HOME ORGANIZER™

CHEQUE BOOK

BATTERIES INCLUDED

INTRODUCTION

Thank you for purchasing **CHECKBOOK.** This program
is one of our titles in the **HOME ORGANIZER** series.
This series was designed specifically for the
Commodore 64 home computer. It is based on our
professional database program called **The Consultant**
(formerly Delphi's Oracle) which is one of the best
selling database management systems for the
Commodore 64.

We are sure you will find the program a useful
application for your home computer. Now you can
store and analyze your checks and expenses in
revealing new ways.

SECTION 1 - PROGRAM LOADING

Place the master diskette into the disk drive and
type:

load"0:*",8,1

Press: **RETURN**

NOTE:
When loading the program disk, no external
attachment that may use some of the computer's
memory is allowed (I.e.: Cartridge program or
80-column attachment). If such a device is
installed, the program will not load properly.
Fully transparent interfaces, like a printer
interface or a BusCard are allowed.

SECTION 2 - USING THE PROGRAM

The Home Organizer Series is completely menu
driven. The Main menu should now be displayed on
the screen. Once the HOME ORGANIZER PROGRAM is
loaded into the computer it is no longer required
in the disk drive. The program diskette should be
removed for safe-keeping.

When using the HOME ORGANIZER PROGRAM you can
always return to the main menu by holding down the
SHIFT key and pressing: **F7** any time the cursor is
flashing.

The screen colors may be adjusted as follows:

     F1 - Set border color of screen.
     F3 - Set background color of screen.
     F5 - Set character color.

SECTION 3 - CREATING A DATA DISK

If you are using the program for the first time, a
data disk to contain your information must be
created. CAUTION - CREATING A NEW DATA DISK WILL
ERASE ALL PREVIOUS INFORMATION ON THE DISK. MAKE
SURE A NEW DISK IS IN THE DISK DRIVE.

To create a new data disk **PRESS THE '6' KEY** and
then follow the instructions on your monitor. The
formatting of the disk will take about five
minutes. The file created will allow 1000 entries
per disk of your personal checking data. MAKE SURE
TO LABEL THIS DISK AS YOUR DATA DISK.

REMEMBER THAT OPTION NUMBER '6' OF THE MAIN MENU
(CREATING A FILE) IS ONLY USED WHEN A NEW DATA DISK
IS REQUIRED.

SECTION 4 - UPDATE DATA FILE

The main menu is on the screen.

PRESS: 1

The main menu clears and the different fields in
the record are displayed as below.

             File Maintenance
      *** Checkbook Data Record ***

Cheque Issued to:
I   I
Cheque No....I   I Date....I   I

Enter amount in one category only !

Mortg/Rent...I   I $
Food.........I   I $
Clothing.....I   I $
Automobile...I   I $
Leisure......I   I $
Utilities....I   I $
Deposit......I   I $

              R E M A R K S :

I   I

Enter EXIT, ADD, or UPDATE

At the bottom of the screen is the **prompt line**. In
this instance the prompt line displays: 'Enter
Exit, Add or Update'. The prompt line acts as a
sub-menu to show you what is the next required
step.

Section 4.1 - ADDING DATA

PRESS THE 'a' KEY.

The prompt line changes to display: 'Enter record
data (<- key to finish)'. The cursor moves to the
first field on the screen and is blinking, waiting
for data entry.

NOTE: Pressing the RETURN or CRSR down key will
move the cursor to the next field. Pressing the

CRSR up key will move the cursor to the previous
field. Pressing the HOME key will move the cursor
to the topmost (first) field on the screen.
Pressing the DEL key will delete the last character
entered until the beginning of the field is
reached. Pressing the INST key will move the
characters to the right of the cursor right until
the end of the field is reached. The **Date** and all
amount ($) fields will not accept alphabetic
characters.

Enter the following information into the
appropriate field:

Field Name	Type
Issued to	Bell Canada
Cheque No.	001
Date	840125
Utilities	79.23

```
_____ Add Record _____
        *** Checkbook Data Record ***

Cheque Issued to:
IBell Canada                        I
Cheque No....I001  I Date....I840125I

Enter amount in one category only !

Mortg/Rent...I          I $
Food.........I          I $
Clothing.....I          I $
Automobile...I          I $
Leisure......I          I $
Utilities....I79.23     I $
Deposit......I          I $

              R E M A R K S :
-------------------------------------------------
I                                               I
_____
Enter record data (<- key to finish)
```

When all data has been entered correctly **PRESS : <-
KEY.** When this key is pressed the disk drive
becomes active and the data for this record is
written to the disk drive.

