

Radio
Shack®

Versa File

TRS - 80®
MODEL III

*TRSDOS™ Operating System
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Versa File

TRA-80®
MODEL II

TRSDOS™ Operating System
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Introduction

Versa File is a program that lets you create your own computerized filing system. It can be used for any purpose, business or private. You decide what goes in your files and how. The computer does the rest. The easy methods used by the system lets you store and retrieve almost anything, from a used car inventory to an insurance agent's client information. You can even use it as a foreign word dictionary. This manual explains all operations and functions with examples. It will take you through sample exercises to better acquaint you with all the possibilities of Versa File.

Modifying Versa File

Diskettes can be damaged through contact with magnetic fields, mishandling, etc. To insure against loss of your program before you begin running Versa File, you must make a copy (Backup) of your Versa File Diskette and keep the original in a safe place. See Appendix A for detailed "Backup" instructions.

Follow these steps in **exact** order:

1. Turn on the TRS-80 Model II Computer, the printer, and the Expansion Disk Drives (if any).
2. Press the light bar (on the Disk Drive door) to open the Drive door.
3. Insert the Backup copy of the "Versa File" program in Drive #0. (See Picture) You will hear the Diskette click into place. The disk must have a piece of gummed foil tape over the notch.
4. Close the Disk Drive firmly.



Setting Up Versa File (continued)

The screen will show:

INITIALIZING

ENTER TODAY'S DATE
(MM/DD/YYYY)

ENTER THE TIME (HH,MM,SS)

TRSDOS READY

The first thing you will want to do is specify the keywords you want to use.
To do this, you must first load the program.

The screen will show:

TRSDOS READY

READY

>—

You type:

Press the "ON LINE" button (if you have a printer with an "ON LINE" button.)

01/01/1980 and press **ENTER**
(Example for January 1, 1980)

Press **ENTER**

You type:

BASIC and press **ENTER**

LOAD"VERSA/BAS"

and press **ENTER**

Note: After this first session, to run the Versa File program, simply type **VERSA** when the screen shows TRSDOS READY.

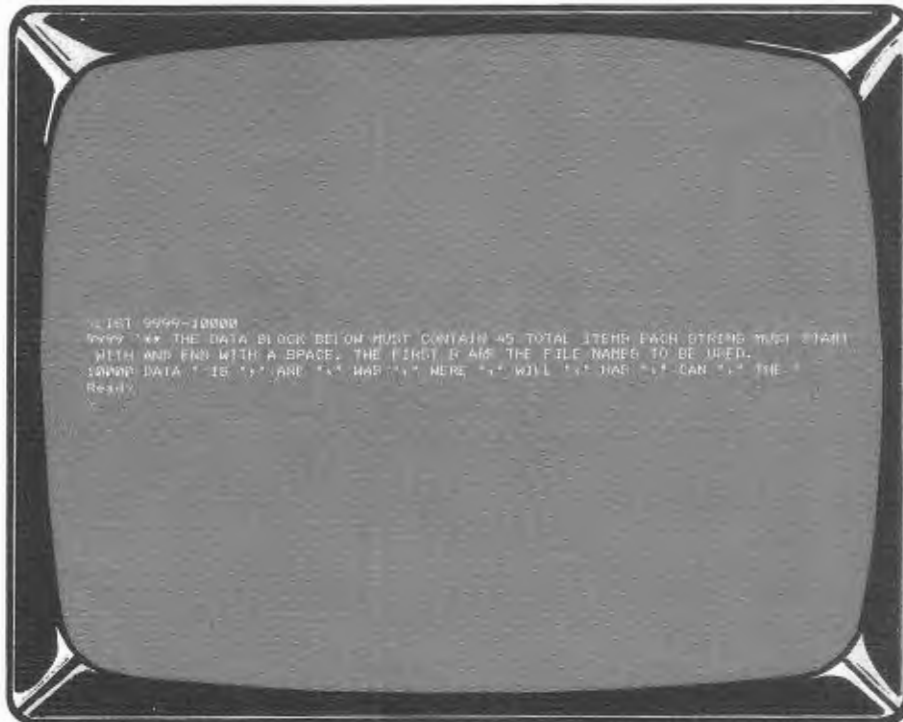
Note: Any time you wish to exit the Versa File program, press the **ESC** key.

Keywords

You are now ready to begin your filing system. Let's look at the "Key Words" that you will be using to set up your files.

Type: **LIST 9999-10000** and press **ENTER**.

