

INDUS GT™

GT Data Manager
for Atari

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GT DATA MANAGER

User's Manual

Software and Manual by

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INTRODUCTION

Welcome to the world of personal information management! Need a mailing list? Household inventory record catalog? A list of all your software or books? All of these and more are now easily available.

The GT Data Manager is a unique product in its class. It is extremely flexible and powerful. It even has capabilities that the best selling data base managers do not have. Unlike these "best sellers", however, it was written for the personal market. It was designed to be used in the home or small business by average people, not for data processing experts.

You will find the GT Data Manager to be extremely easy to use. Special attention was given to the program/operator interaction. All operations are menu driven as far as is practical. The result is that the program is truly "user friendly".

The GT Data Manager is a unique software package that can be utilized in many ways in your home or small business. It will maintain information and present it back to you either on your computer's display screen or in printed form on your printer.

You can keep a mailing list on disk and quickly access any individual's address or phone number. You can even go further by having the computer list out all names and addresses with a selected ZIP code or telephone area code. You could even list everyone whose birthday is in February!

Keep a list of your household property on disk and the GT Data Manager will print out your inventory. The GT Data Manager will help you track your expenses when you enter all checks and payments into a GT Data Manager format. At the end of the year, you can quickly obtain a printout of all your expenses or of selected expenses. With the GT Data Manager you can even request a list of all utility payments, mortgage payments, or even more. Whatever you keep records for, the GT Data Manager can do it for you more accurately and with greater utility.

HARDWARE REQUIREMENTS

The hardware required for using the GT Data Manager is:

- * Any Atari computer with at least 48K RAM
- * An Indus GT Disk Drive for Atari or compatible drive (single or double density)
- * Any Atari compatible printer (Optional)
- * A Printer Interface Module (Optional)

GETTING STARTED

Insert the GT Data Manager diskette into your disk drive and boot up as you normally would. The GT Data Manager will automatically load and display the title and copyright screen. Press any key and the main menu will appear. You are now ready to begin managing your data.

The main menu will display ten options which may be selected by pressing the appropriate key. The options are:

- | | |
|-------------------|----------------------|
| A. File Directory | G. Add New Record |
| B. Change Drive | H. Modify Old Record |
| C. Create File | I. Print Records |
| D. Modify File | J. Display Records |
| E. Exit to Dos | K. Display Fields |
| F. Format a Disk | L. Sort File |

If this is the first time you have used the GT Data Manager, then the first thing you will need to do is create a file. A review of the sample data base files provided with your GT Data Manager is contained in a later section of this manual. Start by placing a FORMATTED diskette in drive number one, then select the "C" option from the main menu.

The program will clear the screen and print "CREATE NEW DATA BASE" at the top of the screen followed by a prompt which asks you to "Enter File Description". You should enter a short description of what the purpose of the file will be. For example, you might enter "Address Book" if you are going to use this file to maintain a list of names, addresses and phone numbers. The inverse video "bar" tells you the maximum length of the description you can enter. In this particular case, you must enter at least one character, but may not enter more than 20 characters for the description. This kind of prompt will turn up often in the program.

The next prompt asks you to enter a name for this particular (file) data base. The file name can be from one to eight characters long. It must begin with a letter of

the alphabet and contain no lower-case or special characters. In other words, it may contain numbers and upper-case letters.

The third prompt will ask you "Number of Fields In Record (2 - 8)". This is how many different items or parameters you wish to store in each record. For example, in your address book you might want to store each person's name, street address, city & state, ZIP code, telephone number, and birthday. Each of these would be a field in a record.

When deciding how many fields you are going to use, keep in mind that you will be able to search or sort an entire file based on the contents of a "field". For example, in the list we just showed you, we lumped "city" and "state" into one field. If we anticipate that we might need to do that some day, we should separate that one field into two fields.

It is very important that you carefully think out what you want to store in the file. Once you have created a file, you can go back and alter the labels assigned to each field, but you will not be able to alter the number of fields in an existing file. This leads us to the next prompt.

When you enter the number of fields that you want in this file (actually it is the number of fields in each record in the file), the screen will clear again and you will be prompted to enter a "label" for the first field. Enter an appropriate description and press the (RETURN) key. For example, in our address book file we probably would name (label) the first field "NAME L,F".

