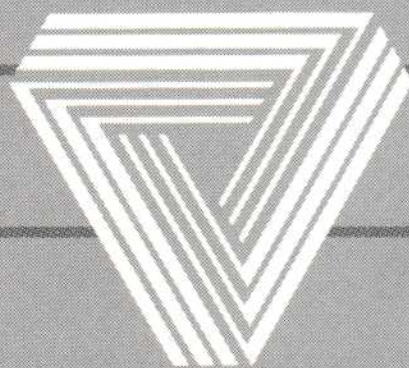


POCKET REFERENCE

# VISIFILE™

FOR THE IBM® PERSONAL COMPUTER

Program by  
Creative Computer Applications

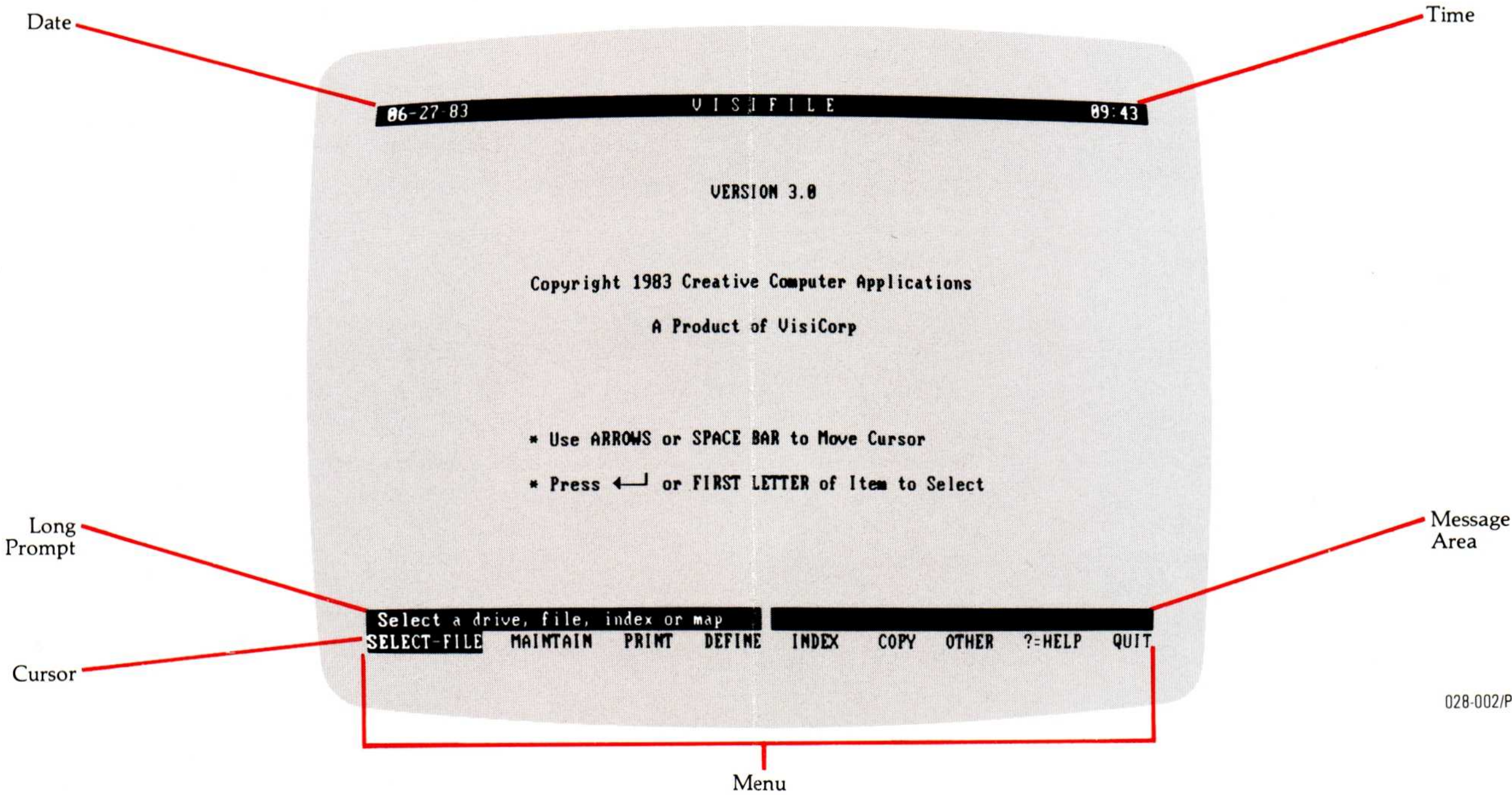


## VISICORP™

Exclusive Distributor



# A VISIFILE™ SCREEN





## MOVING THE CURSOR



Move the cursor between entry windows and between lines. Within an entry window, move the cursor left and right. Within a menu, they move the cursor left or right between options.

