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It should be noted that most of the pages are identifiable as having been processed by me.

I put a lot of time into producing these files which is why you are met with this page when you open the file.

In order to generate this file, I need to scan the pages, split the double pages and remove any edge marks such as punch holes, clean up the pages, set the relevant pages to be all the same size and alignment. I then run Omnipage (OCR) to generate the searchable text and then generate the pdf file.

Hopefully after all that, I end up with a presentable file. If you find missing pages, pages in the wrong order, anything else wrong with the file or simply want to make a comment, please drop me a line (see above).

It is my hope that you find the file of use to you personally – I know that I would have liked to have found some of these files years ago – they would have saved me a lot of time !

Colin Hinson

In the village of Blunham, Bedfordshire.



Diskette Software

Model PHD 5001

Mailing List

Automates your personalized mailing lists.
Provides these features:

- Handles the names, addresses, and related information for approximately 350 individuals or companies.
- Alphabetizes, sorts, or searches your mailing list based on the information you select or input.
- Prints an entire mailing list or a selected subgroup, if a compatible printer (sold separately) is attached.

Designed for use with the TI-99/4 Home Computer and the TI Disk Memory System (TI Disk Drive Controller and TI Disk Memory Drive — sold separately).

As this manual was designed for the U.S. market, the warranty conditions described herein are not applicable in the U.K. The only valid Guarantee Conditions are those set forth in the "Users Reference Guide" accompanying the Home Computer.

Overview	2
Initialize File	4
Inquiry and Input	7
Condense File	14
Sort File	16
Search File	18
Print Reports	20
Example	24
Applications	27
Appendix	31
In Case of Difficulty	35
Limited Warranty	36

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Author: Texas Instruments

Language: TI-99/4 BASIC

Hardware: TI-99/4 Computer
Disk Drive Controller and Disk Memory Drive
TI Solid State Thermal Printer (optional)
TI RS232 Interface and compatible printer (optional)

Media: Diskette

The Mailing List package includes six programs for creating and maintaining a computer-based filing system. The Mailing List programs allow you to store information for a total of 350 people, filed under 10 different groups on a single diskette. Each person's record contains 13 items which include name, address, telephone number, and four comment fields provided for general information. The record also lists the groups to which the individual belongs.

Two options are also available for specifying the type of data in three of the comment fields. If you select the business option, two of the comment fields are used to store the person's company name and position. The other option allows you to store a title, such as Mr. or Dr., for each person.

With the Mailing List package you can display information about all members in the file, a group within the file, or a single person. You can print a listing of the whole file or a particular group with the TI Thermal Printer* or the RS232 Interface* and a compatible printer. You can also print mailing labels which have been organized on the basis of one of the input items.

NOTE: To use the Mailing List package, you also need a blank diskette initialized by the Disk Manager Command Module. This diskette becomes your Mailing List data file diskette. For instructions on initializing a diskette, refer to your Disk Memory System* owner's manual.

*Sold separately.

The six programs on the Mailing List diskette and their file names are listed below.

MAILING LIST CATALOG

Description	Filename
-----	-----
INITIALIZE FILE	MLIST/INT
INPUT AND INQUIRY	MLIST
CONDENSE FILE	MLIST/CND
SORT FILE	MLIST/SRT
SEARCH FILE	MLIST/SCH
PRINT REPORTS	MLIST/RPT

A description and a set of user instructions are provided for each program in the Mailing List package. For best results, read about all six programs, work the example, and refer to the Applications sections before you begin setting up your own Mailing List data file.

DESCRIPTION

The Initialize File program creates the data file and lets you select the business and/or title options. Also, the program can store the device name of a printer if you plan to use one.

This program must be run to open the file which stores the data you will enter using the Inquiry and Input program. The diskette you use must be initialized using the Disk Manager Command Module.

USER INSTRUCTIONS

- STEP 1: Following the instructions given in the TI Disk Memory System manual, initialize a blank diskette using the Disk Manager Command Module.
- STEP 2: If your computer is not already in the BASIC mode, select TI BASIC. Place the Mailing List program diskette into DSK1, type
- OLD DSK1.MLIST/INT
- and press ENTER. When the cursor reappears, type RUN and press ENTER. The MAIL LIST INITIALIZATION title screen appears. Press ENTER to continue.
- STEP 3: Remove the Mailing List program diskette, and load the initialized blank diskette which you created in Step 1 into DSK1 and press ENTER. The file is opened, and you are asked set-up questions. NOTE: If you have inserted a diskette which is not blank, you are asked if you wish to try again or to leave the program. If you choose to try again, insert the correct diskette, and enter 1. If you choose to exit, enter 2, and the program stops.
- STEP 4: After the data file is opened, you are asked for information about the file you want to set up. Enter Y to the prompt "WILL THE BUSINESS OPTION BE USED?" to dedicate two comment fields for the person's company name and position. Enter Y to the prompt "WILL THE TITLE OPTION BE USED?" to allow you to list a polite title, such as Mr. or Dr., for each individual. This title is printed on the mailing labels. Finally you are asked to enter the device name of the printer. If you plan to print mailing labels or desire a printed listing of the file, enter the device name here. If you won't be using a printer, press ENTER. (You may enter a printer device name later when you are using the reports program.) After a moment the file is initialized, the message "*** DONE ***" is displayed, and the program stops.

