DAATA*fax*

DIARY
1988

Notes

1988
JAN
10

DAATA*fax*

for the Amstrad PCW 8256/8512

System Requirements:

Amstrad PCW 8256/8512 with CP/M
KEMPSTON mouse (optional)

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Introduction

DAATA*fax* is a computer-based organiser that generates Filofax™ compatible output.

The program consists of four modules.

DIARY
PHONEBOOK
NOTEPAD
CALENDAR

Additionally, two conversion programs are supplied to enable Locoscript documents and graphics pages to be imported into the Notepad.

You can print in draft or high quality mode, either on one side or both sides of the paper, which can then be separated at the perforations and slipped into a Filofax™ or compatible binder.

The program is Icon-driven and can be used from the keyboard or via our Kempston Mouse. If you are using a mouse, you must make sure that it is connected to the PCW before loading the program.

Start up

Boot your computer using the CP/M disc and insert the D**AA**TA*fax* disc after the A> prompt. Type

```
DAATAfax (RETURN)
```

After a few seconds, the D**AA**TA*fax* binder will appear on screen with the message.

PLEASE ENTER TODAY'S DATE

DATE	1
MONTH	1
YEAR	1988

The date will always be as above on startup.

At this point, enter the current date in figures hitting the RETURN key after each number selected. This brings you to the main selection menu, which is represented by five *icons*.

The select icons are grouped like the function keys, namely:

f8/f7	**DIARY**
f6/f5	**PHONEBOOK**
f4/f3	**NOTEPAD**
f2/f1	**CALENDAR**

In order to open the **DAATA***fax* binder, simply select the function key representing the required option.

With the exception of the calendar, which is mathematically calculated, all the other modules require a datafile to be read in by the main program.

You must ensure that you have a separate disk available, correctly formatted, to hold the datafiles for the Diary, Notepad and Phonebook before opening any of the above options.

If you have a KEMPSTON mouse attached, there will additionally be a pointer on screen which can be used to select the option required by moving the mouse until the arrow is directly over the ICON and clicking one of the buttons.

DIARY

To select this option, use the f8/f7 function key. This results in:

Filename> A:DIARY.DAT

Press the RETURN key to load the DIARY data file from drive A. If there is no DIARY. DAT file present on the logged on disc, this causes the message:

File does not exist CREATE ? Y/N

If you wish to create a new DIARY file type Y. At this point, you can choose between standard or condensed mode, the space bar toggles between the two options.

You are advised to allocate one side of a disk solely for the Diary file.

Typing N brings you back to the first prompt enabling you to change the disc for one containing the DIARY.DAT file. The STOP key aborts this option.

It is possible to have several different DIARY files which could be useful for perhaps a private or business diary. To differentiate between the two you could call them:

DIARY/P   (for private)
DIARY/B   (for business)

After opening the DIARY file, **DAATA***fax* will open to the date selected on startup. Also displayed is the current month from the calendar and the week number.

The Diary shows 4 days per page with a total of 6 entries per day allowed.

Controls

The LEFT/RIGHT arrows cause the Diary to go backwards and forwards one week at a time. Use the UP/DOWN arrows to step through the Diary one month at a time.

The other controls are via the function keys:

f6/f5	**A**lter the date
f4/f3	**A**lter an entry
f2/f1	**P**rint
EXIT	**E**xit from the diary

To add entries into the diary, use the f4/f3 function key. This causes a cursor to appear at the top of the page. You can now type in your diary entries directly onto the displayed page. The entries are saved to disc when you reach the bottom of the page.

Printing

Ensure that the **DAATA***fax* paper is correctly fed through the sprocket feed. As a guide, line the sprocket perforations with the "1" on the bail-bar of the printer. You may have to "fine-tune" this setting as there are slight variations between different PCW printers.

Use the f2/f1 (PRINT) function key to start the print operation. The following message will appear:

ONE SIDED
FROM   01
TO   53

The SPACE bar is used to toggle between printing on *one sided* or *two sided* paper.

