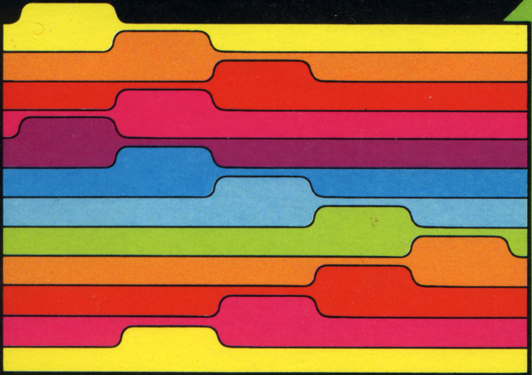
COLOR FILE



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Radio Shack TRS-80 COLOR COMPUTER ™

Color File

Radio Shack®
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FORT WORTH, TEXAS 76102

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10 9 8 7 6 5 4 3 2 1

Table of Contents

Introduction 1

Setting Up Your Color File 2

  Special Keys 6

Changing a Record 9

Deleting Records 9

Selecting Records 10

Order 13

Tape 14

  Loading a File from Tape 14

Printing Your Records 15

Standard Files the Rest of the Menu Contains 16

Error Messages 18

Pre-Defined File Types 19

Introduction

Color File assists you in storing, retrieving and using information. Using Color File, you will be able to easily alphabetize, select, examine, print, change and save your information. With these options, you can use the information in your file instead of letting it sit ignored on your desk or in a drawer.

Color File features standard files such as names and addresses, warranties, home inventories, and medical histories built into the program. You can also define your own special files for other uses.

Color File requires a TRS-80 Color Computer, a television and the Radio Shack CTR-80A cassette recorder. A Radio Shack serial printer is optional.

Setting Up Your Color File

First, make sure that the cassette recorder is properly connected to the computer. Turn on the TV. Insert the Color File cartridge in the slot on the right side of the computer. When you turn on the computer, the screen will show:

```
YOUR COLOR FILE
LOAD OLD FILE (Y,N)?
```

Since you are just starting to set up your Color File, press **N**. Once you save a file on tape, you can retrieve it by pressing **Y** and following the instructions on the screen.

The screen will show:

```
YOUR COLOR FILE
 1.   ADDRESSES
 2.   WARRANTIES
 3.   HOME INVENTORY
 4.   INVESTMENTS
 5.   CAR MAINTENANCE
 6.   MEDICAL HISTORY
 7.   RESUME/VITA
 8.   -YOU DEFINE-
      SELECT (1-8)
```

Selections 1-7 are already set up and ready to receive different types of information. You can use selection 8 to expand your system to include file types which you define. For now, press **3** to look at the HOME INVENTORY file.

The program will ask: FILE NAME?

Each file may have a name so you can have several files of the same type but with different information. John's Mailing List is a different file than Al's Addresses. The medical history of Mary can be kept separate from the one for Bill. A file name is not required but will help you keep track of your work.

When entering the file name, you can use the right and left arrow keys to move the cursor over characters without erasing them. This allows you to back up and change any typing mistakes. After typing the file name, press **ENTER**.

The program will tell you that the file is empty. Later, when you recall the file from tape, the program will display the file name, the number of records and the first and last entries. For now, press **ENTER**.

The screen will show:

```
                         1.  ROOM
                         2.  ITEM
                         3.  PURCH DATE
                         4.  PURCH PRICE
                         5.  VALUE
                         6.  SERIAL #
                         FILE EMPTY
        ADD   CHG    DEL    SEL    ORD     TAP    PRT
```

First, look at the seven commands at the bottom of the screen. These commands will appear in all the files, they are:

ADD – Add an entry to the file.
CHG – Change the current entry.
DEL – Delete the current entry.
SEL – Select a group of entries for display.
ORD – Order (alphabetize) the file.
TAP – Save the file to tape.
PRT – Print the selected entries.

Notice that the ADD command is highlighted. This indicates that if you press **ENTER** , the Add function will be generated. Later, when there are records in the file, you can select other commands by typing the first letter of the command. Since the file is empty, press **ENTER** to Add the first room information.

