUTS

CREATE A SUB LAYOUT

To create a sub layout from your Master form:

- 1: Click on the **file** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **change layout** menu item in the **file** sub menu. A dialog box appears containing the names of your Master form and 15 possible sub layouts. Your Master form is listed at the top of the list.
- 3: Click on one of the Empty Layout items to select it. The layout name that you select will appear in reverse video (the name appears white on a black background).
- 4: Click on the New icon to view this empty sub layout. The program asks you to give a name to this sub layout.
- 5: Type in a name for the layout. This name should be different from your Master form name.
- 6: Press **RETURN**.

The geoFile grid reappears containing all of the fields and their arrangement as they appear on your Master form. Notice, however, that the title bar now contains the name of your sub layout with brackets <name>, around it.

You can now delete, move, change the size and shape, or names of the fields on this sub layout. Use a sub layout to create a specialized arrangement of a portion of your complete data-base for viewing, or for printing.

OPEN AN EXISTING SUB LAYOUT

To open an existing sub layout:

- 1: Click on the **file** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **change layout** menu item in the **file** sub menu. A dialog box appears containing the names of your Master form and 15 possible sub layouts. Your Master form is listed at the top of the list. Any other sub layouts that you may have created are listed after your Master form.
- 3: Click on one of the sub layout names to select it. The layout name that you select will appear in reverse video.
- 4: Click on the Use icon to view this sub layout.

The geoFile grid reappears containing all of the fields and their arrangement as they appear on your sub layout.

You can now delete, move, change the size and shape, or names of the fields on this sub layout. Use a sub layout to create a specialized arrangement of a portion of your complete data-base for viewing, or for printing.

CHANGE THE SCREEN APPEARANCE

To start with the geoFile grid background will be on.

To switch the geoFile grid background off:

- 1: Click on the **display** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **white**, or **gray** menu item in the **display** sub menu. This will remove the grid pattern, and leave either a white or gray background.

To switch the geoFile grid background on:

- 1: Click on the **display** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **grid on** menu item in the **display** sub menu.

NOTE: Whatever screen appearance is selected when you save your geoFile document will be the screen appearance when you later reopen that document.

AUTOMATIC FIELD ALIGNMENT

To start with, fields will not align themselves with the grid background.

To automatically align your fields with the grid background:

- 1: Click on the **display** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **align on** menu item in the **display** sub menu.

To not automatically align your fields with the grid background:

- 1: Click on the **display** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **align off** menu item in the **display** sub menu. Any fields that you now do something to (create, move, copy), you will be able to place between the grids.

NOTE: Whatever alignment option is selected when you save your geoFile document will be in operation when you later reopen that document.

MOVE AROUND YOUR FORM

To move from one portion of your form to another using the position indicator:

- 1: Click once inside of the black outline of the position indicator. This outline represents the full page of your form. The small red box (viewing window), turns blue, and becomes attached to the pointer.
- 2: Drag the small box, or viewing window, to that portion of the page that you want to look at, or work on. The viewing window represents that part of the form that you are currently viewing.
- 3: Click again. A new portion of the form page appears on the screen.

To move the position indicator itself:

- 1: Click on the solid black box or "handle" located on the right-hand side of the position indicator outline. The pointer becomes attached to the handle.
- 2: Drag the position indicator to wherever you want it to appear on the form page.
- 3: Click again to drop the position indicator where you want it.

To switch off the position indicator:

- 1: Click on the **display** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **hide indicator** menu item in the **display** sub menu.

The **hide indicator** menu item becomes the **show indicator** menu item when you switch the position indicator off.

To switch the position indicator on:

- 1: Click on the **display** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **show indicator** menu item in the **display** sub menu.

To use geoFile's scrolling feature to move around your form:

- 1: Move the pointer to the edge of the screen in the direction that you want to move: up, down, left, or right. The screen will scroll in that direction as long as you keep the pointer at the edge of the screen.

To stop scrolling, simply move the pointer back toward the middle of the screen.

To use page preview to move to a different part of your form:

- 1: Click on the **file** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **preview** menu item in the **file** sub menu. The preview window appears showing the entire layout of your form.
- 3: Click once inside the preview window in the place to which you want to move. The screen behind the preview window will now display this new portion of your form.
- 4: Click once outside of the preview window. The window disappears.
- 5: Continue working on your form.

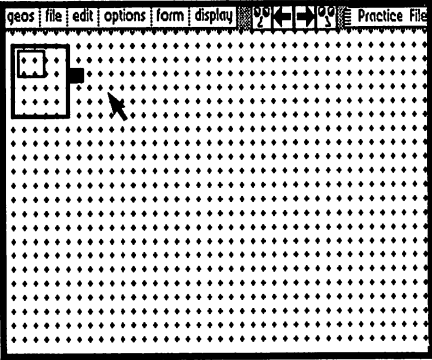
ANSWERS TO CHAPTER 4 "WHAT IF...?"

- 1) **What are the three steps in designing a geoFile form?**
The three steps in geoFile form design are: creating fields, entering field names, and selecting a sort field.
- 2) **What is a field?**
A field is a rectangular area, or box that you create on the form page of your geoFile form. Fields contain the information that you want to store in your data-base.
- 3) **Can I move fields around on the form page after I have created them?**
Yes. You can move any of your created fields at any time while you are in the form design mode of geoFile.
- 4) **Can I change the size and shape of fields?**
Yes. You can change the size and shape of your fields at any time while you are in the form design mode of geoFile.
- 5) **What is the largest size field that I can have on my form?**
8 1/2 by 11 inches is the largest size field that you can create on your form. This is also the largest form size.
- 6) **How long can a field name be?**
16 characters maximum. You can use any characters that you wish to in a field name.
- 7) **Can any one of the fields on my form page act as the sort field?**
Yes. Any one of the fields on your form can act as the sort field.
- 8) **Can I turn off the geoFile grid background?**
Yes. If you do not want to see the geoFile grid background you can turn it off.
- 9) **Can I move to another part of my form page any way other than by moving the pointer to one of the screen edges?**
Yes. You can use the position indicator to move quickly around your form page, or you can use the page preview.

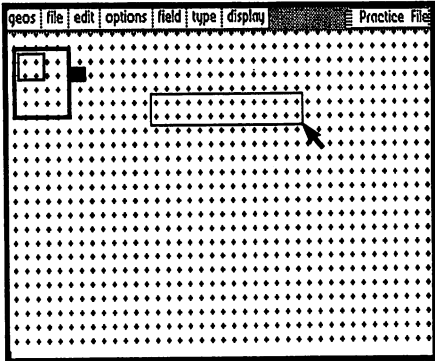
PRACTICE FOR CHAPTER 4

It will be important for you to practice creating fields, naming them and moving them around your form page so that you can become familiar with this aspect of geoFile operation.

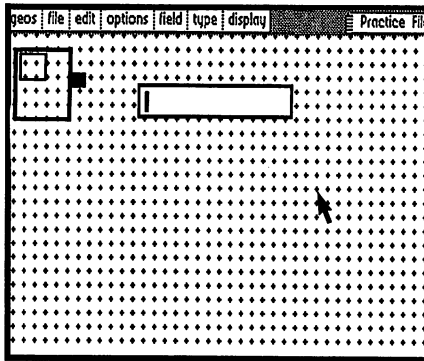
Open up the geoFile document called **Practice File**, that you created in Chapter 3. Place the pointer under the position indicator.



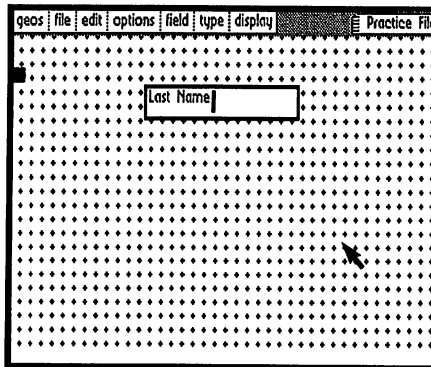
Click once to set the corner of the field, and drag the pointer across the screen until you have created a field that is about 2 by 10 grids in size.



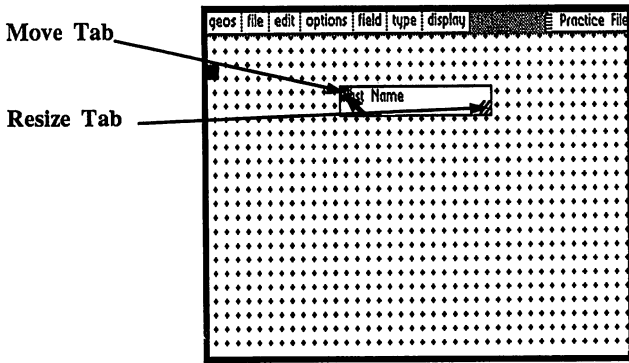
When the field is the size you want, click again to set the corner.



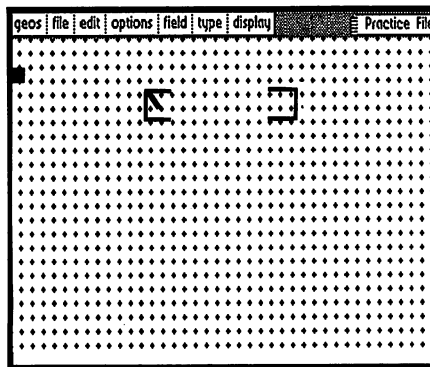
After you have created this field you will need to name it. Make sure that the field is selected (click inside of its outline if it is not), and then type in the field name Last Name.



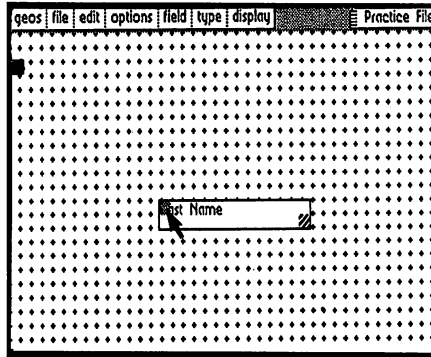
After you give a name to a field and click outside of the field outline, the move and re-size tabs appear inside of the field outline.



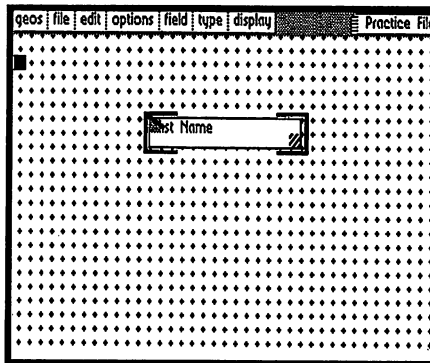
Move the pointer over the move tab and click. You should see a pair of blue brackets in place of the field outline.



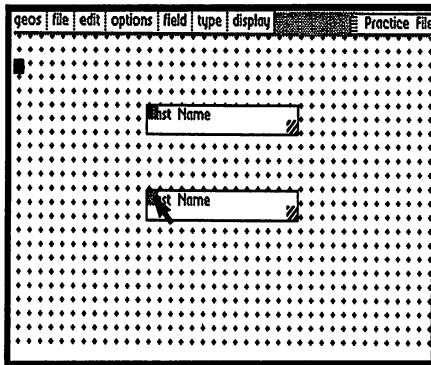
Drag the pointer straight down the form page three grid lines, or so. Click again to set the field down in its new position.



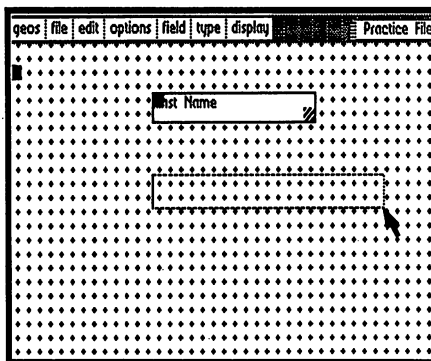
You can also use the move tab to copy a field so that you can move it around the form page. Double click on the Last Name field move tab to copy it.



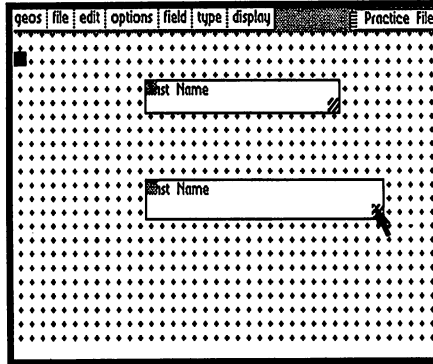
Drag this copy down below the Last Name field about three grid lines, and click to set it down.



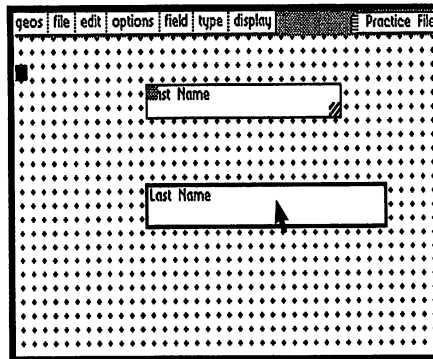
The re-size tab can be used to change the size and shape of the fields that you have created. Click once on the re-size tab of the lower field. Both the move and re-size tabs will disappear. The pointer will become attached to the lower right-hand corner of the field outline. Drag the pointer out to the right about 6 grid lines, and then down a couple of grid lines.



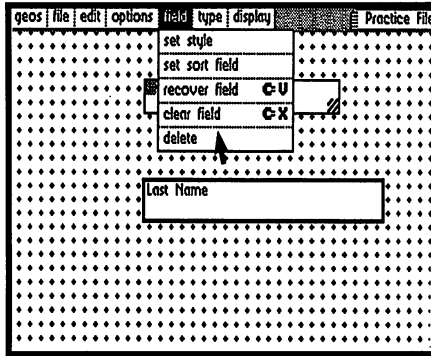
Click to set the size of the field.



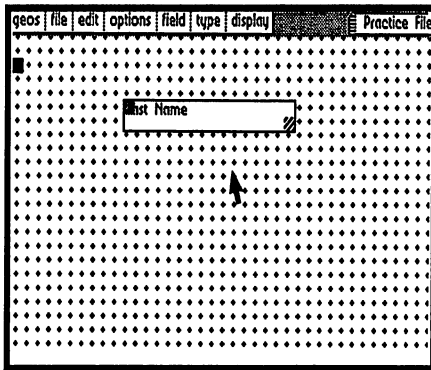
Now you want to try your hand at removing, or deleting a field from your form. Click once inside of the large Last Name field to select it.



