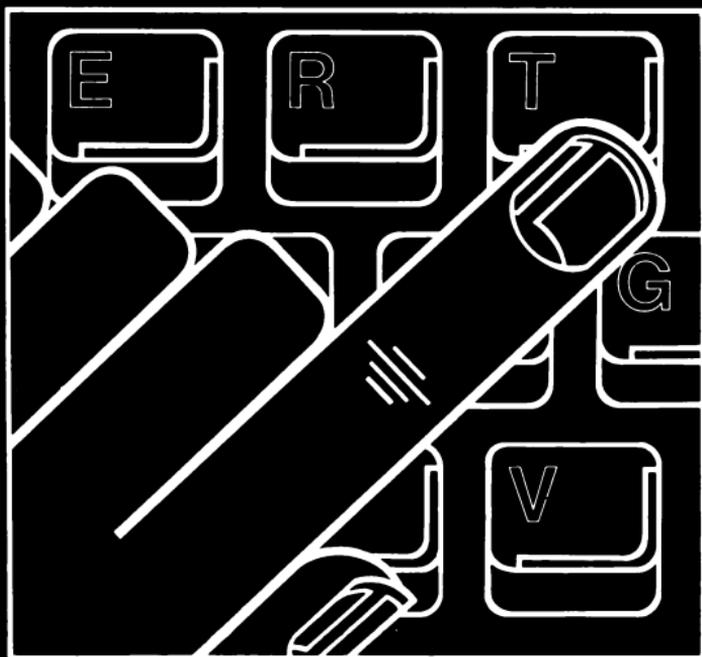


ADDRESS MANAGER



ZX SPECTRUM 16K/48K. AND
TIMEX SINCLAIR 2000 EDITION.

OCF ADDRESS MANAGER

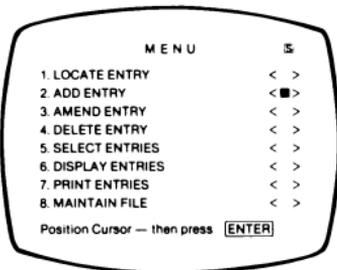
Welcome to ADDRESS MANAGER — a powerful application program for the 16K and 48K ZX Spectrum. This program will store, retrieve and select via the 3 way index addresses or similar information. Data (e.g. addresses) is stored on a cassette SEPARATE to the control program.

GETTING STARTED:

LOAD THE PROGRAM: Type **LOAD** " " **ENTER**, the program takes about 30 seconds to load and will start automatically.

The first screen is the MENU, when this has appeared stop your cassette recorder, rewind the tape and return the cassette to the box. You are now ready to use ADDRESS MANAGER.

Read these instructions carefully to get a feel for the program, soon you will be able to operate without them, but keep them anyway as a reference.



The screen should look like this.

The MENU controls the whole program, the **S** in the top corner indicates the keyboard mode (there are 3 modes and these are itemised on page 5), for the moment stay with **S** we can try these alternative modes later.

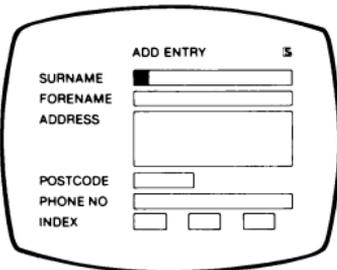
Press any key except **ENTER** or **SYMBOL SHIFT** see what happens, leave your finger on the key for autorepeat.

The cursor should move a step at a time down the list of options.

Locate the cursor on option 2 'ADD ENTRY' — now press **ENTER**.

You should now get this screen.

IMPORTANT: pressing **ENTER** at any time during the program returns you to the MENU as well as updating any data or changes made.



MAIN CONTROLS

 Moves the cursor to the start of the next entry line (we call these lines FIELDS). This command should be used at the end of each line entry.

 Moves the cursor to the start of the previous line (FIELD).

 Advances the cursor.

 Moves the cursor back through the FIELD.

Try these commands, NOTE that **CAPS SHIFT** is not needed.

ENTER Proceed to next operation.

An adhesive strip is enclosed with the program. This can be located onto the Spectrum Cabinet behind the Cursor Controls to act as a reminder while you familiarise yourself with the program.

OPTION 2 — ADD ENTRY

Select OPTION 2 on the MENU and press **ENTER**

Type in a sample name and address remembering to use the \leftarrow \rightarrow \uparrow \downarrow cursor controls. Upper case and numbers are achieved via **CAP SHIFT**. Alternatively we can switch to other keyboard modes — see page 5.