Let us add a few more cheques to our checkbook. We

are still in the ADD mode and the prompt line
displays: <u>'Add another record (y/n) ? y'</u> with the
cursor blinking over the default answer "y" - just
press: RETURN. Continue on and add the following
checks into the checkbook.

<u>Field Name</u>	<u>Type</u>
Issued to	DEPOSIT
Cheque No.	---
Date	\<UP ARROW\>

Note:
   When pressing the \<UP ARROW\> while entering
   data in a field, the contents of the previ-
   ous record will be automatically filled in.
   In this case '840125' will be placed in the
   date field.

Deposit	2500.00

PRESS THE \<— KEY TO ENTER THE DATA

<u>Field Name</u>	<u>Type</u>
Issued to	Holiday Travel
Cheque No.	002
Date	840207
Leisure	1279.23

PRESS THE \<— KEY TO ENTER THE DATA

<u>Field Name</u>	<u>Type</u>
Issued to	Bell Canada
Cheque No.	014
Date	840130
Utilities	25.00
Remarks	Long distance calls.

PRESS THE \<— KEY TO ENTER THE DATA

<u>Field Name</u>	<u>Type</u>
Issued to	Longo's Fruit Market
Cheque No.	004
Date	831225
Food	52.00

PRESS THE \<— KEY TO ENTER THE DATA

<u>Field Name</u>	<u>Type</u>
Issued to	Ontario Hydro
Cheque No.	052
Date	831225
Utilities	118.21

PRESS THE \<— KEY TO ENTER THE DATA

Field Name	.	Type
Issued to		Bell Canada
Cheque No.		027
Date		831129
Utilities		54.26

PRESS THE <- KEY TO ENTER THE DATA

Field Name		Type
Issued to		Bata Shoes
Cheque No.		019
Date		840225
Clothing		42.56

PRESS THE <- KEY TO ENTER THE DATA

Field Name		Type
Issued to		Royal Trust
Cheque No.		022
Date		840118
Mortg/Rent		500.00

PRESS THE <- KEY TO ENTER THE DATA

Now we have nine cheques entered into our checkbook. The prompt line displays: 'Add more records ? y' - Press 'n'. The prompt line returns to display: 'Enter Exit, Add or Update -'.

SECTION 4.2 - UPDATE DATA

PRESS the 'u' KEY.

The data clears from all the fields and the prompt line displays: 'Enter search data (press <- when done)'. The cursor is blinking in the first field.

```
__ _____Update Record_____
        *** Checkbook Data Record ***

Cheque Issued to:
I                             I
Cheque No....I    I Date....I     I

Enter amount in one category only !

Mortg/Rent...I        I $
Food.........I        I $
Clothing.....I        I $
Automobile...I        I $
Leisure......I        I $
Utilities....I        I $
Deposit......I        I $

            R E M A R K S:
------------------------------------------
I                                        I
_____
Enter search data (press <- when done)
_____
```

Let us correct the check we wrote to Bell Canada on January 25, 1984. Type **bel** in the first field (Cheque issued to) and then press **<-**. The disk drive becomes active and the first record that starts with **bel** is displayed on the screen.

```
__ _____Update Record_____
        *** Checkbook Data Record ***
Cheque Issued to:
I**Bell Canada**               I
Cheque No....I001 I Date....I840125I

Enter amount in one category only !
Mortg/Rent...I        I $
Food.........I        I $
Clothing.....I        I $
Automobile...I        I $
Leisure......I        I $
Utilities....I79.23   I $
Deposit......I        I $
            R E M A R K S:
------------------------------------------
I                                        I
_____
Change,Del,Next,Prev,Match,Rec.#,Exit?
_____
```

Looking at the prompt line we have a number of
options and the meaning of these are as follows:

1) Change - pressing 'c' allows changes to be
            made.
2) Del   - pressing 'd' will delete the record.
3) Next   - pressing 'n' will display the next
            record.
4) Prev   - pressing 'p' displays the previous
            record.
5) Match - pressing 'm' will display the next
            matching record based on the search
            criteria entered.
6) Rec.# - pressing 'r' will request a number
            be entered and then display that
            record.
7) Exit   - pressing 'e' will stop what you were
            doing and display the previous menu.

