

TEXTPRO II

HOW TO START TEXTPRO II

The TextPro program and manual are on side 1 of the program disk.

To print the manual, power up your Commodore 64 system. Install the program disk in the drive, enter LOAD"*",8 and press RETURN. On READY, enter RUN and press RETURN. When the word processor screen appears, press the left-arrow key (upper left keyboard) to call the Menu.

HOW TO USE

As indicated on the Menu, press the letter I key to load the first section of the manual. In response to the prompt, enter **Section 1** and press RETURN. Power on and set up your printer. When the prompt line indicates the file has loaded, press the **p** key to print. Section 1 will print and, with Swift Word Processor's **Caravan** feature, automatically load Section 2 of the manual. Press the RETURN key after each of the 10 sections have loaded. Printing will be automatic. Please note that Section 10 is a table of the operating key functions of Swift Word Processor.

COSMI

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DATAPRO II

TO START DATAPRO II

Install side 2 of the program disk in your disk drive. Type LOAD"*",8 and press RETURN. When the READY message appears, type RUN and press RETURN. Follow the program's menus to operate Swift Data Base.

TO OPERATE

To create a new 3 x 5 card file, for example, you would name the information you wanted to keep (NAME, ADDRESS, ZIP, PHONE, PRICE, etc.), then add cards to the file by entering information on new cards, and store the cards in a file box until needed again. In Swift Data Base, you do the same: the names are called FIELD NAMES, the information unique to each card is FIELD DATA, each card is a RECORD, and the collection of RECORDs using the same FIELD NAMES is a FILE. Your FILE is SAVED to a formatted data disk, and, when needed again, retrieved with READ OLD FILE from the disk.

FILE SORTS AND SEARCHES

FILEs are sorted alphabetically according to the data in the first field, and should be sorted before saving to the data disk.

SEARCHes keep the RECORDs that satisfy the search parameters and discard the rest. Searches may be conducted by matching groups of characters in either the first field only, or in all fields (a GLOBAL SEARCH). SEARCH WITHIN LIMITS on any field between high and low values, or search any and all fields simultaneously with less than, greater than, equal to, and not equal to RELATIONAL SEARCHes. (Search hierarchy, from low to high, is 1-9, a-z, A-Z.)

- NOTE:
1. Any selected numeric field in any file may be summed into a TOTAL.
 2. Use MEMORY CHECK to determine free memory remaining.