

particular set of records as opposed to the complete file. This is achieved by the "SELECT" command. From the main command heading press **S** for **SELECT** and the command heading will change to ask the user to pick out a particular data-field to which the SELECT is to apply. If the SELECT is to apply to any field press **ENTER**, otherwise press any key to move the cursor automatically to the data-field required and then press **ENTER**.

The picking out or finding of a particular set of records is then carried out by comparing the data-fields with a "string" of characters which the user defines.

Having defined the appropriate data-field the command box will change to allow the user to return to the main commands and leave the character string selected for all subsequent operations of LIST, PRINT, FORWARD, BACK or RESET. This enables the user to carry out simple data-processing. For example, in GAZETTEER (example side B) if the user were interested in all Spanish-speaking countries of the world he could use the select option to define the "languages" data-field followed by the string select heading and enters "L" for LIST a list will immediately be shown of all Spanish-speaking countries.

Searching for or Finding Particular Records.
In many applications the user may wish to use the file like a card index. For example, if the file consists of a set of names addresses, telephone numbers, accounts and other possible business information, the user can load the file from cassette in the morning and leave it stored on his machine throughout the working day. In response to a telephone call or enquiry the user can load that person or company call or enquiry the record for simply typing in a few characters from the name. This provides an immediate and powerful indexing system. The search mode is obtained from the main command point by typing "S" for SELECT to select the

required data-field as before. After pressing ENTER the search mode command box will appear at the top of the screen. Different records can now immediately be accessed by simply entering an appropriate character string followed by ENTER. By this means individual records can be found efficiently.

Inform and Quit
Information on the status of the file can always be obtained by pressing the key **T** for **INFORM**.

This information includes the number of data-fields in each record, the number of records in the file, the current ordering being used and the extent in which the file is full. To return to the main command point press any key.

To return to the main menu to save the file press the **Q** for **QUIT**. In many cases it may be necessary to format the file for printer output in a different way from the record format on the screen. This is to avoid using an excessive amount of printer paper. To format records for the printer enter the option 3 from the main menu when you will be asked to lay out the record for the printer in a manner precisely the same as for the record lay out on the screen. You can achieve this more compactly through option 3.

SIDE B: GAZETTEER

Run by typing LOAD "GAZETTEER"

"GAZETTEER" is an example of the application of VU-FILE. The word GAZETTEER means a geographical dictionary and the file GAZETTEER is a file of records for every country in Europe. (16K Spectrum), or in the world, (48K Spectrum), giving the name of the country, the capital city in that country, the main language spoken, the currency used and other information. This file can be interrogated and manipulated with all the commands of VU-FILE.

SUMMARY OF COMMANDS FOR VU-FILE

- A — Alter the current record
- B — Move backwards one record
- C — Copy the current record to the printer
- D — Delete the current record
- E — Enter a new record
- F — Move forward one record from the current record
- I — Information on all parameters of the file
- L — List all the records in the file from the current record to the last record
- O — Order the file
- P — Print the file on the printer
- Q — Quit VU-FILE to return to the main menu
- R — Re-set the current record to the 1st record in the file
- S — Select a data-field for searching for a character string.

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