Three new options will appear at the bottom of the screen. Since this record is empty, you are automatically in the Add function. Type in the following information for our sample file, pressing **ENTER** after each category.

LIVING ROOM
SOFA
1980
647.95
450.00
123-987

There are two types of categories in each file. An alphabetic category allows you to enter both letters or numbers. A numeric category will accept only numerals and a decimal point.

When you get to the bottom of the screen, you may select one of the options or press (ENTER) to Add your room information to the record. Selection of each option is the same as with the commands.

If you select:

NO! – You decide you don't want the option, or want to cancel the entry on the screen. Type (N) and press (ENTER). The program will return to the screen options.

MOR – If, after entering information in all the categories you discover a mistake, type (M) and press (ENTER) to do more work on your entry. Type (M) and press (ENTER) so we can look at some special keys.

Special Keys

The ↑ , ↓ , ← and → keys will move the cursor in the respective direction.

If you press the **SHIFT** key together with the ↑ key, you will insert spaces and move the line to the right.

Pressing the **SHIFT** key and ↓ key simultaneously will delete spaces and move the line back to the left.

Pressing the **SHIFT** and → key simultaneously deletes the line right of the cursor, while pressing the **SHIFT** and ← key moves the cursor all the way to the left.

Pressing **CLEAR** erases the entire line.

These keys work the same in all command functions.

Now make sure the information is correct, move the cursor to the bottom of the screen and press **ENTER** to add it to the record. The next record, which is empty, will be displayed along with the seven screen commands. Press **ENTER** and type the second room information as you did the first.

MASTER BEDROOM
KING SIZE BED
1978
750.00
500.00
ENTER

(Notice that you may skip a category by pressing **ENTER** if you wish.)

When you return to the screen commands, press the ↑ key to move to the beginning of the file. The screen will display the name you assigned to the file and the first and last entries alphabetically by room in the file. Press **ENTER** to continue.

The screen will show the first entry with the number in the lower right corner. Press the → key and the second entry will be displayed. Press the ← key to return to the previous entry. Pressing the ↓ key will display the last entry in the file.

Press the → key and an empty record will be displayed. The bottom of the screen will say END OF FILE. Press **ENTER** to go to the Add function and enter the following information to complete our sample file.

DEN
TURNTABLE
1980
129.95
90.00
QAZ-34756

DEN
AMPLIFIER
1980
579.00
475.00
X-23-5434

LIVING ROOM
COFFEE TABLE
ENTER
237.00
ENTER

GUEST BEDROOM
SINGLE BED
1979
230.00
150.00
ENTER

Changing a Record

If you move something between rooms, you will want to change your record. At the Main Screen Commands, type **C** for CHG and press **ENTER**. The three options on the screen become CHG, NO!, MOR. MOR is the same option described in the Add section. NO!, in this section, does not delete the entry on the screen but does not allow any modification.

Choosing CHG lets you change any of the information stored in the file. Use the arrows and **SHIFT** key as described on page 6 to insert or delete any changes. Pressing **ENTER** at the end of the screen, records the change and returns the program to the Main Screen Commands.

Deleting Records

Selecting DEL allows you to delete a record permanently from the file. For safety, you must type **D** and press **ENTER** a second time to delete the record, or you can change your mind by typing **N**, then pressing **ENTER**.

Selecting Records

This command gives Color File much of its power and usefulness. The SEL option allows you to work with only a few of the records that meet your defined criteria. For a mailing list file, for example, you might want to know which entries have zip codes greater than 90000 (the West Coast).

All command functions can be used on selected records. Type **S** and press **ENTER** .

Notice the options at the bottom of the screen. They are:

SEL – Choose only those entries that meet the criteria dictated.

NO! – Return to the Main Screen Commands without making any new selections.

FLD – Select the field on which to base a new selection. You will be asked for the field number. The cursor will then move to the indicated field on the current screen for you to enter the value to be used in the selection (the key). Entering a key does not change the actual entry being displayed.