Click on the **delete** menu item in the **field** sub menu.

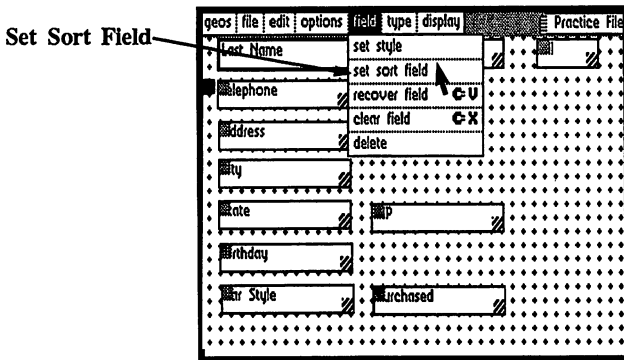


The field that is selected (in this case the larger of the Last Name fields), will be deleted from your form.

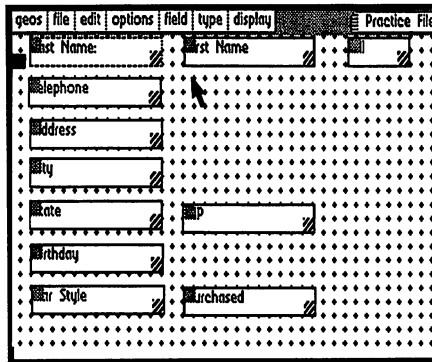


Practice now creating your own fields, naming them, moving them around, copying them, changing their size and shape, and removing, or deleting them from your form. Leave the original Last Name field on the form, however, for the next section of practice.

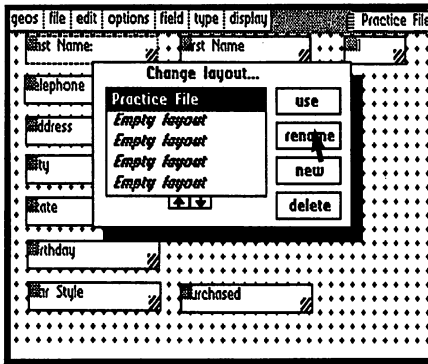
After you have designed your form the way that you want it, you will need to select a sort field. Select the Last Name field that you created previously by clicking inside of its outline. Now click on the **set sort field** menu item in the **field** sub menu.



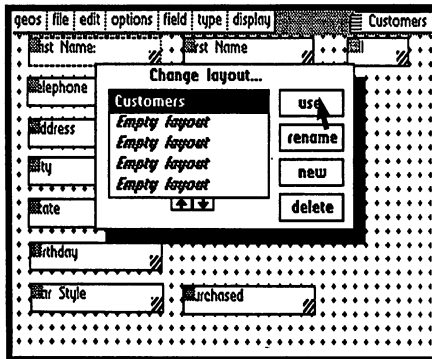
The sort field's outline has a cross hatched rather than a solid appearance.



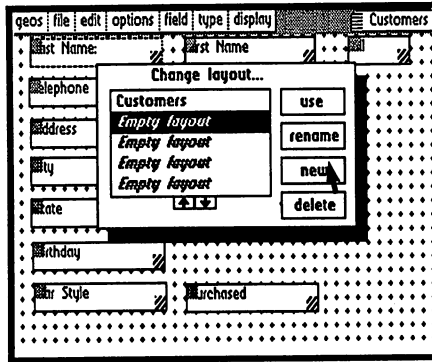
For the purposes of the following examples in this manual, change the name of your **Practice File** to **Customers**. To do this click on the **change layout** menu item in the **file** sub menu. **Practice File** should already be selected (the name appears in reverse video).



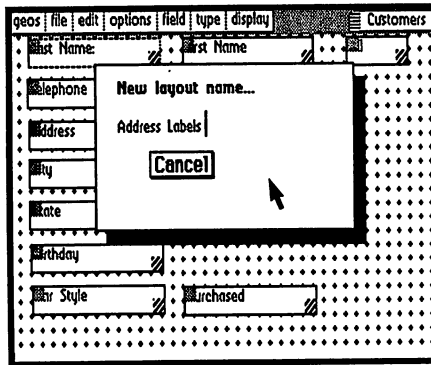
Click on the rename icon in the change layout dialog box. Another dialog box appears. Type in the new name **Customers**. This new name will now appear in both the change layout dialog box, and in the title bar for your Master form.



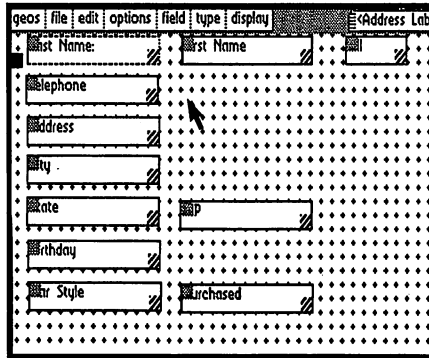
Now create a sub layout called **Address Labels** by clicking on one of the Empty Layout items in the change layout dialog box.



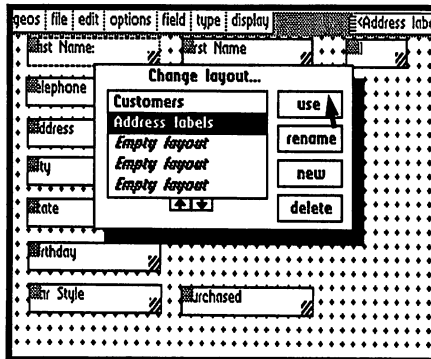
Click on the New icon. Type the name **Address Labels** into the dialog box that appears.



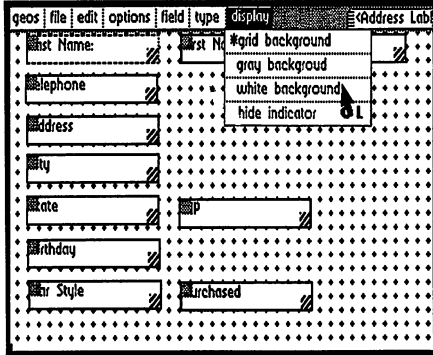
Press **RETURN**. A form like your Master form appears, but with the name **Address Labels** (enclosed in brackets), in the title bar.



Now click on the **change layout** menu item in the **file** sub menu. Your sub layout now appears in the change layout dialog box along with your Master form **Customers**.



Click on the **use** icon to continue working with your sub layout **Address Labels**. Practice changing the geoFile screen appearance by clicking on the **display** menu item in the **command** menu, and then clicking on the different menu items in the sub menu that appears.



The page indicator is initially located in the top left-hand corner of the geoFile screen. The small viewing window inside of the indicator is used to move quickly around on your form. Try clicking on the window and moving it to a different portion of your geoFile form. Click once to view this new portion.

Try creating some fields in this portion of the form. After you are done, click again inside of the position indicator and move the window back to the upper left-hand corner of your form. When you click again, you should see that portion of the **Address Labels** sub layout that contains the Last Name field.

After this, try moving the position indicator itself by clicking on its "handle," and dragging it to a different place on your form page. Notice that wherever you move the indicator on the form page, the handle is always visible.

You can also remove the position indicator completely by clicking on the **hide indicator** menu item in the **display** sub menu. You can bring the indicator back by clicking on the **show indicator** menu item, which appears in the **display** sub menu.

Another way to move around your form is to use the scrolling feature of geoFile. Try this feature out by moving the pointer to the edges of the screen and observing what happens. Stop scrolling by moving the pointer back toward the middle of the form page.

Finally, click on the **preview** menu item in the **file** sub menu to bring up the viewing window. Notice that you are now looking at your entire form and not just at the visible portion that you have been working on. Click once in an empty portion of the viewing window and observe what happens to the screen behind the window. Click once again where some of your fields appear in the window and see what happens to the screen.

Click outside of the preview window to continue working.

When you are done practicing with these geoFile operations, click on the **change layout** menu item in the **file** sub menu. The **Address Labels** sub layout should already be selected (its name appears in reverse video). Before continuing on to Chapter 5 click on the **delete** icon to remove the **Address Labels** sub layout from your data-base.

CHAPTER 5

DATA ENTRY: PUTTING INFORMATION INTO YOUR FORMS

INTRODUCTION

Storing, sorting, and recalling information is what you want your data-base to do for you. After you have designed a form, you can start to put information into the fields that you created in Chapter 4. As your data-base grows, you will want to add more forms to your data-base, and be able to "page" through and look at your forms and the data stored within them. You may also sometimes want to remove a particular form from your data-base. Chapter 5 examines these functions of geoFile.

OBJECTIVES

After you have completed Chapter 5 you should know how to:

- Enter the data entry mode of geoFile and type data into your fields.
- Add more forms to your data-base
- Look through your forms
- Remove a form from your data-base

KEY TERMS

data entry mode
text cursor

"WHAT IF...?"

- 1) What are the three steps involved in entering information into my geoFile form?
- 2) Can I only use the mouse or joystick pointer to move between fields?
- 3) How much data can I enter, or type into one field?

OVERVIEW

After you have designed your geoFile form, you will be ready to start typing information into it. There are three steps to entering information, or data into your forms.

First enter the data entry mode. Then select one of the fields on your form into which you want to type information. Finally, using the keyboard, type in the information that you want to store in that field.

ENTER DATA ENTRY MODE

Entering geoFile's data entry mode allows you to select a field on your form and then type in the data that you want to store under that particular field's name. Enter the data entry mode by clicking on the **data entry** menu item in the **options** sub menu. The fields that you see on the geoFile form page in the data entry mode are the same as those that you have created in the form design mode. The only difference in the appearance of fields in the data entry mode, is that the move and re-size tabs do not appear inside the field outlines as they do in the form design mode.


SELECT A FIELD FOR DATA ENTRY





Once you are in the data entry mode you can select a field and begin to type information into it. Select a field by clicking once inside its outline. A selected field will have an outline that is thicker than the other field outlines.

TYPE IN THE DATA

Once you have selected a field by clicking inside of its outline you can begin to type information into it with the keyboard. The **text cursor**, which appears in a field when it is selected, shows where the characters that you type in will appear in the field. If the cursor disappears while you are typing characters into a field geoFile is attempting to fit the characters into a field that is too small. The field will, however, contain all the characters that you have typed into it even though you may not see all of them on the screen. You might want to return to the form design mode and make your field larger. You can type up to 256 characters into a field.

USE THE CURSOR KEYS TO MOVE BETWEEN FIELDS

By using different combinations of the , **SHIFT**, and cursor keys you can move quickly between the fields on your form without taking your hands off the keyboard.

-  and horizontal **CRSR**... move right one field
-  and vertical **CRSR**... move down one field
-  , **SHIFT** and horizontal **CRSR**... move left one field
-  , **SHIFT** and vertical **CRSR**... move up one field

ADDING MORE FORMS TO YOUR DATA-BASE

More forms with the same form design can be added to your data-base allowing you to store different sets of related information. When you add a new form to your data-base, the previous form that you were working on is saved, along with any information that you typed into the fields of that form. Each form that you create is sorted alphabetically (or numerically for number fields), in the data-base as soon as it is saved. The sorting of your forms is depends on the sort field that you designate when you design the form.

You add new forms to your data-base by clicking on the **new form** menu item in the **form** sub menu.

LOOKING THROUGH YOUR FORMS

You can look through the forms into which you have entered data. You can either go forward, or backward alphabetically (or numerically), through the forms that you have saved. Look through the forms that you have saved by clicking on either the **next**, or the **previous** icon located at the top of your form page.

The **next** icon is the right pointing arrow at the top of your form page. The **previous** icon is the left pointing arrow. These icons are visible when you are in the data entry mode.

STEP-BY-STEP INSTRUCTIONS

ENTER THE DATA ENTRY MODE

To enter the data entry mode.

- 1: Click on the **options** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **data entry** menu item in the **options** sub menu. You will see a form layout on the screen that is the same as that which you created in the form design mode. The only difference is that the move and re-size tabs do not now appear in the outlines of your fields.

SELECT A FIELD

To select a field into which you will enter information:

- 1: Click once inside the outline of the field into which you want enter data.



TYPE INFORMATION INTO A FIELD

To type information into a selected field:

- 1: Simply type information into a selected field using the keyboard. You can type up to 256 characters into a single field.

MOVE TO A FIELD WITH THE CRSR KEYS



To move to the next field to the right on your form using the cursor keys:

- 1: Press both the two keys, , and the horizontal , at the same time.

To move to the field to the left using the cursor keys:

- 1: Press the three keys, , , and the horizontal , at the same time.

To move down one field using the cursor keys:

- 1: Press the two keys, , and the vertical , at the same time.

To move up one field using the cursor keys:

- 1: Press the three keys, , , and the vertical , at the same time.

ADD MORE FORMS TO YOUR DATA-BASE

To add another form to your data-base:

- 1: Click on the **form** menu item in the **command** menu. A sub menu will appear.
- 2: Click on the **new form** menu item in the **form** sub menu.

LOOK THROUGH YOUR FORMS

To look forward through your saved forms:

- 1: Click on the **next** form icon (the arrow pointing to the right at the top of your form page). Each time you click on this icon you will advance one form forward through your data-base.

To look backward through your saved forms:

- 1: Click on the **previous** form icon (the arrow pointing to the left at the top of your form page). Each time you click on this icon you will go back one form through your data-base.

ANSWERS TO CHAPTER 5 "WHAT IF...?"

- 1) **What are the three steps involved in entering information into my geoFile form?**

The three steps involved in entering information into your forms, are: enter data entry mode, select a field, type in the information.

- 2) **Can I only use the mouse or joystick pointer to move between fields.**

No. You can also use the keyboard **CRSR** keys.

- 3) **How much data can I enter, or type into one field?**

256 characters maximum.

PRACTICE FOR CHAPTER 5

You should already know how to create fields on your data-base forms, give them names, and move them around from your reading in chapter 4. In chapter 5 you saw how to enter, or type data into your fields. Now combine these two aspects of geoFile program operation by creating a customer data-base that might be used by a car dealer.

First, open your geoFile document called **Customers** that you created in Chapter 4. Make sure that you have these 11 fields on your form page.