You are now ready to use the Inquiry and
Input program to enter information to your
newly initialized file.

DESCRIPTION

The Inquiry and Input program, MLIST, is used to enter or change information in your files or display information from your files. This program has four options. The first option allows you to display information from your file for a single person, a group, or all persons on file. The second option allows you to add, update, or delete information for a person. The third one, called the "FILE SETUP" option, allows you to add a group name or delete one from your file. The final option allows you to terminate the program.

USER INSTRUCTIONS

STEP 1: If your computer is not already in the BASIC mode, select TI BASIC. Insert the Mailing List program diskette into DSK1. Enter

OLD DSK1.MLIST

When the cursor reappears, type RUN. The MAILING LIST title screen appears. Press ENTER to continue.

STEP 2: As prompted on the screen, remove the program diskette and place your data file diskette into DSK1. Press ENTER. NOTE: If the diskette does not contain an initialized data file, you are asked if you wish to try again or exit. If you choose to try again, remove the incorrect diskette, insert the correct diskette, and enter 1. If you choose to exit, enter 2, and the program stops.

STEP 3: The four options described above are displayed on your video screen in a selection list entitled "MAILING LIST OPTIONS." If you wish to inquire about information already in your file, enter 1. If you wish to add or alter information in your file, enter 2. If you wish to add or delete a group name, enter 3. If you wish to terminate the program, enter 4.

OPTION 1: INQUIRY

This option should be used only if data has been entered to the file using option 2 of the Inquiry and Input program selection list. You are given three inquiry options. Enter 1 to display information on an individual, enter 2 to display a group's members, or enter 3 to display all people on file. NOTE: If you do not wish to make an inquiry, select option 1 and press ENTER without entering a name for both last and first names. Press ENTER when the message "THIS PERSON NOT ON FILE" is displayed, and the MAILING LIST OPTIONS display returns to your screen. See Appendix for a description of the Display Screen Format.

Display Information for an Individual

If you enter 1 when the INQUIRY OPTIONS screen is displayed, you may enter the last name of the person whose information you wish to examine. (Only the first 15 characters of the last name are retained by the program.) Then enter the first name. The computer searches the diskette for this name and displays the information on the video screen. If the individual you have specified is not recorded, the message "THIS PERSON NOT ON FILE" is displayed. When you finish your review or if the desired record is not found, press ENTER to continue. The computer returns to the MAILING LIST OPTIONS screen.

Display Information for Group Members

If you enter 2 when the INQUIRY OPTIONS screen is displayed, the groups you have previously entered are shown on the screen. Enter the number of the group you wish to see. The computer searches the file and displays those people who are in the selected group. After information on each person is displayed, press ENTER to continue. If you press and hold ENTER, the computer displays the group members continuously until you release the key. If you press SHIFT Z (BACK), you move to the end of the file, and the "END OF FILE" message is shown. Press ENTER to return to the MAILING LIST OPTIONS screen.

Display Entire File

If you enter 3 when the INQUIRY OPTIONS screen is displayed, information stored in the file is displayed, including any data marked for deletion or labelled as inactive. After the record for a person has been displayed, press ENTER to continue. If you press and hold ENTER, the computer displays the file members continuously until you release the key. If you press SHIFT Z (BACK), you move to the end of the file, and the "END OF FILE" message is shown. Press ENTER to return to the MAILING LIST OPTIONS screen.

OPTION 2: UPDATE THE FILE

If you enter 2 when the MAILING LIST OPTIONS screen is displayed, you have three options. Select option 1 to add information for a person to the file, option 2 to update a person's recorded data, or option 3 to delete a person's record. Although not mandatory, it is more efficient to add group names before you enter data for individuals. NOTE: If you do not wish to add data to your file, select option 1 and press ENTER without entering a name for both last and first names. The message "ANOTHER ADD (Y/N)?" is displayed. Enter N, and the MAILING LIST OPTIONS display returns to your video screen.

