SynChron™

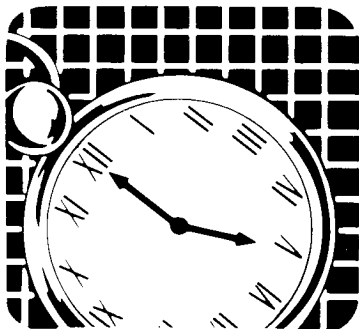## Personal appointment management

By Harry Guiremand

Contains SynChron disk and user's guide. Requires Atari computer with minimum 48K memory and disk drive. Printer and joystick optional.

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SynChron

SynChron™ is an easy-to-use appointment program for storing and retrieving information on your meetings, appointments and special occasions. *SynChron* will help you remember all your important dates, be they birthdays, anniversaries and family get-togethers or business appointments and meetings. You will be able to search and sort the dates, as well as include notes and reminders to yourself for each appointment concerning time, location, what to bring, what not to bring — or anything else you may want to tell yourself.

SynChron is a disk based, general-purpose, record-keeping program. It has been carefully designed for clarity and flexibility with Standard English prompts and simple to follow menus. With *SynChron* you will be able to easily step through the program, search and sort for specific information and print or display your daily entries.

How To Use This Manual

This manual has been divided into three sections. These sections are designed to give a clear presentation of the material and easy access to the information and specifications required to run the program. Both the computer novice as well as the seasoned professional will find this program and manual easy to use and understand.

Section One contains an overview of the program and information about your equipment needs. It covers getting the program started (loaded) and an explanation of the keyboard and some of its special keys and functions.

Section Two is the Tutorial. We found after extensive testing, that the best way to introduce a program is through a step-by-step creation of a demonstration as an instructional aid. This allows you to go through the program

in a methodical fashion, learning to use the various features as they appear in sequence. In reading the instructions, please try all the examples as they are described (even if you are not sure that you will be using them). This will familiarize you with the overall operation of the system, making the routine functions quick and simple.

Section Three is the Reference Section. Here you will find an error message Index, advice on what to do if *SynChron* won't load, a listing of *SynChron* applications, a quick reference page, glossary, index, and warranty information.

Before starting it is a good idea to take a look through the Glossary in the back of the manual. Please read through the definitions to make sure that they are used in the same way to which you are accustomed. Every effort has been made to keep the language as close to spoken English as possible. If you should encounter any unfamiliar words or do not understand a particular function while using the program, the glossary can be a handy reference.

The error message index is an explanation of any messages or warnings which may appear on your screen while you are using the program. This index will suggest how you might correct the situation which has caused the error message to appear.

The listing of applications for *SynChron* has been included to give you some further ideas on how you may use *SynChron* in your home or business. The quick reference page will serve as a handy reminder and reference on *SynChron's* menus, keystrokes, commands, and functions.

Overview Of The Program

SynChron is easy to use and you will find that once you become familiar with it that you can enter and select the appointment information you need very readily. The opening menu contains six options which guide you to the various sub-screens. These sub-screens have commands

and prompts that clearly indicate how to use them.

SynChron will allow you to set right and left margins, move quickly to the top or the end of your daily entries in just two key strokes, create bulleted lists, and indent and separate paragraphs. You can also store information for two calendar years at a time and you can replace one calendar year with another year when your daily entries become dated. *SynChron* will allow you to search and sort your daily entries with keywords, print your daily entries and/or store them to disk, or you can use a password (determined by you) to gain access to your data files.

SynChron will generate calendars for the years you specify with the days of the week falling on the proper dates for each year. Your program will be good for the years between 1583 (when the Gregorian calendar was first incepted) through the year 3,000 when an extra day will have to be inserted into our calendars in order to keep our calendars in sync with the earth's actual rate of rotation around the sun.

What You Will Need

To run *SynChron*, that is, to create a database and retrieve your information, you will need the following equipment and programs:
1. An ATARI computer with a minimum of 48K memory.
2. An ATARI compatible disk drive.
3. A TV set or other video monitor. This manual assumes that you are using a color display, however a black-and-white set will work.
4. Blank formatted disks. Disk formatting is part of the disk loading procedure. You will be prompted by the program to format a disk when it is being used with *SynChron* for the first time. This procedure will be covered in detail under the section on Disk Formatting.

Optional Equipment: Many people like to have an ATARI compatible printer for obtaining hard copy versions of

calendars. *Note: SynChron* will not support special print options imbedded in text entries. A joystick may also be placed in game port one to move the cursor right and left or up and down. The fire button on the joystick has the same effect as the (START) key. It saves the day file to the disk.

The ATARI Keyboard

The ATARI keyboard is very similar to a typewriter keyboard, although the placement of special characters in some instances is different. The shift key on the ATARI keyboard works like the typewriter shift key. That is, you hold down (SHIFT) in order to obtain uppercase letters when you are in the lowercase mode or to type characters that appear on the top line of a key that has more than one character on it. For example: to type $, you hold down (SHIFT) and hit the key on the top row with the 4 and the $ on it. Note, that unlike the typewriter keyboard, the characters * and + do not require the shift key.