## OPTION SELECTION

Press first letter of option name.

Optionally, move cursor to option and press .

## SPECIAL KEY USAGE

<b>F 1</b> <b>P G D N</b>	Page forward in multi-page displays. No operation in single-page displays.
<b>F 2</b> <b>P G U P</b>	Page backward in multi-page displays. No operation in single-page displays.
<b>F 3</b> <b>E S C</b>	Cancel operation.
<b>F 4</b>	Accepts/completes operation.
<b>F 5</b>	Repeats (copies) the last value displayed in the indicated field. Only operational in MAINTAIN and Computed-Field Formulas.
<b>F 6</b>	Turns on/off LOCK mode in MAINTAIN.
<b>F 7</b>	Same as .
<b>F 8</b>	Same as .
<b>F 9</b>	Same as .
<b>F 1 0</b>	Same as .
<b>D E L</b>	Deletes character at cursor position. In Custom Mapping, deletes field from map.
<b>E N D</b>	Goes to last field on page.
<b>H O M E</b>	Goes to first field on page. Press a second time to go to first field in the record.
<b>I N S</b>	Turns on/off insert mode. Insert mode allows character entry at cursor location; moves existing characters to the right.
<b>S P A C E   B A R</b>	Enters an entry window without erasing the existing data. Enters a blank into a field.

## DATA ENTRY

Data is entered from the keyboard into entry windows. Alphanumeric data is located to the right end of the window and numeric data is located to the left end. The left arrow key backspaces over previously entered data. See SPECIAL KEY USAGE for editing functions.

## THE MAIN MENU

SELECT-FILE	Selects the current data file, data drive, index file, and screen format.
MAINTAIN	Enters new data records, or changes, inspects, and deletes existing data records.
PRINT	Prints reports, labels, forms, and form letters. Creates report, label, and form definitions.
DEFINE	Creates, deletes, redefines, and prints file definitions.
INDEX	Creates and updates indexes.
COPY	Copies data files, backs up and restores files from disk, and transfers to and from a data file in the DIF format.
OTHER	Displays the Other Functions menu, which offers the Alarm, Configuration, and Custom Mapping functions.
? = HELP	Lists Help display.
QUIT	Exits the VisiFile program.

## OTHER FUNCTIONS MENU

ALARM	Sets or resets the program alarm function.
CONFIGURATION	Selects the printer, sets the baud rate (if applicable), and configures the program for the selected printer. Selects the disk drive configuration.
MAPPING	Creates a screen format to be used in the MAINTAIN function.
QUIT	Returns to the Main menu.

## FILE MAINTENANCE MENU

ADD	Adds a new record to the end of the file.
CHANGE	Modifies the specified record. Retrieves deleted records.
DELETE	Marks the specified record as deleted. Does not erase the record.
VIEW	Displays the contents of a record specified by record number. If an index is selected, record selection is by key field value.
SELECT-REC	Establishes selection criteria. Displays the Record Selection menu.
INDEX	Selects an index or disables index use.
MAP	Selects a screen map.
QUIT	Returns to the Main menu.



## FILE DEFINITION MENU

CREATE	Displays the new file definition screen.
REDEFINE	Reorganizes an existing file definition. Creates a new definition; the existing file definition is not changed.
PRINT	Prints a file definition on the printer.
DELETE	Erases a file definition and all files associated with the definition.
QUIT	Returns to the Main menu.

## INDEX MENU

SORT	Resorts the selected index according to the index definition.
CREATE	Creates a new index definition.
DELETE	Deletes an existing index.
VIEW	Displays the selected index definition.
UPDATE	Resorts all obsolete and invalid indexes.
QUIT	Returns to the Main menu.