Adding Information for a Person

If you select option 1, begin by entering the last name of the person you wish to add. (Any characters that extend beyond the periods in the line above on your screen are ignored.) Next enter the person's first name. The computer checks to see if the person is already on file. If he is, you are asked if you wish to replace this person's data. If you do, enter Y and you can change all data except the name. If you do not wish to replace the data, enter N and the MAILING LIST OPTIONS screen is displayed.

If the message "SORRY - THE FILE IS FULL" is displayed, you have reached the capacity of your file. Before you can add more records, you must use the Condense File program to delete unnecessary records if there are any. To return to the MAILING LIST OPTIONS screen, press ENTER

If the individual you have specified is not already on file, you can enter his data. Enter the address, city, state, zip code, and telephone number. Next, enter comment #1 or company name if you selected the business option, comment #2 or position if you selected the business option, comment #3, and comment #4. If you selected the title option, you are asked for the title at this time. If any groups are defined, you are asked if this person is a member of any

of them. Once the data is entered, it is stored in the file, and you are asked if you wish to add another person. If you enter Y, repeat the procedure described above for the next person. If you answer N, the computer returns to the MAILING LIST OPTIONS screen.

Updating Information for an Individual

If you select option 2 to update a person's data, you are asked to enter the person's last name. Next, enter the first name. If you receive the message THIS PERSON NOT ON FILE, press ENTER, and the computer returns to the MAILING LIST OPTIONS screen.

On the other hand, if the computer locates the person's name in the file, the name, address, city, state, zip code and telephone number are displayed. To correct any of the data, enter the item number and the new data. When the information is correct, enter 1. If you decide not to update a record after you have made some changes, enter 0 to cancel all changes you have made to this record. You may then update another individual's data.

The four comments and title, if used, are displayed next. To make corrections, follow the same procedure as described above.

The ten groups are displayed with asterisks to the right of any group to which this person belongs. To change this information, enter 2 to add or 3 to delete a group. Repeat the procedure as necessary. When the data is correct, enter 1.

You are asked if you wish to repeat the update procedure for another individual. If so, enter Y and repeat the process described above. If you have completed all updates, enter N and the computer returns to the MAILING LIST OPTIONS screen.

Deleting Information About an Individual

If you wish to delete a person's record, begin by entering the person's last and then first name. If you receive the message "THIS PERSON NOT ON FILE," press ENTER, and

the MAILING LIST OPTIONS display returns to the screen. If the person's record is located, it is flagged for deletion and is deleted the next time you run the Condense File program.

You are now asked if you wish to delete another record. Enter Y to repeat the deletion cycle. When you're finished, enter N to return to the MAILING LIST OPTIONS screen.

OPTION 3: FILE SETUP

If you select option 3 from the MAILING LIST OPTIONS screen, you can enter 1 to add a group code or 2 to delete a group code. NOTE: If you do not wish to alter the group names, select option 1, enter a number which does not have a group name, and press ENTER without typing a group name. You may then enter N when asked if you wish to add another group name.

Adding a Group Name

If you have entered 1 to add a group code and receive the message, "ALL GROUPS ARE USED," press ENTER and the computer returns to the MAILING LIST OPTIONS screen. However, if ten groups are not stored, the specified groups are displayed and any unused groups are blank. Enter the new group number. If you receive the message "GROUP USED-REPLACE?," enter Y or N. If you choose not to replace it, you are asked if you wish to add another group name. If you answer Y, enter the new group name. Only the first 12 characters are accepted. If you do not wish to add another group, enter N, and the MAILING LIST OPTIONS display returns to your screen.

Deleting a Group Name

If you enter 2 to delete a group code and the message "NO GROUPS ON FILE" appears, press ENTER, and the MAILING LIST OPTIONS display returns to your screen. Otherwise, the ten groups are displayed. Any unused groups are blank. Enter the number of the group you wish to delete.

The computer then automatically searches the file for people who are in the group you deleted and removes the data from this group. If a person is not in any group as a result of the deletion, the data is labelled "INACTIVE." When you run the Condense File program, you may choose to delete data labelled "INACTIVE." Depending on the size of your file, the deletion process could take some time. When it is finished, you have the opportunity to delete another group name. Enter Y or N. If you enter N, the MAILING LIST OPTIONS display returns to your screen. In addition, if you select the option to delete a group and then change your mind, you can enter 0 or any number greater than 10 to return to the MAILING LIST OPTIONS screen.

STEP 4: EXIT

If you wish to terminate this program, select option 4.

DESCRIPTION

The Condense File program deletes records from your file that are either flagged for deletion or flagged as inactive. Or, if you prefer, you may choose to delete only those records which you have flagged for deletion. The program also alphabetizes the file for you, which speeds the processing of your data.