The screen will show:



Whenever you type a statement which contains one of these words, it will be placed into the proper file (statements containing "ARE" will be placed in that file, statements containing "IS" will be placed in another file, etc.). If the statement does not contain any key words, it will automatically be placed in the last file — the file containing statements with the word "THE". The last file, therefore, will not only contain statements with "THE", but other statements (by default). You can change these words to any others you wish. "IS", for example, could be changed to "NAME", "ARE" could be changed to "ADDRESS", etc. There must always be eight words in this line, and no more than seven letters per word. When changing these words, **be sure to leave a space between the quotation marks and the word itself** (as in " IS ").

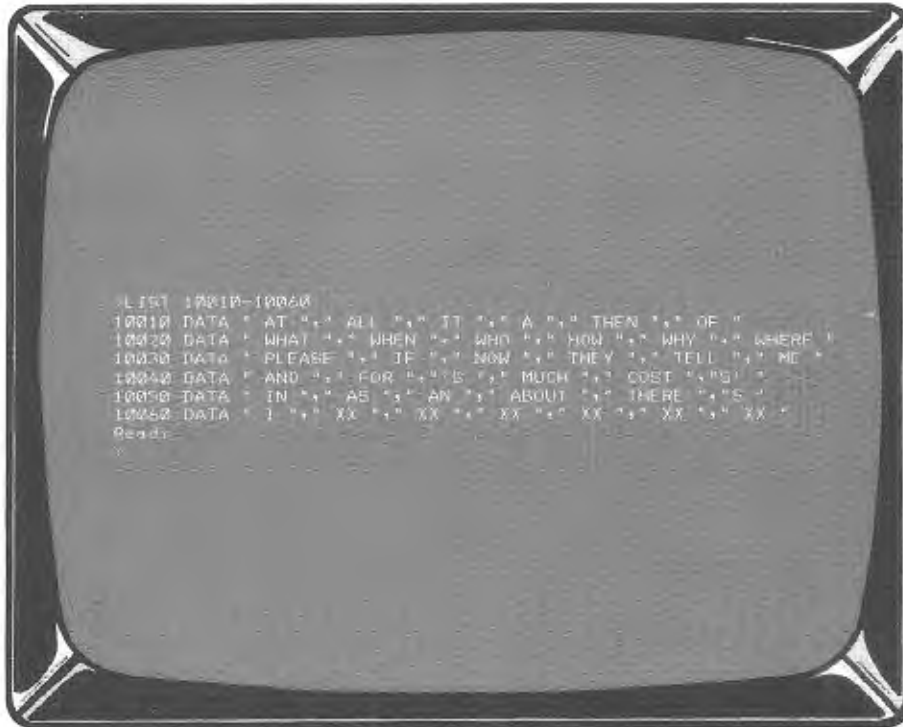
IMPORTANT NOTE: If you change any of these eight words, you must also make the same change in the corresponding line, 11000 to 11070. For example: If you change IS to NAME in line 10000, you must also change line 11000. Line 11000 will now read:

```
11000 IFB =" NAME " THEN SYSTEM"RENAME NAMEK TO NAME"
```


Removing Unnecessary Words

Removing Unnecessary Words

Type: **LIST 10010-10060** and press **ENTER**.



Listed here are 37 other words that are important to the program. These words are unnecessary when looking for a statement. When you include one of these words in a question, the computer will automatically cast them out. The first one is "AT".

You can change these words to anything you wish. 37 words **must** be listed (seven letters or less, a space between quotation marks, and the word). If you do not want to use this many words, you may type **"XX XX"** instead of the word. Notice the last several words already are "XX". Use the Edit Mode as described in the *Model II Reference Manual* to change the words. Be sure to leave a space before and after the word within the quotes.

For example: To add the word "NOT", Edit line 10060 to change one of the "XX" positions to "NOT". The system will now remove the word "NOT" from all questions. If you wish to save the new change on your diskette, type **SAVE "VERSABAS"**.

Running the System

When > appears on the screen, type **SYSTEM** and press **ENTER**. When TRSDOS READY appears, type **VERSA** and press **ENTER**.

The System Prompt, **??>>**— should then appear. This tells you that Versa File is ready to file information or attempt to retrieve records and show them. You may only use the system if this prompt is waiting.

Editing Features

Back Space This will cause the cursor to back up and erase the letter to its left. This works only at the end of a line.



This will cause the cursor to back up and will not affect the characters it passes over.



