

STOCK MARKET

2

USER MANUAL

AMSTRAD PCW
computers

MERIDIAN

software

c 1990 Meridian Software

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INTRODUCTION

STOCKMARKET 2 is a program designed to help you plan your investments and keep a close and careful watch on their progress.

The program has been developed from the original version of STOCKMARKET which proved to be very popular with investors. Users' comments and suggestions have been incorporated into the new program to add to its list of functions and to make it even more comprehensive and easier to use.

STOCKMARKET 2 enables you to record full details of your purchases and sales of stocks, shares, unit trusts and other securities. Dividends can be recorded as they are received. Cash balances in savings accounts can be monitored as stocks are bought and sold.

The program can record price/earnings ratios (P/E ratios) and dividend yields. Whenever required, share prices can be updated with the automatic revaluation of your folio and recalculation of P/E ratios and yields. These prices can be automatically stored in a file of share prices ready to plot. Up to 260 prices can be stored for each item. This is equivalent to weekly prices for five years.

STOCKMARKET 2 also enables you to record and plot other data. Prices of any stocks, shares, unit trusts, exchange rates, etc. may be recorded, not just the shares in your own portfolio.

You can then produce comprehensive tables showing summaries of your portfolio, transactions, shares, dividends received and cash deposits in savings accounts and plot graphs of share prices to see how your investments are performing.

STOCKMARKET 2 does not have to be used only for your real investments. We all see shares recommended in a newspaper or magazine or know of an investment that we think will do well. Six months later if the price has gone up we wish that we had trusted our judgement. If the price has fallen we quietly forget it. With STOCKMARKET 2 you can record details of as many share folios as you want. These can include hypothetical folios of "hot stocks", recovery shares, penny shares or whatever you choose. See how good your intuition really is! This is especially useful for somebody just thinking of investing on the stockmarket. At first it can be a confusing and worrying concept. With STOCKMARKET 2 investment skills can be learnt at no cost in the safety of the home.

STOCKMARKET 2 comes complete with realistic demonstration data. This includes a sample folio of shares and actual share price information for you to plot including FT 30, British Telecom and others.

IMPORTANT

THE DISC WILL NOT WORK IMMEDIATELY!

Please note that the master disc will not run straight away when you buy it. If you turn on the computer and put the disc in the drive (like starting Locoscript), the computer will just beep at you. This is not a fault. The program will run automatically after installation, which is described in the next section.

INSTALLING THE PROGRAM

Before using STOCKMARKET 2 the program must be installed on a blank disc. This installation process will produce a working disc which will run automatically (like Locoscript) when the computer is switched on.

This working disc will have on it the programs from the STOCKMARKET 2 master disc together with some of the files from your Amstrad system disc supplied with the computer. (Copyright laws prevent these CP/M files from being included on the STOCKMARKET 2 master disc as supplied to you.)

Make sure that the master disc is Write Protected to prevent accidental erasure. This means that the Write Protect holes must be open (ie. you can see through them). The disc is normally supplied already Write Protected.

PCW 8256/8512

To use STOCKMARKET 2 you will need two blank discs, one for the working copy and one for storing your data. There will not be enough room to store data on the working disc. It is very easy to use a separate disc for data storage.

Turn the computer on and select side 2 of the system discs that came with the computer and insert the disc into the drive (the top drive if you have two) with this side to the left. Take one of the blank discs and label this disc *START* on one side and *PROGRAM* on the other. Now *COPY* both sides of the master disc onto this disc using *DISCKIT* as described in the Amstrad manual. This disc will be your working disc. Now *FORMAT* both sides of the other disc using *DISCKIT* as described in the Amstrad manual. This will be your data disc. If you have a PCW 8512 it would be better to format the data disc for use in drive B: as this will increase the disc storage capacity.

Leave DISCKIT by pressing EXIT (more than once) and you will return to the CP/M prompt as follows:

A>

Select the START side of the working disc and insert the disc into the drive (the top drive if you have two) with this side to the left. Now type the following and press RETURN:

install

All the instructions for the installation are given on the screen. When the installation is complete you will return to the A> prompt. You have now made your working copy.

PCW 9512

To use STOCKMARKET 2 you will need one blank disc for the working copy. There is room to store some data on the working disc but you may prefer to use a separate disc for data storage. If so you will need a second blank disc.

Turn the computer on and insert the CP/M system disc that came with the computer into the drive. Take a blank disc and label the top side of this disc *STOCKMARKET 2*. Now FORMAT it using DISCKIT as described in the Amstrad manual. This disc will be your working disc. If required FORMAT another disc for a data disc.

Leave DISCKIT by pressing EXIT (more than once) and you will return to the CP/M prompt as follows:

A>

Select the START side of the master disc and insert the disc into the drive with this side on top. Now type the following and press RETURN:

install

All the instructions for the installation are given on the screen. When the installation is complete you will return to the A> prompt. You have now made your working copy.

Converting Old Data Files

If you are a user of the original Stockmarket program you can convert your existing data files for use on Stockmarket 2. This is explained on page 62.

A DEMONSTRATION OF THE PROGRAM

If you have not yet installed the program you should do so now.

The best way to familiarise yourself with the program is to run it. A demonstration portfolio and sets of share prices are supplied on the disc in two files (DEMO . AC4 and DEMO . PR4). These can be loaded, looked at, edited or added to for practice. This is done as follows:

If you have a PCW 8256 or PCW 8512 turn the computer on (or, if it is already on, hold down SHIFT and EXTRA and press EXIT) and select the START side of your working disc and insert the disc into the drive (the top drive if you have two) with this side on the left. Two programs will now be loaded into the Memory Disc (M: drive) automatically. You will then be asked to turn over the working disc. Take the working disc out of the drive and select the PROGRAM side of the same disc and insert the disc back into the drive (the top drive if you have two) with this side on the left and press any key. If you have a PCW 8512 more programs will be copied into the Memory Disc. After a short time the program name will appear at the top of the screen and the Accounts main menu will appear.

If you have a PCW 9512 turn the computer on (or, if it is already on, hold down SHIFT and EXTRA and press EXIT) and insert the working disc into the drive with the side that you labelled Stockmarket 2 on top. Various programs will now be loaded into the Memory Disc automatically and after a short time the program name will appear at the top of the screen and the Accounts main menu will appear.

Press f7 and the menu will change to the Prices main menu (look at the box on the left of the screen). Press f7 again and it will change back.

You can move up and down a menu with the cursor up and down keys. You can also move straight to the top or bottom of a menu by pressing LINE (next to the cursor up key) or RELAY (next to the cursor down key). Try it and see.

Make sure that you are on the Accounts main menu.

The first line is:

```
> | Load /save / erase / quit | <
```

This line should be highlighted. If not then move the highlight up with the cursor up key and select the line by pressing ENTER.

Press ENTER. The description of the file will be shown and the pointers will have moved to the bottom line which is:

>	File name	DEMO	
	Description	Demonstration Folio	
	OK to load		

OK to load
Yes
No

Highlight Yes and then press ENTER. The demonstration data files will now be loaded from the disc. The screen will change back to the Accounts main menu.

If you have a PCW 8256 you should take out the working disc, turn it over to the PROGRAM side and put it back in the drive.

Accounts

This part of the program is for recording investment purchases and sales. Once recorded the prices can be updated whenever required and the folio listed to show the current value and any gains or losses. It also keeps track of past transactions, dividends and cash deposits.

As an example we will buy a share and list the whole folio showing the share just purchased.

Let's say we want to buy shares in Meridian Ltd. We want £1500 worth including dealing costs at a price of 120p each on 19th September 1989 and will pay with money from our building society account.

The fourth option on the Accounts main menu is:

Transactions

Highlight this by pressing the cursor down key and press ENTER.

The main menu will now be replaced by the small TRANSACTIONS menu on the left of the screen. Underneath TRANSACTIONS will be a choice of options. Highlight Enter, which is the first, and press ENTER. You will now see a second set of options. Highlight Buy, which is the first, and press ENTER.

The question menu will now be displayed showing all the information required to record an investment purchase.

