Simply — DB
Tutorial

by
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microbee
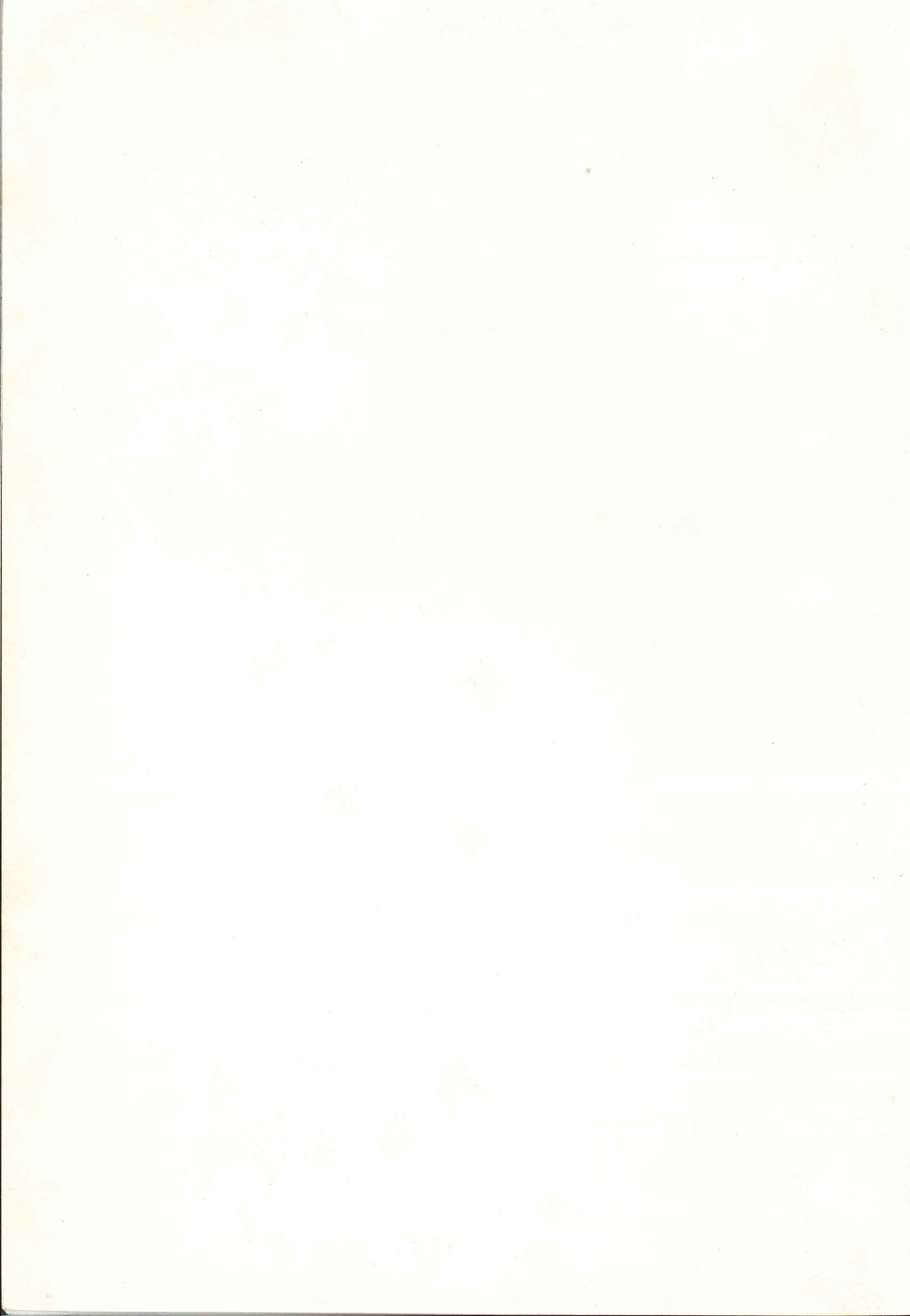
Simply — DB Tutorial

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T A B L E   O F   C O N T E N T S

1. Introduction

In this tutorial we are going to create an application that should have practical value to just about everyone. It is a Register of Assets which can be used to record business, household and personal property.

