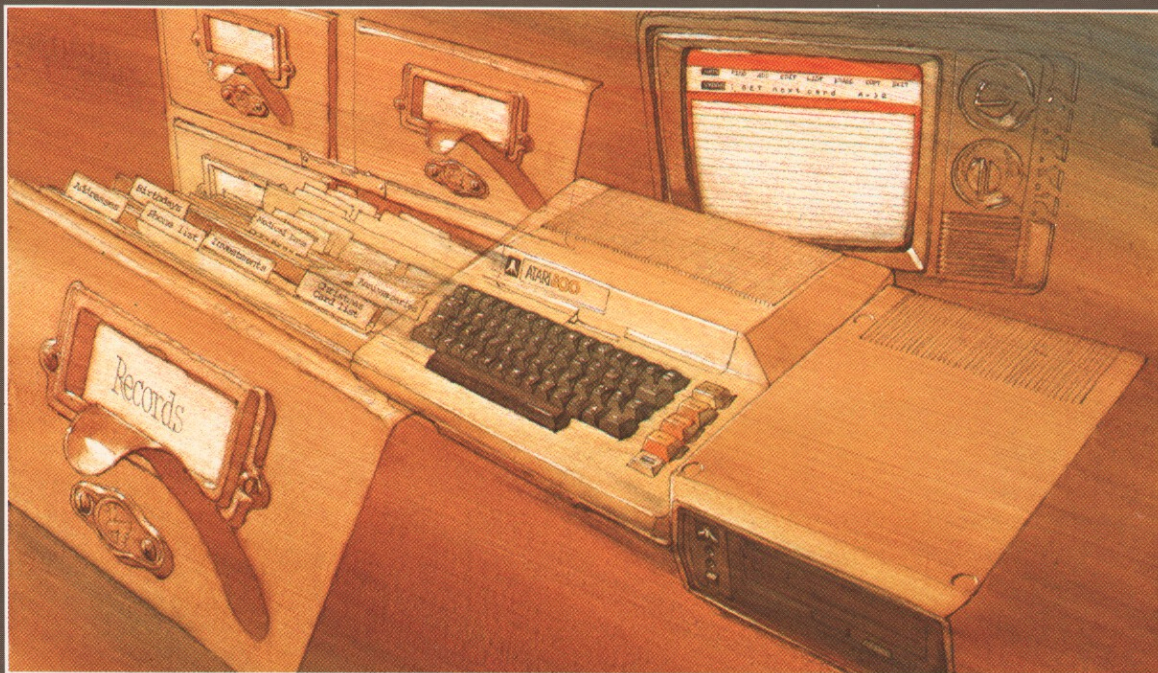


# The Home Filing Manager™

Users Guide



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PROGRAM  
DISKETTE



**THE HOME FILING MANAGER**

REMOVE PROGRAM DISKETTE FROM DRIVE 1  
PLACE DATA DISKETTE IN DRIVE 1  
PRESS **START** AFTER DISKETTE IS PUT IN



PREPARED  
DATA  
DISKETTE



**START**

NEW DATA  
DISKETTE



**START**

**THE HOME FILING MANAGER**  
DISKETTE TITLE

**LOOK AT** first card  
**FETCH** a card by title  
**MARK AND LOOK AT** cards by phrase  
**PREPARE AND FORMAT** a diskette  
**SWITCH** data diskettes  
**QUIT**

**OPTION** stops MARK  
**SELECT** chooses item  
**START** starts choice

**START**

**THE HOME FILING MANAGER**

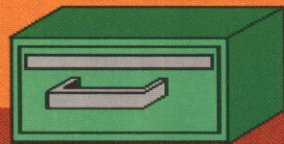
**PREPARE AND FORMAT** a diskette  
**SWITCH** data diskettes  
**QUIT**

**SELECT** chooses item  
**START** starts choice

**START**

**THE HOME FILING MANAGER**

TYPE DISKETTE NAME:  
█



**LOOK**

START

**FETCH**

START

**MARK**

START

**PREPARE**

**SWITCH**

**QUIT**

**GET**

LIST FIND ADD EDIT ERASE COPY EXIT

Press **START** to see next card in file.

Press **SELECT** to choose another item.

GOES TO  
**ADD**  
IF FILE IS EMPTY

GET LIST FIND **ADD** EDIT ERASE COPY EXIT

Press **START** to add a new card to file.

Press **SELECT** to choose another item.

GET LIST **FIND** ADD EDIT ERASE COPY EXIT

Press **START** to see next marked card.

Press **SELECT** to choose another item.

GET **LIST** FIND ADD EDIT ERASE COPY EXIT

Press **START** to print  
this card.

Press **SELECT** to choose  
another item.

GET LIST FIND ADD EDIT **ERASE** COPY EXIT

Press **START** to remove  
this card.

Press **SELECT** to choose  
another item.

GET LIST FIND ADD EDIT ERASE COPY **EXIT**

Press **START** to return  
to Main Menu.

Press **SELECT** to choose  
another item.

GET LIST FIND ADD **EDIT** ERASE COPY EXIT

Press **START** to change  
words on card.

Press **SELECT** to choose  
another item.