Last Name
First Name
MI
Address
City
State
Zip
Telephone
Birthday
Car Style
Purchased

One way to arrange these fields on your form is illustrated below:

The image shows a screenshot of a database form layout for a data-base named "Customers". The form is displayed on a grid background. At the top, there is a menu bar with the following items: "geos", "file", "edit", "options", "field", "type", "display", and "Customers". Below the menu bar, the form contains several fields, each with a label and a corresponding input area. The fields are arranged in two columns. The left column contains: "Last Name:" (with a cross-hatched outline), "Telephone", "Address", "City", "State", "Birthday", and "Hair Style". The right column contains: "First Name" (with a cross-hatched outline), "ZIP", and "Purchased" (with a cross-hatched outline). A mouse cursor is visible over the "Address" field.

You selected the **Last Name** field as your sort field in Chapter 4 (its field outline should appear cross-hatched), so that your forms will be stored in your data-base alphabetically by last name. You can, of course, choose any of the fields on your form to be the sort field.

This form is your Master form layout for the **Customers** data-base.

If you want to examine just a portion of the fields and data in your data-base, you will want to create a sub layout from your Master form.

Suppose that you want to isolate just the name and address information in your data-base in order to be able to print out address labels. First, click on the **change layout** menu item in the **file** sub menu, select an empty layout and call it **Address Labels** just as you did in Chapter 4. Working with this sub layout, delete the following fields:

- Telephone
- Birthday
- Car Style
- Purchased

leaving just the fields:

- Last Name
- First Name
- MI
- Address
- City
- State
- Zip

Now you can arrange these remaining fields on your form in an address label format like the one illustrated below:

The image shows a screenshot of a form design window titled "Address Lab". The window has a menu bar with "geos", "file", "edit", "options", "field", "type", and "display". The form is set on a grid background. It contains several fields: two "First Name:" labels, one "Address:" label, one "City:" label, one "State:" label, and one "Zip" label. A mouse cursor is visible over the grid.

This is a form design that you can use to look at, or print out address labels that are based on the information contained in your **Customers** data-base.

After designing this sub layout, return to your Master form **Customers** by clicking on the **change layout** menu item in the **file** sub menu, and then selecting **Customers** from the dialog box that appears. While you are in the form design mode of geoFile, select the **Birthday** field by clicking once inside of its outline. Define the **Birthday** field as a number field by then selecting the **number field** menu item from the **type** sub menu. This will be important later in the next chapter.

Now get into the data entry mode of geoFile by clicking on the **data entry** menu item in the **options** sub menu. Select each field in turn and enter appropriate data into each of them. Use information about yourself, a friend or family member, or just make it up.

IMPORTANT: For this example, be sure to put in a four digit number in the form **MonthDay** in the **Birthday** field (0217 would be February 17; 1105 would be November 5).

After filling up a form with data, create a new, blank form by clicking on the **new form** menu item in the **form** sub menu. Fill up 10 forms in your data-base in this way.

IMPORTANT: Have two of your forms contain 0217 as the data item in their **Birthday** fields. Have one of these forms also have a **Last Name** of **Smith**.

The image shows a screenshot of a form titled "Customers" within a software interface. The form has a menu bar at the top with "geos | file | edit | options | form | display" and a status bar showing "00 2 00 5". The form fields are as follows:

Last Name : Smith	First Name : Robert	MI : I
Telephone : 759-5746		
Address : 10 Top St		
City : Westville		
State : IL	Zip : 60690	
Birthday : 0217		
Car Style : sedan	Purchased : 6/86	

Now look through the forms in the **Customers** data-base by clicking on the left, or right pointing arrows located at the top of the form page. Notice how your forms are stored in your data-base, namely alphabetically by last name. They are stored and sorted this way, because you set **Last Name** as the sort field.

CHAPTER 6

RECALLING INFORMATION

INTRODUCTION

Chapter 6 contains the information that you need to search through your geoFile forms, and recall the data that you want.

OBJECTIVES

After reading this chapter you should know how to:

- Enter the search mode of geoFile.
- Create and use a search form
- Perform a conditional search.
- Use "wild card" characters in a search operation.

KEY TERMS

search form

conditional search

"wild card" character

"WHAT IF...?"

- 1) Does a search form look like a form in the form design mode?
- 2) Can I search for numerical data in a geoFile search operation?
- 3) Can I use the "wild card" character * as part of a data item in a field of my data-base?

OVERVIEW

INTRODUCTION

The information and data that is stored in your data-base will be most useful to you if you can search through your forms and recall those forms that have the particular information that you want. You can recall forms that share just one bit of information in common, or several.

You can also recall forms that have numerical data that is:

- greater than
- less than
- greater than or equal to
- less than or equal to
- not equal to

a particular value that you define (type into a field), in your search form.

You can even use the wild card characters ?, *, and ! to match either groups of, or single characters in fields of your data-base.

ENTER SEARCH MODE AND CREATE A SEARCH FORM

The search form is the key to data item searches that you want to conduct through your geoFile data-base. You create a search form by clicking on the **create search form** menu item in the **form** sub menu. The search form looks much like the geoFile design form, except that the search form initially does not contain any data in its fields.

HOW TO USE A SEARCH FORM

Once you have created a search form, you can define the data item, or items that you want to search for in your geoFile forms. In a regular search operation, the program searches for and recalls those forms that match the data items that you type into the fields of your search form.

For example, if you type **Smith** into a field called **Last Name** in your search form, geoFile will recall all of those forms in your data-base that have **Smith** as the data item in the **Last Name** field. You can also have the program match the data in more than one field at a time. You define a search data item by typing it into a field in your search form.

PERFORM A SEARCH

After you define the data items in your search form that you want the program to search for in your data-base and click on the **OK** icon. Now click on one of the search icons that appear at the top of your search form page after you have clicked on **OK** icon. The search icons are located at the top of your search form. The icons look like a face looking to the left, and a face looking to the right. By clicking on the left looking face you will search backward through your data-base. Click on the right looking face to search forward through your data base.

When the search operation is complete, the first form that geoFile finds is displayed on the screen. You can look through these recalled forms by clicking on the **next form** icon (the right pointing arrow), to see the next form of those that have been recalled. Click on the **last form** icon (the left pointing arrow), to look back through your recalled forms.

CONDITIONAL SEARCHES

A conditional search in geoFile is a search where you define (type into a field on your search form), a special case or condition that you want the data items in your data-base to match. This means that you can search for data items that are not only equal to, but also not equal to, greater than, less than, greater than or equal to, less than or equal to, or less than *and/or* greater than the search data item (or items), that you define in your search form. Conditional searches of the data in your forms using inequalities such as these, are used in searches involving numerical data.

The symbols or characters used in conditional searches are:

- > data ...recalls fields greater than data ("data" can be anything)
- < data ...recalls fields less than data
- <= data ...recalls fields less than or equal to data
- >= data ...recalls fields greater than or equal to data
- <> data ...recalls fields not equal to data

Use the keys **&** (meaning **and**), and **%** (meaning **or**), to combine two of the above conditionals in a search. For example, lets say that you type the following into a field called Age on your search form:

Age: <30&>=21

Click on the **OK** icon. When you then click on one of the search icons, geoFile will search through your data-base and recall all of those forms whose Age fields have data that is less than 30 and greater than or equal to 21. In other words, you could recall the records in a personnel file of those persons you are between 21 and 29 years of age. (Actually you would recall all records which have an Age field data of between 21.0 and 29.999...)

USING "WILD CARD" CHARACTERS

To increase the ease and flexibility of your searches in geoFile, the program allows you to use three so called "wild card" characters in your search form, the ? (question mark), the * (asterisk), and the ! (exclamation point). geoFile does not interpret, or read a "wild card" character in the same way as it interprets a regular character in a search form.

USE THE ?

When the program encounters a ? in a field of the search form, it will substitute any one character for the ? as it searches for the matching forms in your data-base. For example, if you type the following into a field called Zip (zip code), in your search form:

9470?

Click on the **OK** icon and then on one of the **search** icons that appear at the top of the search form page. geoFile will recall all of those forms in your data-base whose Zip fields contain the data 94700, 94701, 94702,...94709. (Also any forms that have data in their Zip fields such as 9470A, or 9470x etc., will also be recalled.)

USE THE *

When the program encounters an * in a field of your search form, it will substitute any one, or more characters for the * as it searches through the forms in your database. For example, if you type the following into a field called Last Name in your search form:

Da*

Click on the **OK** icon and then on one of the **search** icons that appear at the top of the search form page. geoFile will recall all of those forms in your data-base whose Last Name fields contain data which begin with the letter Da. This might include names such as Dave, Darla, Dan, Danielle, etc. (Also any form that have data in their Last Name fields such as Da7, Da+Po, Dan/123 etc., will also be recalled.)

You could also search for any last names that contain an "a" in them by typing ***a*** into the Last Name field of a search form.

USE THE !

If the ! (exclamation point), is typed in before either a ?, an * (or even another !), in a search data item, geoFile will interpret the ?, or * literally. What this means is that you can use (and search for), the characters ?, *, and ! in data items of your data-base. For example, if you type:

!*

into a field entitled Valid License, and click on the OK icon. geoFile will recall all of the forms in your data base that have an * as the data item in the Valid License field after you click on one of the search icons. If you left out the ! in the above example, the program would then recall *all* of the forms in your data-base, regardless of what was in the Valid License field.

STEP-BY-STEP INSTRUCTIONS

ENTER SEARCH MODE AND CREATE A SEARCH FORM

To enter the search mode of geoFile and create a search form:

- 1: Click on the **form** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **create search form** menu item in the **form** sub menu. The search form that appears on the screen looks much like your design mode forms except that a search form has no data in its fields.

HOW TO USE A SEARCH FORM TO PERFORM SEARCHES AND RECALL FORMS

To recall data items in your data-base whose text, or value matches (is the same), the search data items that you define in your search form:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type data that you want to match with data that is stored under that same field name in your data-base into the selected field.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

CONDITIONAL SEARCHES

To recall forms in your data-base whose text, or value does not match (is not the same), the text in the search data item:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type the characters **<>** into the selected field. After these characters type in the data that you want *not* to match data in your data-base.

- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

NOTE: You can combine different search conditionals as different search items in different fields on your search form. For example, recall forms that match one field *and* do not match another by typing the data you want to match into one search field, and the data you want to not match into a different field, preceded by the characters <>.

- 4: Click on the OK icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall forms in your data-base that have a data item (or items), whose value is greater than a value that you define in your search form:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type the character > into the selected field. After this character, type in the value that you want geoFile to use in its conditional search through your data-base.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.

NOTE: Remember that you can combine more than one conditional in a search operation by typing the conditionals into different fields on your search form.

- 4: Click on the OK icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall forms in your data-base that have a data item (or items), whose value is less than a value that you define in your search form:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type the character < into the selected field. After this character, type in the value that you want geoFile to use in its conditional search through your data-base.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall forms in your data-base that have a data item (or items), whose value is greater than or equal to a value that you define in your search form:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type the characters >= into the selected field. After these characters, type in the value that you want geoFile to use in its conditional search through your data-base.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To recall forms in your data-base that have a data item (or items), whose value is less than or equal to a value that you define in your search form:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type the characters <= into the selected field. After these characters, type in the value that you want geoFile to use in its conditional search through your data-base.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the OK icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To define two conditionals in the same field on your search form using the & (and), character:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
 - 2a: Type one of the conditionals, <>, <, >, <=, >= into the selected field.
 - 2b: Type in a value that you want to be governed by this condition.
 - 2c: Type the character &.
 - 2d: Type in another conditional, <>, <, >, <=, >=.
 - 2e: Type in a value that you want to be governed by this second conditional.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the OK icon after you have defined all of the conditions of your search.
- 5: Click on either of the two search icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To define two conditionals in the same field on your search form using the % (or), character:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
 - 2a: Type one of the conditionals, <>, <, >, <=, >= into the selected field.
 - 2b: Type in a value that you want to be governed by this condition.
 - 2c: Type the character %.
 - 2d: Type in another conditional, <>, <, >, <=, >=.
 - 2e: Type in a value that you want to be governed by this second conditional.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two **search** icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

USE "WILD CARD" CHARACTERS

To match any single character in a search data item:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type a ? (question mark), in place of a single character in a search data item in your search form. The program will substitute any single character in a selected field of your data-base in place of the ? character that you type into a field in your search form.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two **search** icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

To match any series (or string), of characters in a search data item:

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type an * (asterisk), in place of a series of characters in a search data item in your search form. The program will substitute any series, or string of characters in a selected field of your data-base in place of the * character that you type into a field in your search form.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two **search** icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

*To use and recall data items in your data-base that contain the characters ?, *, or !:*

- 1: Select a field in your search form by clicking once inside of its outline. (The outline of a selected field will appear thicker than the other field outlines.)
- 2: Type the character ! into the selected field in front of any character (?, *, !), of a search data item in your search data form. The ! tells the program to take literally the character immediately following it, and not treat that character as a wild card character.
- 3: Repeat steps 1 and 2 above for each field and conditional that you want to define in your search form.
- 4: Click on the **OK** icon after you have defined all of the conditions of your search.
- 5: Click on either of the two **search** icons (the left and right looking faces that appear at the top of the search form page), to start the search and recall operation. geoFile will recall those forms that meet all of the conditions that you define in your search form.

ANSWERS TO CHAPTER 6 "WHAT IF...?"

- 1) Does a search form look like a form in the form design mode?

Yes, except that data items do not appear in your fields while you are in the search mode.

- 2) Can I search for numerical data in a geoFile search operation?

Yes. Using conditionals like greater than (>), and less than (<), are a good way to search for numerical data in your data-base.

- 3) Can I use the "wild card" character * as part of a data item in a field of my data-base?

Yes. But if you use a "wild card" character as all, or part of a data item, you have to place a ! before the characters *, ?, or ! if you are using a search operation. The ! causes the program to recognize the *, ?, or ! as regular and not "wild card" characters.

PRACTICE FOR CHAPTER 6

After reading about search operations in geoFile, you should practice with the different commands to see how they work. Use the sample data-base for a car dealer that you created in the practice section of Chapter 5.