After its creation, it will provide a useful indicator to assess coverage required at insurance renewal time. And let's hope that that will be its sole use. However, if you ever have the misfortune to lose property by burglary, fire or other means, THEN you will thank the day you had the foresight to compile such a register.

2. Initial Start-Up

If you have not already done so, you should prepare a disk for use as your Simply-DB program work disk. This simply requires that you copy everything across from the distribution disk. Having done that, the distribution disk should then join your other back-up or archive disks, hopefully never to be used again. Should the gremlins strike at some future time, at least you will have the program master available as a starting point.

3. Start-Up

Place your program disk in the A: drive. At the A> prompt, type in "SIMPLYDB" (without the quotation marks, of course) to bring up the opening menu, which looks like this:

```
/ -----------------------------------------------------------
|   SIMPLYDB V1.2ØC        Drive A:     NO FILE OPEN
|
|
|          A>ccess the contents of a data-file.
|          C>reate a data-file.
|          F>iles on the disk.
|          S>elect a new disk drive.
|          R>ename a data-file.
|          D>elete a data-file.
|          Q>uit.
|
|   Enter one letter option:
|
```

To select an option, enter the first letter of that option. Your entry may be in upper or lower case.

If you have a single drive system, skip this and the next paragraph and start reading at "Define a New Data File". For twin drive systems, it is recommended that you use the B: drive to run the Simply-DB data disk(s). To do so only requires that

you place a formatted disk (preferably blank) in the B: drive, and then type in "S" (without quotation marks) to "Select a new disk drive". When you have done that, the system will prompt with "Enter new drive name:", to which you should respond with "B:".

That is all it takes to place all data files onto your B: drive. From now on throughout this session with Simply-DB, the program will make reference to your B: drive as it displays various information on your screen. So as not to confuse single drive users, this tutorial will talk of the "A: Drive", but you should mentally substitute "B:".

4. Define a New Data File

With the opening menu on display, type in "C" to "Create a data-file". Immediately you do this the screen will clear and then display as follows:

```
    ------------------------------------------------------
  /
  |   Directory of A:
  |   No Files
  |
  |
  |   Filename should be up to 8 letters long.
  |     Do not include drive name, or extension.
  |       Enter filename:
  |
  |
```

The filename being requested is that of your new data file. It is a good idea to try to select the most descriptive name you can think of, using any mix of uppercase letters, numbers, or special characters EXCEPT . , ; : _ [ ] = < > / . One other point to observe is that "filename" must be one unspaced word. For our present needs, how about "TUTOR-1"? For a real file, one appropriate name would be "ASSETS85". Then, next year, you could follow with "ASSETS86".

As soon as you enter this name, the program will ask a question about the number of fields that are going to be needed. The answer to this is given a little later on, however, when you are creating your own applications, please take the following into consideration: before typing in a hasty answer, always closely examine your requirements. A few extra minutes spent in this planning phase has the potential to pay handsome dividends in terms of time saved by not having to make messy alterations after your data base is up and running.

It is good practice at this stage to write down the labels (names) of each field you consider will be needed. Doing this will give you the opportunity not only to debate their value, but will allow you to juggle them around to achieve the best possible

order. Remember too that Simply-DB keeps an index of the first
field in memory, to enable very fast access to records.

Because of the manner in which Simply-DB displays its input
screen, many applications will appear neater and easier to follow
when labels of shorter length are padded out with blanks (i.e.,
spaces) to equal the length of the longest one.   You may also
like the cosmetics of a label ending with a colon.   In just a
minute we will do both to all fields bar one. This will give you
an on-screen demonstration of what has just been discussed, and
will give you the opportunity to make a controlled correction.

Further down the page you will see that eight labels have been
determined for TUTOR-1, so this figure should now be entered as
your answer to the prompt "Enter number of fields (Max. = 20):"

Next, type in each label using upper and lower case exactly as
you wish it to be displayed in your application.   DO NOT type in
the hash "#" sign.   Instead, enter one space in place of each
"#"; don't omit the terminating colon. After a label is entered,
you will see the prompt "Field length:" which should be answered
with the number indicated.