The pointers will be at the first line which is:

> Share name		Share name
		-- New Entry -- Amstrad Bass etc. etc.

Highlight -- New Entry -- and press ENTER. Type in the New Share name (Meridian Ltd) and press ENTER.

The pointers will move down to the next line which is Type of costs. This is the type of dealing costs incurred. These can be named and set for yourself in Housekeeping. Let us assume that we bought these shares through Broker 2. Highlight Broker 2 and press ENTER. This selects the preset dealing costs that this broker charges.

The pointers will move down to the next line Transaction date. We bought the shares on 19th September 1989. Type it in as 19 9 89 (using spaces between the numbers) and press ENTER. The program will change it to its standard format. (The date may be entered in various ways and these are described on page 15.)

The pointers will move down again to Buying price. We paid 120p. Type in 120 and press ENTER.

The pointers will move down to Number bought. We want to spend £1500 in total and not buy a particular number of shares so don't enter anything, just press ENTER.

The pointers will move down again to Net cost. The net cost is the cost excluding dealing costs. We want to spend £1500 including dealing costs so again don't enter anything, just press ENTER.

The pointers will now jump to Total cost. Now type in 1500 and press ENTER. The computer will calculate how many shares you can buy including dealing costs for £1500 and show all the itemised costs. (Notice the total cost is not exactly £1500 as you obviously have to buy a whole number of shares).

The pointers will now have jumped back to Number bought. This allows us to change the number of shares that we want if it is an obscure amount (like 1219). Change the number to 1200 by typing that in and press ENTER. All the costs will now change accordingly.

The last thing we need to note is where the money is coming from. The pointers will have moved down to Funds from. Press the cursor down key until Norfolk B.S. is highlighted and then press ENTER.

We have now set up all details of our share purchase and are ready to record it. The pointers will now be on the last line which is as follows:

```
| OK to record |
```

If all the details look all right then highlight Yes and press ENTER.

The purchase is now recorded in the computer memory (but not yet on the disc) and you will be returned to the Transaction choice menu. Press EXIT twice and you will return to the Accounts main menu.

We now want to list our folio and show our latest purchase.

One of the options is:

```
| List account |
```

Highlight this by pressing the cursor up key (or cursor down key) and press ENTER.

The main menu will now be replaced by the small LIST menu on the left of the screen. Underneath LIST will be a choice of options. Highlight Current Summary, which is the first, and press ENTER.

Now highlight General from the next choice menu and press ENTER again.

Finally highlight Screen from the next choice menu and press ENTER.

The screen will now display a statement of the current share holdings in the folio DEMO including our latest purchase. Its present share price will be the same as the purchase price (as we have not updated the prices since the purchase) so we will be showing a small loss on it equal to the dealing costs for the purchase.

Press STOP to return to the Accounts main menu.

Prices

Now press f7 and the Prices main menu will appear on the screen. This is a list of all the main options.

This part of the program is for storing, listing and plotting values of share prices, indices, unit trusts, currencies, etc.. As an example of its use we will plot the share price of British Telecom over recent times.

One of the lines is:

```
| Plot prices |
```

Highlight this with the cursor down key (or the cursor up key) and press ENTER.

The main menu will now be replaced by the small PLOT menu on the left of the screen. Underneath PLOT will be a list of shares. Highlight British Telecom and press ENTER.

Now highlight Logarithmic. Press ENTER again. This sets the method of scaling the price.

The screen will now display the price scale up the left hand side and the dates along the bottom. At the top left British Telecom will be printed. In the middle at the top will be the following menu:

```
>Price Average Grid Copy to printer Clear
```

If necessary move the pointer to Price with the cursor left key and press ENTER. The graph of the British Telecom share price in recent times will now be plotted on the screen.

Return to the MAIN MENU by pressing EXIT twice or STOP.

Try some of the other options to see what happens. If you get stuck remember to press EXIT or STOP.

Leaving the Program

Press EXIT until you reach the main menu. Press EXIT again to highlight Load / save / erase / quit. Press EXIT again and you will select this option and highlight Quit Program. Now press ENTER.

You will now be asked Save data (DEMO) file first (Y/N) ? . Press N for No and you will leave the program without modifying the DEMO file by adding your Meridian Ltd purchase.

PROGRAM OUTLINE

Data Structure

All information on shares, dividends, prices, etc. that is entered into this program is saved in one of two sorts of files, Accounts and Prices. Normally when a new portfolio is started both an Accounts and a Prices file are created each with the same name (although with a different suffix).

Accounts File

This contains details of shares, transactions, dividends, cash accounts and cash entries. This is for recording, updating and listing your portfolio of shares and dividends. These file names are suffixed AC4 (eg. DEMO . AC4).

For the PCW 8512 and PCW 9512 the maximum entries per portfolio are 50 shares, 150 transactions, 100 dividends, 5 cash accounts and 150 cash entries.

For the PCW 8256 the maximum entries per portfolio are 40 shares, 110 transactions, 100 dividends, 5 cash accounts and 110 cash entries.

Prices File

This contains names of shares and their prices at different dates. This is for plotting graphs of share prices to see their performance. Prices can be entered automatically when updating the Accounts file. These file names are suffixed PR4 (eg. DEMO . PR4).

For the PCW 8512 and PCW 9512 the maximum entries per file are 50 shares and 260 prices.

For the PCW 8256 the maximum entries per file are 40 shares and 260 prices.

General information such as dealing costs and the normal data drive is held in a file called STOCK . INF on the PROGRAM side of the working disc. It is created automatically when the program is first run. The file can be modified each time you leave HOUSEKEEPING (see page 42).

Program Structure

The program is menu driven (ie. you always have a list of options displayed on the screen to choose from). There are two main menus, one for Accounts and one for Prices. You can move from one to the other by pressing f7.

Normally you will start by loading one of your existing pairs of data files (ie. a portfolio (the Accounts file) and its share prices (the Prices file) simultaneously from the Accounts main menu. Once loaded the data file name will be shown on the right of the title block on the screen.

The Accounts menu will be used most of the time for buying and selling shares, entering dividends, updating share prices and listing your portfolio. You can copy share prices to the parallel Prices file automatically as required.

The Prices menu will be used mainly to plot graphs of shares that interest you. However, it is possible also to create and use Prices files separately from Accounts files. This is of use if you are following share prices for a number of shares that are not in your portfolio. Start a separate Prices file from the Prices main menu.

Saving Data

All the data that you enter whilst running the program is initially stored only in the computer memory. It is transferred to disc through the Load / save / erase / quit menu. When entering a lot of information it is prudent to save the data to file periodically (in case of power cuts, etc.). It is also a good idea when you are starting to use the program for the first time not to enter too much data at once without saving the file. Having saved the file, leave the program and restart to prove to yourself that you understand how to save.

Help

The program has two forms of help. There is a permanent help line at the bottom of the screen which shows what the function keys do and how to answer the current question on the screen. There is also a help file (STOCK.HLP). If you press the key f1, you will load a help message from this file and superimpose it on the screen. This will give help on the particular part of the program that you are in.

Preset Answers

There will sometimes be an answer already entered for a question (eg. the dealing costs). Enter another answer either by selecting an alternative answer (if it is a choice answer) or by typing in the new answer (if it is a typed answer).

Dates

Dates are always listed in the same form but may be entered in one of several ways.

For example, 23rd February 1990 will be listed as:

23Feb90

It may be entered as 23Feb90 (with the month in upper or lower case or a mixture of both). It may also be entered with the month as a number and with any of the following separators between day and month and month and year as follows:

23 2 90	23 feb 90	(space)
23.2.90	23.feb.90	(full stop)
23,2,90	23,feb,90	(comma)
23:2:90	23:feb:90	(colon)
23;2;90	23;feb;90	(semicolon)
23-2-90	23-feb-90	(hyphen)
23/2/90	23/feb/90	(slash)

NB. DO NOT PUT A SEPARATOR AT THE END OF THE DATE (eg. 23 .2 . 90 .).

ENTERING YOUR PORTFOLIO

The following is a brief outline of how to enter your shares into the computer. Please refer to subsequent parts of the manual which give fuller details of each operation described here.