Open the geoFile document entitled **Customers** that you created in chapter 5. Click on the **create search form** menu item in the form sub menu. A search form in which you can define search data items appears on the screen. It looks like your regular form, containing the same layout, field outlines and field names. The only difference is that data items do not appear in any of the fields, and an **OK** icon appears at the top of the page.

The screenshot shows a dialog box titled "Defining Search Form" with an "OK" button and a "Customers" label. The dialog contains a grid of dots. On the left side, there are labels for "Last Name:", "Telephone:", "Address:", "City:", "State:", "Birthday:", and "Car Style:". On the right side, there are labels for "First Name:", "M:", "Zip:", and "Purchased:". A mouse cursor is pointing at the "M:" label.

As an example of a search operation that you could perform on your customer list, try to recall all of the forms in your data-base that have a Birthday on February, 17. To do this, type 0217 into the Birthday field on your search form:

Defining Search Form OK Customers

Last Name : First Name : MI :

Telephone :

Address :

City :

State : I ZIP :

Birthday : 0217

Car Style : Purchased :

Click on the OK icon, and then click on one of the search icons that appear at the top of the search form page. The search icons appear as faces looking left and right. By clicking on one of these icons, you will recall any forms in your data-base that have February 17 (typed into the field in the form MonthDay), as the data item in their Birthday fields.

geos | file | edit | options | form | display 99 99 Customers

Last Name : Smith First Name : Robert MI : I

Telephone : 759-3746

Address : 18 Top St

City : Westville

State : IL ZIP : 68698

Birthday : 0217

Car Style : sedan Purchased : 6/86

If you want now to page through the forms that have been recalled, click on either the left, or right pointing arrows at the top of the form page. (If you created two forms only that contain Birthday data items of 0217, as was suggested in the Chapter 5 practice, you will alternate between these two forms when you click on the arrows.)

The above was an example of a regular search for a specific item of data in your data-base --the birthday February 17.

Now, instead of a specific day, you want to recall the forms in your data-base that satisfy some special condition. Still using the example of a car dealer, lets say that you want to send a birthday card to each of your customers whose birthday is in February.

Enter the search mode again and type the following into the Birthday field:

>=0201&<0301

and click on the OK icon. When you now click on one of the search icons, all of the forms of customers whose birthdays are in February (Month of 02), will be recalled.

NOTE: Another way to accomplish the same thing would be to type 02* into the Birthday field.

To practice using wild card characters in searches, type the following into the Last Name field, after you have entered the search mode:

S*

and click on the OK icon. Now click on one of the search icons. All of the forms of your customers that have a last name that starts with the letter S will be recalled.

The image shows a screenshot of a database form titled "Customers". The form has a menu bar at the top with "geos", "file", "edit", "options", "form", "display", and "Customers". Below the menu bar, there are several input fields for customer information. The fields are: "Last Name : Smith", "First Name : Robert", "MI : 1", "Telephone : 759-5746", "Address : 18 Top St", "City : Westville", "State : IL", "ZIP : 60698", "Birthday : 0217", "Car Style : sedan", and "Purchased : 6/86". The form is displayed on a grid background.

If instead of the first example above you had typed the following into the Birthday field:

021?

all of the forms with birthdays between February 10 and 19 would be recalled when you click on the **OK** icon and then on one of the search icons.



CHAPTER 7 UPDATING OR CHANGING INFORMATION

INTRODUCTION

Chapter 7 provides you with the instructions you need to update, or change information in your geoFile forms.

OBJECTIVES

After reading this chapter you should know:

- The two methods which you can use to update, or change information in geoFile.
- How to create a search form so that you can automatically update information in your data-base.
- How to use conditionals and "wild card" characters in search data items when you want to search for and update information.
- What the geoFile replacement options are, and how to choose one.
- How to manually update, or change the information in your data-base.

KEY TERMS

replace with character, @
replacement option

"WHAT IF...?"

- 1) Does the search form that I use to update information in my geoFile data-base look different than the search form that I use just to locate that information?
- 2) Can I use the same conditionals in a search and replace operation that I use in a search operation?
- 3) Can I update information in only one form at a time using a search and replace operation?

OVERVIEW

Some information that is stored in your data-base, like a birth date, is permanent and unchanging. Unless you have made a mistake when you originally typed in information like this, you will not need to change, or update it. However, you must have the ability to change, or update the information in your data-base. Most of the information in your data-bases will be information that can change. (For instance, even a customer's name could change.) Because of this, you will want to know how to easily update, or change the information that is stored in your geoFile forms.

You type, or enter information into your data-base while you are in the data entry mode of geoFile. Information is changed, or updated while you are in the data entry mode as well.

Updating the information in a form involves two steps. First you search for the form that has the information that you want to change or update. Then you can either manually change the information, or by typing a special character into the search data items of your search form you can automatically change, or update information.

MANUALLY UPDATE INFORMATION

You can easily update information in your geoFile forms manually. First, recall a form either by paging through your forms with the arrow icons located at the top of the form page surface, or use a search operation to locate fields that share certain data items (see Chapter 6). Now you can delete information in a selected field by pressing the **INST/DEL** key one time for each character that you want to delete. Once you have deleted the unwanted information, simply type new information into that field.

You can delete all of the information stored in the currently displayed form by clicking on the **clear all fields** menu item in the field sub menu.

AUTOMATICALLY UPDATE INFORMATION

Use a search and replace operation to automatically update or change information in your data-base. You can change one data item at a time, or more than one. You can change the data items in only the form that you are currently viewing and working on, or in all of the recalled forms in your data-base. You can use conditionals, or "wild card" characters in your search data items for a search and replace operation just as you use them in a simple search operation. Automatically updating information in your data-base form can be much faster and more accurate than updating that same information manually.

The key to automatically updating, or changing the information in your geoFile forms is the **replace with** character, or the **@** character. Basically when used in a search data item, the **@** character tells the program to replace the data in the field of a recalled form (recalled on the basis of what you define in the search form), where an **@** character occurs, with whatever data is typed in after the **@** character in your search form.

For example, if you type the following into a field entitled **State** on your search form:

Calif*@CA

geoFile will recall all of the forms in your data-base that have Calif (or California, Calif1234, etc.), in their **State** field. The form appearing on the screen is only the first recalled form with that data item. You now have the option to either replace Calif with CA in this form only, or in all of the recalled forms of your data-base. Click on either the **In this form, replace** or the **In all forms, replace** menu items, which are located in the **form** sub menu. The program will now make the replacement in the **State** field.

You can, of course, define several search and replace fields on the same search form. You can also use conditionals and wild card characters in a search and replace operation just as you use them in a search operation. For example, if you type the following into a field entitled **Price/Earnings Ratio** (price/earnings ratios are used by stock brokers and analysts to indicate the relationship between the per share price of a corporation's stock, and the corporation's yearly earnings):

`<=15`

and the following into a field entitled **Possible Buy?**:

`@Yes`

the program will recall all of the forms in your data-base that have a data item in the Price/Earnings Ratio field of 15 or less. When you select one of the replacement options **In this form, replace** or **In all forms, replace** from the **form** sub menu, the program will replace whatever data may be stored in the **Possible Buy?** field of either this current form, or of all of the recalled forms, with the new data item **Yes**.

STEP-BY-STEP INSTRUCTIONS

ENTER DATA ENTRY MODE

You will need to be in the data entry mode of geoFile in order to update or change the information in your data-base. Enter the data entry mode by clicking on the **data entry** menu item in the **options** sub menu (see Chapter 4 for more information on data entry).

MANUALLY UPDATE INFORMATION

To manually change information stored in your data-base:

- 1: Click once inside of the field outline to select the field whose information or data you want to change. A selected field has a thicker outline than the other fields on your form. The text cursor appears after the last character of the data item in the selected field.
- 2: Press the **INST/DEL** key once for each character in a data item that you want to delete.

- 3: Type in the new, or updated information that you now want to store under that field name. When you move to a new form, or have finished using the geoFile program and return to the deskTop, the new information that you typed in will be saved with that form.

AUTOMATICALLY UPDATE INFORMATION

To automatically change information stored in your data-base:

- 1: While you are in the geoFile data entry mode (see above), click on the **form** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **create search form** menu item in the **form** sub menu.
- 3: Type the item, or data that you want to search for in your data-base, into a selected field. You can type search data items into more than one field in your search form. You can use conditionals, and/or "wild card" characters in these search data items as described in Chapter 6.
- 4: For each search data item in step 3 above that you want to replace with some other data or information, type in the **replace with** character (@), immediately after the search data item.
- 5: Type in the replacement data immediately after the @.
- 6: After you have finished defining search and replace items in your search form, click on the **OK** icon.
- 6: Now click on one of the **search** icons (the faces looking right and left), that appear at the top of your form. The program will recall only those forms in your data-base that meet all of the search conditions that you have defined in your search form.

The form that is displayed on the screen after the search and recall operation is complete is the first form that geoFile found in your data-base (searching either forward or backward), that meets the search conditions.

At this point you are ready to replace, or change information in you data-base.

REPLACEMENT OPTIONS

To replace data items in the currently displayed form only:

- 1: Click on the **form** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **In this form, replace** menu item in the **form** sub menu. Any data items that have been typed in after a **replace with** character (@), in one, or more of the fields in your search form will now appear as the data items in the field, or fields of the displayed form of your data-base.

NOTE: You can not replace data that is stored in the sort field.

To replace data items in all of the recalled forms:

- 1: Click on the **form** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **In all forms, replace** menu item in the **form** sub menu. Any data items that have been typed in after a **replace with** character (@), in one, or more fields in your search form will now appear as the data items in those fields of all of the recalled forms in your data-base.

ANSWERS TO CHAPTER 7 "WHAT IF...?"

- 1) Does the search form that I use to update information in my geoFile data-base look different than the search form that I use just to locate that information?
No. A search form looks the same whether you want to recall information, or recall and replace.
- 2) Can I use the same conditionals in a search and replace operation that I use in a search operation?
Yes. But greater than, less than etc., only make sense on the search side of a search and replace statement.
- 3) Can I update information in only one form at a time using a search and replace operation?
Yes. Just select the **In this form, replace** menu item in the **form** sub menu.

PRACTICE FOR CHAPTER 7

After reading about search and replace operations in geoFile, you should practice with the different commands to see how they work. Use the sample data-base for a car dealer that you created in the practice section of Chapter 5.

Open the geoFile document entitled **Customers** that you created in Chapter 5. Click on the **create search form** menu item in the **form** sub menu. A search form appears on the screen. It looks like your regular form, containing the same layout, field outlines and field names. The only difference is that data does not appear in any of the fields.

The image shows a screenshot of a software dialog box titled "Defining Search Form". The dialog box has a title bar with "Defining Search Form", "OK", and "Customers". The main area is a grid of dots with several text input fields: "Last Name :", "First Name :", "MI :", "Telephone :", "Address :", "City :", "State :", "ZIP :", "Birthday :", "Car Style :", and "Purchased :". A mouse cursor is pointing at the "MI :" field.

As an example of a search and replace operation that you could perform on your customer list, try to recall and correct a mistaken entry in your data-base.

Lets say that Mr. Smith calls you up and thanks you for the birthday card that you sent him. However, he tells you that his birthday is April 17, not February 17. Also, he has moved since you sold him his car. His new address and phone are:

5 Top St.
Milltowne, PA. 20516
phone # 424-7111

You could update this information in your data-base by paging through your forms, backspacing through the incorrect information and then typing in the new, correct information.

Instead, use a search and replace operation to make all of the corrections at one time. Type the following into the fields indicated on a search form:

Defining Search Form OK Customers

Last Name : @Smith First Name : MI :

Telephone : @424-7111

Address : @5 Top St

City : @Milltowne

State : @PA ZIP : @28516

Birthday : @217@0417

Car Style : Purchased :

When your search form is completed, click on the **OK** icon.

Now when you click on one of the search icons, the form (or forms), that have a last name of Smith and a birthday of February 17 (0217), will be recalled. Click on the **In this form, replace** menu item in the form sub menu. Mr. Smith's birthday will be corrected to 0417 (April 17). Corrections, or replacements will also be made in the Telephone, Address, City, State, and Zip fields as follows:

geos | file | edit | options | form | display Customers

Last Name : Smith First Name : Robert MI : I

Telephone : 424-7111

Address : 5 Top St

City : Milltowne

State : PA ZIP : 28516

Birthday : 0417

Car Style : sedan Purchased : 6/86

CHAPTER 8

PRINTING GEOFILE FORMS

INTRODUCTION

You will often want to print out all, or part of the information in your data-base. Using geoFile sub layouts you can create up to 15 different formats, or arrangements of the information in your Master form that can be used for printing. You learned about Master forms and sub layouts in Chapter 4.

There are also some special operations in the geoFile application that apply only when you want to print a geoFile document. Chapter 8 examines these special print operations.

OBJECTIVES

After reading chapter 8 you should know how to:

- Preview your form layout before printing.
- Print all, some, or one of the forms in your data-base.
- Print a geoFile document with, or without the field outlines.
- Print a geoFile document with, or without the field names.
- Print a blank form.
- Print more than one form per page.
- Print out your forms with headers.
- Print on computer paper, mailing labels, or index cards.

KEY TERMS

page preview

pack (a form on a page)

column header

"WHAT IF...?"

- 1) Can I print out a form that includes only some of the field outlines and field names that I have on my Master form?
- 2) Can I move fields around the form page while I am in the print mode of geoFile?

- 3) Can I print more than one form per page?
- 4) Can I print out my data-base information in special formats like mailing labels and index cards?

OVERVIEW

Most of the decisions about the design of your form for printing will be made while you are in the form design mode of geoFile. Using sub layouts you can position the fields in your Master form in up to 15 different arrangements for printing.

Sometimes, however, you will want to be able to remove a field outline from your printout, or be able to print just a few of the field names with your data. You may want to print information onto mailing labels, or index cards. You might want to print more than one form on a single sheet of paper.

These special printing options are accessible while you are in the print mode of the geoFile program.

ENTER THE PRINT MODE

In order to print out your geoFile document you need to be in the print mode of the geoFile program. To enter the print mode, click on the **print** menu item in the **options** sub menu.

PREVIEW YOUR FORM LAYOUT

Just as you can preview the overall layout of your form while you are in the form design mode of geoFile, you can also preview your form for printing by clicking on the **preview** menu item in the **file** sub menu.