ALL – Reset the entire file so all entries are marked as selected.

= – For numeric fields, choose only the entries in which the field matches the key exactly. For alphabetic fields, the entries that contain the indicated key anywhere in the field will be chosen. For example, if the key is "OU", any entries containing "OU" – HOUSE, BLOUSE, MOUSE – will also be selected.

# —	Choose all the entries that do not match the desired entry EXACTLY.
⟨ —	Select those entries in which the indicated field is less than the key.
⟩ —	Choose only those entries in which the indicated field is greater than the key.
FLD=?—	This is not an option but an indicator of which field is currently the basis for the selection process.

When Selecting from a file, the = (equal), # (not equal), ⟨ (less than), and ⟩ (greater than) work for both alphabetic and numeric fields. For alphabetic fields, ⟨ and ⟩ use normal alphabetic order. This means punctuation comes before numbers which come before letters. For example, TEST1 comes before TESTA.

Let's look at an example.

To select the entries in the sample file that were **not** purchased in 1979, the following procedure is used. It does not matter which entry is currently displayed.

Type **F** and press **ENTER** to indicate you want to choose a field for the selection. You will then be asked for the field number. Type a **3** to select the PURCH DATE heading. Notice that the FLD indicator at the bottom right now contains a 3. The cursor will appear at the beginning of category three for you to enter the key. Type **1** **9** **7** **9** and clear the rest of the line by pressing the **SHIFT** and **→** keys together. Press **ENTER** to register the key and the cursor will disappear.

Press the # key to indicate the type of search to be done. Notice that the # at the bottom of the screen will be highlighted.

Now that you have selected the criteria, type **S** and press **ENTER**. The program will go through the file, marking the records of the items not purchased in 1979.

When the selection is complete, press the ↑ key to move to the beginning of the file. Notice that the number of files selected has changed, and probably the names of the first and last files changed. Now press **ENTER**, then move through the file using the → key. Notice that none of the selected records were purchased in 1979.

If you wish, you may make another selection. Each selection will narrow your file with each selection you make. If no match is found, the file will come up empty. When you want to return to the entire file, select **A** for ALL and press **ENTER**.

Order

You can use this function to change the sort field. When you first enter information into the file it is placed in memory in alphabetical order. To change the order, type **0** for ORD and press **ENTER**.

The options for changing the Order are:

ORD – Save the new order information and sort the file.
NO! – Don't change the order and exit the function.
FLD – Select the field for the new order. You will be asked for a field number.
ASC – Sort in ascending order.
DES – Sort in descending order.
FLD=?– This indicates the present field.

When you first enter a file, the order is set on field 1 and ascending order. When you change the order, the new order will be saved with the file and become the new setting until you change it again.

Tape

TAP will save two copies of the file on tape. Make sure the cassette recorder is connected properly. Type **T** and press **ENTER**.

The bottom of the screen will give the options TAP and NO!. If you are finished for now, press **ENTER**. The program will ask for TODAY'S DATE (MM/DD/YY). Enter the date and press **ENTER**.

The program will tell you to rewind the tape, press the "PLAY" and "RECORD" buttons on the recorder and press **ENTER**. The information in your file will be recorded.

When taping is complete, the screen will ask, SAVE AGAIN? If you don't want to save your file a second time, press **N** and the screen will ask LOAD OLD FILE? You may load the file you just taped, or you can use the commands you have learned to enter other files.

Loading a File from Tape

If you press **Y** when the program asks LOAD OLD FILE?, you will be told to insert the cassette in the recorder and make sure it is rewound. Press the "PLAY" button on the recorder then **ENTER** on the computer. When the file is loaded, the screen showing the name of the file and the number of entries will appear. Press **ENTER** again to continue.

Printing Your Records

The PRT option allows you to print all currently selected records on the printer. After you type **P** and press **ENTER**, the program will say CHECKING PRINTER. Make sure the printer is connected properly. If it isn't, the program will say PRINTER PROBLEM. If the printer is connected and turned on, the file you selected will be printed in the last sort order entered.