USER INSTRUCTIONS

- STEP 1: If your computer is not already in the BASIC mode, select TI BASIC. Insert the MAILING LIST program diskette into DSK1 and enter

OLD DSK1.MLIST/CND

When the cursor reappears, type RUN, and press ENTER. The MAILING LIST CONDENSE title screen then appears. Press ENTER to continue.

- STEP 2: Remove the program diskette, insert the data file diskette into DSK1, and press ENTER. If the diskette does not contain the data file, you are asked to try again or exit. If you choose to try again, insert the correct diskette, type 1, and press ENTER. If you choose to exit, type 2, press ENTER, and the program stops.

- STEP 3: After the data diskette is loaded, the CONDENSE OPTIONS screen appears. The first option removes only the records marked for deletion. The second option removes both the records marked for deletion and the ones labelled inactive, which are records for persons who are not assigned to one of the ten groups. After you have made your selection, the computer searches for those records and deletes them. When the records are deleted, the computer condenses the file so that you have more space available.

Once condensed, the file is alphabetized by the last names of the members. As the alphabetization takes place, two numbers appear on the screen. The first number is 1; the other number is the total number of records in your file. As the alphabetization progresses, other sets of numbers are displayed. The first number indicates how many of the records have been alphabetized so far, and the second number is always the total number of records. As the first number approaches the second one, you can estimate how long the alphabetization will take. When the process is finished, the message, "*** DONE ***" appears.

DESCRIPTION

The Sort File program allows you to sort the information in your file so that mailing labels can be printed by name, zip code, or any other field desired. You can also print labels by group if you wish. The labels will print in the order you have selected until you use the Inquiry and Input program to update or add information or until you use the Condense File program.

The Sort File program does not rearrange the information in your file. It creates pointers, which direct the computer to your records in the order you have specified. The only report affected by the Sort File program is the labels. All other reports and all inquiries are listed in alphabetical order if you have run the Condense File program.

USER INSTRUCTIONS

STEP 1: If your computer is not already in the BASIC mode, select TI BASIC. Insert the Mailing List program diskette into DSK1, enter

OLD DSK1.MLIST/SRT

When the cursor reappears, enter RUN and the MAILING LIST SORT title screen appears. Press ENTER to continue.

STEP 2: Place the data diskette into DSK1 and press ENTER. If the diskette does not contain the data file, you are asked if you wish to try again. If you choose to try again, insert the correct diskette, type 1, and press ENTER. If you choose to exit, type 2, press ENTER, and the program stops. If the diskette contains the data file, the SORT OPTIONS display appears.

STEP 3: After the diskette is loaded and the Sort Options screen appears, you see 11 options corresponding to the information you entered previously. You may sort the records in your file using one of these options. The option you choose is sorted in ascending order according to the ASCII codes of the characters. For a listing of the ASCII codes, refer to the appendix of your USER'S REFERENCE GUIDE. Notice that numbers and most special characters appear before the alphabetic characters.

Once you have selected an option, the message "SORTING" and a number appears in the lower left corner of your display. In a moment or two, another number appears. These numbers indicate that the sorting process is underway. The speed of the sort increases as the numbers become smaller. Once 0 is displayed, the program writes the pointers on the diskette. When finished, the message "*** DONE ***" is displayed, and the program stops.

DESCRIPTION

The Search File program searches the file for all persons whose last names begin with the partial name you input and then displays the names, one at a time.

USER INSTRUCTIONS

STEP 1: If your computer is not already in the BASIC mode, select TI BASIC. Insert the Mailing List program diskette into DSK1, enter

OLD DSK1.MLIST/SCH

When the cursor reappears, enter RUN and the MAILING LIST SEARCH title screen appears. Press ENTER to continue.

STEP 2: Insert the data diskette into DSK1 and press ENTER. If the diskette does not contain the data file, you are asked to try again or exit. If you choose to try again, insert the correct data diskette, type 1, and press ENTER. If you choose to exit, type 2, press ENTER, and the program stops.

STEP 3: If the diskette contains the data file, you begin the search by entering the last name or portion of the last name. For example, you wish to look up J.E. Szydloski but can't recall how to spell his name. You do know that his last name starts with Szy, so enter SZY. The computer searches the file for all people whose last name starts with Szy and displays them on the screen. NOTE: If you press ENTER without entering a name, the entire file is displayed.

To stop the listing, press the SPACE BAR. Press it again to resume the listing. To terminate the listing, press and momentarily hold SHIFT Z (BACK).

When the listing is complete, two asterisks appear in each margin. NOTE: If no entries are found that match the partial name, the two asterisks indicate that the search has occurred. Pressing ENTER after the asterisks are displayed stops the program.