GET LIST FIND ADD EDIT ERASE **COPY** EXIT

Press **START** to copy last  
card displayed.

Press **SELECT** to choose  
another item.

# Introduction

<b>LOOK</b>	7
<b>FETCH</b>	10
<b>MARK</b>	11
<b>PREPARE</b>	6
<b>SWITCH</b>	19
<b>QUIT</b>	20

This step-by-step guide for The Home Filing Manager™ shows you how to do useful record keeping after just a few minutes of practice. We suggest that you follow the instructions carefully and type exactly what is shown on the sample screens. The information at the beginning must be entered into the computer so that the later examples will work.

You'll find two diskettes in the product package. One is called the program diskette. You'll use it to load the program into your ATARI® Home Computer. The other is called the data diskette. It holds the information you have saved.

Each data diskette holds between 115 and 700 cards. The number depends on how much information you put on each card. You can get more blank diskettes from your ATARI Home Computer retailer when you need them.

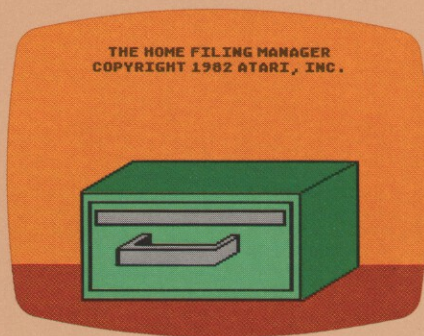
Except for the title display, which shows a file box, every display you see on your television screen contains a menu. You'll use three menus in the program: the Diskette Menu, the Main Menu, and the Display Menu. Like restaurant menus, these menus show you lists of items you can choose from.

Listed throughout this guide are the menu selections of the program in the left and right columns of the page. For easy reference, turn to the page numbers listed next to the menu selection for an explanation of that option.

# Getting Started



Remove any cartridge that may be in your computer, insert The Home Filing Manager Program Diskette into Disk Drive 1 and close the door. When you turn your computer system on, the title display appears on the television screen after a few seconds.



## Using One Disk Drive

If you've turned on only one disk drive, you'll see the title display for about 20 seconds. Then the title display reads:

**REMOVE PROGRAM DISKETTE FROM DRIVE 1  
PLACE DATA DISKETTE IN DRIVE 1  
PRESS **START** AFTER DISKETTE IS PUT IN**

Remove the program diskette, insert the data diskette and press the **START** key.

## Using Two Disk Drives

If you've turned on two disk drives, you'll see the title display for about 20 seconds. Then the title display reads:

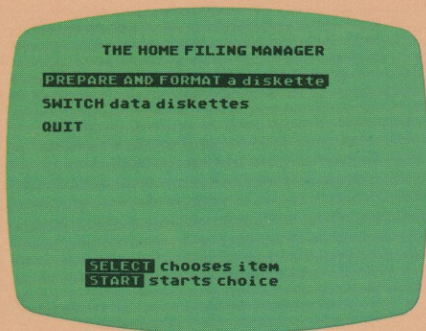
**PLACE DATA DISKETTE IN DRIVE 2  
PRESS **START** AFTER DISKETTE IS PUT IN**

Insert the data diskette into Disk Drive 2 and press the **START** key.

- 10 GET
- 18 LIST
- 12 FIND
- 8 ADD
- 16 EDIT
- 15 ERASE
- 14 COPY
- 9 EXIT

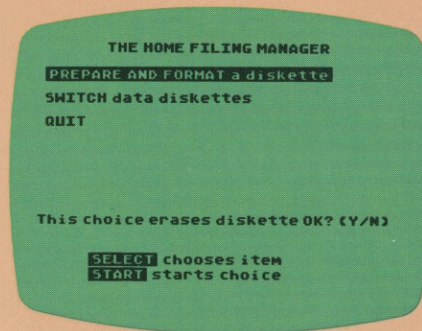
# Preparing a Diskette

- LOOK** 7
- FETCH** 10
- MARK** 11
- PREPARE** 6
- SWITCH** 19
- QUIT** 20



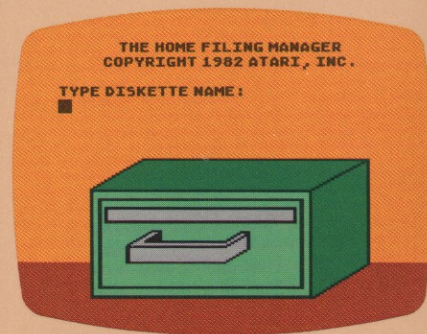
Each time you insert a diskette that has never been used with The Home Filing Manager, you'll see the Diskette Menu. The Diskette Menu has three items to choose from: PREPARE AND FORMAT is highlighted; SWITCH and QUIT are explained on pages 19 and 20.

1. Press the **START** key. Your screen now looks like this:



2. This is your last chance to change your mind. If you put in a diskette that you don't want to erase, type **N**. You'll see the Diskette Menu back on your screen. Refer to Switching Diskettes on page 19.

If you do want to erase the diskette or if it has never been used before (like the data diskette that came in the package with the program), type **Y**. Don't press the **RETURN** key, even though it might seem logical here. The title display, shown below, appears on your screen.



You can use up to 18 uppercase characters for the title.