The next prompt asks you for "Field Length (1-37)". This is another of those critical parameters that can only be set once. So, again, choose your value carefully. Once you enter this value and press the (RETURN) key, the screen will clear and the same questions will be asked about the next field. This process will continue until you have configured all of the fields.

When all of the fields have been defined, the screen will clear, a summary of the file definition will be displayed and you will see a prompt that says "Press (Y) to Save File". Press (Y) if you are satisfied with the record definition. Pressing ANY other key at this stage will return you to the main menu without saving the new file definition.

RECORD AND FILE LIMITS

While creating the file, one thing you probably noticed near the top of the screen was a line that said "Record Size:" followed by a number. You should keep an eye on this number as you go through the definition process. This number is the sum of the lengths of all the fields defined up to this point. The maximum record length that the program will allow is 128. Also, the shorter the total record size you end up with, the more data you will be able to store on the diskette.

How much data can you store in a file? Well, this depends upon several things. The first is the length of the records in the file. The second is whether you are working with a single or double density disk drive. The third factor is how many other files are on the same disk.

Let's look at an example where you have two double density disk drives. We will assume that each record in our example file is 128 bytes long and that we are using disk drive number two in double density mode with no other files on that disk. The largest size our file could be is about 700 sectors and each sector will hold 256 bytes, or about two records. So, we should be able to store 2*700, or about 1400 records on that diskette. Equivalent storage on a single density diskette would be about half of that, 700 records. Also, if we decrease the length of the records in the file (minimum allowed length is 10), then the maximum capacity goes up accordingly. Since the GT Data Manager is totally RAM resident, you can achieve similar results with a single drive system if you use a separate diskette for your files. There are other less important length restrictions, but these will be displayed in the appropriate prompt while you are running the program.

THE MAIN MENU

The GT Data Manager main menu gives you twelve major functions from convenient menu format. This section of the manual will briefly describe the options available in the main menu.

A. File Directory

This command gives you a list of the data base files on the disk. The "directory" for the data bases is maintained in a file called "INDEX". This file is first generated when you create a data base and is updated to include any new data bases you may add to that disk. When you use the "A" option, the program will interrogate the INDEX file to find out which file names to search for on that disk. All data base files must have the extender ".DB" or they cannot be accessed. This extender is automatically assigned to all data base files created by the GT Data Manager.

B. Change Drive

This command is of use primarily to those of you who have more than one disk drive. This command allows you to specify which disk drive will be used in all data management operations. If you do not use this command, then all operations are assumed to be for disk drive number one.

C. Create File

This command is used to create a new data base file. The specific details of how to use this command are described in the section on "GETTING STARTED".

D. Modify File

This command is used to perform two different functions. You may either delete an entire file or alter the labels of the fields in a file. The prompts are clear enough to guide you through.

E. Exit to DOS

This command simply returns control to DOS and for the DOS XL it will return you to the command processor level "Dl:" prompt. If the file MENU.COM is contained on your copy of the diskette, you can get a menu simply by typing MENU at this point. In order to return to the GT Data Manager, you type "GTRASE" from the command processor level (Dl: prompt) or use the "X" (eXtended command) option from the DOS XL menu and typing "GTRASE" when prompted for the name of the extended command.

Be very sure you do not have anything left in memory that you may still need. You will have to re-boot the GT Data Manager or use the procedure described above, even if you have a MEM.SAV file on your disk. You may also run into problems if the appropriate file such as DUP.SYS is not on that disk.

F. Format Disk

This command will format a disk without having to exit to DOS.

G. Add New Record

You will use this command anytime you want to add a new record to an existing data base file.

H. Modify Old Record

This command allows you to alter the contents of an existing record in a file. For example, you may have to change the address and phone number of someone who has moved.

I. Print Records

This command will send any one or all records in a specified file to a printer. You can also restrict the printout to portions of a record.

J. Display Records

This command will display the contents of any or all records in a data base file.

K. Display Fields

This command will display on the screen the fields defined for the records in any one or all of the data base files on that disk.