It is advisable to use the ONE SIDED printing option until you are more familiar with the program. Press RETURN to keep to *one sided* paper.

Select the weeks that you wish to print FROM and TO by entering numbers in the range **1** to **53** following by RETURN in each case.

This will print the Diary for the weeks selected in draft mode. If you wish to print in high quality, use the PTR key and select high quality before printing starts.

The EXIT key returns to the main menu.

PHONEBOOK

The Phonebook is used to hold names, telephone numbers and addresses, the entries being stored in alphabetic sequence. To select this option, use the **f4/f3** function key. This results in:

Filename> A:PHONE .DAT

The options are:

f8/f7	**SEARCH**
f6/f5	**ADD AN ENTRY**
f4/f3	**ALTER AN ENTRY**
f2/f1	**PRINT**
EXIT	**EXIT**

To add entries into the Phonebook, use the f6/f5 function key. This brings up the Edit box containing;

Name	:
Address	:
Tel (h)	:
Tel (w)	:

The cursor will be opposite

Name :

Simply type in the name you wish to enter and then RETURN.

This moves the cursor to

Address :

Repeat the above procedure, for both address and telephone entries.

If you wish to store a shorter entry, for instance just name and telephone number, move the cursor down using the arrow keys to **Tel (w):** and enter the telephone number, followed by RETURN.

The entry is automatically entered into the phonebook page after the last entry has been typed.

Note that it is also possible to delete the headings for **Name**, **Address** and **Tel (h)(w)** by moving over them using the cursor.

Alter an Entry

This option is selected using the f4/f3 function key. This will result in the first entry on the Phonebook page being copied onto the Edit window. You can select other entries on the page by using the up and down arrows.

When the required entry appears in the Edit window, press the SPACE bar. The cursor will now be positioned inside the Edit window and the entry can be changed as required. When the last line has been reached in the Edit window, the entry will be updated both on the PHONEBOOK file and on the displayed page.

Search

The Phonebook contains a powerful search option which can quickly find any entry stored.

The f8/f7 function key instigates the search facility.

This results in:

Search :

You can now type in a name that you are looking for. The search works on matching any number of characters that you type with the entries stored and then will look through, highlighting every matched entry found.

Tap the SPACE bar after each match found to enable the search to continue. The message NO MORE appears at the end of the search. The search can be terminated at any time by the STOP key.

Printing

The print option works in the same way as in the Diary option except that the choice of the printing range is alphabetic rather than by week number.

NOTEPAD

This is a very versatile module as it can be tailored to your own requirements.

The Notepad can be configured to be in either standard *or* condensed mode.

The f2/f1 function key opens up the Notepad. This results in:

Filename> A:NOTEPAD.DAT

When a new Notepad is created you have the choice of *standard* or *condensed* mode using the SPACE bar to toggle between these options.

Having opened up the Notepad, you can set up to 48 *tabs* across the page. To set the tabs, move the cursor using the arrow keys to the required position, then press the ALT and TAB keys simultaneously. The computer will bleep and a small inverted triangle will appear at the top of the page. Repeat this process for setting other tabs.

If the cursor is positioned in line with an existing tab, pressing the ALT & TAB keys has the effect of clearing that tab. It is possible to toggle tab settings in this way.

The other options are:

f8/f7	**INSERT A PAGE**
f6/f5	**ADD A PAGE**
f4/f3	**ALTER A PAGE**
f2/f1	**PRINT**
EXIT	**EXIT FROM OPTION**

When a new Notepad is opened, you need to use the **ADD A PAGE** option i.e. f6/f5, to begin.

The cursor will appear in the top left hand corner of the page, at which point, you can start typing in text. If tabs have been set, these can be used by the TAB key.

Word wrap is included within this option, this means that a word is brought down to the next line when there is insufficient room for it to fit onto the current line.

If you want to move a word or block of words back onto the previous line, move the cursor to the end of the word(s) and press the ALT & UP ARROW keys. This can only be done if there is sufficient space available on the line.