Start a New File

Run the program. Select Load / save / erase /quit from the Accounts main menu (see page 19). Select Load Data File and then select Start New File. Type in a short File name for your folio consisting of letters and numbers only (perhaps your initials) and a description to identify it. Answer Yes to OK to start and you are back to the Accounts main menu.

Enter Cash Accounts

You may wish to start cash accounts (eg. building society, bank deposit) and enter an opening balance. Select Cash entries / accounts from the Accounts main menu (see page 38). Select Accounts. Select Enter. Type in the Account name and answer Yes to OK to record. Repeat this for each cash account.

Enter Brokers' Dealing Costs

You may specify the dealing costs for different investments and for different brokers. Set these up first before buying securities so that your dealing costs are calculated automatically. Select Housekeeping from the Accounts main menu (see page 42). Select Dealing Costs and enter the individual charges.

Enter Share Purchases

Select Transactions from the Accounts main menu (see page 29). Select Enter. Select Buy. Select -- New Entry -- for the share name and type in the share name and the rest of the details of each share that you own.

NB. It is advisable to save the data file, leave the program and restart after two or three entries to prove that you understand how to do so.

Save Data and Quit

Select Load / save / erase / quit from the Accounts main menu (see page 19). Select Save Data File. Answer Yes to Data drive OK. Answer Yes to OK to save. Select Quit Program.

RUNNING THE PROGRAM

The program must be installed before you start (see earlier section **INSTALLING THE PROGRAM**). The following instructions assume that you have.

It is advisable to read the earlier sections **PROGRAM OUTLINE** and **ENTERING YOUR PORTFOLIO** before running the program. Failure to do so may result in difficulty in understanding the operation of the program.

PCW 8256 / PCW 8512

Turn the computer on (or, if it is already on, hold down **SHIFT** and **EXTRA** and press **EXIT**) and select the **START** side of your working disc and insert the disc into the drive (the top drive if you have two) with this side on the left. Two programs will now be loaded into the Memory Disc (M: drive).

You will then be asked to turn over the working disc. Take the working disc out of the drive and select the **PROGRAM** side of the same disc and insert the disc back into the drive (the top drive if you have two) with this side on the left and press any key. If you have a PCW 8512 more programs will be copied into the Memory Disc. After a short time the program name will appear at the top of the screen and the Accounts main menu will appear.

PCW 9512

Turn the computer on (or, if it is already on, hold down **SHIFT** and **EXTRA** and press **EXIT**) and insert the working disc into the drive with the side that you labelled **Stockmarket 2** on top. Various programs will now be loaded into the Memory Disc automatically and after a short time the program name will appear at the top of the screen and the Accounts main menu will appear.

ACCOUNTS: MAIN MENU

The main options are as follows:

```
> | Load / save / erase / quit | <
  | Update account           |
  | List account             |
  | Transactions             |
  | Shares                   |
  | Dividends                |
  | Cash entries / accounts  |
  | Sort account             |
  | Housekeeping             |
```

Highlight the option required with the cursor up or down keys and press ENTER.

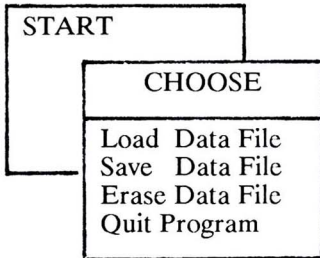
Until you have loaded or started a data file you will be restricted to the Load / save / erase / quit and the Housekeeping options.

Once a data file has been loaded its name will appear in the left box while the main menu is on the screen and on the bottom right of the title block.

If you are running the program for the first time you may like to change some of the system parameters. These include the normal data disc drive and the dealing costs. Select Housekeeping to do this (see page 42).

LOAD / SAVE / ERASE / QUIT

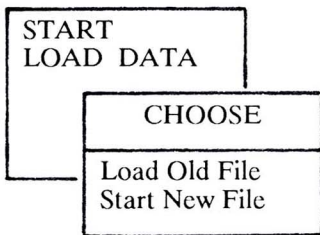
The option menu is as follows:



Highlight the option required with the cursor up or down keys and press ENTER.

Load Data File

A further two options will be shown as follows:



Start New File

This is to start a new data file to contain a new portfolio. It will automatically start a linked Prices file with the same name to contain prices of the shares in the Accounts file for plotting if this option has been set in Housekeeping (System) (see page 45).

The question menu is as follows. The question in *italics* will not appear on the screen until needed:

File name
Description
<i>OK to start</i>

File name

This is the name by which the portfolio will be stored on the disc. Decide on a short name for your new file consisting of up to eight letters or numbers (but with no spaces or characters like / . £ \$ - % & etc.). Note that you may not use spaces in the name, thus ABC1 is permissible but ABC 1 is not.

Description

This description will appear on all listings and should describe the portfolio (eg. European Shares). It may be up to 20 characters long.

OK to start

If the file name and description are acceptable then select Yes and press ENTER to start entering information. You will then go back to the Accounts main menu.

Load Old File

This is to load an existing (old) data file from a disc. This will load the Accounts file which contains the portfolio of shares and, if it exists, the Prices file with its sets of share prices for plotting. If no corresponding Prices file exists then you will be asked if you want to start one (if this option has been set in Housekeeping (System) (see page 45)).

The full question menu is as follows. The question in *italics* will not appear on the screen until needed:

>	Data disc drive	A:	<
	File name		
	Description		
	<i>OK to load</i>		

Data disc drive

If necessary change the drive name by typing in a new one. Note that you can change the preset answer permanently by using Housekeeping (System). You will then be asked to put the data disc in the drive. Do so and press any key.

File name

The names of the Accounts files found in the chosen drive will be displayed. Highlight the one that you want to load with the cursor up or down keys and press ENTER.

Description

The file description will appear once a file name has been chosen.

OK to load

If the file name and description are correct then select Yes and press ENTER to load the file. You will then go back to the Accounts main menu.

Save Data File

This is to save the current data file(s) to a disc. This will save the Accounts file which contains the portfolio of shares and, if loaded, the Prices file with its sets of share prices for plotting.

The full question menu is as follows:

	File name	
	Description	
	Data disc drive	
>	OK to save	<

File name

This will be the data file name as loaded. If you wish to save the data under another name then retype the file name.

Description

Change the file description by retyping it.

OK to save

Answer Yes to save the Accounts and Prices data files. You will then be asked to put the data disc in the drive. Do so and press any key.

Erase Data File

This will erase just an Accounts file. Go to the Prices main menu and then choose Load / save / erase / quit to erase a Prices file.

The menu is the same as for Load Old File. Select the file name to delete. Its description will be shown to confirm that you have the right file. Answer Yes to OK to erase.

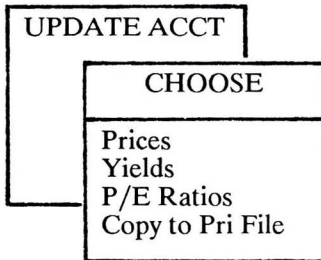
You will be asked to confirm that you want to erase that file. Press Y for Yes to erase or N for No to change your mind.

Quit Program

This will make you leave the program. If you have loaded a data file and changed it you will be asked if you want to save the file first. If you answer No you will lose any changes made.

UPDATE ACCOUNT

The option menu is as follows:



Prices

The question menu will show the prices for the first ten shares in your folio. An example (with only three share names) is as follows:

>	Date	31Jul89	<
	Share name 1	200	
	Share name 2	45.5	
	Share name 3	125	
	<i>Next Page</i>		
	<i>Last Page Exit</i>		

Date

Type in the date of the latest price information.

Price Information

The highlight will go to each share in turn. The price displayed will be the last price entered (or the purchase price if no other price has been entered). Type in the new price if it has changed.

Next Page / Last Page

If there are more than ten shares in your folio then the question will be next Page. You may go on to the next ten shares by answering Yes to Next Page. You may then go back to the last ten shares by answering Yes to Last Page.

Exit

Once you have reached the last shares in your folio the question will be Exit. Exit by answering Yes.

You will then be asked if you want to Copy to Pri File (see below).