L. Sort Files

You will use this option when you want to sort a data base file. You can sort on any field in a record. You can sort a file on multiple keys and you can sort in either ascending or descending order. The resulting sorted records are saved back to disk for later retrieval. NOTE: The sort routine cannot handle a file that is larger than 200 sectors.

SAMPLE DATA BASES

Several sample data base files have been included on your GT Data Manager master diskette to help illustrate various features and typical uses of this program.

Pressing "A" (Files on Disk) from the GT Data Manager menu will reveal the names of these four sample data bases:

FILE DIRECTORY

DATA BASES ON THIS DISK

<u>FILE NAME</u>	<u>DESCRIPTION</u>
VIDEO	VIDEO TAPE LIBRARY
PHONE	ADDRESS BOOK
BOOK	SCI FI BOOK LIBRARY
ATARI1	ATARI UTILITIES

Let's try a few of the functions of the GT Data Manager! Let's begin by printing a record. Pressing "I" for Print Records, will cause you to see the following prompt:

NO DATA BASE SELECTED YET

File Name? _____

Typing "VIDEO" (since the VIDEO TAPE LIBRARY at 96 files represents the largest of the sample data bases) and (RETURN), will generate the following prompt:

PRINT RECORDS
WORKING FILE D1:VIDEO.DB

- A. Print All Records
- S. Print a Single Record
- E. Return to Main Menu

SELECT ITEM:

Since we don't need to print all of the records at this time let's press the "S" (no (RETURN) key is necessary at this point, as is the case with many other of the single character responses of this GT Data Manager). The next sub-menu prompts as follows:

WORKING FILE D1:VIDEO.DB

Fields In This File

1. TITLE
2. VINTAGE
3. CATEGORY
4. UNCUT?
5. QUALITY

Enter Field Number To Search On

Pressing "1" for TITLE (no (RETURN) key please!) brings up yet another sub-menu:

WORKING FILE D1:VIDEO.DB

SEARCH FOR RECORDS

1. Before Key Field
2. Beginning with Key Field
3. Past Key Field
4. Between Key Fields

Let's press "4" for Between Key Fields. You will now be prompted as follows:

WORKING FILE D1:VIDEO.DB

SEARCH FOR RECORDS

1. Before Key Field
2. Beginning with Key Field
3. Past Key Field
4. Between Key Fields

Low Key Field

Press "A" and the search will begin with all files beginning with the letter Capital A. (A (RETURN) is required since we did not enter information into all of the blanks.) The screen will now prompt you as follows:

WORKING FILE D1:VIDEO.DB

SEARCH FOR RECORDS

1. Before Key Field
2. Beginning with Key Field
3. Past Key Field
4. Between Key Fields

Low Key Field

A

High Key Field

Let's make this a short list and press "C" (and (RETURN) again since this isn't a single character response and we will not have completed all of the blanks provided). The next screen presented by the GT Data Manager will appear as follows:

WORKING FILE D1:VIDEO.DB

- A. Print Entire Record
- S. Print Partial Record
- E. Return to Main Menu

SELECT ITEM:

Pressing "S" (no (RETURN)) will cause the GT Data Manager to ask us field by field whether we want to print or not print. Saying "Y" (Yes) to TITLE, VINTAGE, and CATEGORY, and "N" (No) to UNCLT and QUALITY, will result in the screen shown below:

PRINT PARTIAL RECORD
WORKING FILE D1:VIDEO.DB

Field Label	Print It
TITLE	Y
VINTAGE	Y
CATEGORY	Y
UNCLT	N
QUALITY	N

Press (Y) to Print Field

Pressing "Y" at this point will finally result in your printer beginning to operate. The 18 records that fall into the A to C category will now be printed. It appears that this file has been alphabetically sorted for the 18 records are in perfect alphabetic order as shown in Figure 1 on the next page. The next fields, however, seem to be randomly organized.

If we wanted to see this same list of video tapes (A's through C's) organized by VINTAGE (Date Issued), we would first sort the file VIDEO by the vintage field, and then repeat the steps listed above.