Label	Field length
Room/Area##:	20
Item Name##:	30
Description:	66
ID Nos:	71
Bought from:	66
Date#:	8
Price:	5
Value:	5

As soon as [RETURN] is pressed after entry of the last field
length, the screen will clear and the input screen will be
displayed.   If you decide to save this, that will be the
appearance of the default format whenever this application is
run.   So once again it is better to hasten slowly.   Have a good
look before committing yourself.

Note the way the label "ID Nos:" presents a ragged right edge to
the other fields.   If that was left unchanged, the leading
characters of any information entered into this field would
appear to be overshadowed by labels above and below it.   So how
about making your first correction now?   Just type in "C", and
identify the field to be changed as either "id" or "ID" (because
this area of the program is not case sensitive and only
sufficient information to enable unique identification   is
necessary), or you could enter "4", because it is the 4th field
from the top.   Then, re-enter the label as "ID Numbers#:" with a
field length of 66.

Now, check to make sure that all other labels are correctly
spelt, have upper and lower case letters to suit   your

requirements, and that all field lengths appear correct. If all
is well, enter "S" to save; otherwise, type in "C" and change as
necessary.

Simply-DB will confirm that your default format has been saved by
displaying on screen the following:

```
    ------------------------------------------------------------
  /
  |
  |   TUTOR-1 has been created on disk.  Press any key to continue:
  |
  |
  |
```

When you press any key, you will be returned to the opening menu.

5. Files on the Disk Option

Have a look at the third entry in the opening menu, "Files on the
disk", by pressing "F". Note that the response screen identifies
the logged-in drive, and then displays the filename TUTOR-1.DFL.
So now you know that this function only displays Simply-DB data
file names. Nevertheless, it is a useful function, particularly
when you have created a number of different applications.

6. Entering Records

In a moment, a few records will need to be entered, but firstly,
you should note the following two rules:

  1 - enter date field in year/month/day order using two numbers
      for each part, e.g., 85/12/05 for 5th December, 1985, so
      that 8 keystrikes are always made;

  2 - price field should be padded out with leading blanks to
      make up 5 keystrikes at each entry.

(The reasoning behind these rules is given in the program
instruction booklet - see Section 5, Sorting Data Files).

If either of the examples below show the sort of information that
you would want from your own application, that's fine. If not,
you will at least know what is NOT wanted. With the opening menu
on display, enter "A" to "Access the contents of a data-file".
The screen will clear and then display the confirmation message
"Loading ACCESS, please wait". After a few seconds, that message
will be overwritten by:

```
----------------------------------------------------------
/
|   Directory of A:
|   TUTOR-1 .DFL
|
|     File to access:
|
|
```

to which you should reply "tutor-1" or "TUTOR-1" - again, this
area is not case sensitive.   After a clear screen, the main menu
will be displayed:

```
----------------------------------------------------------
/
|   SIMPLYDB V1.2ØC    File= A:TUTOR-1      Ø records
|
|
|             A>ccess existing records using 1st field.
|             L>ook for records using any fields.
|             C>reate a new record.
|             I>nput new records from a disk file.
|             S>ort file into order.
|             V>iew record layout.
|             F>ormat the output. (Currently no format)
|             E>dit/define an output format.
|             Q>uit. (update file - save changes)
|
|
|    Select one letter option:
|
```

whereupon you should select "C" to "Create a new record". Now it
is just a matter of following the program's prompt to enter the
required data after each label.   Note that you should keep this
data within the available area denoted by the right hand boundary
marker "|".

    Room/Area   : KITCHEN
    Item Name   : Refrigerator
    Description : `Supa Colda', white, two door, 1ØØ litre deluxe
    ID Numbers : Serial No. 123456789Ø, Model No. ABC/1985
    Bought from : Home Outfitters Pty. Ltd., City Centre
    Date : 85/Ø3/28
    Price: 1329
    Value: 997

Note that the above date represents 28th March, 1985; note also
the space before the purchase price to make up the required five
keystrikes.   The "value" field is for insurance renewal purposes
and represents the depreciated or replacement value for the
current year.   (The 25% calculation shown here is an example
only, and does not infer that such a percentage should be applied
to your assets).