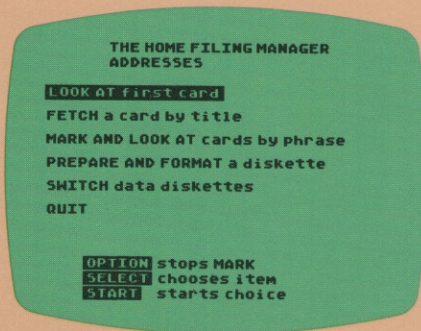
# Preparing a Diskette (cont'd.)

From this point on, type in the information exactly as shown. It will be easier to see how The Home Filing Manager works if you follow these examples. Later, you can start over and enter your own information.

1. Type **ADDRESSES**.
2. Press the **RETURN** key or the **START** key.

After about 40 seconds, the Main Menu appears on your screen.

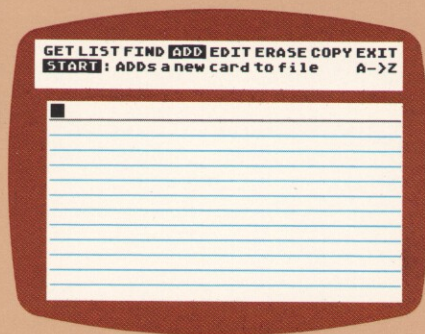
Notice that the title, **ADDRESSES**, appears on the second line of the Main Menu. From now on, every time you insert this diskette, you'll go directly from the title display to the Main Menu, skipping the Diskette Menu.



The Main Menu has six items. The first one, **LOOK**, is highlighted.

1. Press the **SELECT** key six times to highlight each menu item. Notice that The Home Filing Manager goes back and highlights the first item after the last one.
2. Now hold the **SHIFT** key down while you press the **SELECT** key. The highlighting moves in the other direction.

3. Stop when **LOOK** is highlighted. Press the **START** key. Your screen now looks like this:



This is the Display Menu. You'll find that you use this screen more often than any other.

The Display Menu shows you a blank file card. Above the card is another list of items. The Display Menu works just like the Main Menu. You highlight the item you want and then press the **START** key.

- 10 GET
- 18 LIST
- 12 FIND
- 8 ADD
- 16 EDIT
- 15 ERASE
- 14 COPY
- 9 EXIT

# Adding Cards

LOOK	7
FETCH	10
MARK	11
PREPARE	6
SWITCH	19
QUIT	20

Normally, the GET option is highlighted at the top of the card. To add new cards you must select ADD and press **START**. Because this diskette has no cards stored on it yet, the program highlights ADD automatically. This is the only time you don't have to press the **START** key to add a card. Notice that the cursor (the black square) is already on the first line of the card. The cursor indicates where a character will be displayed if you press a key.

1. Type **WILSON, EDGAR & NAN** on the first line of the card. The first line is always the title. The Home Filing Manager puts your cards in order by title.

If you make a mistake, press the **DELETE BACK S** key until you erase it. Then retype the characters correctly. Or, move the cursor by holding down the **CTRL** key and pressing one of the arrow keys. Then you can type over any errors to correct them.

2. Press the **RETURN** key. The cursor moves to the second line of the card.



3. Press the **CAPS LOWR** key once. Now you can type lowercase letters. You can still type uppercase letters if you hold the **SHIFT** key down. To return to uppercase only, press **SHIFT CAPS LOWR**.
4. Type the second and third lines as shown in the screen diagram.
5. With ADD still highlighted, press the **START** key. The card is blank, and the cursor is on the title line again. The card you just typed has been stored on the data diskette.

## Adding Cards (cont'd.)

6. Type the SUMMERS and BENSON cards as shown. After you finish typing each card, leave ADD highlighted and press the **START** key. This brings you another blank card. Then type the next card.

GET LIST FIND **ADD** EDIT ERASE COPY EXIT  
START: Adds a new card to file A-Z

SUMMERS, DAN  
32-K Memory Lane  
Boot City, USA 08101

GET LIST FIND **ADD** EDIT ERASE COPY EXIT  
START: Adds a new card to file A-Z

BENSON, DICK & LIZ  
2 Joystick Junction  
Controller Port USA 01000

GET LIST FIND **ADD** EDIT ERASE COPY EXIT  
START: Adds a new card to file A-Z

GRANT, GEORGIA  
810 Disk Drive  
Boot City, USA 08101

7. Type the GRANT card. When you finish, keep it on your screen. Then press the **SELECT** key until EXIT is highlighted. Press the **START** key. The Main Menu is now back on your screen with LOOK highlighted.

**Note:** A card with no characters entered cannot be added to or retained in your file.

- 10 GET  
18 LIST  
12 FIND  
8 ADD  
16 EDIT  
15 ERASE  
14 COPY  
9 EXIT

# Searching

LOOK	7
FETCH	10
MARK	11
PREPARE	6
SWITCH	19
QUIT	20

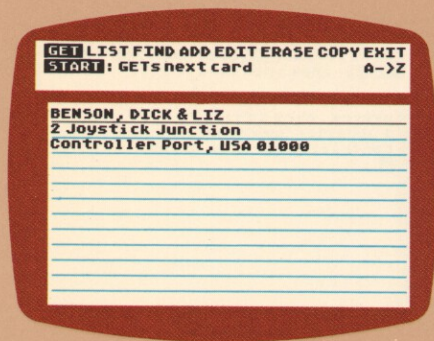
There are three ways to find a particular card in your file:

- By looking at each card in the file in order
- By searching for a card title
- By searching for a phrase

## Looking in Order

1. LOOK should still be highlighted. If it isn't, press the **SELECT** key until it is. Press the **START** key.
2. The BENSON card appears on your screen. Even though this isn't the first card you entered, it's the first card in the file, because it's first in alphabetical order.