For a complete list of the text editing functions available to you, please turn to page 17.

The page is updated after the last line is typed onto the page.

Alter a page

The f4/f3 function key is used to alter an existing page within the Notepad.

To select the correct page, use the LEFT RIGHT arrows to go backwards and forwards through the Notepad. Once in the **Alter a Page** option, the normal editing functions can be used.

Insert a Page

This option is used to insert a page within a sequence of existing pages. To select this option use the f8/f7 function keys. The pages after the inserted page are all shuffled down by one and renumbered.

Printing

The print option works in the same manner as in the other options except that printing is in condensed mode if the wide page option has been chosen when the file was created.

Condensed mode allows up to 48 characters per line to be printed. You will probably find that condensed mode is suitable for most applications inside the Notepad option as this allows for a great deal of flexibility in tab settings and general page layout.

CALENDAR

The calendar displays the days of the month for the year selected.

This is the most straight forward option to use, allowing you to either change the date, or, print out the selected year, the months being printed three per page.

If you want to change the year, select the function key f4/f3.

This brings up the edit box and you can simply type in the year required and then RETURN.

Appendix 1

Edit Functions

Tab Settings	**ALT & TAB**
Insert Character	**ALT & Right Arrow**
Delete Character	**ALT & Left Arrow**
Insert Line	**ALT & Down Arrow**
Move Word Up	**ALT & Up Arrow**
Delete Line	**ALT & CAN**
Insert Mode	**ALT & ⊞ 2**
Cut & Delete	**ALT & CUT**
Cut & Copy	**ALT & COPY**
Cut & Paste	**ALT & PASTE**
Show Clipboard (when not in Edit mode)	**ALT & ⊞ 2**

Appendix 2

File Conversion

Two files are provided on your program disk that enable you to import Locoscript™ files and graphics images created by desktop publishing programs, into the Notepad.

Within CP/M, type the following:

1. Locoscript Conversion

LOCO A:FOLDER.ASC A:NOTE.DAT

where FOLDER.ASC is the name of your Locoscript file saved in ASCII format.

2. Graphics Conversion

GRAPHIC A:FOLDER.GRF A:NOTE.DAT

where FOLDER.GRF is the name of your graphic image.

Appendix 3

Example 1

```
MARCH                                    1986
                    Week No 14
-------------------------------------------------
                                         MONDAY 28
10.00 Digital Research-GEM Desktop
12.00 Ambro Plastics in-Quote for binders


 6.00 Derek Allen here

-------------------------------------------------
                                         TUESDAY 29
 9.30 Richard Reeves-Polar
12.30 Richard Wilkins-DAATAfax

       Contact Chris-CJC-PC version of DAATAfax
 4.30 Collect printing-Kopy Kraft
20.00 Meal-Olney
-------------------------------------------------
                                         WEDNESDAY 30
10.00 Lee Ginty-Microdealer UK-Demo DAATAfax

       Send 14 dealer packs to Lightning
       Send PCW to Duncan Savage-Topps
       Send copy of advert to Your Amstrad PCW

-------------------------------------------------
                                         THURSDAY 31
Sales meeting at Lightning
VAT return to be completed
Stock check
```

Appendix 4

Example 2

```
                    NOTEPAD  Page  1

-------------------------------------------------

Train Timetable          Bedford-London-Bedford
===============          =======================

Bedford              07.00 07.30 08.00 08.30 08.33

Harpenden            07.29 07.59 08.29 08.59 --.--

St.Albans            07.35 08.05 08.35 09.05 --.--

London St.Pancras    07.55 08.25 08.55 09.25 09.18


=================================================

London St.Pancras    17.03 17.27 17.59 19.29 19.50

Bedford              17.52 18.18 18.51 19.15 19.44

=================================================

Evening Service
---------------

Bedford              19.00 19.30

London St.Pancras    19.59 20.27
=============================
London St.Pancras    23.20 23.50

Bedford              00.17 00.46
-------------------------------------------------
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