DESCRIPTION

The Print Reports program prints reports on the TI Thermal Printer or on an RS232-compatible printer. Either the entire file or selected groups can be printed. Reports can be printed in a mailing-label format, a name/address/telephone number format, or exactly as recorded.

Using the Sort File program, you may organize the mailing labels into any organization that you choose before the report is printed. The information on the other reports is always printed in alphabetical order.

NOTE: The TI Thermal Printer uses special thermal paper. The printing on thermal paper may fade if exposed to light or high temperatures for long periods of time. For permanent storage, always file printed reports away from light and heat. Also, application of adhesive cellophane tape directly on the printing may also cause it to fade. Pre-gummed mailing labels can not be printed on the TI Thermal Paper.

USER INSTRUCTIONS

- STEP 1: If your computer is not already in the BASIC mode, select TI BASIC. Insert the Mailing List program diskette into DSK1, enter

OLD DSK1.MLIST/RPT

When the cursor reappears, enter RUN and the MAILING LIST REPORTS title screen appears. Press ENTER to continue.

- STEP 2: Place the data diskette into DSK1 and press ENTER. If the diskette does not contain the data file, you are asked if you wish to try again or exit. If you choose to try again, insert the data diskette, enter 1, and press ENTER. If you choose to exit, enter 2, press ENTER, and the program stops.
- STEP 3: If the diskette contains the data file, the device name of your printer entered during the Initialize File program is now displayed, and you are asked if you wish to change it. Enter Y if you wish to change the printer name or N if it is correct. If you did not specify a printer when you used the Initialize File program, do so now by entering Y. If you are using the TI Thermal Printer, enter TP; if you are using an RS232-compatible printer, enter the appropriate device name. (See the RS232 Interface user's manual for naming conventions.) A printer must be designated by this point, or an "I/O ERROR" message is displayed on your screen and the program stops.
- STEP 4: After the MAIL LIST REPORT OPTIONS display appears on your video screen, you may select one of four options. You may select option 1 to print all file information, option 2 to print a name/address/phone number directory, option 3 to print mailing labels, or option 4 to stop the program.

Print All File Information for a Group

If you choose option 1, you are asked to select the groups whose members you wish to print. Enter Y or N in response to each

group name. If you prefer, you may print the records labelled inactive by entering Y in response to the message "INACTIVES (Y/N)?" After you have selected what you wish to print, the report is printed, and the MAIL LIST REPORT OPTIONS display returns to your screen.

Print Name/Address/Phone Number for a Group

If you choose option 2, you are asked to select the groups whose members you wish to print. Enter Y or N in response to each group name. After the group names have been selected, the report is printed, and the MAIL LIST REPORT OPTIONS display returns to your screen.

Print Mailing Labels for a Group

If you choose option 3 from the MAIL LIST REPORT OPTIONS screen, you are asked to select the groups whose members you wish to print. Enter Y or N in response to each group name. After the group names have been selected, a series of questions concerning the printing format is displayed.

The number of columns of labels printed per page is displayed, and the first question asks if you wish to change it. If you do, enter Y, and then enter the number of columns you want printed. Then, the current label length is displayed, and you are asked if you wish to change it. If you do, enter Y, and then enter the length you want printed. Next, the number of repetitions of each label is displayed, and you are asked if you wish to change it. If you do, enter Y, and then enter the number of times you wish each label printed. Finally, the number of blank lines between the six label lines is displayed, and you are asked if you wish to change it. If you do, enter Y, and then enter the number of blank lines you wish between each label.

Once you have specified the label format, put your labels in the printer and press ENTER. A sample label is printed so that you can check the label alignment. When the labels are aligned properly, enter Y to

proceed. After the labels have printed, the MAIL LIST REPORT OPTIONS display returns to your screen.

The Mailing List programs are best demonstrated with an example. In the following pages, you are directed through the procedure for setting up a file, defining groups, making entries, and condensing the file. After you have finished the example, experiment with the file you have created. You may discover some techniques for organizing your own information.

Refer to the User Instructions of the Initialize File program to initialize the data file on a blank diskette. Use the business option and the title option. If you have a printer, enter its device name. The name of the TI Thermal Printer is TP. Refer to the RS232 Interface manual for the device names of RS232-compatible printers.

To define groups and make entries, you must load the Inquiry and Input program into the computer. Refer to Steps 1 through 3 of the User Instructions of the Inquiry and Input program for instructions. After the MAILING LIST OPTIONS screen is displayed, select option 3 to set up group names. The FILE SETUP OPTIONS screen is displayed. To add the group names, select option 1. Then, the screen shows 10 blank groups and asks for the group number you wish to add. Enter 1 and then enter the group name, ALUMNI ASSOC. Enter Y to add another group, 2 for the new group number, and TENNIS ASSOC for the name. Because there are no more groups to add, enter N, and the MAILING LIST OPTIONS display returns to your screen.