This time, GET is highlighted instead of ADD because you've already recorded some cards.



3. Press the **START** key. You see the next card in order: GRANT. With GET still highlighted, press the **START** key two more times to see all of the cards. GET lets you see each of your cards one by one.
4. Press the **OPTION** key. This changes **A → Z** on the second line of the Display Menu

to **A ← Z**. Press the **START** key a few times and you will see your cards in reverse order.

5. Press the **OPTION** key again to switch the direction marker back to **A → Z**

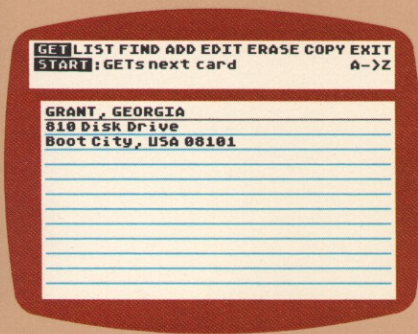
## Searching For a Title

You can also find the card you want by its title. First, you have to go back to the Main Menu.

1. Hold down the **SHIFT** key while you press the **SELECT** key once to highlight EXIT.
2. Press the **START** key. The television screen again displays the Main Menu.
3. Press the **SELECT** key once to highlight FETCH. Then press the **START** key.

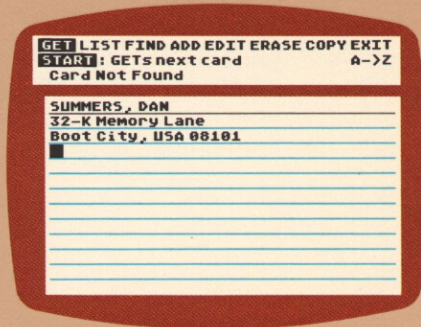
## Searching (cont'd.)

4. TYPE TITLE: appears. You can search for 38 characters or less in a title.
5. Type **GRANT**, and press the **RETURN** key or the **START** key. Your screen should look like this:



The Home Filing Manager looks only at the top line of each card for the FETCH function. If the title you typed in doesn't exist in the file, the next card in order is displayed.

For example, if you search for a card titled REYNOLDS, The Home Filing Manager won't be able to find it. **Card Not Found** will appear on the third line. Because no REYNOLDS card exists, the SUMMERS card will be displayed instead. The same sort of thing would happen if you were using a file box. You'd flip past Grant to find Reynolds, but the next card you'd see would be Summers.



Suppose your file contained 200 cards instead of just 4. You can see how much faster it would be to search by title than to look at each card.

### Searching For a Word or Phrase

Maybe you can't remember the exact title of a card. Or, you may want to find a group of cards that all have a word or words in common. If so, you can find them by searching for a phrase with MARK. MARK goes through all the information you've saved on the data diskette and tries to find the word or phrase you've told it to look for. Every time it finds a match, it marks the card the match is on so you can find the card easily.

- 10 GET
- 18 LIST
- 12 FIND
- 8 ADD
- 16 EDIT
- 15 ERASE
- 14 COPY
- 9 EXIT

## Searching (cont'd.)

LOOK 7

To use MARK, you have to start from the Main Menu.

FETCH 10

MARK 11

1. Hold down the **SHIFT** key while you press the **SELECT** key once to highlight EXIT. Press the **START** key. The Main Menu is back on your screen.

PREPARE 6

SWITCH 19

2. Press the **SELECT** key to highlight MARK. Then press the **START** key.

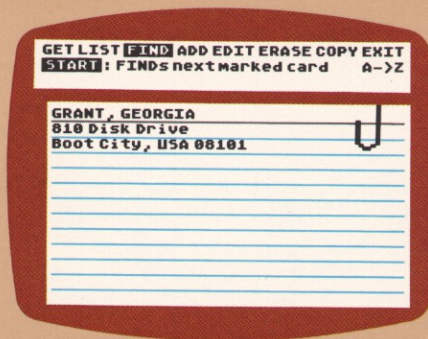
QUIT 20

3. TYPE PHRASE: appears. You can type up to 38 characters.

4. Type **Boot City** and press the **RETURN** key or the **START** key.

000 MARKED 000 TO GO appears on the Main Menu screen during the MARK action. The first number tells you how many cards have been marked at that point. The second tells you how many sectors remain to be searched.

When the search is finished, your screen looks like this:



The paper clip in the upper right of the card shows that the card is marked. Notice that FIND is highlighted.

5. Press the **START** key. The next card with the words **Boot City** in it comes up on the screen. It is the SUMMERS card.