TITLE	VINTAGE	CATEGORY
AIRPLANE	1980	COMEDY
ALIEN	1980	SCIENCE FICTION
ALTERRED STATES	1980	SCIENCE FICTION
ANGRY RED PLANET	1959	SCIENCE FICTION
ARLO GUTHRIE/SEEGER	1980	MUSIC
BATTLE BEYOND STARS	1980	SCIENCE FICTION
BECKET	1964	DRAMA
BEING THERE	1979	COMEDY
BLACK HOLE	1979	SCIENCE FICTION
BLAZING SADDLES	1974	COMEDY
BUGS BUNNY MOVIE	1981	CARTOON
CAT AND THE CANARY	1939	COMEDY
CAVEMAN	1980	COMEDY
CITIZEN KANE	1941	DRAMA
CLASH OF THE TITANS	1981	FANTASY
CONAN THE BARBARIAN	1981	FANTASY
COUNT OF MONTE CRIST	1934	DRAMA
COUNT OF MONTE CRIST	1975	DRAMA

Record Count: 18

Figure 1.

Step 1 in sorting the information in the VIDEO data base would be to press the "L" (Sort File) key from the main menu. Since we were already working with the VIDEO data base file earlier, we are not asked the name of the data base file we wish to work with, instead we are given the screen below:

SORT FILE
WORKING FILE DL:VIDEO.DB

Fields In This File

1. TITLE
2. VINTAGE
3. CATEGORY
4. UNCUT?
5. QUALITY

Enter Field Number to Sort on

Pressing "2" for VINTAGE, adds the following prompt to the screen:

PRESS (A) FOR AN ASCENDING SORT
PRESS (D) FOR A DESCENDING SORT

Pressing (A) for an Ascending Sort, replaces the previous prompt with:

PRESS (Y) TO BEGIN SORT
PRESS (E) TO RETURN TO MAIN MENU

Pressing (Y) causes the GT Data Manager to go to work. The screen now reports:

Organizing VIDEO.DB

Next the computer "beeps" announcing that it has completed it's sort and adds the following message to that immediately above:

Records Loaded: 96
Records Deleted: 0

SORT COMPLETED

Saving DL:VIDEO.DB

This means that the re-sorted VIDEO.DB file has been saved to disk. Let's test this by repeating the steps we began in the middle of page 11, and print out all of the files beginning with the A's though the C's. The results should look like Figure 2 below.

```
VIDEO TAPE LIBRARY      PAGE 1

TITLE                   VINTAGE      CATEGORY
COUNT OF MONTE CRIST  1934         DRAMA
CAT AND THE CANARY     1939         COMEDY
CITIZEN KANE           1941         DRAMA
ANGRY RED PLANET       1959         SCIENCE FICTION
BECKET                 1964         DRAMA
BLAZING SADDLES        1974         COMEDY
COUNT OF MONTE CRIST  1975         DRAMA
BEING THERE            1979         COMEDY
BLACK HOLE              1979         SCIENCE FICTION
AIRPLANE                1980         COMEDY
ALIEN                   1980         SCIENCE FICTION
ALTERRED STATES        1980         SCIENCE FICTION
ARLO GUTHRIE/SEEGER    1980         MUSIC
BATTLE BEYOND STARS    1980         SCIENCE FICTION
CAVEMAN                 1980         COMEDY
BUGS BUNNY MOVIE       1981         CARTOON
CLASH OF THE TITANS    1981         FANTASY
CONAN THE BARBARIAN    1981         FANTASY
```

Record Count: 18

Figure 2.

Notice that the same 18 records have been printed, but that the VINTAGE column proceeds in ascending date order. This might be a way of finding the identity of that old movie classic you can't remember the name of but want to see, but what if you're in the mood for a comedy?

Using the same VIDEO file let's print a list all the COMEDY category files. The following represents a quick sequence of answers to the several screen's worth of prompts you will use to get the print out:

"I"	Print Records
"VIDEO"	File Name
"S"	Print a Single Record
"3"	CATEGORY - Field to Search On
"4"	Search Between Key Fields
"COMEDY"	Low Key Field
"COMEDY"	High Key Field
"S"	Print Partial Record
"Y"	Print Title
"Y"	Print Vintage
"Y"	Print Category
"N"	Do Not Print Uncut?
"N"	Do Not Print Quality
"Y"	Print Field

The resulting printout will appear as shown in Figure 3 below. All 22 video tapes that were comedies are now listed for your review. As an additional bonus, since this entire data base was most recently sorted by the VINTAGE field, all of your comedies appear in ascending chronological order.