In the example arbitrary INDEXES have been chosen, a number of ideas are shown on page 6. However, you may like to choose your own — the INDEX will accept any combination of 3 numbers, letters or numbers and letters. For the purpose of selection ADDRESS MANAGER does not differentiate between upper and lower case although spaces **DO** count.

DELETE does not operate, to overwrite mistakes use the cursor or edit commands listed on Page 5.

When the address is complete press **ENTER**, this stores your first record and returns to the MENU. Select OPTION 2 again and add a few more entries.

| ADD ENTRY | | 5 |
|-----------|---|--------|
| SURNAME | JOHNSTONE | |
| FORENAME | EDMUND SIMON | |
| ADDRESS | 7 ALLSWELL CRESCENT MIDERFORD GREAT YARMOUTH NORFOLK | |
| POSTCODE | NY7 8RH | |
| PHONE NO | 0789 6754 | |
| INDEX | DEC | GLF CC |

OPTION 1 — LOCATE ENTRY

Select OPTION 1 on the MENU and press **ENTER**

Type in the first letter or few letters of the name required and press **ENTER**. Respond to the lower line using any 'normal' key and press **ENTER** to page alphabetically forward or backwards through the file until the search has been completed, then return to the MENU.

| LOCATE ENTRY | | 5 |
|--------------|---|-----------|
| SURNAME | JOHNSTONE | |
| FORENAME | EDMUND SIMON | |
| ADDRESS | 7 ALLSWELL CRESCENT MIDERFORD GREAT YARMOUTH NORFOLK | |
| POSTCODE | NY7 8RH | |
| PHONE NO | 0789 6754 | |
| INDEX | DEC | GLF CC |
| BACKWD < | > FORWD < | ■> MENU < |

OPTION 3 — AMEND ENTRY

Select OPTION 3 on the MENU and press [ENTER].

This function operates **ONLY** after address has been located via OPTION 1.

Using the cursor controls make amendments as necessary and then press **ENTER**. Respond to the lower line which asks whether the new entry is additional or a replacement of the original. MENU selection will ignore any amendments. Additional edit commands like insert, delete and erase are shown on page 5.

| AMEND ENTRY | | 5 |
|-------------|---|-----------|
| SURNAME | JOHNSTONE | |
| FORENAME | EDMUND SIMON | |
| ADDRESS | 7 ALLSWELL CRESCENT MIDERFORD GREAT YARMOUTH NORFOLK | |
| POSTCODE | NY7 8RH | |
| PHONE NO | 0789 6754 | |
| INDEX | DEC | GLF CC |
| ADD < | > OVERWRITE < | ■> MENU < |

OPTION 5 — SELECT ENTRY

Select OPTION 5 on the MENU and press **ENTER**

This option will select and display a LIST of your entries according to the individual indexes chosen via the INDEX prompt.

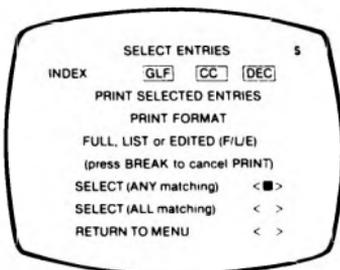
For example:— suppose we input the INDEX prompt as shown on the right and then, using the cursor move down to —

ANY — and press **ENTER**

— here the program will select and display all entries that have any of these indexes i.e. GLF or CC or DEC.

Conversely if we had selected **ALL**, only entries that featured **ALL** of the 3 indexes would be displayed i.e. GLF and CC and DEC.

If your Spectrum is fitted with a printer the **FORMAT** prompt will define F, L or E as in OPTION 7.



OPTION 8 — MAINTAIN FILE

Select OPTION 8 on the MENU and press **ENTER**

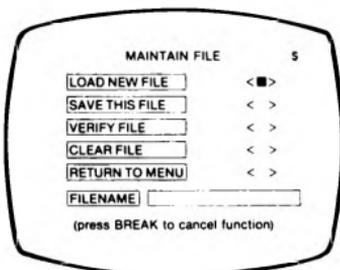
This option enables the current file to be **SAVE**d onto a blank cassette or existing files to be **LOAD**ed.

A test file is included on your ADDRESS MANAGER cassette immediately after the main program, respond to the prompt 'LOAD NEW FILE' and start your cassette recorder on **PLAY**. The file name 'TEST FILE' will appear on the screen. This short file contains a number of useful names and addresses which may be helpful to demonstrate the **SELECT** OPTIONS.