Each time you press the **START** key with FIND highlighted, you see the next marked card. When you have seen the last of these cards, The Home Filing Manager returns to the first marked card if you press the **START** key again.

You can also change directions when using FIND. When you press the **OPTION** key, **A → Z** changes to **A ← Z**. Now when you press the **START** key, you go through the marked cards in the file in reverse order.

Each time MARK is performed, any cards that had been marked before are unmarked to allow for the new set of marks. For example, suppose you search for the phrase **Controller Port**. The paper clips would disappear from the **Boot City** cards. The only card marked would be the **BENSON** card, because it is the only one that has the phrase **Controller Port**.

If The Home Filing Manager can't find the phrase in the file, you'll see the first card in the file with **GET** highlighted.

You can unmark a card by hand when it's on the screen. Hold down the **CTRL** key and press the

# Searching (cont'd.)

**CLR SET TAB** key. Try this with the card on your screen now. The paper clip disappears.

To mark a card by hand, hold down the **SHIFT** key and press the **CLR SET TAB** key. The paper clip reappears.

## More About Searching

When searching, the program recognizes blank spaces as characters, so it might be a good idea to start the title of your cards at the left hand margin. The program also ignores the difference between uppercase and lowercase letters. Otherwise, the characters must match exactly the title and phrase to be found, including blank spaces. Also, if the characters you're searching for begin at the end of one line and continue to the next, the program won't find a match.

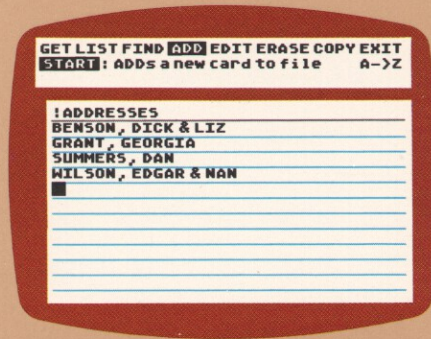
Soon you may find that you have several data diskettes filled with

cards. You may forget which cards are on which diskettes, so, it's useful to type an index card for each diskette. The index card can contain a list of the card titles in each diskette.

The index card will be easy to find if it's the first card in the file. That way, you can always find it immediately with LOOK. To make sure the index card is always first, type an exclamation point (!) as the first character in the title. The exclamation point is second only to the blank space in filing order. The Appendix on page 24 shows you the filing order of every character on the keyboard.

For example, the index card for the ADDRESSES diskette would be titled !ADDRESSES. Then you could type the card titles:

- BENSON, DICK & LIZ
- GRANT, GEORGIA
- SUMMERS, DAN
- WILSON, EDGAR & NAN



When this is completed, your screen should look like the above illustration.

## Stopping the Search

Sometimes, you may want to stop a MARK action before the search is finished. To do so, press the **OPTION** key while the Main Menu is still on your screen. Be aware, though, that any cards marked remain so until you unmark them, or until you start another MARK action.

- 10 GET
- 18 LIST
- 12 FIND
- 8 ADD
- 16 EDIT
- 15 ERASE
- 14 COPY
- 9 EXIT

# Copying Cards

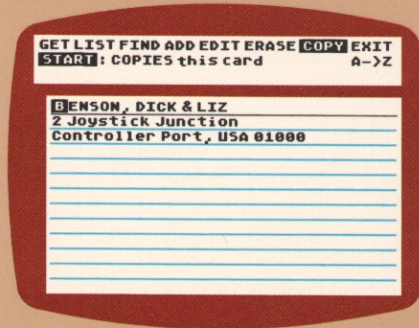
LOOK	7
FETCH	10
MARK	11
PREPARE	6
SWITCH	19
QUIT	20

To copy a card, you must bring it into the Display Menu using either GET or FIND. You can either make an exact copy of the card as you have it, or change it and then make a copy.

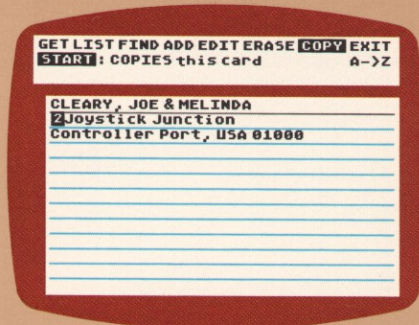
The following steps show how to copy the BENSON card. The SUMMERS card should still be on the screen with FIND highlighted.

1. Hold the **SHIFT** key down while you press the **SELECT** key twice to highlight GET.
2. Press the **START** key twice to see the BENSON card.
3. Hold the **SHIFT** key down while you press the **SELECT** key twice to highlight COPY. Then press the **START** key.

The cursor appears on the title line as shown in the following screen. Now you can type over any information you want to change.



4. Type **CLEARY, JOE & MELINDA** in place of BENSON, DICK & LIZ. Then use the **CTRL** and arrow keys to put the cursor over the 2 in the address line. Type **4** in place of 2.