Yields

The question menu will show the first ten shares in your folio as before with the current yields.

Enter or update the yields in the same way as the prices. Note that the date cannot be changed and the yields entered must be those prevailing at the date of the price information. Therefore prices must be updated before the yields.

The yields do not have to be entered each time the prices are entered. They will be automatically recalculated each time the prices change.

P/E ratios

Enter or update the P/E ratios in the same way as the yields. Note that the date cannot be changed and the P/E ratios entered must be those prevailing at the date of the price information. Therefore prices must be updated before the P/E ratios.

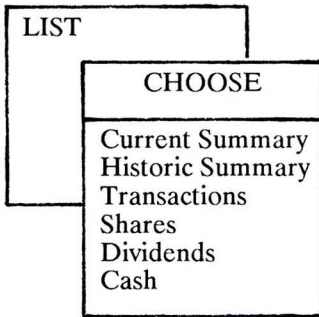
The P/E ratios do not have to be entered each time the prices are entered. They will be automatically recalculated each time the prices change.

Copy to Pri File

You can add the current share prices (ie. those just entered) to the table of prices in the Prices file for plotting. If you want to do this then press ENTER. (You may as well, you may want to draw a graph one day.)

LIST ACCOUNT

The option menu is as follows:



Any listing on the screen may be moved up and down, as necessary, with the cursor keys. The width of some columns of the listings may be altered depending on the maximum value to be listed. This is done in Housekeeping (General) (see page 42).

A listing on the screen may be printed by pressing f3. Press f5 for a line feed and f7 a form feed.

Current Summary

This will list summary details of all individual shares in your folio that you currently own. If you have sold all shares in a company the name will be shown in the Historic Summary (see below). If you have sold some shares but still own some then that share will appear in both summaries.

Underneath are the totals for all shares.

There are three summaries available (General, Detailed and Gains) which are selected by a second list of options.

All values are shown to the nearest whole number to save space except for the Detailed summary.

General

This shows for each share its name, number held, date first bought (if more than one purchase has been made), average purchase price, total cost, P/E ratio, yield, present price, present value and potential gain.

Detailed

This shows for each share its name, number held, date first bought (if more than one purchase has been made), average purchase price, total cost, present price, present value and potential gain (%). All values are shown to the penny.

Gains

This shows for each share its name, number held, date first bought (if more than one purchase has been made), average purchase price, total cost, present price, present value and potential gain in cash and as a percentage.

Historic

This will list summary details of all individual shares in your folio that you once owned and have sold. If you have not sold any shares in a company the name will not appear in the Historic Summary. If you have sold some shares but still own some then that share will appear in both summaries.

Underneath are the totals for all shares.

There are three summaries available (General, Detailed and Gains) which are selected by a second list of options.

All values are shown to the nearest whole number to save space except for the Detailed summary.

General

This shows for each share its name, number held, date first bought (if more than one purchase has been made), average purchase price, total cost, date last sold, average selling price, total received and actual gain.

Detailed

This shows for each share its name, number held, date first bought (if more than one purchase has been made), average purchase price, total cost, date last sold, average selling price and total received. All values are shown to the penny.

Gains

This shows for each share its name, number held, date first bought (if more than one purchase has been made), total cost, date last sold, total received and actual gain in cash and as a percentage.

Transactions

This will list details of your transactions.

Further options allow you to choose the share (or all shares), the type of transaction (or all transactions) and the date span (or all dates).

This shows the share name, type of transaction, date, price, number of shares and cost.

Shares

This will list the details of the shares that have been entered.

This shows the share name, number currently held and the number of transactions.

Dividends

This will list details of your dividends received.

Further options allow you to choose the share (or all shares), whether to list the number of shares owned and the date span (or all dates).

This shows the share name, date of dividend, number of shares held (if required), tax credit and dividend paid.

Cash

This will list details of your cash transactions for an account. This will include the costs and profits of buying and selling and dividend payments.

Further options allow you to choose the name of the cash account and the date span (or all dates).

All Dates

This will list or print all the entries regardless of date.

Select Dates

You can, if you choose, list or print entries just between selected dates for all listings except the Current Summary. The question menu will be as follows:

	Tax year	
>	Date from	01Jan01
	Date to	31Dec99
	Continue	

Type in the Date from and the Date to which you want the listing to go.

You may instead press the cursor up key to move up to Tax year. Press ENTER to see the list of tax years. Highlight the required tax year and press ENTER.

Continue if the dates are correct.

Screen/Printer

The listing can be on the screen or on a printer. This is chosen by the next option in the option menu. A screen listing may subsequently be printed by pressing f3.

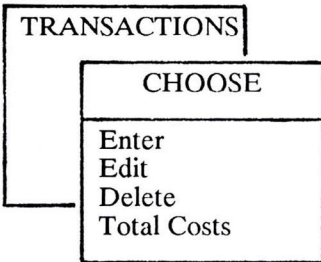
This option will not be shown if the printer port for graphs has been set to None in Housekeeping (System).

Form Feed

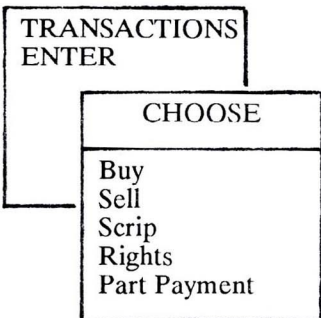
If the listing is sent to a printer you will be asked afterwards if you want to do a Form Feed. This will take the paper to the top of the next sheet.

TRANSACTIONS

The option menu is as follows:



There is a second option menu for Enter as follows:



Buy

The question menu is as follows:

>	Share name	<
	Type of costs	
	Transaction date	
	Buying price	
	Number of shares	
	Net cost	
	Stamp duty	
	Commission	
	VAT on comm	
	Flat rate fee	
	Total cost	
	Funds from	
	OK to record	

Share Name

Either select the share name from your list of shares already entered in your folio or select -- New Entry -- and type in the name of the share, unit trust etc. using up to 20 characters (eg. Meridian Ltd).

Type of costs

Select the type of dealing costs to use. These can be set up in Housekeeping (Dealing Costs) (see page 43). This defines the rates of dealing costs which will be calculated automatically. Choose -- No Costs -- if appropriate (eg. new issue, unit trusts).

Transaction date

Type in the date of purchase.

Buying price

Type in the price per share in £ or p (or \$, ¢, etc.). The currency can be set in Housekeeping (General) (see page 42).

Number of shares

If you know how many shares you want to buy, type in the number and the cost will be calculated automatically. If you want to spend a fixed amount of money leave this blank and press ENTER.

Net cost

If you want to spend a fixed net sum (ie. excluding dealing costs) type in the amount and the number of shares and all costs will be calculated automatically.

If you already have the number of shares and the costs entered and you wish to change it, you must first go back to Number of shares and enter 0 (zero) to clear everything.

Total cost

If you want to spend a fixed total sum (ie. including dealing costs) type in the amount and the number of shares and all costs will be calculated automatically.

If you already have the number of shares and the costs entered and you wish to change, it you must first go back to Number of shares and enter 0 (zero) to clear everything.

Funds from

This question only appears if you have previously started one or more cash accounts (see Cash entries / accounts on page 38). Select the account to debit or choose -- No Acct -- .

OK to record

If you are happy with the details select Yes and the purchase will be recorded (but not saved on disc until you save the data file).

Dealing Costs

The dealing costs shown in brackets are not recorded but are itemised to show the calculation of the total costs.

Normally you should not need to alter these amounts. However, if you want to you can by moving the pointers to the line in question and entering the new amount. This will affect all costs on subsequent (but not previous) lines.

A record is kept of the total dealing costs incurred and will be updated when you save a transaction. This total is shown on the listing of your current folio. It may be altered or reset to zero by choosing Total Costs from the Transaction menu (see below).

Sell

The question menu is similar to the Buy menu:

>	Share name	<
	Type of costs	
	Transaction date	
	Selling price	
	Number sold	
	Net proceeds	
	Commission	
	VAT on comm	
	Flat rate fee	
	Total proceeds	
	Funds to	
	OK to record	

Much of the information is the same as that for buying shares and will not be described again here.