Proofread each record carefully before saving it. If a mistake
is detected, it can easily be fixed. Just enter "C" to change.
The prompt "Change which field (press RETURN quit):" will appear.
Enter enough of the label's name to uniquely identify it, or you
can refer to it by number, counting from the top. Press [RETURN]
twice to enable the record to be displayed in corrected form.
When all is well, enter "S" to save it, and then "C" to create
the next record entry:

```
Room/Area   : BEDROOM 3
Item Name   : Writing Table
Description: Tasmanian Oak, natural finish, with single drawer
ID Numbers  : Rectangular top 11Ø x 7Ø
Bought from: Big Stores & Co., Invoice # 123456
Date : 84/Ø7/Ø1
Price:    199
Value:    112
```

It is suggested that you enter a few more records in both KITCHEN
and BEDROOM 3, until you feel totally at ease with the process.
Perhaps you would like to make a few deliberate errors, for
example, entering a date "right way round", i.e., 25/12/85, or
entering a price or value without the necessary spaces. If you
do this, you should later order a sort on the error field to see
what happens.

Suggestion: In the real-life situation of compiling your Assets
Register, many purchase dates will have been forgotten. In these
cases, it is suggested that you estimate the year and specify
both month and day as "ØØ". For example, "76/ØØ/ØØ" would
represent a purchase believed to have been made sometime in 1976.

7. Accessing Records by First Field

From the main menu, type in "A" to "Access existing records using
1st field". This will cause the prompt "Enter first 4 characters
of record to access:" to be displayed.

To date, we have only two different first fields, KITCHEN and
BEDROOM 3. This makes it unnecessary to enter any more than the
first letter to uniquely identify the required field. So go
ahead and enter "K".

As each record is displayed, you are given the opportunity to
C>hange or D>elete it, to quit the Access function, or to access
the next record (by pressing "A" or [RETURN]). You should make
one or two changes to see how it works, and also delete a record.
Notice how the program requires confirmation from you before it
will carry out a delete?

After all records for the kitchen have been presented, have a
look at bedroom 3 (by entering "B"), after which we will proceed
to the next search facility.

8. Look for Records using any Field

This function is very comprehensive in search attributes, none of
which have to be remembered because they are all printed out for
you at the proper moment.   So, type in "L" to "Look for records
using any field".   After a clear screen operation, the following
will be displayed (in a slightly different layout because this
page width is less than the screen width):

```
/ ----------------------------------------------------------------
|     LOOK OPTION
| This will allow you to search through all the records in the
| file, looking for those which meet the search conditions.
| You may define up to 6 conditions, using any fields.
| The current search is:
|
|   No search defined.
|
| Enter field (press RETURN to start search):
|
|
```

In response to "Enter field", insert "pri". A question line will
appear underneath, as follows:

```
|  Enter value to look for in Price::
```

Notice how the program interpreted your entry of "pri" to mean
"Price:"? Let us assume that we want to look at all the bits and
pieces in the home valued at $1000 and over.   So, reply to the
latest prompt with " 1000" ... do NOT omit to enter the leading
space!   This is easily remembered because the price field made
provision for five keystrikes.   Even if you did happen to forget
the number, it is easily determined by looking at "View record
layout".

Note: this small inconvenience is brought about by requiring the
accurate operation of the Sorting facility. While it is unlikely
that you would need to print a listing of assets in ascending or
descending purchase price amount, nevertheless it was deemed
better to include it for the sake of completeness of this
tutorial.

To continue.   Once " 1000" has been entered, a number of lines
containing conditions will be appended, as follows:

```
|
|  1> = (equals)                 5> <> (not equal)
|  2> contains                   6> doesn't contain
|  3> < (less than)              7> > (greater than)
|  4> <= (less than or equal)    8> >= (greater than or equal)
|
|                                   Enter selection:
|
```

"Greater than or equal to" is the condition we need to use, so enter "8". The next prompt (Do you want to ignore upper/lower CASE (Y/N) ?) has no bearing on this particular search, because we are dealing only with numerals, so answer it as you please.