5. Press the **START** key. The CLEARY card was just recorded as shown. The cursor returned to the BENSON card for you to make another copy. Remember that the BENSON card was the last card displayed with GET or FIND.
6. Type **ROBERTSON, ELEANOR**. Then put the cursor over 2 and type **3** instead. Press the **SELECT** key twice to highlight GET. Then press the **START** key. Now you have six cards in your file:

- **BENSON, DICK & LIZ**
- **CLEARY, JOE & MELINDA**
- **GRANT, GEORGIA**
- **ROBERTSON, ELEANOR**
- **SUMMERS, DAN**
- **WILSON, EDGAR & NAN**

The CLEARY card is now on the screen because GET brought you the card filed just after BENSON, where the last GET action left off.



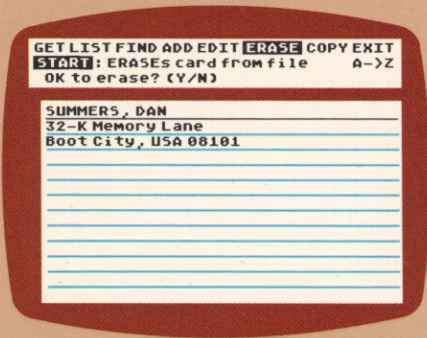
# Erasing Cards

To erase a card from your card file, first find the card you want to erase using any of the three search methods.

1. The CLEARY card should still be on your screen with GET highlighted. Press the **START** key three times to see the SUMMERS card.

To erase the card on the screen, press **SELECT** until ERASE is highlighted, then press the **START** key. Once this card is erased, the next card in your file will appear on the screen.

2. While the SUMMERS card is still on the screen, press the **SELECT** key five times to highlight ERASE. Then press the **START** key.



3. At the prompt, **OK to erase? (Y/N)**, type **Y**. The SUMMERS card is erased from your file, and the next card, WILSON, appears on the screen.

4. You can also erase a card from the file by removing all of the characters from it.

**Note:** Once you have erased a card, there is no way to recover it other than retyping the information.

10 GET

18 LIST

12 FIND

8 ADD

16 EDIT

15 ERASE

14 COPY

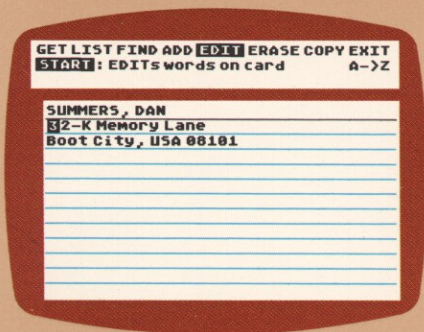
9 EXIT

# Editing Cards

- LOOK 7
- FETCH 10
- MARK 11
- PREPARE 6
- SWITCH 19
- QUIT 20

To change the information on a card, or to add more to it, use EDIT.

1. Find the card you want to edit.
2. Press the **SELECT** key to highlight EDIT. Then press the **START** key. In the following screen the cursor appears on the second line of the card. Now you can use any of the editing keys described below. These keys can also be used during ADD or COPY.



If you are already familiar with the editing functions of your ATARI Home Computer, skip to "Bringing Back a Line" on page 17.

## Moving the Cursor

Hold the **CTRL** key while pressing one of the arrow keys. This moves the cursor without changing any of the text on the screen.



Cursor moves to the right one space at a time.



Cursor moves to the left one space at a time.



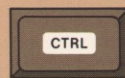
Cursor moves up one line at a time.



Cursor moves down one line at a time.

The cursor keeps moving if you hold down the keys for more than half a second.

## Inserting a Space or a Line



Hold down the **CTRL** key while pressing the

**INSERT** key to insert a space to the left of the cursor.



To insert a line, hold down the **SHIFT** key while

pressing the **INSERT** key. The line will be inserted above the line that contained the cursor.

## Editing Cards (cont'd.)

### Deleting a Space or a Line



Hold down the **CTRL** key while

pressing the



**DELETE BACK S** key to erase the character the cursor is covering. To delete the character to the left of the cursor, press the **DELETE BACK S** key alone.



To delete a line, hold down the **SHIFT** key while

pressing the **DELETE BACK S** key.

Make sure the cursor is on the line you want to erase.

### Bringing Back a Line



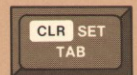
If you erase a line by mistake, you can bring it back easily. Move the cursor to where you want to place the line. Then press the **ESC** key.

### Bringing Back the Original Text



To cancel all the changes you've made to the card you're working on, hold down the **SHIFT** key while pressing the **CLEAR** key.

### Tabbing



The Home Filing Manager has tabs preset at every five spaces across each card. Press the **CLR SET TAB** key alone to tab across a line. This moves the cursor without changing any text.

### More about Editing

As you type and edit cards, you should remember the following:

- If you insert a character into a line that has 38 characters, the character farthest to the right is lost.
- If you insert a line onto a card that has text on all 18 lines, the last line is lost.
- If you type beyond the end of a line, the cursor moves to the beginning of the next line. The next characters you type appear on that line.