Share name

Select the share name from your list of shares already entered in your folio. You need not (and cannot) type it in. Details of the number of shares held, the latest price and corresponding date will be displayed. Change any information that is not correct (eg. selling price).

Type of costs

Select the type of dealing costs to use. The itemised dealing costs and totals will now be displayed.

Number sold

The total number held will be shown. Type in another number if only part of holding is being sold.

Net / Total proceeds

If you want to realise a certain amount and not to sell a fixed number of shares, set the number of shares to zero and type in the total amount.

Scrip

A scrip issue is a free issue of shares to existing shareholders normally to stop the share price from becoming excessively high. It is done on the basis of a certain number of new free shares for every one or more shares that you have already. The total value of your shareholding does not change.

Select the share name from your list of shares already entered in your folio. Enter the date of the scrip issue and the number of new (free) shares. Answer Yes to OK to record.

Rights

A rights issue is the issue of new shares to existing shareholders to raise capital. It is done on the basis of a certain number of new shares at a certain price (normally below the current price) for every one or more shares that you have already.

Select the share name from your list of shares already entered in your folio. Enter the date of the rights issue, the rights price and the number of new (rights) shares. The cost will be calculated. Answer Yes to OK to record.

Part Payment

Some shares are issued either nil paid or part paid (eg. British Telecom). You then have to make subsequent part payments up to the full price of the shares. Enter the initial purchase under Buy and these subsequent payments here.

Select the share name from your list of shares already entered in your folio. Enter the date of the part payment, the value of the payment, the number of shares held and where the Funds were from. Answer Yes to OK to record.

Edit

Further options ask you to choose the name of the share and the particular transaction to edit. These are identified by the type and date of transaction.

Change an answer by moving the highlight to that line and re-entering the answer. Changing one answer may affect other answers (eg. changing the number of shares will change the total cost).

Any change in the dealing costs will automatically alter the value of the total dealing costs.

Any entry for a share transaction against a cash account will not be changed. Edit this separately through Cash entries / accounts (see page 38).

Delete

Further options ask you to choose the name of the share and the particular transaction to edit. These are identified by the type and date of transaction.

Details of the transaction will be listed.

Answer Yes if it is OK to Delete this transaction.

The dealing costs will automatically be deleted from the value of the total dealing costs.

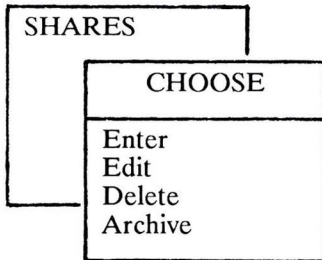
Any entry for a share transaction against a cash account will not be deleted. Delete this separately through Cash entries / accounts (see page 38).

Total Costs

Type in the new value.

SHARES

The options are as follows:



Enter

This is for entering the names of shares into your account. If you want to buy a share you will find it simpler to enter the name directly in Transactions (Buy).

This section does allow you to build up a list of shares other than those you already own (and to include indices, currencies, etc.) into your account so that you can type in prices for them all, copy them to the Prices file (see Update account on page 23) and plot graphs of their progress. Do remember that the maximum number of shares that can be entered is 50 (40 for the PCW 8256).

Type in the new name and answer Yes to OK to record.

Edit

Choose the share name to edit. Type in the amended name and answer Yes to OK to amend.

Delete

Choose the share name to delete and answer Yes to OK to delete.

You will then be asked to confirm the deletion. Press Y for Yes to delete or N for No to change your mind.

NB. This will delete the share, all its transactions, all dividends received for that share AND the share and all its prices from the Prices file.

Archive

This copies a share, its transactions, dividends and associated price table to another file. This is useful for clearing old shares that you have sold from your portfolio whilst not losing all the records. For example, you might wish to save all your shares sold in 1989 to a file called SHARES89. Start a new file first with this name and then load your data file containing the shares to be archived.

Choose the share name to archive. The full question menu is as follows:

>	Data disc drive	A:	<
	File name		
	File description		
	OK to archive		

Select the file name to which you want to copy the share and answer Yes to OK to archive.

NB. This does not delete the share from the current folio. That must be done separately.

DIVIDENDS

The option menu is as follows:

DIVIDENDS
CHOOSE
Enter
Edit
Delete
Total Dividends

Dividends may be entered for any share in your folio.

Enter

The question menu is:

>	Share name	<
	Date	
	Dividend payable	
	Tax credit	
	No of shares held	
	Credit to	
	OK to record	

Select the appropriate share. Enter the Date of the dividend and the Dividend payable. The tax credit will be calculated automatically using the tax rate set in Housekeeping (General) (see page 42). It may be altered if wished. If you have previously set up one or more bank accounts (see Cash entries / accounts on page 38), decide which account to Credit.

If the information is correct say Yes it is OK to record the dividend.

A record is kept of the total dividends received and will be updated when you enter a dividend. The total is shown on the listing of your current folio. It may be altered or reset to zero by selecting Total Dividends (see below).

Edit

Select the name of the share and the particular dividend to edit. This is identified from its date and amount.

The question menu is similar to the Enter question menu except the Credit to question is missing.

Change the details as necessary and answer Yes to OK to amend.

The value of the total dividends received will be amended if the amount has been changed. Any entry against a cash account will not be changed. Change this through Cash entries / accounts (see below).

Delete

Select the name of the share and the particular dividend to delete. This is identified from its date and amount.

Details of the dividend will be listed.

Answer Yes if it is OK to delete.

The value of the total dividends received will be amended. Any entry against a cash account will not be deleted. Delete this through Cash entries / accounts (see below).

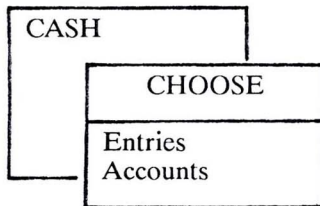
Total Dividends

Type in the new value.

CASH ENTRIES / ACCOUNTS

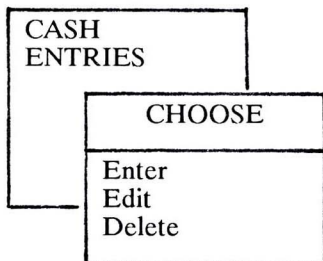
This function enables you to keep track of your funds in up to five cash accounts. The balances are listed on your current summary underneath your investments so that you can see your total capital.

The option menu is as follows:



Entries

The option menu is as follows:



Enter

This is used for recording cash deposits and withdrawals from one of your cash accounts.

The question menu is:

>	Account name	<
	Date	
	Deposit	
	Withdrawal	
	Description	
	OK to record	

Select the Account name, type in the Date of the entry and the amount of the Deposit or Withdrawal. If you want a special Description for the entry then type it in. Answer Yes if it is OK to record.

Edit

Select the name of the account and the particular entry to edit. This is identified from its date and amount.

The question menu is similar to the entry menu. Retype any details as necessary. Answer Yes if it is OK to amend.

Amending the amount will automatically amend the account balance.

Delete

Select the name of the account and the particular entry to delete. This is identified from its date and amount.

Details of the entry will be listed.

Answer Yes if it is OK to delete.

The account balance will automatically be amended.

Accounts

Enter

Type in the name of the new account.

Edit

Choose the account name. Type in the amended name and answer Yes if it is OK to amend.

Delete

Choose the account name. Answer Yes if it is OK to delete. This will delete the account and all its entries.

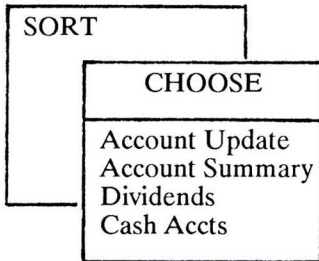
Balances

Type in the new balances for each account.

Choose the account name. Type in the amended name and answer Yes if it is OK to amend.

SORT ACCOUNT

The option menu is as follows:



Choose the item to be sorted. Sorting can be into alphabetical order, date order or manually into any order as appropriate.