If you decide you don't want to print the current file, type **N** and press **ENTER** to return to the Main Screen Options.

Standard Files the Rest of the Menu Contains

1. ADDRESSES – Use this file for all those addresses you have stuffed into the phone book on scratch paper. Use it for your Christmas card list. There is room for two addresses, the city, state and zip code. There is also a code you may use to catalog the information more efficiently.

2. WARRANTIES – Remember all those warranty cards you collect? Send them in and file the date of purchase, the price, serial number and store name here. There is also space to keep up with the latest repairs.

4. INVESTMENTS – How many stocks, bonds, or CD's have you got stuffed under your mattress? You can put the numbers on file, along with the purchase date and price, the current value and the date you intend to sell. Use this file to plan your financial future, and protect your investment.

5. CAR MAINTENANCE – Do you have an old clunker that is continually in the shop and you don't know whether to buy a new car or keep fixing the old one? Or do you have a new car that ought to be put on a regular schedule? Set up a regular schedule by sorting on the date. You can enter mileage in the code category and sort by that.

6. MEDICAL HISTORY – Keeping track of your families medical history can be a chore with immunization records and dates of illnesses. With this file, keeping up can be simple.

7. RESUME/VITA – Update your resume and then easily keep track of your job and salary history.

8. YOU DEFINE – Defining your own files affords you unlimited expansion. You can set up a cookbook of favorite recipes, a separate shop inventory, the filing system for a home business, or anything you can imagine. You might create a deduction file to use in conjunction with the Investments file and the Personal Finance program for help on your income taxes.

The program will ask you to name your new file then ask for the number of fields. You may have from 1-7 fields in each file.

For each field, the program will ask: FIELD # ALPHABETIC (Y/N)?

Remember, if you decide to make the field numeric, you will only be allowed to enter integers and a decimal point, so make dates alphabetic.

The second question you will be asked is NAME? Type in the name of the field and press **ENTER**.

Follow this procedure each time you define a file. Entering information in your new file is done the same way as the other files.

Error Messages

OUT OF SPACE – There is not enough room in memory to save another entry.

Note: When planning your record entries, remember, you may enter up to 3,000 characters when using a 4K machine and up to 15,000 characters on a 16K machine. (A space counts as a character.)

TAPE PROBLEM, TRY AGAIN – An error was found while reading the tape. Sometimes a second attempt to load the file will work. You can also try loading a backup copy.

Pre-Defined File Types

Color File comes with seven common file types built in. This allows you to immediately begin using the program to keep your information up to date. The file definition for each kind of file is detailed below. The "A" or "N" to the right of the field name indicates whether the field is alphabetic or numeric.

1. ADDRESSES

1. NAME	A
2. ADDRESS 1	A
3. ADDRESS 2	A
4. CITY	A
5. STATE	A
6. ZIP	A
7. CODES	A

2. WARRANTIES

1. NAME	A
2. SERIAL #	A
3. PURCH DATE	A
4. STORE NAME	A
5. PRICE	N
6. LAST FIX DATE	A
7. LAST FIX COST	N

3. HOME INVENTORY

1. ROOM	A
2. ITEM	A
3. PURCH DATE	A
4. PURCH PRICE	N
5. VALUE	N
6. SERIAL #	A

4. INVESTMENTS

1. COMPANY	A
2. ITEM	A
3. NUMBER	N
4. PURCH DATE	A
5. PURCH PRICE	N
6. CURRENT VALUE	N
7. INTENDED SALE DATE	A

5. CAR MAINTENANCE

1. DESCRIPTION	A
2. DATE	A
3. WHERE DONE	A
4. ESTIMATE	N
5. ACTUAL COST	N
6. CODES	A
7. PREVIOUS DATE	A

6. MEDICAL HISTORY

1.	DATE	A
2.	ITEM	A
3.	DOCTOR	A
4.	DESCRIPTION	A
5.	COST	N
6.	INSURANCE PAID	A

7. RESUME/VITA

1.	ITEM	A
2.	FROM DATE	A
3.	TO DATE	A
4.	DESCRIPTION	A
5.	INCOME	N

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