The above options will allow us to browse through
our records. When the desired record is displayed
on the screen we have the option of changing or
deleting it. The Exit function will allow us to
stop the function.

The record displayed is not the one we require.
Press: m and the disk drive becomes active looking
for the next record that starts with "bel" in field
one. The next record displayed is the Bell cheque
for $25.00. **Press: c** so that corrections can be
made. The cursor is blinking in field one. On
data entry the amount entered was 25.00 and the
real amount was 250.00. Move the cursor to the
field labelled utilities using the CRSR down key
and type 250.00. When the change is entered press
the '<-' key. The disk drive becomes active and
the corrected record is written in the checkbook.

In the above example we demonstrated a simple
string search. I.e.: how to find any record that
starts with **bel** in the first field. We will see
that more advanced searches can be accomplished.

Press: e to exit the **Update Record** menu. **Press : e**
to exit **File Maintenance.**   Before the main menu
appears, the disk drive becomes active and the
prompt line displays:

Scratching key-files

Please standby..writing file..

The CHECKBOOK program keeps a special file, called
a **key-file,** on the disk.   The program is now
updating this file to reflect the changes you have
entered.

SECTION 5 - SEARCHING FOR RECORDS

We are in the main menu.

Press: 2

The check form is displayed on the screen and the
prompt line displays: <u>'Enter search data (press <-</u>
<u>when done)'</u>.   The CHECKBOOK program has more
advanced search options than the simple string
search we have seen previously.   The search options
available are as follows:

SECTION 5.1 - String Searches

The CHECKBOOK program looks for records which have
an exact match of a specific group of letters,
numbers, or other characters in the field
specified.

Let us search for all checks that are issued to a
company or person whose first letter in their name
starts with 'b'.

    Type: b - Remember to place the 'b'
                in the **Check issued to** field.
    PRESS: <-

At the top right hand corner of the screen is
displayed <u>R=0001</u>. When checks are entered into the
CHECKBOOK program a record number is arbitrarily
assigned to each check.

```
                                            R=0001
              *** Checkbook Data Record ***

Cheque Issued to:
IBell Canada                        I
Cheque No....I001   I Date....I840125I

Enter amount in one category only !

Mortg/Rent...I          I $
Food.........I          I $
Clothing.....I          I $
Automobile...I          I $
Leisure......I          I $
Utilities....I79.23     I $
Deposit......I          I $

                R E M A R K S:  ·
------------------------------------------------
I                                              I
------------------------------------------------
EXIT, Next, Prev, Match or Rec # ?
------------------------------------------------
```

Let us carry on our search for all b's
Press: m

A Bell Canada check for 250.00 is the next check
displayed. (R=0003)

Press: m

A Bell Canada check for 54.26 is displayed.
(R=0007)

Press: m

A Bata check for 42.56 is displayed. (R=008)

Press: m

The prompt at the bottom screen: 'end of file
(press any key)' is displayed. Whenever the last
match in the file is reached this message is
displayed. Pressing any key will return you to the
main menu.

SECTION 5.2 - Wild Card Searches

A wild card search enables you to search for a
string without specifying all the characters in the
string. For example, if you want to search for the
next data rcord whose **issued to** field contains the
letter **a** in the second position, you would describe
the string by typing: **?a**. The question-mark stands
for any character. The **?** is called a **wild card.**

We are in the main menu.

Press: 2

Type: ?a
Press: <-

A check to Bata is displayed. (R=0008)

SECTION 5.3 - Match anywhere search

This type of search will look for the occurance of
the string anywhere in the field. Unlike the other
searches, a **Match anywhere** search will match the
string in any position, not just the beginning of
the field.

In our simple string search we looked for all
checks issued to a company or person whose name
started with a **b**. The 'Match anywhere search'
allows us to find any checks issued to companies or
names that have a **b** anywhere in their name.

We are in the main menu.

Press: 2
Press: !
Notice at the top of the screen an exclamation mark
is printed. This is to remind you of the type of
search you are doing.
Type: b
Press: <-

The first check to Bell Canada is displayed.

Press: **m** and work thru the checks. Notice that if
a **b** is anywhere in the name then the record is
matched.

SECTION 5.4 - Unequal Searches

This type of search looks for records containing
data that is either greater than or less than some
indicated value.