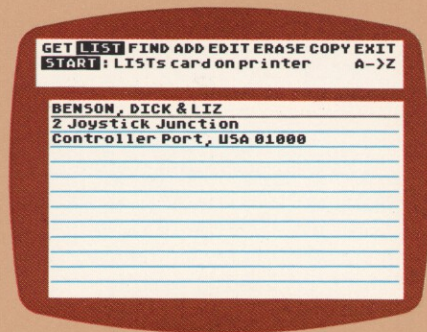
10	<b>GET</b>
18	<b>LIST</b>
12	<b>FIND</b>
8	<b>ADD</b>
16	<b>EDIT</b>
15	<b>ERASE</b>
14	<b>COPY</b>
9	<b>EXIT</b>

# Printing Cards

- LOOK 7
- FETCH 10
- MARK 11
- PREPARE 6
- SWITCH 19
- QUIT 20

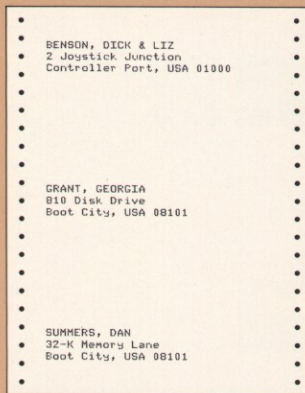
You can make paper copies of all or part of your file. To print a card:

1. Find the card you want to print.



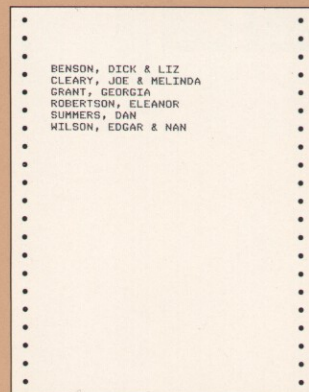
2. Press the **SELECT** key until LIST is highlighted. Then press the **START** key. The information on the card, as shown in the screen above, will be printed by your printer.

If you want to print several cards from various locations in your file, you may find it handy to mark each one you want. Then after printing one card, you can highlight FIND and press the **START** key to see the next.



If you want to print several sequential cards, call up the first card in the series. Press **SELECT** until LIST is highlighted, then press **START** for each sequential card you want printed.

To print only the title line of a card, bring the card to the screen. Press the **SELECT** key to highlight LIST, then hold the **SHIFT** key down while you press the **START** key.



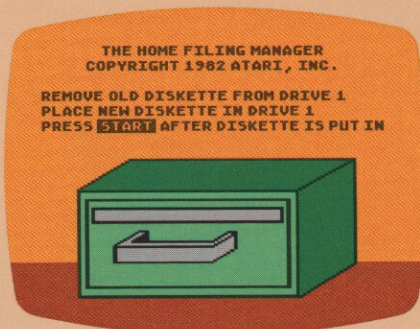
# Switching Diskettes

To remove the diskette you're using and to insert another, use SWITCH.

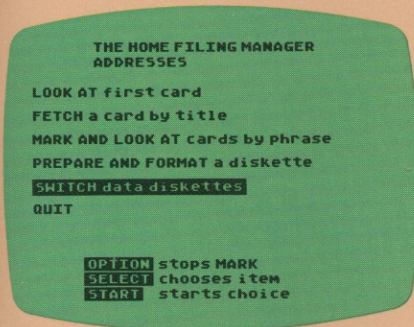
**Note:** Never remove a data diskette without using SWITCH. You may lose data if you try to do so.

1. Press the **SELECT** key to highlight EXIT. Then press the **START** key to return to the Main Menu.
2. Press the **SELECT** key to highlight SWITCH. Then press the **START** key.

3. The title display appears on your screen with the message shown.



(If you have two disk drives turned on, the screen reads DRIVE 2 instead of DRIVE 1.)



4. Remove the current data diskette and insert another one. Then press the **START** key.
5. If you've inserted a data diskette that you've already used with The Home Filing Manager, you'll see the Main Menu.

If the diskette you've inserted has never been used with The Home Filing Manager, you'll see the Diskette Menu. Then follow the instructions for "PREPARING A DISKETTE," page 6.

10 **GET**

18 **LIST**

12 **FIND**

8 **ADD**

16 **EDIT**

15 **ERASE**

14 **COPY**

9 **EXIT**

# Quitting

LOOK 7

FETCH 10

MARK 11

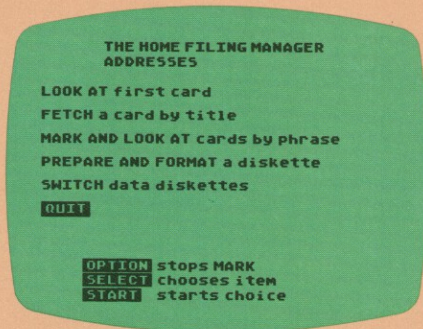
PREPARE 6

SWITCH 19

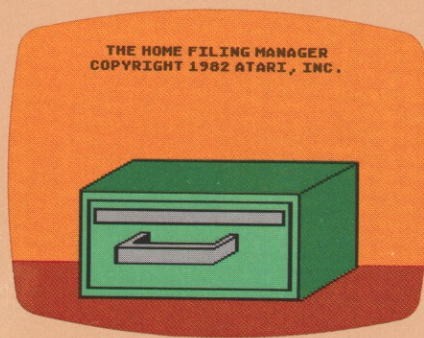
QUIT 20

When you're finished using The Home Filing Manager, use QUIT. You can choose QUIT from either the Main Menu or the Diskette Menu.