PRINT FIELD OUTLINES

Your print out can contain some, all, or none of the field outlines (the boxes around each field on your form). geoFile will print all of the field outlines unless you indicate otherwise.

In order not to print one of your fields' outlines, just click inside of the outline to select it. Then click on the **print the box** menu item in the **field** sub menu. The asterisk that did appear next to the **print the box** menu item will no longer be there to indicate that the selected field outline will not be printed. A field outline that you have selected not to print will appear on the screen with a thinner outline than a field that will be printed.

When you print, the outline of the field (or fields), that you have selected in this way will not appear on the print out, only the field's name and the data will appear.

If you want to delete all of the outlines on your form from your print out, click on the **print no boxes** menu item in the **field** sub menu.

NOTE: You can decide later to print any one, or all of your field outlines. Click on the appropriate menu item in the **field** sub menu.

PRINT FIELD NAMES

You can print out the field names on your form, or not, just as you choose. the procedure for printing out field names, or not, is similar to the procedure for printing, or not printing field outlines. geoFile will print all of the field names unless you indicate otherwise.

If you do not want to print a field name, click inside the field outline to select it. Then click on the **don't print field name** menu item in the **field** sub menu. The field name (or names), that you have chosen not to print, will appear on the screen with strike outs, or dashes through the characters of the field name.

When you print, the name of the field (or fields), that you have selected in this way will not appear on the print out, only the field outline and the data in that field will appear.

If you want to delete all of the field names on your form from your print out, click on the **print no field names** menu item in the **field** sub menu.

NOTE: You can decide later to print any one, or all of your field outlines. Click on the appropriate menu item in the **field** sub menu.

PRINT A BLANK FORM

You can also print out a blank form which is a form that contains only the field outlines with the field names and no data. Click on the **print blank form** menu item in the **print** sub menu to print out a blank form.

PRINT MORE THAN ONE FORM PER PAGE

geoFile lets you print out more than one form per page. This is called "packing" forms. You can manually pack your forms for printing, or by using geoFile's **pack form** menu item in the **form** sub menu, geoFile will automatically pack as many of your forms as possible onto a single page.

To pack forms manually, click on the + (plus sign), icon located at the top of the form page while you are in the print mode of geoFile. A preview window appears over your form. Click again on the + icon to print two forms per page. Each time that you click on the + icon, you will be able to print an additional form per page. A line extending across the preview window appears each time you click on the + icon.

When you print out a form that has been divided in this way, everything on your form that appears above the line will be printed out. If any of your fields are "cut off" by (if they appear below), the line on the preview window they will not appear in your print out.

If you want geoFile to automatically print out as many forms as are possible on a single page, click on the **pack forms** menu item in the **form** sub menu.

You can un-pack your form by clicking on the - (minus sign), icon.

PRINT ALL, SOME, OR ONE OF YOUR FORMS

The **print** sub menu has menu items in it that let you choose which forms in your data-base to print.

If you want to print out all of the forms in your data-base, click on the **print all forms** menu item.

To print only the forms that have been recalled in a search operation, click on the **print selected forms** menu item.

If you only want to print out the form that is currently displayed, click on the **print current form** menu item.

Once you have clicked on one of these options, the print dialog box appears asking you if you want to print out your data in columns with the field names across the top (column headers), or if you want to print to labels, index cards, or onto computer paper.

PRINT A COLUMN HEADER

If you want to print a column header, listing all of your field names at the top of a columns of data, design a sub layout with your fields lined up across the top of your form page. Then, when you want a print out of this type of layout, click on the **column header** button in the print dialog box.

PRINT TO LABELS, INDEX CARDS, OR COMPUTER PAPER

If you want your geoFile data to be printed out as mailing labels, index cards, or on computer paper, select one of these options in the print dialog box.

PRINT YOUR FORM

When you have completed making your choices for printing in the print dialog box, click on the **OK** icon. Your form, with the layout and options that you have designed and selected, will print out if:

- 1) you have set up your GEOS compatible printer correctly.
- 2) you have the correct printer driver file present on your geoFile work disk (the disk that you are printing from).
- 3) you have selected that printer driver.

For more information on how to set up your system to print out GEOS documents see Chapter 2 of this manual, and the printing section of your GEOS User's Manual.

STEP-BY-STEP INSTRUCTIONS

ENTER THE PRINT MODE

To enter the print mode of geoFile:

- 1: Click on the **options** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print** menu item in the **options** sub menu. In print mode, no move or re-size tabs appear in the field outlines.

PREVIEW YOUR FORM LAYOUT

To look at, or preview your form before printing it out:

- 1: Click on the **file** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **preview** menu item in the **file** sub menu. A preview window appears showing you the overall layout of your form.
- 3: Click once outside of the preview window to continue working.

PRINT FIELD OUTLINES

geoFile will normally print out all of the outlines of the fields on your form.

To not print out a field outline:

- 1: Click once inside of the outline of the field to select it. A selected field's outline appears thicker than the other field outlines on your form.
- 2: Click on the **field** menu item in the **command** menu. A sub menu appears.
- 3: Click on the **print the box** menu item in the **field** sub menu. The selected field's outline now appears thinner than the other field outline to indicate that it will not be printed. An asterisk next to the **print the box** menu item in the **field** sub menu means that the box *will* be printed.

To delete all of the field outlines from your print out:

- 1: Click on the **field** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print no boxes** menu item in the **field** sub menu. When you print out this form, none of the field outlines will appear.

NOTE: You can reverse either of the above actions and print the boxes after all. The **print the box** menu item appears in the **field** sub menu after you have chosen not to print a field's box, or outline.

PRINT FIELD NAMES

geoFile will normally print all of the names of the fields on your form.

To not print out a field name:

- 1: Click once inside of the outline of the field to select it. A selected field's outline appears thicker than the other outlines of the fields on your form.
- 2: Click on the **field** menu item in the **command** menu. A sub menu appears.
- 3: Click on the **print field name** menu item in the **field** sub menu. The field name that you have chosen not to print appears with strike outs through the characters to indicate that it will not be printed. An asterisk next to the **print field name** menu item in the **field** sub menu means that the field name will be printed.

To delete all of the field names from your print out:

- 1: Click on the **field** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print no field names** menu item in the **field** sub menu. When you print out this form, none of your field names will appear.

NOTE: You can reverse either of the above actions and print the field names after all. The **print field name** menu item appears in the **field** sub menu after you have chosen not to print a field's name.

PRINT A BLANK FORM

A blank form contains no data and no field names. It is a print out that just contains the field outlines.

To print a blank form:

- 1: Click on the **print** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print blank form** menu item in the **print** sub menu.

PRINT MORE THAN ONE FORM PER PAGE

You can either manually set how many forms you want to print on one sheet of paper, or you can let the program automatically put as many forms on a page as is possible.

To manually set the number of printed forms on a page:

- 1: Click on the + (plus sign), icon located at the top of your form page. (The + and - icons appear only in the print mode of geoFile.) A preview window appears containing an overall view of your form.
- 2: Click on the + icon for each additional form you want to print on a single page. (Once again for two forms, twice for three etc.)

NOTE: If a dividing line passes through any of the items, or fields in your form, nothing below the line will be printed.

To automatically print as many forms as is possible on a page:

- 1: Click on the **print** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **pack forms** menu item in the **form** sub menu. A preview window appears. The program automatically calculates how many forms, with the currently displayed layout, can be printed on one page.

To undivide your form:

- 1: Click on the - (minus sign), icon located at the top of the print mode form page. One dividing line will be removed from the preview window each time that you click on the - icon.

PRINT ALL, SOME, OR ONE OF YOUR FORMS

To print out all of the forms in your data-base:

- 1: Click on the **print** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print all forms** menu item in the **print** sub menu. The print dialog box appears.

To print out only those forms that have been recalled in a search operation:

- 1: Click on the **print** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print selected forms** menu item in the **print** sub menu. The print dialog box appears.

To print out only the currently displayed form:

- 1: Click on the **print** menu item in the **command** menu. A sub menu appears.
- 2: Click on the **print current form** menu item in the **print** sub menu. The print dialog box appears.

PRINT TO LABELS, INDEX CARDS, OR COMPUTER PAPER

To print out to mailing labels:

- 1: Click on the **labels** button in the print dialog box.
- 2: Click on the **OK** icon. The information in your form(s) will print out to the standard mailing label format (1").

NOTE: Be sure that you have positioned the fields that you want to print out in label format so that they appear in the upper left-hand corner of your form page. The **Sample Labels** file included on your geofile diskette shows you the format to be used for labels.

To print out to index cards:

- 1: Click on the **index cards** button in the print dialog box.
- 2: Click on the **OK** icon. The information in your form(s) will print out to the standard index card format (3" by 5").

To print out to computer paper:

- 1: Click on the **computer paper** button in the print dialog box.
- 2: Click on the **OK** icon. The information in your form(s) will print out on continuous paper.

NOTE: geoFile will print out on computer paper unless you choose a different option.

PRINT COLUMN HEADERS

To print out a column header of your field names with your geoFile form:

- 1: Click on the **column header** button in the print dialog box.

PRINT YOUR FORM

When you have completed making your choices for printing in the print dialog box:

To print out your form:

1: Click on the OK icon. Your form, with the layout and options that you have designed and selected, will print out if:

- you have set up your GEOS compatible printer correctly.
- you have the correct printer driver file present on your geoFile work disk (the disk that you are printing from).
- you have selected that printer driver.

For more information on how to set up your system to print out GEOS documents see chapter 2 of this manual, and the printing section of your GEOS User's Manual.

ANSWERS TO CHAPTER 8 "WHAT IF...?"

- 1) **Can I print out a form that includes only some of the field outlines and field names that I have on my Master form?**

Yes. You have the choice of printing any of the field names or field outlines (or boxes), in your form that you wish.

- 2) **Can I move fields around the form page while I am in the print mode of geoFile?**

No. You can only change the layout of your form in the form design mode of geoFile.

- 3) **Can I print more than one form per page?**

Yes. You can manually, or automatically pack your print out to include more than one form per page.

- 4) **Can I print out my data-base information in special formats like mailing labels and index cards?**

Yes. You have the option to print out the information in your data-base to mailing labels, index cards, or onto computer paper. We have even included an example file on your geoFile diskette that shows a layout to use that will print out to standard label format (1 inch).

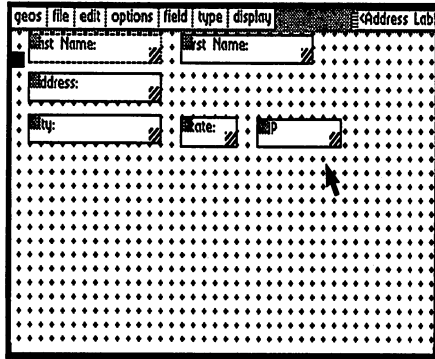
PRACTICE FOR CHAPTER 8

After reading about printing in geoFile you should practice with the different commands and options to see how they work. For the examples below, use the Master Form Customers and the sub layout Address Labels, that you created in Chapter 5.

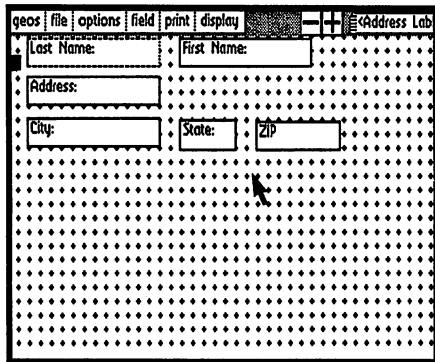
First of all, be sure that you have correctly connected a GEOS compatible printer to your computer. A list of compatible printers is located in your GEOS User's Manual, along with a list of the printer driver files that must be used with each of those printers. Any additional printer interface that you might need is also listed there.

Also, make sure that the correct printer driver file is on your geoFile work disk, and that you have selected this printer driver. You select the correct printer driver by clicking on the **select printer** menu item in the **geos** sub menu, and then finding and clicking on that printer driver's filename in the dialog box that appears. General information about selecting the correct printer driver for your printer can be found in your GEOS User's Manual.

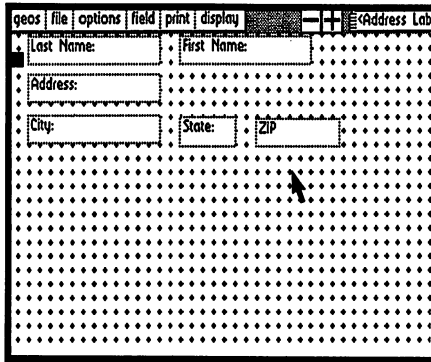
Once you have checked all of this, open your geoFile document **Customers**. Click on the **change layout** menu item in the file sub menu. Now click on the Address Labels sub layout that you created in Chapter 4.



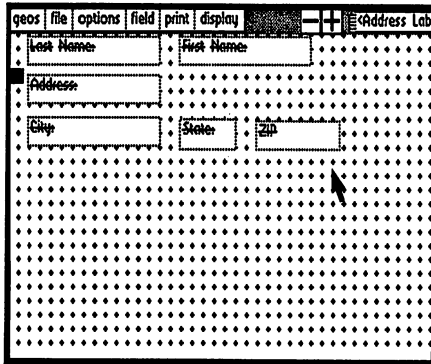
Enter the print mode of geoFile by clicking on the **print** menu item in the **options** sub menu. Your Address Labels sub layout now looks something like this.



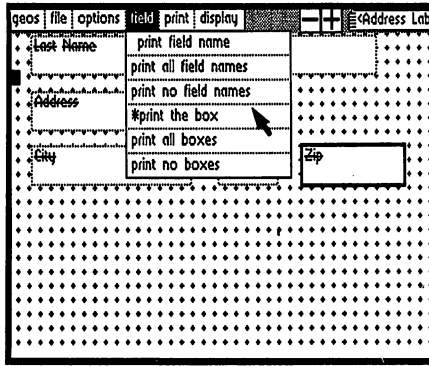
Click on the **print no boxes** menu item in the **field** sub menu.



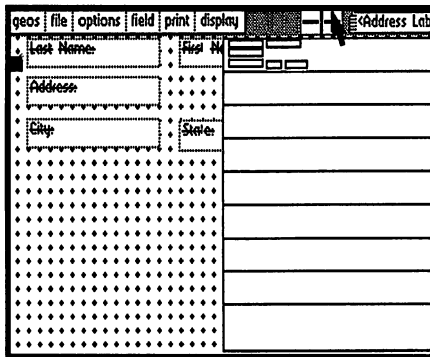
Now click on the **print no field names** menu item in the **field** sub menu.



