

## SCREEN FORMATTING

### FIELD INDICATORS

*	Alphanumeric Field
#	Numeric Field
.	Decimal Field
!	Protected Field
+	Add To Field
-	Subtract From Field
)	YY/MM/DD Date Field
(	MM/DD/YY Date Field
&	YY/MM/DD Date of Last Update Field
<	Must-Fill Alphanumeric Field
>	Must-Fill Numeric Field
"	Must-Fill Decimal Field
?	YY/MM/DD Must-Fill Date Field
/	MM/DD/YY Must-Fill Date Field

## CURSOR MOVEMENT

<b>←</b> Screen Only:	Moves cursor left one space. Used at beginning of line, moves cursor to end of previous line. Used at beginning of top line, moves cursor to end of bottom line.
<b>→</b> Screen Only:	Moves cursor right one space. Used at end of line, moves cursor to beginning of next line. Used at end of bottom line, moves cursor to beginning of top line.
<b>↓</b> Screen Only:	Moves cursor directly down oneline. Used in bottom line, moves cursor to top line.
<b>↑</b> Screen Only:	Moves cursor directly up one line. Used in top line, moves cursor to bottom line.
<b>ENTER</b>	Moves cursor to beginning of next line, field, input area. May be used as default response.

## REPORT FORMATTING

### FIELD INDICATORS

#### Title Lines Section

/	Prints date in MM/DD/YY format
#	Prints page number
?	Prints sort field data of first selected record
!	Suppresses blank lines

#### Heading Lines Section

/	Prints date in MM/DD/YY format
#	Prints page number
?	Prints heading of sort field selected
!	Suppresses blank lines

#### Field Lines Section

*	Alphanumeric Field
=	Total Field
@	Prints record number
?	Prints sort field data of each selected record
!	Suppresses all lines except total fields for producing summary reports

<b>F3</b> Home Key	Returns cursor to upper left hand corner of most format screens.
<b>F2</b>	Deletes character beneath cursor and moves remainder of line left one space.
<b>F1</b>	Duplicates character beneath cursor and moves remainder of line right one space.
<b>SPACEBAR</b>	Deletes character beneath cursor and moves cursor right one space.
<b>Screen Formatting Only:</b>	
<b>CTL D</b>	Inserts blank line at cursor; moves remaining lines down one line; deletes bottom line.
<b>CTL U</b>	Deletes line on which cursor resides and moves remaining lines up one line.
<b>SHIFT ENTER</b>	Moves cursor right eight spaces on most format screens. (TAB)

## LABEL FORMATTING

### FIELD INDICATORS

*	Alphanumeric Field
@	Prints record number
<	Moves entire field data left to close gaps
?	Prints data in sort field on which labels are sorted

## USER MENU SYNTAX

K	TEXT . . . . .	PROGRAM (FILENAME,N,HEADING . . .)
K		Keystroke to invoke function (letter, number, or punctuation mark)
TEXT . . . . .		Text describing choice
PROGRAM		Program name: Any valid TRSDOS command EFC8—to build file index EFC8 A—to print reports EFC8 B—to print labels EFC9—to perform Inquire, Update, Add function EFCC A—to print reports using extended selection EFCC B—to print labels using extended selection
FILENAME		Database name to pass to program; Pad with 0's to eight-character length
N		Screen number or format number to use
HEADING . . .		Heading to appear at top of screen during processing

# PROFILE 4 PLUS

Cat.No. 26-1635

## REFERENCE CARD