This is the same as the left-arrow, but the cursor motion is to the right.

After moving the cursor left or right, you may then type new letters over those that are there (in effect, replacing them and advancing the cursor), or you may enter the “Insert” or “Delete” modes. You may move right to the end of your present line by using the **→** or the **ENTER** key.



This key will erase the current entry entirely and allow you to start over. You must be at the end of the current entry for this to work.



This will delete the letter that the cursor is presently over.



This causes you to enter the “Insert Mode”. A small “caret” will appear at the end of the allowable field to identify the “Insert Mode”. Now, any letters that are typed will be inserted to the left of the present cursor position. To leave the Insert Mode, any Arrow-Key other than the **↑** may be used, or the **ENTER** key may be pressed to bring you to the present, right end of the input and turn off the Insert Mode.

All Edit Features, other than the Up-Arrow may be used in conjunction with the **REPEAT** key.

Running the System (continued)

Whenever you type in a statement, you must put a period at the end. Otherwise, the computer will not accept it. You must also press **ENTER** after each statement. Next to the Prompt **??>** type: **BILL AND DON ARE AT HOME.** and press **ENTER**. **JIM AND KRIS ARE HOME.** and press **ENTER**.

Now that you have some statements in a file, how do you go about getting them out? Whenever you wish to recall a statement or a group of statements, you type in a question containing the key word and whatever particular information you want to know. Be sure to put a question mark at the end.

Now type the question: **WHO ARE AT HOME?** and press **ENTER**.

The screen will show:

```
>>BILL AND DON ARE AT HOME.  
>>JIM AND KRIS ARE HOME.
```

The computer threw out the word "AT" and "AND" and retrieved both sentences. Both had been placed in the "ARE" file. If the word "ARE" had been left out of the question the system would have searched until it came to the nearest match.

Typing Statements

Now type some statements that can be placed into the first file. The key word for the first file is now the word "IS". All statements containing the word "IS" will be placed into the first file. After running through these sample files you will understand better how to set up your own system. Now, type in the following making sure to press **ENTER** after each statement.

```
THE TALLEST MOUNTAIN IN THE
WORLD IS MOUNT EVEREST.
THE TALLEST MOUNTAIN IN THE
U.S. IS MOUNT MCKINLEY.
ABRAHAM LINCOLN WAS THE PRESIDENT
DURING THE CIVIL WAR.
THE CIVIL WAR ENDED IN 1865.
#1234 IS FORD 4 DR 350 CID
STW GREEN 1976 $2895.00.
#2345 IS FORD 2 DR 400 HDT RED
1977 $3200.00.
JOE L GREEN IS POLICY #4444 HO
FORM 3 EXT. 10000 IMF.
PHONE IS 234-5555 FOR JOE GREEN.
MRS. GREEN LIVES WITH JOE.
MLS #1255 IS 345 N. MAIN ST.
2 STORY FRAME, 6/3/2 BRK 61549.
THE SMALLEST MOUNTAIN IN THE
WORLD IS IN MY BACKYARD.
OUI IS YES IN FRENCH.
SCHNELL IS QUICK IN GERMAN.
```

Try the following questions of your informaion. (If you have a Line Printer, make sure it is ready.)

Now type: **WHAT IS THE TALLEST MOUNTAIN?** and press **ENTER**.

Two answers will appear on the screen. Notice that both refer to the "tallest" mountain. Your data on the mountain in your backyard was not as good an answer because it is the "smallest".

Type: **WHAT IS A MOUNTAIN?** and press **ENTER**. Notice that now all three references to "mountain" are shown.

Now type: **WHAT IS THE TALLEST MOUNTAIN IN THE WORLD?** and press **ENTER**.

Typing Statements (continued)

As you can see, only the record referring to the "tallest mountain in the world" was returned this time. This is because it contains the most key word matches. The other records about "mountain" were looked at by the system but were found less satisfactory.

Type: **WHAT IS A PRESIDENT?** and press **ENTER**.

Your record about Abe Lincoln was returned because it contained the key word, "president". Even though you used the file word "IS" and Old Abe was in the "WAS" file, the system found no references to "President" in the "IS" file so it continued to search other files to locate a record with a "key word" match. This effort to search in other files will end when it makes a match in a "Foreign" file.

Global Search, Printing, and Retrieving Files

Global Search

If you need to know something (and you are not sure in which file it is located), you may do a "Global Search". Type ***** and then a space. You may then type in the words you wish to find, without having to type in the key word. Type a **?** at the end and press **ENTER**.

