

VU-FILE also GAZETTER

information on every record is the word "COUNTRY" and the first data-field following this is the particular country which varies of course, from record to record, for example Afghanistan, Albania etc. If you were entering this as a record you would now type in Afghanistan followed by "ENTER". The cursor will then automatically move to the start of the next data-field for you to type in the next item of information. When you have entered the information for every item on a record, the display will automatically bring up a new blank record. You may continue to enter by this means as many records as you wish. If however you have completed the new records you require, press the key "STOP" to exit to the main command point.

A record may be deleted by finding and displaying the particular record followed by the command FD for DELETE. The information on a record may be changed with the aid of the ALTER command. First find the record which you wish to change and press "A" for ALTER. The record will be shown with the red cursor box situated at the beginning of the first data-field. If you wish to change this item of information simply type in the new information followed by "ENTER". The new information will be recorded and the cursor will automatically move to the next data-field. If you wish to change the information of a particular item press the key W (SHIFT - 6). After all items on the record have been dealt with the user is returned to the main command heading.

Ordering, Listing and Printing the Records
The whole file may be listed or printed in a number of different sequences which the user may define in a number of particular sequencing required is defined through the command ORDER. The order of the whole file can be defined by the leading alphanumeric characters of the particular data-field. Ordering or sorting is according to the first character of a data-field which, if the same for two or more records, will be followed by the second

character etc. Precedence is given to numbers over alphabetic letters (strictly speaking precedence is given by the character code, see page 183 of the Spectrum manual).

After pressing the key "O" for ORDER the command heading will change asking the user to define the data-field for the particular ordering required. This is achieved by moving the cursor red square by pressing any key to the data-field required. When the correct data-field is identified press the key ENTER and the program will return to the main command heading. If the user has not defined a particular data-field through the ORDER command, ordering will automatically be carried out according to the first data-field.

The commands, RESET, FORWARD, BACK, LIST AND PRINT are all affected by the order. The command "R" for RESET will bring up the first record of the file. "F" for FORWARD will step forward from the present record to the next record. "B" for BACK will step backwards one record. The command "L" for LIST will list all the records of the file from the current record according to order with each record displayed for a short time for the user to observe. The listing can be frozen at any record by pressing any key. To continue listing thereafter simply press "L". To list the whole file is of course necessary to RESET the file to the first record.

The "PRINT" command operates similarly to LIST except that the records are printed out on the printer as opposed to being displayed on the screen. Press "P" for PRINT. To stop the printing at any stage simply press any key. As opposed to printing out the whole file or part of the file a particular record may be printed with the COPY command. Press "C" to COPY the current record display.

Selection and Data Processing
One of the most powerful features of VU-FILE is the ability to pick out, find or select a particular record or a