Now select the Zip field and click on the **print the box** menu item in the field sub menu.

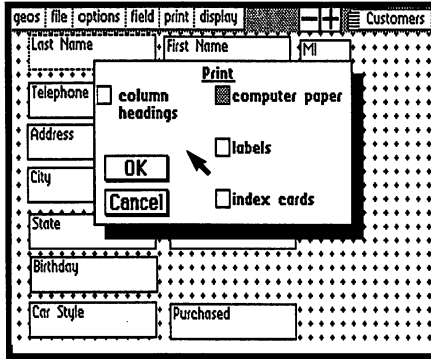


Pack as many address labels on your print out as possible by clicking on the + icon until the top dividing line appears just underneath your lowest field in the preview window.



You can automatically pack forms on your print out by clicking on the **pack forms** menu item in the form sub menu.

Now print out all of the forms in the sub layout Address Labels. Click on the **print all forms** menu item in the **print** sub menu. The print dialog box will appear.



When the print dialog box appears, click on the **computer paper** button (if you have tractor fed paper in your printer), and click on the **OK** icon to print out your address labels on computer paper.

After printing out your information in this manner, try printing it out using the labels option.

First of all, click on the **quit** menu item in the **file** sub menu to return to the deskTop. On your original geoFile disk there should have been a sample geoFile document entitled **Sample Labels**. If this file was not copied onto your geoFile work disk copy it over now.

When you open this file from the deskTop by clicking on its icon twice, you will see exactly how much space on your form page you have in which to create labels. If you create a sub layout from the fields in your data-base that conforms to these dimensions (all of the fields fit in the space shown), then you can use the **print to labels** printing option.

PRINT TO LABELS

While in the print mode of geoFile (click on the **print** menu item in the **options** sub menu to enter print mode), click on the **print all forms** menu item in the **print** sub menu. Then click on the **labels** button in the print dialog box.

Click on the **OK** icon to start printing your labels. Notice the difference between these labels and the ones you printed out in the first example above.

You should try the other geoFile print options to see how they work. For instance, create a sub layout with your fields all lined up horizontally across the top of your form page. Then click on the **column header** menu item in the print dialog box to print out your data in columns underneath each of the field names.

SAVING DOCUMENTS AND KEEPING YOUR SANITY

One final note is in order. When working with geoFile, or any other software product it is always a good idea to make extra copies of your documents on separate disks at least daily, or at the end of a work session. Things like power outages, electrical storms, hardware failures, static electricity and so forth can play havoc on the data that is stored on your floppy disks. With recently made and updated copies of your disks you will insure that any data that might be lost through some mishap or other will be relatively easy to replace.

CHAPTER 9

GEOFILE REFERENCE

OVERVIEW

Chapter 9 contains three appendices that serve two purposes. Appendix A, **DICTIONARY OF TERMS**, and Appendix B, **GEOFILE MENUS** together form a quick reference of the terms and operations that are used in the geoFile application. Appendix C, **USE GEOFILE WITH OTHER GEOS APPLICATIONS**, explains how to move, or transport your geoFile data to other GEOS based applications, so that you can use it with programs such as Writer's Workshop, geoCalc, and geoMerge.



APPENDIX A: DICTIONARY OF TERMS

A

application program These are programs that are based on GEOS and that need GEOS to operate. geoFile is an application program, or application of GEOS.

B

boot Boot is a term that means start, or run the operating system. In other words, you "boot" GEOS before starting to work with geoFile.

C

column header A column header is a geoFile print option that allows you to print out all of the field names in your form at the top of a column of data items associated with each of those fields.

command menu The command menu lies across the top of your geoFile form page. Under each name in the command menu are sub menus that contain the operating commands of the geoFile application.

Commodore key The Commodore key on the keyboard is a special key which when pressed at same time that you press another key allows you to use various keyboard controlled commands. These keyboard controlled commands are the same as some of the commands that you control through the sub menus. The Commodore key looks like this:



and is located in the lower left-hand corner of your keyboard.

conditional search A conditional search is a search through your geoFile data-base that you want to meet some condition (greater than, not equal to etc.), that you indicate, or define in a search form.

Create/Open/Quit dialog box This is a dialog box that appears on the screen when you open, or run the geoFile application. This dialog box contains the commands that you can use to create a geoFile document, open an existing document, or return to the deskTop.

D

data entry mode The data entry mode is the operating mode of the geoFile application where you enter, or type information into your form.

deskTop The deskTop is the user interface (the way that you work with the system), for GEOS. The files that you store on your diskettes using GEOS appear on the deskTop as icons, or pictures. You use the deskTop to manipulate (move, copy, print, throw away), your files and disks.

DISK COPY utility This is an utility program in GEOS that you can use to copy your applications programs, or GEOS work disks.

F

field A field is a rectangular area, or box that you create on your form page. It contains the information that you want to store in your data-base.

field outline This is the box, or line that appears around a field.

file dialog box This is a dialog box that appears on the screen when you want to open an existing geoFile document (also called a file). The box lists all of the geoFile documents that are stored on your diskette.

form You design and store your geoFile data-base on forms. You have complete control over how to design your forms and what information to store on them.

form design mode The form design mode is the operating mode of the geoFile application where you design the layout of your form.

form page The form page is the surface of your form. You only see a portion of your form on the screen at any one time. The form page is where you design and work on your data-base form.

G

geoFile document This is a data-base that you create with the geoFile application. It can be full of information, or data, or it can be empty.

GEOS Graphic Environment Operating System. Geos is the official disk operating system for the Commodore 64. For example, geoFile operates in GEOS.

grid background The grid background is the background pattern on the form page. The grid background helps you design your geoFile forms.

I

install Install is an operation that you must perform on geoFile, or any GEOS based program, the first time that you use it. When you open, or start a GEOS based program for the first time, you will install it.

M

Master form A Master form is the form that contains all of the fields and information that are stored in your data-base.

move tab The move tab is used to move, or copy a field on your form. The move tab appears in the upper left-hand corner of an un-selected field.

P

pack This is a printing option that lets you automatically fit as many of your forms on a printed out page as is possible.

page preview Using page preview you can look at your entire geoFile form layout.

position indicator The position indicator indicates what part of your form is presently visible on the screen. You can also use the position indicator to move to a different portion of your form.

R

RAM-expansion unit (REU) An add-on piece of hardware, available from Commodore, that allows you to add 256K, or 512K (K=kilobytes), to your RAM (random access memory), storage.

re-size tab The re-size tab is used to change the size, or shape of a field. The re-size tab appears in the lower right-hand corner of an un-selected field.

replace with character Using the replace with character (@), in a search form you can automatically replace one piece of information, or data in your data-base with another.

replacement options Two options that you can use to replace information, or data in one, some, or all of your forms.

S

search form A special geoFile form where you indicate, or define information that you want to search for and recall from your data-base.

scrolling Scrolling is the action of moving around your form by moving the mouse/joystick pointer to the edge of the screen.

sort field The sort field is the key field used by the geoFile program to store, sort and recall your forms. Any of the fields on your form can act as the sort field.

sub layout A sub layout contains a portion of the fields and information that are stored on your Master form. With sub layouts you can make special layouts, or arrangements of your Master form for viewing, or for printing.

sub menu Sub menus contain the operating commands of geoFile. The names of the sub menus are contained in the command menu.

T

text cursor This is the vertical line that appears in a field to indicate where text that you type into a field will appear.

title bar The title bar contains the name of the Master form, or sub layout on which you are currently working. The title bar is located above the upper right-hand corner of the form page.

W

"wild card" character By typing a "wild card" character, *, ?, and !, into a search form you can perform non-specific searches through your data-base. For example, type **D*** to recall all data items that start with the letter **D**.

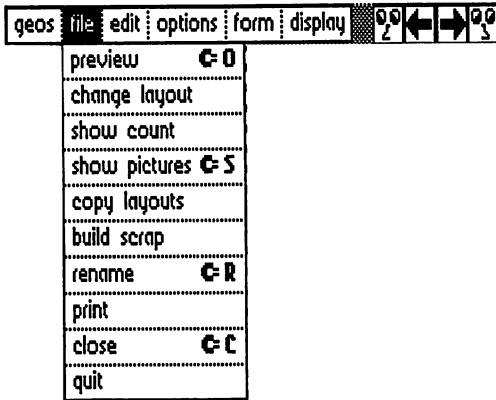
work disk A work disk is a disk on which you do your work in GEOS (such as a work disk for the geoFile application), as opposed to a disk that you "boot", or run the operating system from (such as your GEOS, or System disk).

APPENDIX B: GEOFILE MENUS

Here are brief explanations of the menu items in geoFile. Any keyboard shortcuts are listed after the menu item in parentheses, ().

FORM DESIGN MODE

FILE SUB MENU



show pictures (S) By clicking on this menu item you will display any graphics, or pictures that you may have pasted into fields on your geoFile document.

NOTE: A **hide pictures** menu item appears in the file sub menu when you have graphics already displayed in your geoFile document. By hiding pictures until you need to see them you will speed up the overall operation of the geoFile program.

close (C) By clicking on this menu item you will close the file that you are working on, and return to the Create/Open/Quit dialog box.

preview (O) By clicking on this menu item you will display a preview window that lets you look at the overall layout of your entire form.

rename (R) By clicking on this menu item you can change the name of your file.

print By clicking on this menu item you will display the print dialog box. Here you can select the print output options that you want.

copy layouts By clicking on this menu item you will make a copy of the layouts in your form. These copies will contain no data.

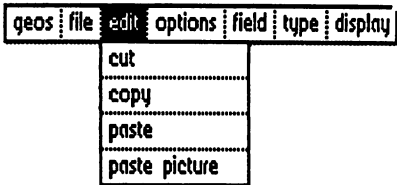
build scrap By clicking on this menu item you will cause the Build Scrap dialog box to appear. Now you can create a Text Scrap from the information in your geoFile document that you can; paste into a geoWrite document, paste into a geoCalc spreadsheet, or you can create a Merge Data File for use with the geoMerge application..

quit By clicking on this menu item you will close the file that you are working on, and return to the deskTop.

show count By clicking on this menu item you can find out how many forms are presently stored in your data-base.

change layout By clicking on this menu item you can move to a different sub layout, or create a new one.

EDIT SUB MENU



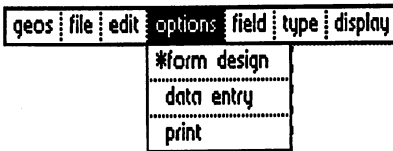
cut By clicking on this menu item, after having selected a field, you will cut the field name out of that field. You can then paste that field name into another field in your form.

copy By clicking on this menu item, after having selected a field, you will make a copy of the field name. You can then paste that name into another field in your data-base.

paste By clicking on this menu item, after having selected a field, you will paste a field name, from either a scrap or an album, into that field.

paste picture By clicking on this menu item, after having selected a field, you will paste a graphic, from either a scrap or an album, into that field.

OPTIONS SUB MENU



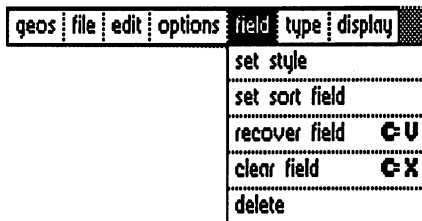
form design By clicking on this menu item you will enter the form design mode of geoFile.

data entry By clicking on this menu item you will enter the data entry mode of geoFile.

print By clicking on this menu item you will enter the print mode of geoFile.



NOTE: The mode that you are currently working in appears with a * next to the name.



FIELD SUB MENU



set style By clicking on this menu item, after you have selected a field, you can set the style for text in that field.

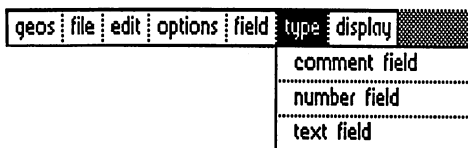
set sort field By clicking on this menu item, after having selected a field, you will set that field as the sort field for your data-base.

recover field   By clicking on this menu item, after having selected a field, you will recover the last saved version of that field.

clear field   By clicking on this menu item, after having selected a field, you will delete that field's field name.

delete By clicking on this menu item after having selected a field, you will delete that entire field from your form.

TYPE SUB MENU



comment field By clicking on this menu item, after having selected a field, you will turn that field into a comment field. A comment field is simply decoration in your form. It has no field name, and you can not enter data into it. You can, however, paste text, or a graphic into a comment field. This text or graphic will appear in any print out of your form. Some good ways to use a comment field are as a title for a form, or to place a logo on a form.

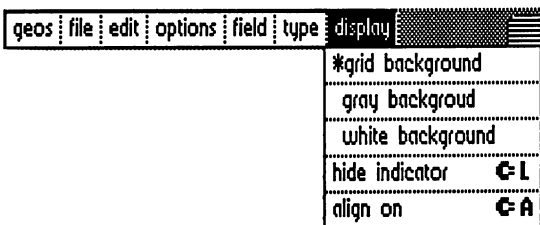
NOTE: When you paste a graphic into a field, the field automatically becomes a comment field.

number field By clicking on this menu item, after having selected a field, you will turn that field into a number field. Any field that you want to store numerical data in, should be designated a number field. A number field will be stored, sorted, and recalled numerically, rather than as a text field is recalled, which is alphabetically.

text field By clicking on this menu item, after having selected a field, you will turn a field into a text field.

NOTE: All fields are text fields until you designate them number, or comment fields.

DISPLAY SUB MENU



grid background By clicking on this menu item you will display the geoFile grid background.

gray background By clicking on this menu item you will display a plain gray background on the screen without the grid.

white background By clicking on this menu item you will display a plain, white background on the screen without the grid.

indicator off/on By clicking on this menu item you can either display the page position indicator, or remove it from the screen.

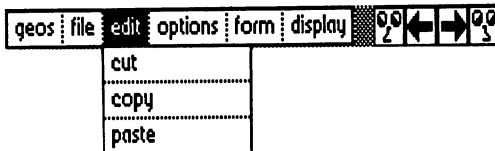
align on/off By clicking on this menu item you can either align your fields with the grid background, or not.