The computer will now search through all the files and retrieve all of the statements that contain these words. For example type: *** CIVIL WAR?** and press **ENTER**.
(Remember to insert a space after the asterisk.)

This time two records were recovered. They both contain the key words "civil" and "war" and they come from two different files. The asterisk caused a "global search". Note that no "file word" is necessary when using the *****. Also, note that the search continued through all files and the system looked at every record in an effort to find the best match.

Printing

If you would like a hardcopy printout of any questions and answers, simply type **P**, followed by a space, and then the question itself.

Type: (If you do not have a Line Printer, do not enter the "P" in these examples).

P WHAT YEAR IS THE GREEN FORD? and press **ENTER**

P HOW MUCH IS THE FORD STW? and press **ENTER**

P WHAT IS #1234? and press **ENTER**

All of these questions returned the same record. Notice how many different questions can be asked to arrive at the same record.

Retrieving Files

To show and print an entire file, enter the "File Word" desired.

For Example: To show all "IS" file records, type: **IS?**

To obtain a Printout, type: **PIS?**

To print ALL files, type: **P*?**

If there are no records in the "IS" file, the system will automatically show the next file containing records.

Stopping and Returning to the Prompt

Stopping and Returning to the Prompt

If you wish to interrupt a search and return to the prompt simply hold down the **ESCAPE** key. This may be done when the Disk is running. The system will stop searching and return you to the prompt as soon as possible.

Now type: **WHO IS JOE GREEN?** and press **ENTER**.

Notice that only the records about Joe (in the "IS" file) have been returned.

Type: *** WHO IS JOE GREEN?** and press **ENTER**.

(Note the use of the "*".)

Notice all references to Joe have been retrieved, including the record about Joe's wife that was in the "default file". The "*" caused a "global search". The computer searched through all the files and returned all statements containing the words in your question.

Now type: **WHAT IS JOE GREEN'S POLICY #?** and press **ENTER**. We have now retrieved only Joe's policy information.

Type: **WHAT IS JOE GREEN'S PHONE NUMBER?** and press **ENTER**

Your entire address book could be kept and retrieved in this manner.

Now type: **WHAT IS 6/3/2?** and press **ENTER**.
(6/3/2 is Realtor's jargon for a 6 room/3 bedroom/2 bathroom house)

The proper record was returned. If there were any other "6/3/2's" in the file the system would have returned all of them. As you can see, all records that meet any one requirement can be found by using a question with only a single key word.

Now type: **WHAT IS A 2 STORY ON MAIN ST?** and press **ENTER**. This will return the same record about the real estate listing.

Now type: **WHAT IS FRENCH FOR YES?** and press **ENTER**.

WHAT IS THE WORD OUI? and press **ENTER**.

Both of these questions returned the same record, but notice they are "cross questions" — they refer to different "sides" — of the same record.

Type: **WHAT IS SCHNEL?** and press **ENTER**. This and the preceeding example show how to set up a dictionary or a foreign language translator.

Now type: **WHAT IS?** and press **ENTER**. The entire "IS" file will be shown. If you have a Line Printer try this one again but use: **P WHAT IS?** and press **ENTER**.

To Remove or "Kill" Records

To Remove or "Kill" Records

In order to remove a record from a file use the "K" Key. Type **K** followed by a space and a group of words. It must contain the file word, but does not have to be an exact match to the record. Be sure that the "kill" information is not too short, because it will "kill" all records that match the "kill" group. Do not put a period at the end of a "kill" request. If you should enter a complete file for "kill" the system will tell you what file is about to be killed and ask you to confirm that this is what you really want to do. This is to prevent the accidental killing of a file.

Type: **K WORLD IS MOUNT** and press **ENTER**. The record about Mount Everest will have been killed. The system will show you the record(s) as it is removed from the file and give you a count of the total number of records removed by your "kill" statement.

Now type: **K THE** and press **ENTER**.

The screen will show:

```
****ENTIRE >THE< FILE ABOUT TO BE KILLED!!  
SHALL I CONTINUE? (Y/N)?
```

Type **Y** and press **ENTER**.