Now the screen will clear, and your search condition will be displayed, followed by three prompts. The required keystrikes have been inserted after each prompt in square brackets:

```
|
|   Price: >= 1000
|
|   Enter field (press RETURN to start search): [RETURN]
|
|   Do you want to NEGATE this search condition (Y/N) ? [N]
|
|   Is this OK (Y/N) ? [Y]
|
```

At this point, you will be shown at least one record; that of the $1329 refrigerator. When the program returns to the main menu, notice how it displays the number of records that were found to match your conditions.

Now for the last exercise using this module. This time we will define two conditions. Assume we want to display all records containing the word "Tasmanian" in the Description field, and priced at over $100. Clear the currently set search conditions and then enter the responses in square brackets:

```
|
|   Enter field (press RETURN to start search): [pri]
|
|   Enter value to look for in Price:: [  100]  (2 leading spaces)
|
|                         Enter selection: [7]
|
|   Do you want to ignore upper/lower CASE (Y/N) ? [Y]
|
|   Enter field (press RETURN to start search): [desc]
|
|   Enter value to look for in Description:: [Tasmanian]
|
|                         Enter selection: [2]
|
|   Do you want to ignore upper/lower CASE (Y/N) ? [Y]
|
|   Enter field (press RETURN to start search): [RETURN]
|
|   Do you want to NEGATE this search condition (Y/N) ? [N]
|
|   Is this OK (Y/N) ? [Y]
|
```

This should result in you being shown the $199 writing table made

from Tasmanian Oak, plus any of your own records which meet the above criteria.

9. Printing the Output Format

So far we have been looking at records on screen in their original format. If required, these can easily be printed, but first the statement "Currently no format" on the main menu will have to be changed. To do so, type in "F" to "Format the output". The screen will clear, and will then display the following:

```
/   ----------------------------------------------------------------
|   Current output status is:
|   ------- ------ ------ ---
|
|                    No format
|
|
|     1           TUTOR-1
|
|   Which format to use - enter number:
|
|
```

Obviously you must reply "1". Clear screen will be followed by this sequence. Please note that while the wording is (or should be) an exact replica of your screen, the layout is not, due to a shorter line length being available on this page. Your responses have been shown inside square brackets:

```
/   ----------------------------------------------------------------
|                               Using format TUTOR-1
|
|
|   For a blank line after every n records, enter n (RETURN for
|   no gaps):  [RETURN]
|
|   Do you want printer output (Y/N)  [Y]
|
|   Do you want N>ormal or C>ondensed print (N/C) ?  [N]
|
```

Note that the Simply-DB Instruction Booklet, section 3.7, warns that condensed print may only be selected if you are using an Admate DP80 dot matrix printer. In fact, it probably will work with all or most of the Epson code-compatible printers. If you are in doubt, try it out at some later stage.

To continue:

```
|
|   Enter page length in lines (A4 is 70):   [type in whatever is
|                                             appropriate for your
|                                             paper - I entered 66]
|
|   Enter no. of lines to print on each page:   [I entered 56]
|
|   Do you want disk output (Y/N)   [N]
|
|
```

After your response to disk output, the screen will revert to the
main menu. Notice how the former statement "Currently no format"
has been changed to "Currently formatted"?

Turn your printer on, and then use either Access or Look to view
and print some or all of your records.

The top four lines will contain label names, and will follow the
various fields, concatenated (butted end to end) to form a not
very legible mess. So, let's do something about that now.

10. Creating Alternative List Formats

From the main menu, select "E" to "Edit/define an output format".
Whenever Edit is selected, the current output format will be
turned off. First, the program will advise "Loading EDIT FORMAT,
please wait". Then, after a screen clear, it will display:

```
      ----------------------------------------------------------
 /
 |   EDIT FORMAT V1.20C
 |     (c) Reid Software 1984
 |   Portions (c) Microsoft 1979,1981 - All rights rsvd.
 |
 |       Current file is A:TUTOR-1
 |
 |          1           TUTOR-1
 |
 |   C>reate a new format.
 |   D>elete a format.
 |   Q>uit FORMAT module.
 |
 |   Enter option or number of list form to access.   (Then
 |       press <RETURN>):
 |
```