Alphabetical / Date

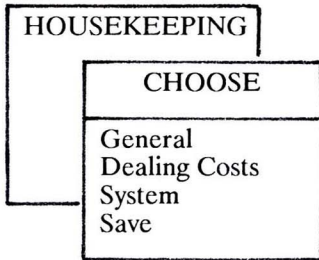
This can take some time if the account is nearly full. Go and list what you have sorted (or go to Update account) to see the new order.

Manual

This will list the shares or cash accounts on the screen. Go to the position to which you want to move an entry and press ENTER. This will display the list of shares or cash accounts. Select the share or cash account that you wish to insert at that point and press ENTER. The new order will then be displayed. This process may be repeated until the required order is achieved.

HOUSEKEEPING

The option menu is as follows:



NB. Make sure that you save the Housekeeping information on the PROGRAM side of your working disc before leaving this section or else any changes will not be permanent.

General

This enables you to change and reset various general parameters used by the program. The question menu is:

>	VAT (%)	15.00	<
	Tax rate (%)	25.00	
	Stamp duty (%)	0.50	
	Stamp duty step (p)	50	
	Max value (£)	99,999	
	Currency sign	£	
	Currency/100	p	
	Share price (£/p)	p	
	Use preset values		
	Exit		

VAT / Tax rate / Stamp duty / Stamp duty step

Amend these as and when the rates change.

Max value

The maximum value likely to be used in any listing. This determines the width of the listings.

Currency sign / Currency/100

Type in the currency units used (eg. £ & p or \$ & ¢).

Share price (£/p)

This is the unit for the share prices entered when buying and selling. This can be set to either £ or p (or the equivalent for whatever currency is used).

Use preset values

The program has inbuilt values for the items on this menu. If you select Yes the answers will revert to these values.

Dealing costs

Up to ten different sets of dealing costs can be set up to cater for ten different sets of costs. Thus if you use more than one broker you can enter each broker's charges.

The program comes with two sample sets of costs already entered. These may be added to, deleted or changed as required.

The question menu for each set of costs is:

>	Type of costs	<
	Initial rate (‰)	
	Second rate (‰)	
	Third rate (‰)	
	Min commission (£)	
	Start 2nd rate (£)	
	Start 3rd rate (£)	
	Pay stamp duty	
	Flat rate fee (£)	
	<i>Last</i>	
	Next <i>Exit</i>	

Go to the Next or the Last set of costs by highlighting Next or Last and answering Yes.

Type in the name of the Type of costs. Then enter the appropriate dealing costs.

Insert a new Type of costs between two others by continuing to the second Type and typing + (the plus sign) and pressing ENTER. This will move the subsequent types along one and allow you room to enter the new one (assuming you have fewer than ten types already).

Delete a Type by selecting it, typing - (the minus sign) and pressing ENTER.

The itemised costs are comprehensive and may not all be needed for any one investment. Set those not used to zero.

System

This enables you to change and reset various system parameters used by the program. The question menu is:

>	Prntr port (list)	Normal	<
	Prntr port (grph)	Normal	
	Printout width	74	
	Printout margin	0	
	Screen background	Dark	
	Date step (days)	7	
	Auto start Prices	Yes	
	Always draw grid	Yes	
	Data drive	A:	
	Use preset values		
	Exit		

Prntr port (rprt) / Prntr port (grph)

This determines where printed output from the program is sent. The choice is Normal (the printer supplied with the computer), Parallel (a second printer plugged in to the parallel [Centronics] port) or None.

The printer can be set independently for reports (rprt) and graphs (grph).

For the PCW 8256 and the PCW 8512 both should be set to Normal.

For the PCW 9512 reports should be set to Normal and graphs to None as the daisy wheel printer cannot print graphs. However, if you have an Epson compatible dot matrix printer connected to the parallel printer port, it should be possible to print graphs on this by setting the graph port to Parallel.

Printout width

This is the number of normal characters that the printer can print on one line. If the printout needs to be wider than this, the typeface will be condensed if possible.

Printout margin

This is the width in characters of the left margin. It can be used to indent your reports.

Screen background

Choose either Dark or Light.

Date step (days)

Enter the normal step between dates when you enter share prices (ie. if you enter prices every day then type 1, if it is every week then type 7). When you come to enter prices you need only type + (the plus sign) and press ENTER and the new date will be entered automatically. The date may always be entered manually if preferred.

Auto start Prices

Answer Yes to create a linked Prices file automatically each time you start a new Accounts file. If you initially answer No and subsequently change your mind you may start a linked Prices file on any occasion that you load an old (existing) Accounts file.

Always draw grid

Answer Yes if the grid should always be drawn with the graph scales.

Data drive

Select the normal data drive used for your data files.

If you have a PCW 8256 or a PCW 9512 this will be A: . If you have a PCW 8512 you may find it easier to store your data on a disc in drive B.

Use preset values

The program has inbuilt values for the items on this menu. If you select Yes the answers will revert to these values.

Save

Any changes made in the Housekeeping section will only be permanent if they are saved on to the PROGRAM side of the working disc.

If you have a PCW 8256 or PCW 8512, select the PROGRAM side of the working disc and insert the disc into the drive (the top drive if you have two) with this side on the left. Now press any key.

If you have a PCW 9512, put the working disc back into the drive with this side that you labelled Stockmarket 2 on top. Now press any key.

PRICES: MAIN MENU

The main options are as follows:

```
> | Load / save / erase / quit | <
  | Update prices             |
  | List prices               |
  | Plot prices               |
  | Titles                    |
  | Price adjustments         |
  | Sort / transfer           |
  | Housekeeping              |
```

Highlight the option required with the cursor up or down keys and press ENTER.

Until you have loaded or started a data file you will be restricted to the Load / save / erase / quit and the Housekeeping options.

Once a data file has been loaded its name will appear in the left box while the main menu is on the screen and on the bottom right of the title.

You will normally come to the Prices main menu after having loaded an Accounts file with its associated Prices file. You can, however, start an independent file of share prices with no corresponding Accounts file from the Prices main menu.

LOAD / SAVE / ERASE / QUIT

This section is used for starting, loading and saving a Prices file alone (ie. without an Accounts file). Its main use is to enable you to start a Prices file independently of an Accounts file to contain more sets of share prices for charting.

Load Data File

This is identical to loading an Accounts file. Please refer to page 19.

Save Data File

This is identical to saving an Accounts file. Please refer to page 21.

Erase Data File

This will erase just a Prices file. Start from the Accounts main menu to erase an Accounts file.

The menu is the same as for Load Old File. Select the file name to delete. Its description will be shown to confirm that you have the right file. Answer Yes to OK to erase.

You will be asked to confirm that you want to erase that file. Press Y for Yes to erase or N for No to change your mind.

Quit Program

This will make you leave the program. If you have loaded a data file and changed it you will be asked if you want to save the file first. If you answer No you will lose any changes made.

UPDATE PRICES

There are no options to choose. The small menu on the left will look like:

UPDATE PRI
Cur / Tot / Max 216 / 216 / 260

This shows you the current date being listed, the total number of dates already entered and the maximum allowable.

The question menu is as follows:

>	Date	22Sep89	29Sep89	<
	Share 1	115.0	123.0	
	Share 2	48.0	45.5	
	Share 3	85.0	88.0	
	Share 4	540.0	538.0	
	<i>Next Page</i>			
	<i>Last Page</i> Exit			

Date

Initially the latest date will be shown on the right and the previous date on the left. If you are typing in a new set of prices enter the new date either by typing it in or by pressing + (the plus sign) and pressing ENTER. The latter method will move the date on by the date step (eg. 7 days) which can be set in Housekeeping (System) (see page 45). If there are already 260 dates entered then the earliest date and its prices will be deleted and lost when you enter a new date.

If you want to find an existing set of prices you may either type in the date of those prices or move backwards or forwards through the dates by pressing the special [-] and [+] keys which are next to the space bar on the PCW 8256/8512 and on the left of the keyboard below the function keys on the PCW 9512. A price can then be amended by retyping it.

Note that once a date has been entered it will remain there even if no prices are ever entered for it. If you enter a date wrongly you should delete it again. The method is described below.