To make the first entry, select option 2 on the MAILING LIST OPTIONS display. The UPDATE THE FILE OPTIONS display appears on your screen. Choose option 1 to add people to the file. The prompt "LAST NAME" is displayed. Type BROWN and press ENTER. The prompt "FIRST NAME" is displayed; type BILL, and press ENTER. The prompt "ADDRESS" is displayed; type 5628 MOCKINGBIRD LANE, and press ENTER. The prompt "CITY" is displayed; type AMARILLO, and press ENTER. The prompt "STATE" is displayed; type TEXAS, and press ENTER. The prompt "ZIP CODE" is displayed; type 79106, and press ENTER. The prompt "TELEPHONE #" is displayed; type (806)372-2611 and press ENTER. The prompt "COMPANY NAME" is displayed; type NORTH TEXAS BRAKE AND CLUTCH, and press ENTER. The prompt "POSITION" is displayed; type OWNER, and press ENTER. The prompt "COMMENT #3" is displayed; type SEEDED 3RD, and press ENTER. The prompt "COMMENT #4" is displayed; type WIFE-SUSAN, and press ENTER. The prompt "TITLE" is displayed; type MR., and press ENTER. Enter Y to include Brown in the ALUMNI ASSOC group and Y to include him in the TENNIS ASSOC group. The computer then asks if you wish to add data for another person. Enter Y, and press ENTER.

To make additional entries, enter the information listed in the table below for each person. Press ENTER if you wish to skip to the next prompt.

PROMPT	DATA TO BE ENTERED FOR EACH INDIVIDUAL		
LAST NAME	ADAMS	JONES	JONES
FIRST NAME	TONY	PHILLIP	BILLY
ADDRESS	P.O. BOX 13120	R. R. 1	1316-C 53RD
CITY	AMARILLO	TUTTLE	LUBBOCK
STATE	TX	OK	TX
ZIP CODE	79101	91213	79412
TELEPHONE #	(806)335-1212	(405)689-3826	(806)763-7054
COMPANY NAME	I. B. P.	WILL ROGERS	ROB'S TV
		WORLD AIRPORT	& APPLIANCE
POSITION	LINE FOREMAN	SECURITY	MANAGER
		CHIEF	
COMMENT #3	SEEDED 2ND	2 BOYS-1 GIRL	SEEDED 5TH
COMMENT #4	WIFE-BECKY	WIFE-SHARON	WIFE-ZELDA
TITLE	MR.	CAPT.	MR.
Groups			
ALUMNI ASSOC	Y	Y	Y
TENNIS ASSOC	Y	N	Y
ANOTHER ADD?	Y	Y	N

You are now at the MAILING LIST OPTIONS screen. To organize the file and speed processing, you should run the Condense File program. To stop this program, select option 4. The message "*** DONE ***" is displayed. Remove the data diskette. Next, refer to the User Instructions for the Condense File program for instructions on how to condense the file. When the CONDENSE OPTIONS screen appears, select option 1. When the program has finished, the file has been sorted alphabetically.

To use the data you have just entered, prepare two reports: mailing labels for your alumni association membership list organized by zip code and a directory of members of your tennis association. To print the labels in zip code order, use the Sort File program. Refer to Steps 1 and 2 of the User Instructions for the Sort File program for instructions on loading your program. When the SORT OPTIONS screen is displayed, select option 7 to organize the information by zip code.

When the sort has been completed, the Print Reports program needs to be loaded into the computer. (If you are not using a printer you cannot complete this portion of the example.) Refer to Steps 1 through 4 of the User Instructions of the Print Reports program for instructions on loading the program. To print the labels for your membership list, select option 3 from the MAIL LIST REPORT OPTIONS display. When asked which groups to print, enter Y to print ALUMNI ASSOC and N to the group TENNIS ASSOC. Respond N to each question about changing number of columns, label length, number of repetitions, and number of blank lines. Put the labels in your printer and press ENTER.

Align the labels, and enter Y to indicate that the alignment is correct. The labels are then printed in the order of their zip codes. The MAIL LIST REPORT OPTIONS display returns to your screen.

To print a directory of tennis league members, select option 2 from the MAIL LIST REPORT OPTIONS display. When asked which groups to print, respond N to ALUMNI ASSOC and Y to TENNIS ASSOC. The names, addresses, and phone numbers of tennis association members are printed in alphabetical order. After the report has printed, the MAIL LIST REPORT OPTIONS display returns to your screen. Select option 4, and the program stops.