As an example let us look for all checks issued
after January 25, 1984.

We are in the main menu.

Press: 2
Move the cursor down to the date field.
Press: >
Notice at the top of the screen a greater than
symbol is printed.
Type: 840125
Press: <-
The first check to match is to Holiday Travel for
1279.23.
Press: m
The next check to match is to Bata Shoes for 42.56.
PRESS: m
The end of file is reached.

Remember that unequal searches can be used on
alphabetic characters as well as numbers.

SECTION 5.5 - Any Match Searches

If you're just browsing through your CHECKBOOK
without any particular record in mind, or you want
to look at the entire file, you can use an **any
match search.** To do this just type in an '*****' in
The first position of any field and then run the
search. Each record will be displayed in the order
that it was entered.

SECTION 5.6 - Not Equal Searches

The **Not equal** search allows us to search for
records which do not match our search criteria.
To specify a **Not equal** search, press: **RVS ON** (CTRL
and 9 keys) and then enter the search string into
the appropriate field.

SECTION 5.7 - Key Field Searches

The date field is a key field and it is
automatically sorted when you exit from the **Update
data file** option. When you do a search in a key
field the matched records are displayed in a sorted
order. Let us take a look at a few examples.

You are in the main menu.

Press: **2**
Move the cursor into the date field.
Press: *****
Press: **<-**
Notice that record #7 is diplayed first and the
date is 831129.
Press: **m**
The next record displayed is #5 and the date is
831225.
Step thru the records using the **m** key and notice
that the date of the check is greater than that of
the previous check displayed.

In our discussion on searches we only used one
search parameter per search. The search parameters
can be composed of mutiple search criteria. As an
example let us look for all checks issued to
utilities in 1983 from the earliest to the most
recent.

We are in the main menu.

Press: **2**
Type: **83** into field #3 (Date)

Move the cursor to the utilities field.

Type: **>0**
Press: **<-**

Step thru the file using the 'm' key and see for
yourself that the desired search in this example
can be accomplished.

SECTION 6 - SETUP PRINTER

This option is used to turn the printer on and off.
When CHECKBOOK is first run the printer is
automatically turned off.

We are in the main menu.

Press: 3

The following questions will be asked.

Single or Double spacing ?
        The default answer is **s**. If you require
single spacing on the printer then just press:
RETURN. If double spacing is required then type: **d**
and then press: **RETURN.**

Output device number ?
        The printer device is number 4. If you
require output to the printer then just press:
RETURN. If the device you want to output to is
other than 4 then just enter in the device number
and press: **RETURN.**
        If you want to output the data to a
sequential file on the disk then type: 8 and press:
RETURN. If you do this a file name is requested.
Enter a file name and then press: **RETURN.** This
feature allows data to be transferred from the
CHECKBOOK to the PaperClip Word Processor.

Output to Screen or Printer ?
        The default answer is the screen. If you
require output to the screen then press: **RETURN.**
To output reports to the printer then type: **p** and
then press: **RETURN.**
        If output to the screen is selected then the
program will return to the main menu. If the
printer is selected then the following questions
will be asked.

Lines/page ?
        The default answer is 55. If you want to
print 55 lines per page then press: **RETURN.**

Ascii or Cbm code ?
        If you are using a Commodore printer then
press: **c** if not then press **a**.

The program returns to the main menu.

SECTION 7 - PRINT REPORTS

The CHECKBOOK program can generate three different reports. To get to the report generator you select OPTION #4 from the main menu. The three report formats are as follows:

SECTION 7.1 - TRANSACTION LISTING

The Report looks as follows:

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Cheque issued to	Numb.	Amount	Date
Bell Canada	027	54.26	831129
Ontario Hydro	052	118.21	831225
Longo's Fruitmarket	004	52.00	831225
Royal Trust	022	500.00	840118
Bell Canada	001	79.23	840125
Deposit	---	2500.00	840125
Bell Canada	014	250.00	840130
Holiday Travel	002	1279.23	840207
Bata Shoes	019	42.56	840225

Total number =   9 Cheques
Acct. balance =   124.51
=============================

The above report was generated by selecting (REPORT #1) - **Transaction Listing.** When the report screen was displayed an asterisk was placed in the date field as the search criteria. Notice that all the checks are reported from the earliest to the most recent. (The date field is a key field)

As practice generate a **TRANSACTION REPORT** for only those checks written to Bell Canada. Remember that when the TRANSACTION screen is displayed, type in **bell** as the search criteria into the **Name** field.