Price

Type in the new value for each title in turn. If you make a mistake then use the cursor up key to move the pointers back to that line and retype the price.

Next Page / Last page

If there are more than ten shares in your folio then the question will be Next Page. You may go on to the next ten shares by answering Yes to Next Page. You may then go back to the previous ten shares by answering Yes to Last Page.

Exit

Once you have reached the last shares in your folio the question will be Exit. Answer Yes to return to the main menu.

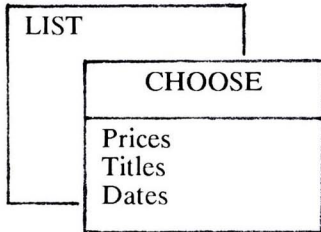
Deleting a date

Select the date in question by typing it in and pressing ENTER. Move the pointers back to the date and type - (the minus sign) and press ENTER. This will delete the date and its prices.

BE CAREFUL. If you delete something which you should not have done you can either exit without saving and start again or save everything under another file name before deciding what to do.

LIST PRICES

The option menu is as follows:



Any listing on the screen may be moved up and down, as necessary, with the cursor keys.

A listing on the screen may be printed by pressing f3. Press f5 for a line feed and f7 a form feed.

Prices

Select the title from the next list and press ENTER.

Select either the screen or the printer for the listing.

Titles

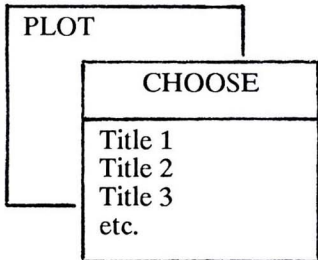
This will list the titles of the shares in the file.

Dates

This will list all the dates entered.

PLOT PRICES

The option menu will be as follows:

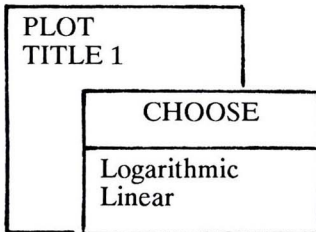


Titles

Select the title that you want to plot.

Scale Type

The option menu will then be as follows:



Select the type of scale (described below) that you wish to use.

Logarithmic scale

This scale is the more commonly used for graphs of share prices. With a logarithmic scale equal percentage increases in price occupy equal spaces on the scale. For example, say we had a scale going from 100 to 900. If the price were initially 100 and rose by 50% it would be 150. If the price were 600 and rose by 50% it would be 900. In both cases we would have made the same profit and with a logarithmic scale the distance between 100 and 150 and between 600 and 900 would be the same showing their equal significance.

Linear scale

With this scale the distance between 100 and 200 is the same as between say 500 and 600. Thus in our previous example the distance between 600 and 900 will be six times the distance between 100 and 150. This makes a gain at a high price look much greater than it really is.

NB. If there is little difference between the maximum and minimum values of the price that you are plotting you may not notice any difference between a logarithmic and a linear scale.

Plotting

The screen will now display the price scale up the left hand side and the dates along the bottom. The title will be printed at the top left of the screen. The plot menu will be in the middle at the top as follows:

>Price Average Grid Copy to printer Clear

If you press the cursor left or right keys the pointer will move to each item in turn. Point to the option required and press ENTER.

Price

This will plot the price of the share or index.

Average

This will plot the average price over a period of time.

The screen will change to:

AVERAGE of

Type in the number of dates that you want averaged. For example, if your prices are weekly and you want a five week average, type 5 and press ENTER.

The screen will then change to:

AVERAGE OF 5 plotted: >lagging centred

The average can be plotted either at the last date of the dates being averaged (lagging) or at the middle date (centred).

Logically averages ought to be plotted centred (at the middle date). Practically it is often more convenient to plot them lagging (at the end date). If you plot one of the demonstration prices and then an average of, say, 13 weeks first centred and then lagging you will see that the latter does not coincide with the price but is shifted to the right. However, the centred average stops 7 weeks from the last date. It is therefore often preferable to associate the latest average with the last date.

You may draw as many averages upon the basic price and each other as you wish.

Exit from the question at any time with EXIT .

NB. Averages will only be drawn accurately if the dates are evenly spaced (ie. daily, weekly, etc.). If the spacing is uneven then an "average" of some sort will still be drawn but will not be much use.

Grid

This will draw a grid across the graph to make the values of points on the graphs easier to read. This can be set under Housekeeping (System) (see page 45) to be drawn automatically with the scales, if required.

Copy to Printer

This will print the graph on the screen on the printer.

The program has an inbuilt routine for copying the graphs from the screen to the PCW 8256 and PCW 8512 printers. This will not work with the PCW 9512 daisy printer. However, if an Epson compatible dot matrix printer is connected to the parallel port on a PCW 9512 the graph can be copied to it. In this case the printer port for graphs should be set to Parallel in Housekeeping (System) (see page 45).

This option will not be shown if the printer port for graphs has been set to None in Housekeeping (System) (see page 45).

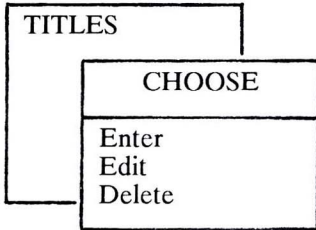
Clear

This will clear the screen and redraw the scales.

TITLES

NB. If a Prices file has an associated Accounts file then use Shares from the Accounts main menu to enter titles.

The option menu is as follows:



Enter

Name

Type in the title of the share, index, exchange rate, etc..

Decimals

Type in the number of decimal places that you wish to use in the range 0 to 3. To conserve space the numbers are stored in an abbreviated form. This means that the maximum value that you can enter depends on the number of decimal places chosen as follows:

Decimals	Maximum
0	64000
1	6400
2	640
3	64

Most ordinary shares and indices will use one decimal place. Gilts would use two. Most exchange rates would use three.

It is unnecessary to state the units of a price (ie. £, p, \$, ¢, etc.).

It is possible to change your mind about the number of decimal places even after you have entered a lot of prices for an item. If you change the number of decimals from say one to two and list the prices you will find that they have all been divided by ten. You can, however, multiply all the prices by ten again quite easily under Price adjustments.

Edit

Choose the title to edit. Type in the amended name or decimals and answer Yes to OK to amend.

Delete

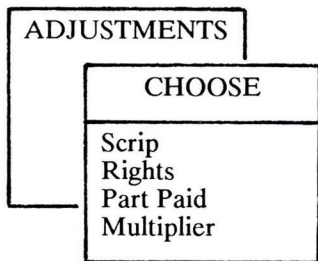
Choose the share name to delete and answer Yes to OK to delete.

You will then be asked to confirm the deletion. Press Y for Yes to delete or N for No to change your mind.

BE CAREFUL. If you delete something which you should not have done you can either exit without saving and start again or save everything under another file name before deciding what to do.

PRICE ADJUSTMENTS

The option menu is as follows:



NB. It is advisable to list the revised share prices first before replacing the file to make sure that they have been amended correctly. If there is any doubt save the file under another name thus keeping the original data.

Scrip

A scrip issue is a free issue of shares to existing shareholders normally to stop the share price from becoming excessively high. It is done on the basis of a certain number of new free shares for every one or more shares that you have already. The total value of your shareholding does not change.

For example, if a company's shares were 500p each they might offer a four for one scrip issue so that for every one old share you owned you would be given an extra four making five in total. Each would then be worth 100p. (It's rather like changing a five pound note for five one pound coins.)

On the day that this happens (Ex scrip date) the quoted share price will change abruptly from 500p to 100p which will make a mess of your graphs unless you adjust all your prices before that date accordingly.

The question menu is as follows:

>	Title	<
	No of new shares	
	For how many old shares	
	Ex scrip date	
	OK to record	

Select the Title of the share.

Type in the No of new shares that will be received For every how many old shares.

Enter the Ex scrip date.

Record it by answering Yes to OK to record.

Rights

A rights issue is the issue of new shares to existing shareholders to raise capital. It is done on the basis of a certain number of new shares at a certain price (normally below the current price) for every one or more shares that you have already.