Type in "C" to "Create a new format", and then confirm that you
really do want to do so. The final question in this segment will
then be displayed:

```
|
|   Enter name of new list form (max = 8):
|
```

to which you should reply "INSURE-1"

The program will now return to the Edit menu.   Notice that   "2
INSURE-1" has been added?   This format now needs to be defined,
so reply "2", to the question "Enter option or number of list
form to access. (Then press <RETURN>):"

For the next screen, your responses are in square brackets:

```
    ------------------------------------------------------------
  /
  |   Space reserved for headings is 4 lines.
  |    Do you want to change this (Y/N) ?  [Y]
  |
  |    Enter number of lines for headings (1-16):  [3]
  |
  |
```

Because of the number of keystrikes that are going to follow, the
screen representation will not be shown.   Instead, your responses
are given inside square brackets, and where appropriate, their
purpose is also shown.   Please follow these carefully - use some
form of marker to keep your place. If you should miss a response
or duplicate one, the outcome will not be as intended.

OK.   The screen will have cleared and will now be displaying the
format workscreen.   Your keystrikes should be as follows:

[RETURN]   to allow a change at this cursor position

[2]   to nominate a runtime field

[Main heading:]   type in the words "Main heading:"

[65]   to allow plenty of space

[3]   to centre the main heading

[SPACEBAR]   to move the cursor to the next field

[RETURN]   to allow a change at this cursor position

[Ø]   for new line

[SPACEBAR]   to go to next field

[RETURN]   to allow a change

[2]   to nominate a runtime field

[Location:]   type in this word exactly as shown

[65]   field length

[3]   to centre the sub heading

[SPACEBAR]

[RETURN]

[Ø]   for new line

[SPACEBAR]

[RETURN]

[1]   to nominate the field as being a string

[DESCRIPTION]   to be printed on the report as a heading

[61]   field length

[1]   left justified

[SPACEBAR]

[RETURN]

[1]   a string field

[VALUE]   also to be printed on the report

[5]   field length

[2]   right justified

[SPACEBAR]

[H] [H]   to go to the Record section of the format screen

[RETURN]

[3]   to nominate a data field

[item]   the abbreviated label name

[61]   field length

[1]   left justified

[SPACEBAR] [RETURN]

[3]   to nominate a data field

[8]   the lazy way of nominating the "Value" label

[5]   field length

[2]   right justified

[S]   to save your handiwork

[Q]   to quit the format workscreen

[Q]   to quit the Edit module

If all has gone well, you will now be back at the main menu.   If
you   have either omitted or duplicated one or more responses,   it
will probably be quicker to [RESET] and start afresh.   To try to
identify the problem areas would be quite a job.

Note that "Currently no format" is again on display.   This is a
consequence of using the Edit module.   So, what is needed now is
to type in "F" followed by "2" for "INSURE-1".

A   screen clear operation will be followed by the   undermentioned
screen (with your responses given in square brackets):

```
 -------------------------------------------------------------
 /
 |                                  Using format INSURE-1
 |
 |
 |    Enter contents of run-time field:
 |    Main heading:  [Insurance Renewal Values for 1985]
 |    Enter contents of run-time field:
 |    Location:  [BEDROOM 3]
 |
 |    For a blank line after every n records, enter n (RETURN for
 |         no gaps):  [RETURN]
 |      No gaps will be printed.
 |    Do you want printer output (Y/N)  [Y]
 |     Do you want N>ormal or C>ondensed print (N/C) ?  [N]
 |     Enter page length in lines (A4 is 70):  [66] (or whatever)
 |     Enter no. of lines to print on each page:  [56]  ("    ")
 |    Do you want disk output (Y/N)  [N]
 |
```

after   which   the program will return to the main   menu.   Notice
that "Currently formatted" is being displayed.

Check to see that the printer is still turned on.   Select "A" to
"Access existing record using 1st field", and reply "B" to   the
prompt "Enter first 4 characters of record to access".