SECTION 7.2 - CATEGORY TOTALS

The report looks as follows:

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YY/MM	Rent	Food	Clothing	Auto	Leisure	Utility
8311	.00	.00	.00	.00	.00	54.26
8312	.00	.00	.00	.00	.00	118.21
8312	.00	52.00	.00	.00	.00	.00
8401	500.00	.00	.00	.00	.00	.00
8401	.00	.00	.00	.00	.00	.00
8401	.00	.00	.00	.00	.00	250.00
8401	.00	.00	.00	.00	.00	79.23
8402	.00	.00	.00	.00	1279.23	.00
8402	.00	.00	42.56	.00	.00	.00
TOTS:	500.00	52.00	42.56	.00	1279.23	501.70

The above report was generated by selecting (REPORT #2) - **Category Totals**. Again, as the sort criteria an asterisk was placed in the date field.

SECTION 7.3 - ALL FIELDS LISTING

This is report #3. This report generates all fields in each record and prints one field on each line. This report is useful if you want to dump all the information from each record out to a sequential file on the disk drive.

Section 7.4 - REPORT OVERVIEW

Although the **CHECKBOOK** program has only three fixed report formats the information generated can vary depending on the search critera chosen. We will see in the next section that by using the sort option very specialized **sorted** reports can be generated using one of the above formats. The entire screen can be output to the printer by pressing: '"' when the cursor flashes in a field.

SECTION 8.0 - SORT DATA FILE

Previously it was discussed that the date field is automatically maintained in a sorted order by the use of a key file. It was also demonstrated that a

sorted report based on the date could be generated. The **Sort data file** function lets you create a key field for any field and thus allows better flexibility in the type of sorted reports that can be generated. Let us take a look at a few examples.

Example #1

Let us say that we want to generate a **Transaction Report** of all the checks written in alphabetical order. For this type of report we require a key field for field #1 (Check issued to).

We are in the main menu.

Press: **5**

The main menu is replaced by a new screen with all the fields in the record displayed — each associated with its field number. The prompt line at the bottom of the screen displays: 'Enter field to sort – 1'.

Press: **RETURN**

Prompt line displays: 'Enter sort depth (15 max.) – 6'

Press: **RETURN**

At this point we have selected the sort depth to be 6. This implies that only six characters of field #1 will be compared when sorting.

Prompt line displays: 'Subsort req'd ? n'

Press: **RETURN**
Subsorts will be discussed in the next example. In this example it is not required. By pressing return to the prompt the default answer of **no** is accepted.

The disk drive turns on and the key file is created. What happens is that the first six characters of field number one in each record are read into the computer memory, sorted, and then the key file is written to the diskette. When this is complete the program returns to the main menu.

Enter the **Transaction Report** and place an asterisk
in the name field. Generate the Report and see for
yourself that the checks are displayed in
alphabetical order.

As another example go to the **Transaction Report** and
place an asterisk in the name field. Move to the
date field and type: **'8401'**. This report will
generate an alphabetical list of all checks written
in January 1984. Try it!

Example #2

Let us generate a **Transaction Report** with all the
checks in alphabetical order. In addition to this
if the name matches we want the checks to be sorted
by the date from the earliest to the most recent.

In order to do this, sort field #1. When a subsort
is prompted enter: **y** and then press **RETURN.** Press:
3 (date field) in answer to the field number.
Specify **6** when the sort depth is requested to cover
all six characters of the date field. You have
told the program to use field #3 (**date**) as sort
criteria if field #1 (**issued to**) is the same.

Note that the **Transaction Report** is now sorted as
before but for identical names the date follows the
proper order.
Up to ten levels of subsorting may be specified at
any one time. That is; if field 3 is also the
same, use field 4 and so on.

SECTION 9 - Complex Functions

Whenever a cheque record has to be located, any or
all search modes may be combined. If, for
instance, all transactions during a certain month
over a certain amount to a particular company or
person should be located, the following steps would
be taken.

We are in the main menu.

Press: **2**

The prompt line displays: '<u>Enter search data (press
<- when done)</u>'. Move the cursor to the **Issued to**
field and enter: o, move to the **Date** field and
enter: **8312** and lastly move to the **Utilities** field

and type: >**100**. Press: <- to start search.
The search should produce the cheque to Ontario
Hydro of Dec. 25th 1983 in the amount of $118.21.
Note that all conditions of the search have been
met. This demonstration becomes more valuable with
your real records of course, since we had only one
matching record where you might have many.