Mailing List programs can be adapted to organize and store information about many items, such as your household goods inventory, your library, your record collection, or your credit cards. If you have only a few items you wish to store, you may set-up a separate group on your mailing list data file. However, if you wish to store many items or if you wish to create groups for one type of information, such as your library or your record collection, you may wish to dedicate an entire data diskette to that information.

To make the adaptation, you need only determine what information to enter in response to the input prompts and what name you wish to enter for each group.

EXAMPLE

Using the data file you have already created in the previous example, you can add two groups and several entries to see how simple it is to adapt the Mailing List programs to your storage and classification needs.

Assume that your insurance agent has suggested that you maintain an inventory of your electronic appliances and of your credit cards to protect yourself against loss through theft. To adapt your file to include a category for electronic appliances and one for credit cards, you need to add these two groups to the ones already listed on your Mailing List data file. Refer to Steps 1 through 3 of the User Instructions of your Inquiry and Input program for the procedure to load the program into your computer. After the MAILING LIST OPTIONS screen is displayed, select option 3 to enter the new groups. The FILE SETUP OPTIONS screen is displayed. Select option 1.

To allow you to add more groups for your mailing list, add these special groups at the end of the list. Enter 9 for the group number and enter ELEC APP for the group name. Enter Y so that you may enter another group. Enter 10 for the group number and enter CREDIT CARDS for the group name. Because you do not wish to enter another group, enter N. The MAILING LIST OPTIONS display returns to your screen.

To enter the inventory of electronic appliances and credit cards, select option 2. The UPDATE THE FILE OPTIONS screen appears. Select option 1, and enter the following data using the techniques described in Step 3, Option 2, of the User Instructions for the Inquiry and Input program.

MAILING LIST

Applications

PROMPT	DATA TO BE ENTERED FOR EACH APPLIANCE		
LAST NAME	DEN	DEN	KITCHEN
FIRST NAME	TV	STEREO	MICROWAVE
ADDRESS	RCA XL-100	SANSUI 700	LITTON TOUCH
CITY	SUPER VISION		
STATE/COUNTRY	SER# X0067234-1	SER# 109795B21	SER# 2376871
ZIP CODE	\$626.45	\$549.99	\$368.79
TELEPHONE #	TED'S TV	STEREO HAVEN	J A APPLIANCE
	AND APPLIANCE		
COMPANY NAME	(806)792-9861	(214)555-9123	(214)696-0074
POSITION	2346 50th	811 S. CENTRAL	9117 ELM AVE.
COMMENT # 3	LUBBOCK TX 79401	DALLAS TX 21021	DALLAS TX 21031
COMMENT # 4	5 YR TUBE, 1 YR PARTS	1 YR PARTS & LABOR	2 YR FULL
TITLE			
GROUPS			
ALUMNI ASSOC	N	N	N
TENNIS ASSOC	N	N	N
ELEC APP	Y	Y	Y
CREDIT CARDS	N	N	N
ANOTHER ADD?	Y	Y	Y

To add the credit cards to your data file, enter the following information.

PROMPT	DATA TO BE ENTERED FOR EACH CREDIT CARD	
NAME	MASTERCARD	CRANE'S
FIRST NAME	SECURITY BANK	CRANE'S DEPT. STORE
ADDRESS	P. O. BOX 22416	7301 59th
CITY	ALAMOGORDO	DALLAS
STATE	NEW MEXICO	TEXAS
ZIP CODE	80010	21025
TELEPHONE NUMBER	1-800-265-8800	214-922-8956
COMMENT # 1	CARD # 5289-59-011-27539	CARD # 682901
COMMENT # 2	RECEIVED 3/15/79	RECEIVED 2/11/80
COMMENT # 3	EXPIRES 3/82	EXPIRES 2/11/81
COMMENT # 4	CREDIT LIMIT \$1000.00	CREDIT LIMIT \$1000.00
TITLE		
GROUPS		
ALUMNI ASSOC	N	N
TENNIS ASSOC	N	N
ELEC APP	N	N
CREDIT CARDS	Y	Y
ANOTHER ADD?	Y	N

Now that you've made all the entries you wish, select option 4 on the MAILING LIST OPTIONS display.

To speed up processing, run the Condense File program. Refer to the User Instructions for the Condense File program for instructions. Once the file has been condensed, you may print the electronic appliance and credit card inventories.

Load the Print Reports program in your computer. Refer to Steps 1 through 4 of the User Instructions of the Print Reports program for instructions on loading the program. After the MAIL LIST REPORT OPTIONS display appears on your video screen, you may select option 1 to print the desired inventories. To print the electronic appliances inventory, select only the group ELEC APP. Enter N for all other groups. The inventory is printed in alphabetical order. The MAIL LIST REPORT OPTIONS display returns to your screen. To print the credit card inventory, repeat the process described above except enter Y to the group CREDIT CARDS and enter N to all other groups. The MAIL LIST REPORT OPTIONS display returns to your screen. To terminate the program, select option 4.