1. Press the **SELECT** key to highlight QUIT.



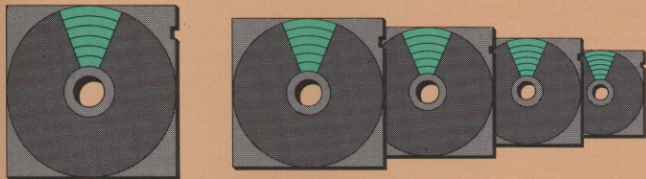
2. Press the **START** key. The title display appears on your screen.



3. Remove the diskette (or diskettes, if you have two drives).
4. Turn off your system according to your ATARI 400/800 Users Guide.

## Copying Diskettes

If you own the *ATARI Disk Operating System II*, you can make a copy of an entire Home Filing Manager data diskette. You can make reserve copies of important diskettes with the "J" option of the DOS menu. See *An Introduction to the Disk Operating System* or the *Disk Operating System (DOS) II Reference Manual* for instructions.



## System Reset Key



Never press the **SYSTEM RESET** key. If you do, you risk losing information. **SYSTEM RESET** terminates your program; you will then need to reload it.

- 10 **GET**
- 18 **LIST**
- 12 **FIND**
- 8 **ADD**
- 16 **EDIT**
- 15 **ERASE**
- 14 **COPY**
- 9 **EXIT**

# Index to Messages

- LOOK 7
- FETCH 10
- MARK 11
- PREPARE 6
- SWITCH 19
- QUIT 20

Follow these instructions if you see one of the following messages.

## CANNOT READ DISK

If this message appears during a SWITCH or PREPARE AND FORMAT function, the diskette has something physically wrong with it and you will have to use another one.

THE HOME FILING MANAGER  
ADDRESSES

LOOK AT first card  
FETCH a card by title  
MARK AND LOOK AT cards by phrase  
PREPARE AND FORMAT a diskette  
SWITCH data diskettes  
QUIT

CANNOT READ DISK

OPTION stops MARK  
SELECT chooses item  
START starts choice

If this message appears on the Main Menu or the Display Menu, there may be only one card in the file that is unreadable. Look through the file using GET to see if just one card causes the message. If so, you can continue to use the remaining cards in the file.

GET LIST FIND ADD EDIT ERASE COPY EXIT  
START: GETs next card A-Z  
CANNOT READ DISK

GRANT, GEORGIA  
810 Disk Drive  
Boot City, USA 08101

## CANNOT WRITE DISK

This could appear on any of the menus. Go to the Main Menu, and PREPARE AND FORMAT the diskette. If you see this message again, throw the diskette away. There is something physically wrong with it.

THE HOME FILING MANAGER  
ADDRESSES

LOOK AT first card  
FETCH a card by title  
MARK AND LOOK AT cards by phrase  
PREPARE AND FORMAT a diskette  
SWITCH data diskettes  
QUIT

CANNOT WRITE DISK

OPTION stops MARK  
SELECT chooses item  
START starts choice



# Index to Messages (cont'd.)

## DISK FULL

You've just finished using ADD, EDIT, or COPY. The data diskette you're using is full. You need to start a new diskette or erase information from some of the cards.

## PRINTER DOES NOT RESPOND

You've just tried to use LIST. Make sure your printer is set to ONLINE and is connected correctly according to your Operators Manual. Try to LIST again. If you get this message again, call the ATARI Customer Service line given on the warranty card included with this program.

GET LIST FIND **ADD** EDIT ERASE COPY EXIT  
START: ADDs a new card to file A-Z  
DISK FULL

HILSON, EDGAR & MAN  
6502 Processor Pass  
Circuit City, USA 01001

GET **LIST** FIND ADD EDIT ERASE COPY EXIT  
START: LISTS card on printer A-Z  
PRINTER DOES NOT RESPOND

BENSON, DICK & LIZ  
2 Joystick Junction  
Controller Port, USA 01000

- 10 GET
- 18 LIST
- 12 FIND
- 8 ADD
- 16 EDIT
- 15 ERASE
- 14 COPY
- 9 EXIT

# Appendix - Usable Characters

**LOOK** 7  
**FETCH** 10  
**MARK** 11  
**PREPARE** 6  
**SWITCH** 19  
**QUIT** 20

You can use only the characters listed on the right with The Home Filing Manager. The characters are shown here in the order in which the Home Filing Manager ranks them when it sorts the cards by title.

Suppose you typed two cards for a diskette titled BOOKS LOANED. One of the cards is titled GONE WITH THE WIND and the other is titled 20,000 LEAGUES UNDER THE SEA. GONE WITH THE WIND is filed after 20,000 LEAGUES UNDER THE SEA because 2 is ranked before G. Notice that uppercase and lowercase letters have the same rankings.

RANK	CHARACTER
1	(blank space)
2	!
3	"
4	#
5	\$
6	%
7	&
8	'
9	(
10	)
11	*
12	+
13	,
14	-
15	.
16	/
17-26	0-9
27	:
28	;
29	<
30	=
31	>
32	?
33	@
34-59	A-Z
60	[
61	\
62	]
63	^
64	_
65	

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Notice: The names and addresses used in this manual are fictitious and are included for demonstration purposes only.



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CO6O153 REV. A