

MAIL LIST

Loading

When starting up, you must answer MEMORY SIZE? with 32600. This saves a portion of memory for a 40 byte machine language tape dumping routine that greatly increases the speed with which your lists will be stored on tape. The remainder of the memory reserved is for RS-232 drivers if you are using that type of printer. Now load the program itself. It is a BASIC program, so it is loaded with the usual CLOAD command.

After loading and typing RUN, you will be asked to specify the maximum number of items you will be working with. The answer to this question will determine the size of the array created. In this manner you can select the most appropriate size for your list which will increase the efficiency of operation. You should be careful, however, not to choose a number too small or you will run out of storage space. If this or any other unrecovered error should occur, and you are bounced out to the command mode (READY), you must be careful in re-entering the program so as not to lose the data that is already in memory. The safe entry point is GOTO (not RUN) 120. This will return you to the directory.

After defining the list length, you will be reminded to have set the MEMORY SIZE correctly (if you forgot, go back to square one and start over). This question, as most others, can be answered with a simple "Y" or "N". If you type a "Y" here, the directory of commands will be displayed. As a general rule, if the program needs a command, a one letter abbreviation is all it needs (or wants). Pressing the ENTER key is unnecessary. If the input is a multiple character string, the ENTER key must be used.

The following is a brief discription of each command:

1 - display

Typing "1" will cause the computer to display the list on file. First, however, you will be asked if you want hardcopy or not. Typing "H" will route the list to the printer. If you don't want hardcopy, or don't have a printer on line, type any other character. If you press "H" and do not have your lineprinter hooked up, you will have to push the RESET button and start over.

During this listing, you can stop the display at any point by pressing the space bar. When you want to resume, type any character except "E". Typing "E" will exit this function and return you to the Directory.

2 - Change

Typing "2" will allow you to change the list. You will be asked for the first characters of the item which you wish to change. You may ENTER as many characters as are necessary to define the item in question. If you want to add a new item to the list you should ENTER "ZZ". When the proper item has been found it will be displayed for reference. You will now be given the opportunity of defining individually the Name, Address, City, State (with ZIP code), and a Data statement for each entry. The ZIP code should be specified with the State string, separated by one space only, and be the last 5 characters of that entry. If you do not want to change part of an entry type only "ENTER" when asked for the new information. To delete an item, rename it "ZX" and ENTER "ZZ" for the

Address, City, State, and Data. This item will maintain its position in the list until it is alphabetized to the end. At that point, it should be renamed "ZZ". Warning: "ZZ" in the Name position is a special case and is treated as the end of file marker. If you name an item in the middle of the list "ZZ", the rest of the list will become inaccessible.

3 - Search

Typing "3" will allow you to search for any sub-string of any class. The classes, referred to as N,A,C,S, and D, refer to the Name, Address, City, State, and Data entries of each item. After selecting a class, you will be asked for the search string. ENTER the string (up to 255 characters) that you want the program to search for. You will also be asked whether or not you want printed copy. During the search, a cursor will blink in the upper right-hand corner of the screen to indicate proper operation. To suspend searching, press the space bar. To resume. Press any key but "E". Press "E" to exit the searching routine and return to the Directory. All items with the specified string in the specified class will be displayed, and at the end of the list a total count of all the items with this string will be displayed.

4 - Load

Typing a "4" will allow you to read in a list from tape. You will be given the choice of loading a new list or adding new entries to the existing list. Because of the speed with which this program stores information on the tape, it is recommended that you control the tape recorder manually. Disconnect the plug to the recorder that switches it on and off (the small one) and turn the recorder on when told to. After the list is loaded, you will be asked to turn the recorder off.

5 - Save

Typing a "5" will allow you to dump the current list to the cassette. As with loading from cassette, you must interrupt the automatic control of the recorder and turn it off manually.

6 - Sort

Typing "6" calls up the alphabetic sort routine. This routine allows you to sort the list in memory by Names, States, ZIP codes, or Data entries. If the first characters of the Data class are a date, the list will be sorted into chronological order. If you use this trick, be sure to use the same number of digits in each entry, and go from large time units to small (e.g. yy/mm/dd form, and 79/03/31 rather than 79/3/31). During the alphabetizing process a blinking cursor will be displayed to indicate proper operation. From time to time, the TRS-80 will need to re-organize its string space. When this happens, the cursor will stop blinking for several seconds. This is normal. When the sort routine is finished, the Directory will be displayed again.

If you are working with a long list, the sort routine constitutes a good excuse to get up and make a sandwich.

7 - Labels

Typing a "7" will print the list in the form of mailing labels, either individually or all at once. The labels printed will not contain the Data entries.