With careful consideration, you can make the Mailing List package perform a wide range of useful functions for you.

MAILING LIST DATA FILE STRUCTURE

OPEN ATTRIBUTES:

DEVICE.FILE = "DSK1.M LIST/DAT"
 FILE ORG = RELATIVE
 FILE TYPE = INTERNAL
 RECORD TYPE = FIXED 255

PHYSICAL ATTRIBUTES:

RECORD 0 - SET-UP AND BACKGROUND DATA

FIELD NUMBER	TYPE	LOGICAL LENGTH (Bytes)	DESCRIPTION	NAME in MLIST
1	NUM	8	RECORD # OF LAST SORTED PERSON	LSP
2	NUM	8	RECORD # OF LAST PERSON IN FILE	LP
3	CHAR	1	'Y' OR 'N' FOR BUSINESS OPTION	BUS\$
4	CHAR	1	'Y' OR 'N' FOR TITLE OPTION	GEN\$
5	CHAR	56	DEVICE NAME OF PRINTER	DEV\$
6	CHAR	12	GROUP NAME #1	K\$(1)
7	CHAR	12	GROUP NAME #2	K\$(2)
8	CHAR	12	GROUP NAME #3	K\$(3)
9	CHAR	12	GROUP NAME #4	K\$(4)
10	CHAR	12	GROUP NAME #5	K\$(5)
11	CHAR	12	GROUP NAME #6	K\$(6)
12	CHAR	12	GROUP NAME #7	K\$(7)
13	CHAR	12	GROUP NAME #8	K\$(8)
14	CHAR	12	GROUP NAME #9	K\$(9)
15	CHAR	12	'Y' OR 'N' FOR POINTER FILE	PV\$

MAILING LIST DATA FILE STRUCTURE

A PERSON'S DATA RECORD

FIELD NUMBER	TYPE	LOGICAL LENGTH (Bytes)	DESCRIPTION	NAME in MLIST
1	CHAR	1	'A' = RECORD IS ACTIVE 'I' = RECORD IS INACTIVE 'D' = RECORD IS FLAGGED FOR DELETION	F\$(1)
2	CHAR	10	'Y' OR 'N' IN EACH BYTE SHOWING WHICH GROUPS THIS RECORD IS IN	F\$(2)
3	CHAR	27	NAME: THE LAST NAME IS LEFT JUSTIFIED IN THE FIRST 15 BYTES. THE FIRST NAME IS LEFT JUSTIFIED IN THE LAST 12 BYTES	F\$(3)
4	CHAR	27	ADDRESS	F\$(4)
5	CHAR	15	CITY	F\$(5)
6	CHAR	8	STATE/COUNTRY	F\$(6)
7	CHAR	9	ZIP CODE	F\$(7)
8	CHAR	20	TELEPHONE NUMBER	F\$(8)
9	CHAR	27	COMMENT #1/COMPANY NAME	F\$(9)
10	CHAR	27	COMMENT #2/TITLE	F\$(10)
11	CHAR	27	COMMENT #3	F\$(11)
12	CHAR	27	COMMENT #4	F\$(12)
13	CHAR	4	TITLE OF PERSON	F\$(13)

MAILING LIST DATA FILE ATTRIBUTES

The physical organization of the file is shown below. Notice that the file is divided into 3 sections. To speed accessing time, the sorted and non-sorted records are kept separate. When an inquiry is made, the sorted records are searched with a binary technique. If the person is not found, the non-sorted records are searched sequentially.

Record	0	set-up and background data
Record	1	records of persons who have been sorted
Record	LSP	
Record	LSP+1	records of persons who have not been sorted (additions since the last sort)
Record	LP	
Record	351	
Record	356	Pointers to File

DISPLAY SCREEN FORMAT

The format for the display screen when an inquiry is being made is shown below.

```

m m m m m m                a a a a a a a a
L a s t   n a m e           F i r s t   N a m e
A d d r e s s
C i t y                       S t a t e
                                Z i p   C o d e

T e l e p h o n e   #

C o m m e n t   # 1 / C o m p a n y   N a m e
C o m m e n t   # 2 / P o s i t i o n
C o m m e n t   # 3
C o m m e n t   # 4

g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
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g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g
g g g g g g g g g g g g g

P R E S S   E N T E R   T O   C O N T I N U E .

```

m - Title of person (blank if not used).
a - INACTIVE if person is not in any groups.
DELETE if person is flagged for deletion.
Blank otherwise.

g - Groups this person is in.