11. Sorting the File

Enter   "S"   to   "Sort   file   into   order".   You   will   see   the
confirmation message "Loading SORT, please wait", and then   the
screen   shown   overleaf (and your intended responses   in   square
brackets):

```
 -----------------------------------------------------------------
/
|    Sort Vl.20C
|    (c) Reid Software 1984
|    Portions (c) Microsoft 1979,1981 - All rights rsvd.
|
| You can order your file on any of the fields.
|
|   Please enter the fields (keys) you want.
| Enter 1' sort key (press RETURN to start sorting):  [2]
| Do you want 1' sort to be on Item Name  : (Y/N)  [Y]
| Enter A>scending or D>escending order (A/D):  [A]
| Enter 2' sort key (press RETURN to start sorting):  [RETURN]
|
```

Then, after a clear screen will come:

```
|
| 1' sort on Item Name  : in ascending order.
|
| Is this OK (Y/N) ?  [Y]
| Loading sort information.  Please wait.
| Please wait - - - - pass 1
| Sort complete.  Press any key to return  [M]
|
```

At the main menu, type in "F" and select "2" for INSURE-1. Re-
enter the main heading as before, however, at location, rather
than BEDROOM 3, insert your address, e.g., 1 Smith Street,
Brownsville, 9876. Answer the next 6 questions as before (see
above), and then type in "L" to "Look for records using any
field".

When the Look screen is displayed, type in the responses shown
below in square brackets:

```
|
|  Enter field (press RETURN to start search):  [1]
|  Enter value to look for in Room/Area  :   [*]
|  Enter selection:  [6]
|
|  Do you want to ignore upper/lower CASE (Y/N) ?  [Y]
|  Enter field (press RETURN to start search):  [RETURN]
|  Do you want to NEGATE this search condition (Y/N) ?  [N]
|  Is this OK (Y/N) ?  [Y]
|
```

At this point, all your records should be printed out in
ascending alpha order.

12. Transporting Records

Assume that, for some reason, you wish to retain your present data base (TUTOR-1), but you also want to use and amend the information contained in that file. An example of such a need may be in a real-life database called, for example, ASSETS85, where you wanted to set up another called ASSETS86 for use in 1986.

The hard way to accomplish this objective would be to create a new file called TUTOR-2 (or ASSETS86 or whatever) and key in all the data again from a printout!

Simply-DB fortunately provides the easy way. This requires two distinct steps to be undertaken, namely, (1) to write the data out to an intermediate or transfer file, and then (2) to read that same data in to the new database.

Before writing the data out, it is necessary to inspect the currently set form list to determine whether it is suitable. (Of course, we know it isn't, but it is a good idea to establish proper checks from the outset). So, type in "F" to format the output.

The program will respond by summarising the current output status and offering three courses of action. As we need to enable disk output, enter "C" to change to a new format.

Two list form titles will be displayed: "1 TUTOR-1" and "2 INSURE-1". The former is the one we require, because it accesses all the fields. So reply with "1" at the prompt "Which format to use - enter number:"

After a clear screen operation, you will be advised that you are "Using format TUTOR-1", after which you will see the following questions; your answers are shown inside square brackets:

```
|
|   For a blank line after every n records, enter n (RETURN for
|           no gaps): [RETURN]
|    No gaps will be printed.
|  Do you want printer output (Y/N)  [N]
|  Do you want disk output (Y/N)  [Y]
|
|  N>ormal or T>ransfer file.
|    (N.B.  Normal file will contain information as displayed on
|     screen.  Transfer should only be used when transferring
|     data between files, as each field will be enclosed in
|     inverted commas).
|  Enter file type (N/T):  [T]
|
|   Filename may have a 3 letter extension, and may specify a
|    drive other than the default, eg B:FILENAME.EXT
|
|  Enter filename:  [TUTOR-1.XFR]
```

After a short burst of disk activity, the screen will clear and
then display the main menu. At this point all we have done is to
define our transfer needs; records have yet to be entered into
it. To write the records out, type in "L" to "Look for records
using any fields". The Look Option summary should tell you that
it is set to search Room/Area, which doesn't contain *. If that
is the case, confirm that you will retain those parameters. If
not, refer back to the item on Sorting the File.

As soon as your "Y" confirmation is entered, all records will be
scrolled up the screen and will also be written out into the file
TUTOR-1.XFR. Pressing any key will return the screen to a
display of the main menu. That completes stage 1 of preparing
records for transfer.