The screen will show:

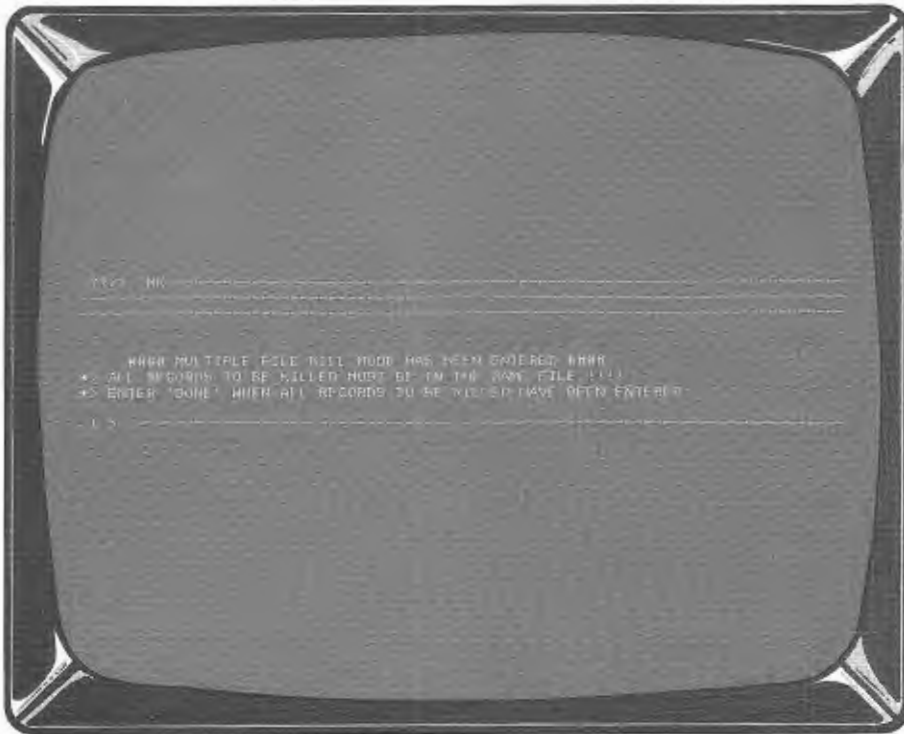
```
****ENTIRE >THE< FILE HAS BEEN KILLED****
```


Multiple "Kill" Command

Multiple "Kill" Command

If you need to delete several statements in the same file, you can type **MK** and press **ENTER**.

The screen will show:



Your "kill" statements in a file in the same manner as you did in the previous "kill". When you have finished, type **DONE** and press **ENTER**.

Example:

Next to the prompt 1 > — type:

```
1 > JOE L. GREEN IS POLICY #4444HO  
   FORM 3 EXT. 10000 IMF. and press ENTER.  
2 > THE SMALLEST MOUNTAIN IN THE  
   WORLD IS IN MY BACKYARD.  
   and press ENTER.  
3 > QUI IS YES IN FRENCH. and press ENTER.  
4 > SCHNELL IS QUICK IN GERMAN.  
   and press ENTER.  
5 > DONE and press ENTER.
```


Multiple "Kill" (continued)

The screen will show:

>>ARE ALL THE RECORD KILLS CORRECT (Y/N)—

Type ☒ Y and press .

The screen will show:

A TOTAL OF 4 RECORDS HAVE BEEN KILLED

The records you entered have now been permanently removed from the disk.

To clear the disk of the other examples you have entered, use the ☒ * and a question mark for a "global search".

Example: ☒ *

(Don't forget the space after the asterisk.)

This request will show all records you need to delete or kill. Then delete all example files by using the "kill" method explained earlier.

Now, go ahead and see how many different ways you can use the Versa File program. Once you understand all the basic principals of running the program, the possibilities are endless. Let your imagination take over for a while and then put Versa File to work for you.

Appendix A — How to Backup Your Diskette

How to Backup Your Diskette

The Versa File Program Diskette must never be used to actually store your information. It is only used as a source to make copies that will be used. If you run this Master Disk even once, new programs are created on the disk which destroy the disk's function as a Master Disk. You must only use the Master Diskette to make working fresh Backup copies.

After you load a Backup copy with your Versa File information, you should make a Backup of the copy, using the working copy as your Source Disk.

The instructions for Backing Up the Master Diskette and Backing Up your working diskette are identical. Follow these instructions exactly.

1. Make sure the Master Diskette has all notches exposed (No gummed foil tape on the upper notch.)
2. Place a gummed foil tape over the notch on the new blank disk.
3. Turn on the Model II computer. Press the light bar (on the Disk Drive door) to open the Drive door. Insert the Program Diskette in the Drive (see picture on page 5). You will feel the diskette click into place.
4. Close the Drive door firmly.