VIDEO TAPE LIBRARY PAGE 1

TITLE	VINTAGE	CATEGORY
CAT AND THE CANARY	1939	COMEDY
OUR MAN FLINT	1966	COMEDY
IN LIKE FLINT	1967	COMEDY
KELLY'S HEROES	1970	COMEDY
MAGIC CHRISTIAN	1970	COMEDY
MASH	1970	COMEDY
BLAZING SADDLES	1974	COMEDY
HOLY GRAIL (PYTHON)	1974	COMEDY
YOUNG FRANKENSTEIN	1974	COMEDY
PINK PANTHER STRIKES	1976	COMEDY
SMOKEY & THE BANDIT	1977	COMEDY
EVERY WHICH WAY BUT	1978	COMEDY
BEING THERE	1979	COMEDY
LIFE OF BRIAN	1979	COMEDY
MUPPET MOVIE	1979	COMEDY
AIRPLANE	1980	COMEDY
CAVEMAN	1980	COMEDY
FAWLTY TOWERS SERIES	??	COMEDY
IN GOD WE TRUST	??	COMEDY
JABBERWOCKY	??	COMEDY
SECRET POLICEMAN'S	??	COMEDY
UP THE ACADEMY	??	COMEDY

Record Count: 22

Figure 3.

We have included listings below of information derived from each of the other data bases included on your master diskette: a list of all of the PHONE Address Book files where the ZIP code was between 90000 and 99999 (Figure 4); a list of all of the paper back books in the BOOK Sci-Fi Book Library (Figure 5); and a list of all of the ATARI Atari Utilities published by VERVAN Software Company (Figure 6). These sample data bases were included so that you can become familiar with how the GT Data Manager operates before beginning to create your own data base files. Losing information on sample data bases is not nearly as frustrating as finding out that your only remaining diskette was damaged by the family cat and you cannot resave the information on which you have spent the last five hours.

We hope these examples will be helpful for you and that your experiences with the GT Data Manager will be rewarding.

ADDRESS BOOK PAGE 1

NAME L,F	STREET	CITY,STATE	ZIP CODE
JOHNSON,PAUL	1313 STONED DRIVE	CUCAMONGA,CA	91730
MARTIN,JULIE	362436 BROAD WAY	LOS ANGELES,CA	90010
VERVAN Software	1953 W. 11th Street	Upland,CA	91786

Record Count: 3

Figure 4.

AUTHOR L,F	TITLE	SERIES	BINDING
ANTHONY,PIERS	DRAGON ON A PEDESTAL	XANTH	PAPER
BRADLEY,M. ZIMMER	THENDARA HOUSE	DARKOVER	PAPER
EVANS,E.E.	MAN OF MANY MINDS		PAPER
HOWARD,ROBERT E.	ALMURIC		PAPER
LEE,TANITH	ANACKIRE		PAPER
OFFUTT,ANDREW J.	KING DRAGON		PAPER
PIPER,H. BEAM	FIRST CYCLE		PAPER
PIPER,H. BEAM	ULLER UPRISING		PAPER
SIMAK,CLIFFORD D.	SPECIAL DELIVERANCE		PAPER

Record Count: 9

Figure 5.

ATARI UTILITIES

PAGE 1

TITLE	VENDOR	MEDIA	FUNCTION
CASDUP	VERVAN Software	CASSETTE ONLY	COPY TAPES
CASDIS	VERVAN Software	DISK ONLY	CAS-to-DISK TRANSFER
DISDUP	VERVAN Software	DISK ONLY	COPY DISKS
DISASM	VERVAN Software	CASS & DISK	6502 DISASSEMBLER
FULMAP	VERVAN Software	CASS & DISK	BASIC X-REFERENCE
DOWNLD	VERVAN Software	DISK ONLY	DISK-to-CASS
DISKPAK	VERVAN Software	DISK ONLY	OPTIMIZE DISK SPACE
V-COS	VERVAN Software	CASSETTE ONLY	CONTROL BAUD RATE
MICRO-MAP	VERVAN Software	DISK ONLY	CREATE SCROLLING MAP
POWER SCREEN	VERVAN Software	CASS & DISK	DISPLAY LIST EDITOR

Record Count: 10

Figure 6.