Now, to read in that data. First it is necessary to create the
new file you intend to use in 1986. This must be done from the
opening menu, so type in "Q" to quit the present screen, and
reply "N" when asked if you want to change the file.

From the opening menu, select "C" to "Create a data-file" and
repeat the procedure which was used in the section entitled
"Define a New Data File", with the undermentioned exceptions:

(1)   Give this one the filename "TUTOR-2";

(2)   Ignore the hash and colon signs. In other words, do NOT
      insert the spaces or colon after the label name. This will
      serve to show you how a ragged right label edge appears from
      a data entry viewpoint.

Proofread the screen after it is redisplayed and make whatever
corrections may be necessary. Then save it.

Now, to access the new file. Type in "A" and choose TUTOR-2 as
the file to be accessed. At the main menu, enter "I" to "Input
new records from a disk file" and give the filename to be read as
"TUTOR-1.XFR".

After some disk activity and a clear screen operation, the main
menu will be displayed. Confirm that it is showing the same
number of records as you had entered into TUTOR-1.

That is all that is required to set up the new file. Note that
the intermediate file could have been set up by another program.
See Section 3.6 of the Instruction Booklet for more details.

And that concludes this tutorial. With just a little bit of time
spent getting to know Simply-DB, you will find it to be very easy
to get along with, and extremely straightforward to use. How
about getting in some practice now by creating your real-life
Assets Register?

13. Appendix

13.1. Format Design Help Screen

[ ] (i.e., SPACEBAR) will move the cursor to the next field. If
     it occupies the last position, indicated by the message "No
     Field", the cursor will return to the first field.

[H] If the cursor is in the first field of the HEADINGS (top
     section),   or the first field of the RECORDS (middle
     section), it will go to the other area; either RECORDS or
     HEADINGS.   In all other fields, the cursor will be returned
     to the first field of the current area.

[R] If the screen becomes messy, probably due to scrolling
     caused by illegal entries, this option will refresh it, by
     rewriting each field.

[RETURN] Will allow changes to be made at the current cursor
     position. If the cursor is positioned at the end, i.e., the
     "No Field" message is present, it is assumed that you wish
     to add a new field.   Otherwise, a list of options are
     displayed.   At this point, pressing [ESC] will return to
     the normal mode of operation without making any changes.

[I] Will insert a field at the current cursor position, and NOT
     behind it.

[S] Will save the current workscreen to disk, and will return to
     normal mode.

[Q] Will present three options:

     (1) End editing and return to main menu;

     (2) Go back to the current format, without saving or
          deleting any changes made;

     (3) Start the FORMAT module again, giving the option to
          edit a different format, or delete or add a format. .

If you give a field length as Ø, it will have the following
effect:

(a) If STRING was selected, the field length will become the
     length of the string;

(b) If DATA FIELD was selected (only available in RECORDS area),

the field length will be that length specified when the file was first created;

(c) If the string entered was a null string, or one space, the field length will be set to 1.

The DYNAMIC position option will allow a field to be printed without any justification taking place, i.e., without leading or trailing spaces. The field length must still be specified for the field to be displayed neatly on the screen.

.oooOoo.

```
*****************************************************************
*                                                               *
*                Microbee Systems Limited                       *
*                                                               *
*        M A N U A L    P R O B L E M    R E P O R T           *
*                                                               *
*****************************************************************
```

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  ....

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Section:..................... Chapter: .... Page: ....

4. WHAT IS THE NATURE OF THE PROBLEM?

Text confusing []   Not enough information []   Error(s) []

5. PLEASE GIVE FURTHER DETAILS IF POSSIBLE:

  ....

  ....

  ....

  ....

6. PERSON REPORTING THE PROBLEM:
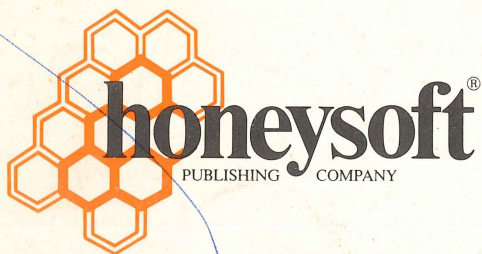
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