The screen will show:

ENTER THE DATE MM/DD/YYYY

ENTER THE TIME HH.MM.SS

TRSDOS READY

ENTER 'Y' TO START ETC.

You type:

and press .

That was an example for January, 1, 1980.

Press .

and press . (The two symbols are braces, not parentheses.)

Remove the Program Diskette and insert the new blank diskette. Close the door. Press .

Appendix A — How to Backup Your Diskette (continued)

The disk will format (create tracks to store information) automatically. The entire Format procedure takes less than 2½ minutes. When the Disk is completely formatted, the screen will show 00 FLAWED TRACKS. If you get any number other than 00, you must reFORMAT the new diskette. Remove and erase the new blank diskette. Insert the Program Diskette and repeat from Step 4 (above). When the new diskette is successfully Formatted,

The screen will show:

00 FLAWED TRACKS
TRSDOS READY

SOURCE DRIVE (0-3) ETC.

KEY PASSWORD FOR
SOURCE DISK

DESTINATION DRIVE (0-3)

SOURCE DISKETTE READY (Y)

CHANGE DISK INFORMATION?
(Y/N)

You type:

Remove the new diskette (Destination Diskette), and insert the Program Diskette (Source Diskette). Now type: **B A C K U P** and press **ENTER**.

0

P A S S W O R D

0

Y

N

At this point, the Model II will load PART of the information from the Source Diskette into its memory. When the computer memory is full the screen will show DESTINATION DISKETTE READY (Y).

Remove the Source (Program) Diskette and insert the Destination Diskette. When it has completed the first transfer, the READY SOURCE DISKETTE (Y) message will appear again. Remove the Destination (Formatted) Diskette, and insert the Source (Program) Diskette, and press **Y**. You must keep repeating this cycle of swapping the two diskettes until you have transferred all the information onto the new Diskette. When the transfer is completed, the screen will show: PRESS ANY KEY TO CONTINUE. You can now file the Original Program Diskette in a safe place. The new Diskette is now ready to use. Simply press any key to begin.

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NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

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U. K.

BILSTON ROAD WEONESBURY
WEST MIDLANDS WS10 7JN

SOFTWARE REGISTRATION CARD

IMPORTANT: In order that you can receive notification of modifications or updates of this program you **MUST** complete this card and return it immediately. This card gets you information only and is **NOT** a warranty registration.

11012881

Name _____

Version/Date _____

Company _____

Address _____

City _____

Cat. No. 4510

State _____ Zip _____

Purchase Date _____

CHANGE OF ADDRESS

NOTE: If you move, please fill out this card and return it so that you may continue to receive information regarding this program.

11012881

Purchase Date _____

Version/Date _____

Cat. No. 4510

NEW ADDRESS:

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

OLD ADDRESS:

Name _____

Company _____

Address _____

City _____

State _____ Zip _____

INSTRUCTIONS FOR USE

1. Register one software package per card only.
2. Complete the Software Registration portion of this form and mail it immediately.
The Catalog No. may be found by examining the upper-right corner of your diskette.
3. For convenience a change of address card has been included. Copy all information from the Registration Card onto it prior to sending the Registration Card.

PLACE
STAMP
HERE

Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910
Attn: Software Registration

PLACE
STAMP
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Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910
Attn: Software Registration

CONVERTING TO 50HZ OPERATION

The TRS-80 Model II Operating System (TRSDOS) is designed for use with a 60 hertz AC power supply. Some countries use 50 hertz AC power. System and applications software purchased from Radio Shack is on 60HZ diskettes unless marked "50HZ". If you are in a 50HZ area, you should convert your diskettes. Only the diskettes which are used in Drive 0 need to be converted.

To convert diskettes to 50HZ, a program called HERZ50 is run. This program is on all TRSDOS diskettes and most application software diskettes. If HERZ50 is not on the diskette, either place a TRSDOS diskette of the same version in Drive 1 (multi-drive system) or copy the program from a TRSDOS diskette to the Application diskette (single drive system). To perform the procedure, do the following:

1. Place the disk to be converted in drive 0.
2. At TRSDOS Ready, type: DO HERZ50 and press ENTER.
3. A series of messages will appear; press ENTER after each one.
4. When the conversion is complete, press the RESET switch on the front panel. The disk has been permanently converted to 50HZ.
5. If you copied HERZ50 to the diskette, remove it using the command: KILL HERZ50.

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