HELPFUL HINTS

Sorting

The GT Data Manager performs its sorting (ascending or descending) based on the ASCII value of the characters (letters or numbers) in the field. For this reason it is able to accept fields that contain a mixture of numerical and alphabetic characters. This will explain why sorting a file of alphabetic information will place a lower case "a" (whose ASCII value is 97) following an uppercase "Z" (whose ASCII value is 90). In most cases this will not be noticed, but it can be useful to know, especially if your file contains such characters as "\$" (ASCII 36), "(" (ASCII 40), or (SPACE BAR) (ASCII 32).

Deleting Data Base Information

You should always utilize your GT Data Manager Menu to do any deleting or changing of your data base information and not your DOS XL. Your DOS XL will not understand the intricacies of updating the INDEX file, and other special record keeping functions performed by the GT Data Manager.

Changing Data Base Selections

To save you the trouble of selecting which data base you wish to work with for each menu selection, the GT Data Manager will assume you are continuing to operate within the same data base until you tell it otherwise. The most obvious and easiest way to let it know you wish to change the data base you wish to work with is to ask it for Files on Disk (the "A" choice on your menu) -- if you're wanting to see what other data base files exist on your disk, you don't necessarily want to continue operating on the currently selected data base. Exiting to DOS will achieve the same result but can be more complicated depending on the organization of your master diskette.

Creating New GT Data Manager Diskettes

The GT Data Manager can save its information to any previously formatted or initialized diskette, single or double density. It is somewhat simpler to operate the GT Data Manager if the master and data diskettes are in the same density, however, your GT Data Manager operates correctly with DOS XL in both single, double

and mixed density modes. Consult your DOS XL Operator's Guide for more help in switching densities mid-stream, multiple drive systems, etc.

New master GT Data Managers can be easily constructed by merely initializing a new diskette (single or double density) and copying the files DOS.SYS and GTBASE.COM onto it. This would cause the diskette to boot up in DOS XL's command processor mode (with a D1: prompt). You would then type "GTBASE" and then (RETURN) in order to have your GT Data Manager come on.

To autoboot your GT Data Manager, the file "GTBASE.COM" could be renamed to "AUTORUN.SYS" or you could copy the file "STARTUP.EXC" to your new diskette. Either of these alternatives will cause the "EXIT TO DOS" feature of your GT Data Manager menu to re-start the GT Data Manager (in effect, you won't be able to exit to DOS).

If you wish to have your GT Data Manager on a diskette containing a normal DOS XL menu and other files, copying the file MENU.COM from your DOS XL System Master Diskette will accomplish this goal. To start the GT Data Manager you would then utilize the menu's "X" (eXtended) command, and type "GTBASE" and (RETURN).

In any of the above cases, you will have to "CREATE A FILE" from the GT Data Manager menu before beginning to use the new master diskette.

Printing Format

Although the GT Data Manager has been designed to output the information you want to save on paper on a single line, some creativity can be utilized (depending on the capabilities of your printer) to produce multi-line output records such as you might want for mailing labels.

In order to take advantage of this particular approach your printer must be capable of accepting right and or left margin setting commands. This approach would involve constructing a mailing label file whose three or four printing lines would add up to the same length (say 25 characters), then telling your printer that it's right and left margins are only 25 characters apart, then having your GT Data Manager print the addresses for a zip code range you have chosen. A file format for doing this could be accomplished as follows:

Mr. John Q. Public _____
270 Main Street _____
New York City, NY 11111 _____

(The dashes represent blank entries in the appropriate fields and would not print.) Additional information fields can be attached to this record, such as phone numbers, birthdates, etc., without affecting the ability to print mailing labels. You will have to experiment somewhat with the mailing labels you will be using to determine what left and right margin settings, form length settings, etc. will work best for you. These printer settings must be sent to the printer prior to turning on the GT Data Manager and having it print the file for you.

It should be noted that printing of mailing labels or comparable functions is beyond the scope of the GT Data Manager design intent, and that if your printer is not capable of accepting programmable margins, etc., you are still receiving the benefit of a very sophisticated information management and retrieval system.