SECTION 9.1 - Numeric Fields

When searching in a numeric field (date and all
amount fields), two different actions take place.
If the search data is entered in only one field, a
position dependent search is performed. If,
however, a prior search string was supplied on the
screen, then a true numeric comparison is done. To
demonstrate this, let us try the two kinds of
searches.

Enter: <**2** into the **Utilities** field and press <-
key.

The record located will show: '118.21' in the
amount field which is obviously greater than 2.
The reason for this apparent error is that a
position dependent search was done. I.e.: the
first digit is already less than 2, so the search
criteria is met. To demonstrate a true numeric
search:

Enter: ***** in **Issued to** field and >**80** into **Utilities**
field.
Press: <- key.

The records now located will correctly match the
intended search criteria; the first one being for
the amount of $118.21. When the **m** key is pressed,
the second record of $92.15 will be displayed.

You might say: 'why so complicated ?' until you try
to locate cheques where only cetain digits of the
amount are known and a positional search comes in
very handy.

SECTION 9.2 - Sequential files

When the **Printer Device** question during **Printer
Setup** is asked, answer with the disk unit number
(usually 8 or 9) instead of the default number of

4. A filename will be requested and all data is sent to this file instead of the printer. Select report option #3 to transfer all fields of the data to the sequential file. This feature allows data to be sent to PaperClip or any other word processor. When transferring data to the PaperClip word processor, Cbm mode must be specified during printer setup and spaces should be suppressed to save room on the disk. With a dual disk drive, drive 1 may be specified as part of the filename (I.e.: '1:name'). With 2 disk drives unit 9 may be specified as the output device.

SECTION 10 - THE FIELD LIST

The following fields are defined in the program. When a numeric attribute is asigned to the field, no alphabetic characters will be accepted as data in this field.

Field	Description	Length	Attribute
1	Issued to	30	none
2	Cheque No.	5	none
3	Date	6	numeric-key
4	Rent/Mortgage	10	numeric
5	Food	10	numeric
6	Clothing	10	numeric
7	Automobile	10	numeric
8	Leisure	10	numeric
9	Utilities	10	numeric
10	Deposit	10	numeric
11	Remarks	35	none

The list of fields is displayed on the screen when the **SORT** option is invoked. The length and attributes are not listed.

SECTION 11 - THE KEYBOARD

The following is a list of special keys used throughout the program. When the cursor points to a particular field, the search modifier keys for that field are displayed at the top of the screen.

Key	Meaning
<—	Execute current function
*	Wild search string (any match)
!	Match in any position of the field
RVS	Not equal search (CTRL 9 key)
>	Greater than search
<	Less than search
?	Wild card (single character)
	(Not to be used in key-field)
F1	Set border color
F3	Set background color
F5	Set character color
F8	Escape to main menu
↑	Set previous data (add mode)
"	Output screen to printer
	(cursor must be flashing in field)

In addition all normal cursor functions operate as usual. CRSR up will move to the previous field, CRSR down or RETURN will move to the next field, INST moves characters to the right (up to the limit of the field) and DEL moves characters to the left, deleting the previous characters until the start of the field where the characters under the cursor will be deleted.

SECTION 12 - SUPPORT PROGRAMS

12.1. Backup 64.

This is a stand-alone program included on the
master disk to produce backup copies of your data
disk on a single disk drive. Due to the fragile
physical nature of diskettes, a backup copy of your
valuable data disks should always be made after
massive updates to the file.

The master program diskette cannot be copied using
this or any other program since the disk is
protected from illegal copying. If the diskette
should be damaged, a new one may be obtained by
returning the master program disk with a $10.00
fee.

12.2. File Fix.

This program included on your master disk will
correct occasional errors made by the disk drive.
When a data file becomes contaminated, the addition
or deletion of records becomes impossible. This is
indicated by the message: 'Fatal file error'.

When this message appears during add mode, exit
from the ORGANIZER program and run the 'File Fix'
program with your data disk in the drive.

To run the program, type: 'load"file fix",8' and
press: 'return' when the READY message appears
type: 'run'. The time required to fix the data
file will depend on the number of records in your
data file.