VERIFY operates exactly as per the ZX Spectrum manual, chapter 20 page 141.

'CLEAR FILE' erases all the existing entries, from the Spectrum's memory, there is a safeguard against accidental erasure — try it and see!

When **SAVING** the current file, an entry can be made under 'FILENAME', if this is not done the filename 'ADDRESSES' is automatically inserted. 'FILENAMES' can be identified using the normal Spectrum loading procedure, this is useful when data has been stored onto an unidentified cassette.



SPECIAL COMMAND KEYS

ENTER

PROCEED TO NEXT ACTION.

SYMBOL SHIFT I

Insert data into a line via the CURSOR.

SYMBOL SHIFT D

Delete data within a line via the CURSOR.

SYMBOL SHIFT G

Copy screen to printer.

SYMBOL SHIFT E

Erase complete line

The following commands control the input of the keyboard:—

SYMBOL SHIFT S

S on the screen;

UNSHIFTED gives lower case and CURSOR movement; **CAP SHIFT** gives upper case and numbers.

SYMBOL SHIFT A

A on the screen;

UNSHIFTED gives upper case and CURSOR movement **CAP SHIFT** gives lower case and numbers.

SYMBOL SHIFT S

When **S** is on the screen,

OR

SYMBOL SHIFT A

When **A** is on the screen.

NO SYMBOL ON THE SCREEN.

UNSHIFTED gives lower case and numbers.

CAP SHIFT gives upper case and CURSOR movement.

This last keyboard mode is useful if the data files consist mainly of numbers.

MEMORY USED IN 16K and 48K MODELS

Compression techniques have been used throughout ADDRESS MANAGER to minimise the use of valuable memory space. The program itself contains over 3000 individual Machine Code instructions which of course uses up 7373 bytes of RAM.

A 48K Spectrum is able to store over 400 full names and addresses or about 1500 single line entries. The corresponding figure for the 16K machine is a great deal less (about 20 full addresses), luckily there is no limit to the number of files that can be used on a single program (albeit one at a time) so owners of the 16K machine are not at all excluded from many of ADDRESS MANAGER'S advanced features.

EXAMPLES OF APPLICATIONS

Apart from simply storing and retrieving entries, ADDRESS MANAGER has the powerful MULTIPLE INDEX feature that can be used for all sorts of applications. Below are a few examples of applications, the list is by no means exhaustive, just an indication of what can be done.

AT HOME:

To manage the address book, print out Christmas card lists, fellow club members, birthday months and a host of other categories:

GLF — Golf Club member; CC — Christmas Card;
OB — Old School Boy; NOV — November Birthday;
BUS — Business Contact; FAM — Family, etc.

AT WORK:

To input enquiries at exhibitions, store and analyse customers, print and analyse Mail Order customers, manage internal telephone directories plus many more:

PRA — Product A; SMA — Salesman A;
EAL — Exhibition A, customer requires leaflet;
EBS — Exhibition B, customer requires sample;
NO2 — Last purchased in November 1982;
28N — Terms for this customer are 28 days nett;
BD — Buying Dept; SAD — Sales Dept, etc., etc.

AT PLAY:

Administering a club membership, cataloguing and filing:

SOC — Social Member; FEM — Female Member;
7DA — 7-Day Member; JUN — Junior Member;
PD2 — Paid membership fees in 1982, what about 1983?;

POP — Popular Records;
ROK — Rock Records.

AT SCHOOL:

To identify particular pupils in terms of Form, extra mural activities, sport (i.e. who plays in which team):
5A — 5th Form Arts; MUS — Music Option; CX1 — Cricket XI; AEB — 'B' grade English A level.

All these examples show how entries can be indexed to exactly identify them in terms of 3 pre-defined indexes. This enables the user to perm a combination 1, 2 or 3 indexes to select specific or more general groups from the entries in store. The ability to instantly identify and print-out say, all 5-day female club members who haven't paid this year's club fees or all your friends who sent a Christmas Card last year is extremely useful and saves many hours labouring through individual papers. The purpose of ADDRESS MANAGER is to solve this particular problem, the indexes above represent only a fraction of the possible combinations and applications.

Notes:

OCP would like to thank Derek Smith and Elizabeth Oliver for the many hours spent de-bugging ADDRESS MANAGER.

Whilst we try very hard to provide a totally bug-free program it is always conceivable that there is one bug that we have missed. Users who feel that they have identified such a bug or who would like to find out more about our expanding range of super friendly programs please contact us at the address below.

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