DATA ENTRY MODE

FILE SUB MENU

(Same as in FORM DESIGN MODE)

EDIT SUB MENU



cut By clicking on this menu item, after having selected a field, you will cut the data item out of that field. You can then paste that item into another field in your data-base.

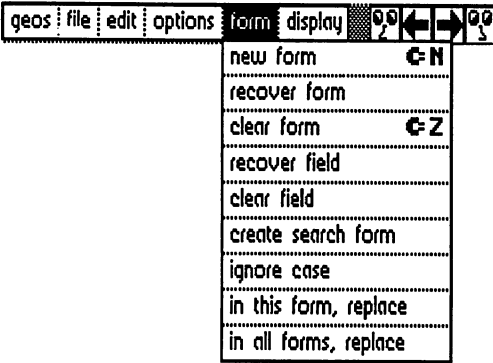
copy By clicking on this menu item, after having selected a field, you will copy the data item in that field. You can then paste that item into another field in your data-base.


paste By clicking on this menu item, after having selected a field, you will paste a text (only), item into that field. The text item is pasted from a Text Scrap.

OPTIONS SUB MENU


(Same as in FORM DESIGN MODE)

FORM SUB MENU



new form  By clicking on this menu item you will cause a new form, with no data in its fields, to appear on the screen. The form that you were working on will be saved to the disk.

recover form By clicking on this menu item you will recover the last, saved version of your form.

clear form  By clicking on this menu item you will clear all of the data items from the form that you are working on currently. Use the recover form menu item to reverse this action.

recover text By clicking on this menu item, after having selected a field, you can recover the last, saved version of the data in that field.

clear text By clicking on this menu item, after having selected a field, you will clear the data from that field. Use the **recover field** menu item to reverse this action.

create search form By clicking on this menu item you will create a search form.

ignore case By clicking on this menu item you will cause the program to ignore case distinctions (UPPER, or lower case), when you perform a search in your data-base.

in this form replace By clicking on this menu item when you are performing a search and replace operation, you will make the replacement(s) in the currently displayed form only.

in all forms **replace** By clicking on this menu item when you are performing a search and replace operation, you will make the replacement(s) in all of the forms in your data-base.

DISPLAY SUB MENU

(Same as in FORM DESIGN MODE, no **align on/off** menu item)

PRINT MODE

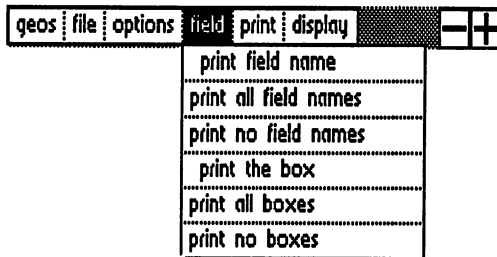
FILE SUB MENU

(Same as in FORM DESIGN MODE)

OPTIONS SUB MENU

(Same as in FORM DESIGN MODE)

FIELD SUB MENU



print field name By clicking on this menu item, after having selected a field, you will print that field's field name.

NOTE: Initially, all field names will be printed.


print all field names By clicking on this menu item you will print all of the field names that are on your form.

NOTE: Initially, all field names will be printed.

print no field names By clicking on this menu item you will print none of the field names that are on your form.

print the box By clicking on this menu item, after having selected a field, you will print that field's field outline (or box).

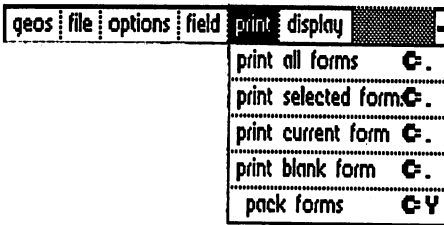
NOTE: Initially, all of the field outlines, or boxes are printed.

print all boxes  **M** By clicking on this menu item you will print all of the field outlines, or boxes of the fields in your form.

NOTE: Initially, all of the field outlines, or boxes are printed.

print no boxes By clicking on this menu item you will print none of the field outlines of the fields in your form.

PRINT SUB MENU




print all forms By clicking on this menu item you will print out all of the forms in your data-base.

print selected form By clicking on this menu item you will print out only those forms that have been recalled in a search operation.

print current form By clicking on this menu item you will print out the currently displayed form.

print blank form By clicking on this menu item you will print out a blank form (a form with no data).

pack forms  Y By clicking on this menu item you will automatically print out the maximum number of your forms that will fit on an 8 1/2 by 11 inch sheet of paper.

DISPLAY SUB MENU

(Same as in FORM DESIGN MODE, no **align on/off** menu item)



APPENDIX C: USE GEOFILE WITH OTHER GEOS APPLICATIONS

INTRODUCTION

You can build text scraps, or Merge Data Files from the data in your geoFile data-base that you can then use in other GEOS applications programs such as geoWrite, geoCalc, and geoMerge.

Building a text, or Merge Data File from your geoFile data is a five step process:

IMPORTANT: You must begin this process while you are in the form design mode of geoFile.

- 1: Select each of the fields in your geoFile form, one after the other, by clicking once inside of the field outlines.

What this will do is to line up each field and its data in columns in the scrap that you are going to build. The scrap might look something like this:

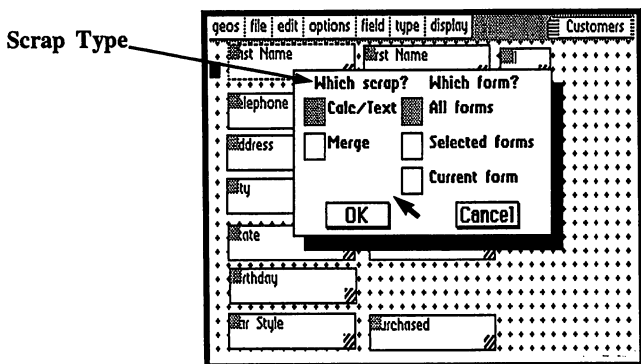
Name	Boxes	Returns	Commission
Bannon	32	6	\$52.00
Barnes	27	3	\$48.00
Davidson	41	12	\$58.00
Wilson	25	2	\$46.00

NOTE: This is similar to the way your data would look if it was printed out with a column header.

IMPORTANT: Be sure to select, one after the other, *all* of the fields in your data-base to insure that all of your columns of field names and data appear in the order that you want them to.

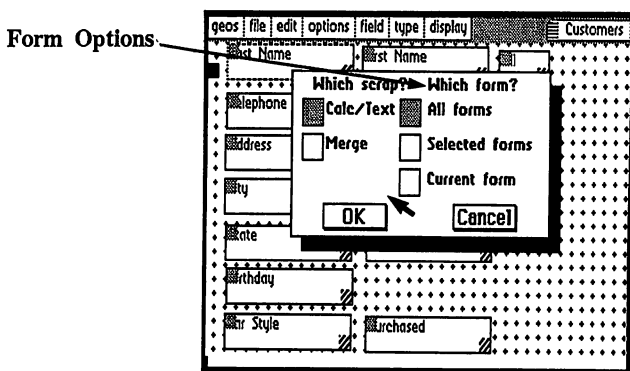
NOTE: If you want a text scrap to include only a portion of the fields and their associated data, create a sub layout that contains only the fields that you want.

- 2: After selecting all of the fields, click on the **file** menu item in the **command** menu.
- 3: Click on the **build scrap** menu item in the **file** sub menu. A dialog box appears.



BUILD A TEXT SCRAP (CALC SCRAP)

If you do nothing but click on the **OK** icon now, a text scrap will be created that can be used in geoWrite, or in geoCalc. The scrap contains the fields and data from all of the forms that are presently stored in your database. You can also build a scrap from selected forms that were recalled in a search operation, or you can use just the currently displayed form to build your scrap. Click on the appropriate button for each of these form options.



BUILD A MERGE DATA FILE

You can also build a Merge Data File, that is actually a geoWrite document, from your geoFile data that can be used in the geoMerge application program. Simply click on the button next to the word Merge in the dialog box. Your data will be arranged in a geoWrite document in the format of a Merge Data File as follows (using the data from the example above):

Name
Boxes
Returns
Commission
*

(page break inserted here by the program)

Bannon
32
6
\$52.00
*

Barns
27
3
\$48.00
*

Davidson
41
12
\$58.00
*

Wilson
25
2
\$46.00
*

The fields will appear in the order that you selected them in step 1 above. In addition, remember that the field names in a Merge Data File must be made up of alphanumeric characters (letters and numbers), and can contain no spaces.

- 4: Click on the OK icon. A text scrap, or Merge Data File (really a geoWrite document), will be created and stored on your disk. (You will be able to see the text scrap, or geoWrite document icon on your disk's deskTop.)

5: If you have created a text scrap, copy it onto a disk containing the geoWrite, or geoCalc application, and paste it into either a geoWrite document, or into a geoCalc spreadsheet. (You could also copy the geoWrite, or geoCalc application onto your geoFile work disk if you have enough disk space). See your GEOS User's Manual, or your geoCalc manual for more information on how to paste scraps into documents.

If instead you have created a Merge Data File, you can use this file immediately with the geoMerge application. Of course you will have to either have the geoMerge application copied onto your geoFile work disk, or copy the Merge Data File (actually a geoWrite document), onto a work disk containing the geoMerge application. See your Writer's Workshop, or geoDex User's Manual for more information on how to use Merge Data Files with the geoMerge application.

The procedures in step 5 above assumes that you are working with a single disk drive computer system. It is much easier to copy files and use GEOS applications together with each other if you have set up your computer system to use two disk drives (see your GEOS User's Manual for information on how to set up your computer system to operate with two disk drives).

CHAPTER 10

GEOMERGE

INTRODUCTION

This chapter describes geoMerge, a GEOS based application that lets you produce multiple copies of a document, where each document can have unique names, addresses, or other data. that you define. You can either type in the data yourself, or bring it in from another GEOS program such as geoDex, geoFile, or geoWrite.

OBJECTIVES

This chapter contains a tutorial on geoMerge. In addition you will learn how to:

- Install the geoMerge application.
- Create a Merge Form Document.
- Use <<IF...>>, and <<IF...>>...<<ELSE>> statements in your Merge Forms.
- Create a Merge Data File with geoWrite.
- Use a Merge Data file with a Merge Form Document file.
- Print your geoMerge documents.

INSTALL GEOMERGE

Before you can begin to work with the geoMerge application you will have to install the program in the same way that you installed the geoFile application in Chapter 2.

After you have started, or booted (run the program), GEOS as is described in Chapter 3, close your System, or boot diskette and remove it from the disk drive. Place your geoFile work disk, which you created in Chapter 2, in the disk drive and open it by clicking on the Disk icon that is located in the upper right-hand corner of the screen.

To install the geoMerge application:

- 1: Double click on the geoMerge icon that appears on the first page of the deskTop. A dialog box appears saying that geoMerge is now installed.
- 2: Click on the OK icon.

IMPORTANT: Be sure to install geoMerge only after you have booted, or run GEOS with your *own* GEOS System, or boot disk, or with the GEOS boot disk that will always be used with this geoMerge program. Any geoMerge work disks that you make containing this particular geoMerge program must also be used with this same GEOS boot disk.

GEOMERGE TUTORIAL

This tutorial is designed to help you quickly learn the basics of the geoMerge application program. Later sections in this chapter will explain and generalize the procedures outlined in the tutorial.

For now, follow the steps in the tutorial exactly; type in all characters as they appear when directed to do so. Soon you will be creating your own customized merge forms.

CREATE A MERGE FORM DOCUMENT

To enter and practice with geoMerge, you must first create a merge form document. To do this:

- 1: Copy the geoWrite application onto the same disk that contains your geoMerge application. The geoWrite application is located on the *back* side (the side without the disk label on it), of your geoFile diskette.
- 2: Open the geoWrite application from the deskTop by double clicking on its icon.
- 3: Create a document called **test memo**.
- 4: Type the following data into it:

<<firstName>>, meet me at 2PM in the stairwell. Mike.

(The << >> symbols serve to identify firstName as a **label** in this merge form document.)

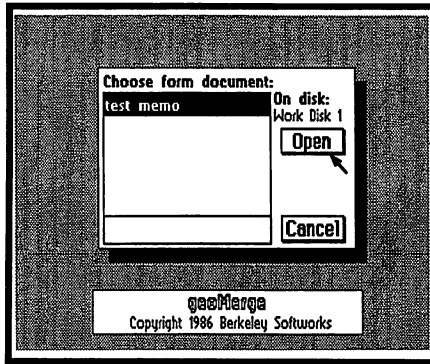
After typing in the form above, check it for accuracy. Then:

- 5: Exit geoWrite by selecting the **quit** menu item from the **file** sub menu.

SELECT A MERGE FORM DOCUMENT

NOTE: Be sure that your printer is connected to your computer correctly, and that you have the correct printer driver selected for your system. (See "Choosing a Printer Driver and Printer" section in Chapter 2, and "Selecting a Printer" in Chapter 3 of your GEOS manual).

- 6: Open geoMerge from the deskTop by double clicking on its icon. A dialog box will appear asking you to choose a form document.

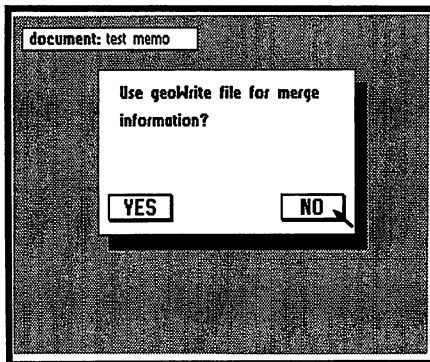


- 7: Click on **test memo**.

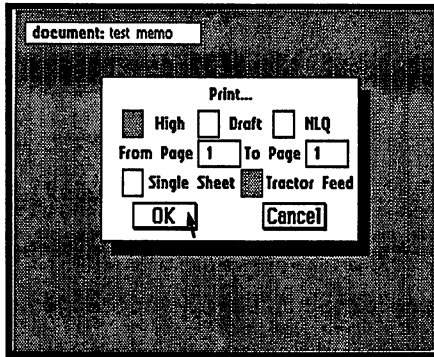
- 8: Now click on the **OPEN** icon to select this file as you merge form document. (Clicking on the **Cancel** icon returns you to the desktop.)