## PRINT FUNCTIONS MENU

REPORT	Prints a report; creates, modifies, or deletes a report definition.
LABELS	Prints labels; creates, modifies, or deletes a label definition.
DOCUMENTS	Defines and prints a form letter.
FORMS	Prints a predefined form; creates, modifies, or deletes a form definition; prints a forms grid.
QUIT	Returns to the Main menu.

## PRINT A REPORT/LABELS/FORMS MENU

PRINT	Selects a report/label/form format and prints the report.
CREATE	Creates a new report/label/form format.
MODIFY	Changes a report/label/form format.
DELETE	Deletes a report/label/form format.
GRID	(FORMS ONLY) Prints a grid of the number of rows and columns you specify.
QUIT	Returns to the Print Functions menu.

## REPORT/LABEL/FORMS ROUTING MENU

PRINTER	Sends the report/labels/forms to the printer.
DISPLAY	(REPORT or LABELS only) Sends the report/labels to the monitor screen.
SELECTION	Creates record selection criteria before printing or displaying the report/labels/forms.
QUIT	Return to the Print a Report/Label/Forms menu.

## SELECTION CRITERIA MENU

The Selection Criteria menu is displayed when record selection is requested in PRINT, COPY, or MAINTAIN.

HAS	Selects the record if the test field contains the search characters.
HAS NOT	Selects the record if the test field does not contain the search characters.
EQUAL	Selects the record if the test field is equal to the search characters.
UNEQUAL	Selects the record if the test field is not equal to the search characters.
>	Selects the record if the test field is greater than the search characters.
<	Selects the record if the test field is less than the search characters.
GE	Selects the record if the test field is greater than or equal to the search characters.
LE	Selects the record if the test field is less than or equal to the search characters.
RANGE	Selects the record if the test field falls within a specified range of values.
SOUND	Selects the record if the test field "sounds like" the search characters.
ACCEPT	Accepts the existing criteria (used when you returned to this menu by mistake from the Field Connection menu).
QUIT	Deletes the existing criteria and starts over by selecting a test field.



**FIELD CONNECTION MENU**

& = AND	Returns to the Selection Criteria menu and selects another criteria to be ANDed with the current criteria.
OR	Returns to the Selection Criteria menu and selects another criteria to be ORed with the current criteria.
ACCEPT	Accepts the criteria and proceeds with the COPY, PRINT, or MAINTAIN function.
QUIT	Deletes the existing criteria, returns to the Selection Criteria menu, and starts over by selecting a test field.





**MAINTAIN RECORD SELECTION MENU**

VIEW	Selects records for inspection only.
CHANGE	Selects records for random field changes.
DELETE	Selects records for deletion.
REPLACE	Selects records for specific field content replacement.
QUIT	Returns to the File Maintenance menu.

**CUSTOM MAPPING FUNCTION MENU**

CREATE	Manually creates a custom map, one field at a time.
REVISE	Modifies a custom or AUTOMATIC screen map.
QUIT	Returns to the Other Functions menu.

**CUSTOM MAPPING MENU**

GRAB	Grabs the field for repositioning on the screen. Use the arrow keys to move the field. Use the F1 and F2 keys to change pages.
MARGIN	Changes the margins of the selected field. Use  and  to move margins. Use  and  to change the spacing.
REPLICATE	Duplicates the accepted field on the same or different page.
COMMENT	Adds text comments to the custom map.
NEXT FIELD	Selects the next field for GRAB, MARGIN, or REPLICATE.
QUIT	Returns to the Custom Mapping Function menu. You have the option of saving the current custom screen map.

**FILE SELECTION MENU**

FILE	Selects a file as the current file.
INDEX	Selects an index for the current file.
MAP	Selects a screen map for the current file.
DRIVE	Selects a drive as the current data drive.
QUIT	Returns to the Main Menu.

**COPY FUNCTIONS MENU**

COPY	Makes a copy of a data file, definition, and associated files. Can copy active, deleted, all, or selected records.
BACKUP	Makes a condensed copy of hard disk file, spanning one or more floppy disks.
RESTORE	Copies a backed up file back to the hard disk.
VF → DIF	Transfers a VisiFile data file to the DIF format.
DIF → VF	Transfers a DIF format file to a predefined VisiFile data file.
QUIT	Returns to the Main menu.

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