The question menu is as follows:

```
> | Title | <
   |      |
   | No of new shares |
   | For how many old shares |
   | Ex rights date |
   | Price |
   |      |
   | OK to record |
```

Select the Title of the share.

Type in the No of new shares that will be received For every how many old shares.

Enter the Ex rights date.

Enter the final Price before going Ex rights.

Record it by answering Yes to OK to record.

Part Paid

Some shares are sold only part paid (British Telecom for instance). When a subsequent payment is paid the prices before that payment should all be increased by the amount of the payment. If this is not done the share price graph will show a step change when the payment was made.

For example, British Telecom shares originally cost 130p each but started off with only 50p paid. At the start of trading the shares were worth approximately 90p each Part paid (ie. a profit of 40p). A price graph in the early days would show the shares at around this level. Later a second instalment of 40p was paid. The early share prices had to be adjusted by adding 40p to all the prices before the payment date. If this were not done it would look as though there had been an instantaneous price rise at that time. Again when the final instalment of 40p was paid the share price had to adjusted once more. Thus now the initial share price has been adjusted to about 170p instead of about 90p.

The question menu is as follows:

>	Title	<
	Part payment	
	Payment date	
	OK to record	

Select the Title of the share.

Type in the amount of the Part payment.

Type in the Payment date.

Record it by answering Yes to OK to record.

Multiplier

If you are unhappy about adjusting the prices by either the scrip or rights procedure you can simply multiply all prices before a certain date by a fixed value.

If in doubt the multiplier can be calculated from comparing the quoted share prices immediately before and after the event. The price and the yearly high and low values should all alter by the same multiplication factor. Use this multiplier.

The question menu is as follows:

>	Title	<
	Multiplier	
	Before date	
	OK to record	

Select the Title of the share.

Type in the Multiplier.

The prices will be multiplied Before the date entered.

Record it by answering Yes to OK to record.

SORT / TRANSFER

NB. If this Prices file has an associated Accounts file then use Sort Account from the Accounts main menu to sort titles.

The option menu is as follows:

SORT/TRANS
CHOOSE
Alphabetical
Manual
Transfer

Alphabetical / Manual

Please refer to the earlier section Sort Account which is identical.

Transfer

This enables you to copy across a set of prices for a title from another data file to the current file. If the title already exists in the current file the prices will be added to that title. If not then the new title will be added to the current file and the prices copied to it. (A new title cannot be added if the Prices file has an associated Accounts file. If so then add the new name under Shares in the Accounts main menu first.)

Please note that only the prices for dates corresponding to those already in the current file will be copied. For example, if you are transferring a set of weekly prices going back five years into a file which contains weekly prices going back two years, only two years data will be transferred. The exception to this is if there are no dates at all in the current file in which case all dates will be copied.

It should also be noted that if, for example, you were to try to transfer a set of weekly prices entered for each Wednesday into a file of weekly prices entered each Friday no prices would be transferred as no dates would match.

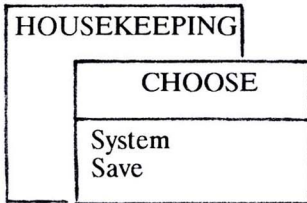
The question menu is as follows:

>	Data disc drive	A:	<
	File name		
	File description		
	Title to transfer		
	<i>Copy prices to</i>		
	OK to transfer		

Select the File name containing the title and then choose the Title to transfer. If the title to be transferred does not *exactly* match a title in the current file you will be asked where to Copy prices to. Choose the appropriate title (if the two spellings differ) or New Title (if the title is not already in the file). Answer Yes to OK to transfer.

HOUSEKEEPING

The option menu is as follows:



NB. Make sure that you save the Housekeeping information on the PROGRAM side of your working disc before leaving this section or else any changes will not be permanent.

System / Save

Please refer to Housekeeping in the Accounts section.

CONVERTING OLD DATA FILES

General

Data files from STOCKMARKET can be converted for use with STOCKMARKET 2. The conversion routines are in the INSTALL program which is on the START side of the Stockmarket 2 master disc. (NB. Initially the INSTALL program is copied to the working disc but it is erased after installing the program. You should, therefore, use the copy of INSTALL on the master disc.)

The Accounts and Prices files must be converted separately. There are two types of old Accounts files and two types of old Prices files suffixed as follows:

.AC2	Accounts file (c.1987)
.ACC	Accounts file (c.1986)
.PR2	Prices file (c.1987 and most c.1986)
.PRI	Prices file (c.1986 early copies)

You can check which suffixes your data files have by using Locoscript to look at the names of the data files on your disc.

These programs create new data files for use with STOCKMARKET 2. They do not delete the old files.

Planning the Conversion

The new data files are a lot larger than the old ones as they hold more information. The maximum size of an old Accounts file was 12K and a Prices file 7K (for only 12 shares). The maximum size of a new Accounts file is 22K and a Prices file 29K. Thus one portfolio including share prices can take up to 51K. A typical portfolio and its prices might occupy 20-30K.

An ordinary disc for drive A: (PCW 8256/8512) will hold about 170K of data and a double density disc for drive B: (PCW 8512) or for drive A: (PCW 9512) will hold about 700K.

You will need to leave some free space on each disc equivalent to the size of your biggest data file. This is so there is room to save a file each time you use it. (It writes the new version of the file to disc before erasing the original version.)

Thus there is probably room for 4 or 5 typical portfolios on each side of an ordinary disc and 20 to 25 portfolios on the one side of a double density disc. You should, therefore, use DISCKIT to format sufficient blank discs for the new data files.

Unless you have only one or two data files it will probably be best to put the converted files on to a blank disc. The conversion program will let you load an old file from one disc and save the new converted file to a second disc.

Running the Conversion Program

If you have not yet formatted one or more blank discs for the new data files, do so now using DISCKIT.

Turn the computer on. If you have a PCW 8256 or PCW 8512 select side 2 of the system discs and insert the disc into the drive (the top drive if you have two) with this side to the left. If you have a PCW 9512 insert the CP/M system disc into the drive. After a short time you will see the CP/M prompt on the screen as follows:

```
A>
```

Select the START side of the master disc and insert the disc into the drive (the top drive if you have two) with this side to the left (on top [PCW 9512]). Now type the following and press RETURN:

```
install
```

All the instructions for the file conversion are given on the screen. You will then be prompted for the name of each of your data files. When the installation is complete you will return to the A> prompt.

Current and Historic Shares

Both the current and historic share names will be included in the new Accounts file, if there is room. If not, the Historic shares will be put into a separate Accounts file. If you do not want to keep the historic shares in your share list you can run STOCKMARKET 2 and delete or archive those shares.

Accounts and Prices Files with Same Name

When you run STOCKMARKET 2 and load a converted Accounts file the program will create a matching Prices file with the same file name and containing the same shares. If you already have a Prices file with that name on the same disc it will be overwritten. The installation program prevents this happening by insisting that a different name is used for a Prices file if an Accounts file already exists.

For example, suppose you had an Accounts file called FRED . AC2 and a Prices file called FRED . PR2 and you had converted the Accounts file to FRED . AC4. The program would name the new Prices file FREDX . PR4.

Now when you run the program and load the Accounts file FRED . AC4 it will create a new linked Prices file, FRED . PR4, containing the same share names as the Accounts file, while your original sets of prices will still be available in FREDX . PR4.

Transferring Prices to a Linked Accounts/Prices File

When you first load a converted Accounts file you will be asked if you want to start a linked Prices file (a file with the same share names for storing prices to plot). Answer Yes and one will be started automatically. If you have one or more existing Prices files containing sets of share prices for some or all of the shares in your account these can be copied into the linked Prices file and can be updated automatically as you update your portfolio.

To do this run STOCKMARKET 2 and load your converted Accounts file. From the Accounts main menu, press f7 to switch to the Prices main menu and choose Sort/Transfer. Select Transfer (see page 61) and transfer the prices for each share in turn.

HISTORIC SHARE PRICE INFORMATION

MERIDIAN software can supply historic data for share prices, indices and currency exchange rates on disc. Please contact us for details. Our telephone number is 081-850 7057.