TYPE IN MERGE DATA MANUALLY

Once **test memo** has been selected, the program will ask you if the merge data will come from a geoWrite file.

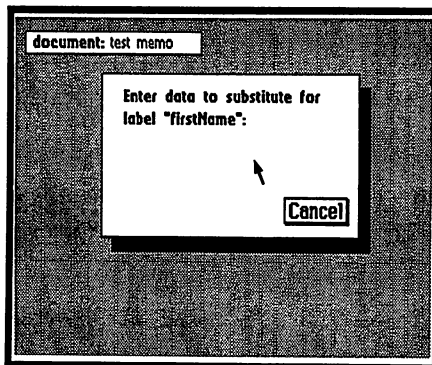


- 9: Click on the NO icon (you will be entering data manually). Another dialog box will appear asking you to choose print options:



- 10: Click on the OK icon. (An explanation of Print Options for use with geoMerge can be found at the end of this chapter.)

Since you are typing in the merge data manually, the program will now start asking you to supply data each time it encounters a label in the merge form document. In this example, when geoMerge encounters <<firstName>> the following dialog box will appear:



- 11: Type in the name that will be substituted for the label <<firstName>>. You could type in any name. For this example, type in the name Pauline.

- 12: Press **RETURN**.

PRINT YOUR DOCUMENT

Once geoMerge has asked for, and you have typed in all of the proper replacements, your print out will be of the form document **test memo** with all of the substitutions made for the labels, provided that:

- your printer is turned on
- it is hooked up correctly
- you have the correct printer driver selected

While geoMerge prints, you will see a **Cancel** icon on the screen. Click on this icon if you wish to stop printing for any reason.

If you have gone through all of the above steps correctly your print out should look something like this:

```
Pauline, meet me at 2PM in the
stairwell. Mike.
```

DO ANOTHER MERGE

When geoMerge has printed the document (or you have canceled the printing process), you will be asked if you wish to do another merge.

If you click on the **Yes** icon, the program will again ask you to supply a substitution for the label "firstName". You can then type in a different name and geoMerge will print another document with the new name in place of the <<firstName>> label. Try this with the merge form document that you have created in this tutorial. Type in a different "firstName", press RETURN and see what is now printed out.

When you have made as many stairwell invitations as you wish to make, go on to the next paragraph.

QUIT

If you click on the **NO** icon, you will return to the initial file dialog box, where you can:

- load and print a different merge form, or...
- exit the geoMerge program and return to the deskTop.

NOTE: If you are using a two disk drive system you may click on the **Drive** icon to look at a list of the files that are on the diskette that is in the other disk drive. If the file you want is on a different *diskette* than the one that is currently in the other disk drive, click on the **Disk** icon. (The **Disk** icon appears after you have click on the **Drive** icon.) Now put the correct diskette into the disk drive when you are asked to do so by the dialog box that appears.

Remember that the geoMerge program will not allow you to exchange diskettes in the disk drive that the geoMerge program was originally started, or run from.

MERGE FORM DOCUMENTS

This section will explain how you can make **merge form documents**.

LABELS

Any geoWrite document can be used as a merge form document. Wherever you want a word, or group of words to vary from printing to printing, add a label with a suitable name. The format for a label is as follows:

<<labelName>>

The <<...>> symbols indicate to the program that this is a label, and "labelName" represents any name that you choose to be the name for that particular label.

The label name cannot contain more than 20 characters, and there cannot be any formatting, such as font changes, within the label name itself. However, you can set the *whole* label, including the brackets, in boldface (or any other style), if you wish the data to appear bold.

In addition, you may not use spaces within a label name. In other words, you may not use **last name** as a label name. Use **lastname** instead.

Any one label name can be repeated as often as you wish throughout the merge form document; geoMerge will ask you only once to supply the data to be substituted for the label in your print out and will then use that data each time that the label appears in your merge form document.

<<If...>> STATEMENT

In addition to replacing labels with data, you may wish to have words or groups of words included, or not included depending on some "key text" contained in a label. For example, if you are writing cover letters to prospective employers, you may want to include a specific portion of text if you have previously spoken with them before, and exclude the text if you have not. This can be done with an <<IF...>> statement.

The format for an IF statement is as follows:

```
<<IF labelName = "key text">>text<<ENDIF>>
```

What this means is, "If the data typed in for labelName is exactly equal to *key text*, then leave *text* in the print out; otherwise leave *text* out of the print out.

NOTE: The quote marks ("...") in the example above are a necessary part of the <<IF...>> statement. They indicate that what is contained inside of them is *key text*.

SPECIAL NOTE

Lets say that you want geoMerge to search for a key text that has quote marks in it such as:

Dave said, "hello" to me.

You will need to type a double set of quote marks both before and after the text that is inside of the quote marks when you type your <<IF...>> statement. In the example above you would type:

```
<<IF greeting="Dave said, ""hello"" to me.">>"Hi  
Joe!"<<ENDIF>>
```

in order to search for data in the label, *greeting*, that is equal to:

Dave said, "hello" to me.

and then to print to the statement:

"Hi Joe!"

NOTE: The <<ENDIF>> label tells the program that this is the end of this particular <<IF...>> statement. After an <<ENDIF>> label you could start a new <<IF...>> statement.

EXAMPLE

If you have the following merge form document:

Dear <<interviewer>>,

<<IF talkedAlready ="true">> I enjoyed speaking with
you on <<date>>. <<ENDIF>> I look forward to
interviewing with your company in the future.

And when asked to supply data, you type in:

Mr. Tibbs for <<interviewer>>
false for <<talkedAlready>>
June 9th for <<date>>

geoMerge will print the following:

Dear Mr. Tibbs,

I look forward to interviewing with
your company in the future.

If you type in *true* instead of *false* when you are asked to supply data for the
label <<talkedAlready>>, your print out will look something like this:

Dear Mr. Tibbs,

I enjoyed speaking with you on June 9.
I look forward to interviewing with
your company in the future.

<<If...>>...<<Else>> STATEMENT

You may also want to print one portion of text if a label is the same as the key text, and a different portion if it is not. This can be accomplished with an <<IF...>>...<<ELSE>> statement.

The <<IF...>>...<<ELSE>> statement has the following format:

```
<<IF labelName="key text">>text1  
<<ELSE>>text2<<ENDIF>>
```

What this means is, "If the data that you type in for labelName is exactly the same as the key text, then print the text that immediately follows the <<IF... "key text">> statement. If it does not exactly equal the key text, then print the text that follows the <<ELSE>> statement.

NOTE: Again, the <<ENDIF>> statement indicates the end of the <<IF...>> statement, or in this case the <<IF...>><<ELSE>> statement.

EXAMPLE

If your form contains,

```
Dear <<interviewer>>,  
<<IF talkedAlready ="true">> I enjoyed speaking with  
you <<date>>. <<ELSE>> I have heard great things  
about the salaries you offer.<<ENDIF>> I look forward  
to interviewing with your company in the future.
```

And when you are asked to supply the data to be used you type in,

```
Mr. Tibbs   for <<interviewer>>  
false      for <<talkedAlready>>  
June 9th   for <<date>>
```

geoMerge will print the following:

```
Dear Mr. Tibbs,  
I have heard great things about the  
salaries you offer. I look forward to  
interviewing with your company in the  
future.
```

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your print out will look something like this:

Dear Mr. Tibbs,

I enjoyed speaking with you on June 9.
I look forward to interviewing with
your company in the future.

NOTE: An <<IF...>>, or <<IF...>>...<<ELSE>> statement cannot start on one page of a geoWrite document and end on a following page. Also, these statements cannot be "nested;" that is, an <<IF...>>, or <<IF...>>...<<ELSE>> statement could not have appeared in either text 1, or text 2 in the previous examples. However, a label(s) could appear within text 1, or 2.

MERGE DATA FILES

Manually typing in the data to be substituted for each label is not the only way to merge data with a merge form document. The data can also come from a "merge data file."

Merge data files are simply geoWrite documents. These files can be created with geoWrite, or with other products from Berkeley Softworks, such as geoDex, geoFile, or geoCalc.

CREATE A MERGE DATA FILE WITH GEOWRITE

LABEL RECORD

A merge data file begins with the **label record**. This is a list of all of the labels to be "substituted for" in the merge form document. Each label must appear on a line by itself. For example, the label record for a form letter might be:

```
firstName  
lastName  
address  
city  
state  
zip Code  
*
```

(page break inserted here by the program)

The asterisk at the end of the label list indicates the end of the label record. The program will also automatically insert a page break after this first asterisk.

IMPORTANT: There is only one label record in a merge data file, and it must always be the first record.

DATA RECORD

The next line after the asterisk is the first line of the **first data record**. Each data entry in the data record is separated by a **RETURN**.

NOTE: A data entry may be up to 200 characters long, and may include several lines of text, *as long as the RETURN key is not pressed within the data entry*; for long data entries let the word-wrap create new lines.

IMPORTANT: Each data record must have corresponding data entries, or blank lines, for every line in the label record. In other words, each record following the first must have the same number of lines in it as has the first record.

Whatever characters appear in the first data entry in your data file will be substituted for the first label in the label record wherever that label appears in your merge form when you make a print out. The second data entry, which follows immediately after the first entry in your data file, is substituted for the second label entry in the label record wherever that label appears in your merge form, and so on, in a similar fashion for all of the labels in the label record.

A blank line (a **RETURN** on a line by itself), in the data record tells the merge program to substitute a blank for the corresponding label in the label record wherever that label appears in your merge form. In other words, *each data record must have corresponding data entries, or blank lines, for every line in the label record*.

An asterisk on a line by itself indicates the end of the data record. The line following the asterisk is the first line of the *next* data record in your data file.

Your data file may contain as many data records as you like.

IMPORTANT: The last data record in your merge data file *must* be followed by an asterisk *and* a **RETURN** before you close and save the merge data file (a geoWrite document) on your diskette.

Labels in geoMerge may be up to 20 characters in length. Labels can contain alphanumeric characters only (letters and numbers), and *no* spaces.

Data entries may be up to 200 characters in length. Data entries may contain any type of character (alphanumeric and non-alphanumeric), and may also contain spaces.

USING A MERGE DATA FILE WITH A MERGE FORM DOCUMENT

The following sample files and the print out examples demonstrate using a merge data file with a merge form document file.

FORM LETTER FOR USE WITH GEOMERGE

Merge Form Document

<<firstName>> <<lastName>>
<<address>>
<<city>>, <<state>> <<zip Code>>

Dear <<firstName>>,

Thanks for the check.

Merge Data File

firstName
lastName
address
city
state
zip Code
*

(page break inserted here by the program)

John
Smith
1234 Main Street
Any Town
PA
19152
*
Carl
Greenskeeper
141 Country Club Drive
Chicago
IL
60610
*

PRINT OUTS

First Document:

John Smith
1234 Main Street
Any Town, PA 19152

Dear John,

Thanks for the check.

Second Document:

Carl Greenskeeper
141 Country Club Drive
Chicago, IL 60610

Dear Carl,

Thanks for the check.

GEOMERGE PRINTING OPTIONS

Select either **high**, **draft**, or **NLQ** printing mode depending on the format that you want to use.

High Quality Mode

Click on the **high** button to choose the high quality mode.

This is the "default" and recommended mode for geoWrite (geoMerge), output. The high quality mode produces all of the fonts and styles in the same format as they appear to you on the screen.

Draft Quality Mode

Click on the **Draft** button to choose the draft quality mode.

This mode does *not* produce different fonts and styles and will *not* produce the same formatting as that which appears on the screen. The draft quality will, however, print much faster than the high quality mode. Use this mode to get quick, rough drafts of your document. Pictures or graphics *cannot* be printed in this mode.

NOTE: Draft quality mode does not work with some early versions of the printer driver files. Be sure to use the version 2.0 printer driver files supplied on the back side (the side without the disk label), of your geoFile diskette for draft quality printing. Copy the file that you need onto the same disk and side that contains your geoMerge application.

NLQ Mode

Click on the **NLQ** button to choose the near letter quality mode.

This mode can be used with letter quality printers. This mode does *not* produce different fonts and styles but it *will* produce the same formatting that appears on the screen. Pictures or graphics *cannot* be printed in this mode.

To use this mode, all text *must* be in the Commodore 10 font. The Commodore 10 font is supplied on your geoFile diskette.

A few printers have different page lengths for NLQ printing than for high quality printing. Selecting the **NLQ spacing** menu item from the **page** sub menu causes the NLQ page length to be used. The *only* time that you should use NLQ spacing, is when you print in the NLQ mode.

NOTE: NLQ mode does not work with the early versions of the printer driver files. Be sure to use the version 2.0 printer driver files supplied on the back side of the geoFile disk for NLQ printing.

The **From Page** and **To Page** boxes allow you to print a part of the file. Normally the entire file is printed. To change the pages that are printed out, click inside either of the boxes and enter a new value.

The **Single Sheet** and **Tractor Feed** buttons allow you to print with regular continuous printer paper, or with single sheets fed in one at a time. geoMerge will stop after printing each page if **Single Sheet** is selected so that you can insert a new sheet. Click on the **OK** icon in the dialog box that appears when you are ready to print the next sheet.



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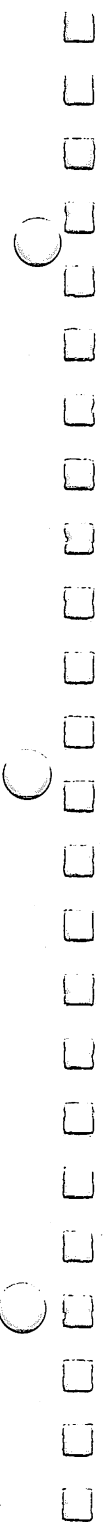
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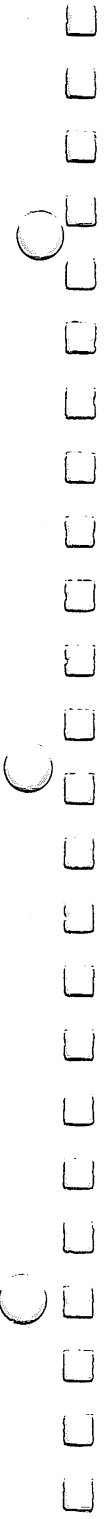
Description of Suggestion, or Problem

Describe your problem, or suggestion.



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NOTES