The four keys on the keyboard with the arrows on them are used to move the cursor on your screen. It is not necessary to press (CTRL) while you use the arrow keys when you are on the annual or monthly calendar screens. However, on the daily calendar, it is necessary to hold (CTRL) while moving the arrow keys in order to perform editing functions. It is important to know the symbols that will be used in this manual for the arrow keys. They are:

(↑) **Press Arrow Key indicating UP**
(↓) **Press Arrow Key indicating DOWN**
(←) **Press Arrow Key indicating LEFT**
(→) **Press Arrow Key indicating RIGHT**

A Word on Diskettes

You cannot be too careful when it comes to handling the diskettes. Each diskette is a small magnetically coated

plastic disk sealed in a protective square cover. Through the oval cut-out in the square cover, you can see the magnetic surface of the actual disk.

Take careful note of the following guidelines for the handling of disks:

1. *Never Touch The Exposed Magnetic Surface* with your fingers or any implement.
2. Protect the diskette from dust by storing it in the paper sleeve it comes in.
3. Keep it at least six inches from magnetic fields such as those generated by a TV.
4. Extremes of temperature (such as in a car trunk on a warm day) could destroy a diskette, and you would lose your data, or the program.
5. Don't bend, staple or write on the square cover with a hard pen or pencil (use only soft felt tip pens).

Loading The Program

You need two disks to run *SynChron*: the program disk (which is provided) and a blank formatted disk to store your information. All disks used with *SynChron* must be formatted first before data can be stored on them. Disk formatting is part of the loading procedure for *SynChron* and will be covered in its proper sequence under Disk Formatting.

Always insert the program disk into drive 1. When you are operating with one disk drive, your procedure will include swapping the program disk and the data disk back and forth from drive 1 as needed.

The Write-Protect Notch on a Disk

Disks have a notch on the side of the black jacket which, when covered prevents the disk from being written on. This is called the "write-protect" notch. If it is uncovered, you can write new information on a disk. Do not cover the notch on

your data disk. Covering this notch will generate an error message.

Do not remove the write-protect label on the *SynChron* program disk. No data is stored on that disk and the write-protect label protects the program from being altered.

Booting the System

1. Remove any cartridges.
2. Turn on the disk drive.
3. Insert the program diskette.
4. Turn on the computer.

Important Note: If your computer is a 600XL or 800XL, you must disable BASIC by pressing (OPTION) as you turn on the computer. You can release (OPTION) as soon as the program begins to load.

Your display screen will say:

PLEASE WAIT — SYNCHRON LOADING

until the program has finished loading.

When *SynChron* has loaded properly, the following message is displayed on your screen:

**REMOVE PROGRAM DISK
AND INSERT DATA DISK
PRESS START TO CONTINUE**

If your screen does not look like this, remove your program disk from the drive. Turn off the computer and start over, using the same instructions above. If after several tries, you are not successful at loading the program, see *SynChron* Won't Load, Section 3.

Make sure the BUSY light is out and open the drive door and gently remove your program disk. Put it back in its sleeve and return it to the inside the front cover of this manual.

Disk Formatting and Disk Initialization

Disks must be formatted so that the ATARI disk drive can use them. Disks must then be initialized so that *SynChron* can use them. The procedure for formatting and initializing disks is very easy.

Formatting

Because *SynChron* always checks a data disk to see if it is password protected, disks must be formatted prior to use. If an unformatted disk is used, a DISK ERROR message will be displayed. Details on formatting are in the ATARI Disk manual. Disks only need to be formatted once, so if you're using an old disk, this step has already been taken care of. It's a good idea to format all of the disks when you first get a box of disks so you don't have to bother formatting them later.

Initialization

If the data disk you inserted into your drive is being used for the first time with *SynChron*, it must be initialized. In this instance, the screen will display the following message:

**THIS DISK HAS NOT YET BEEN
INITIALIZED FOR DATA.**

**INITIALIZATION WILL ERASE
ANYTHING ALREADY ON THIS DISK.**

**PRESS START TO INITIALIZE
THIS DISK.**

**PRESS SELECT IF YOU WANT TO
USE A DIFFERENT DISK.**

PRESS (START) to cause the new disk to be initialized.

If you accidentally inserted the wrong data disk into the disk drive and you want to change it, press (SELECT). You will be

returned to the screen instructing you to INSERT DATA DISK and PRESS START TO CONTINUE.

SynChron will handle information for two calendar years at a time. You will be asked to indicate the first year for which you want information stored.

ENTER: 1984

PRESS (RETURN).

The message:

FIRST YEAR? 1984
FIRST YEAR 1984
SECOND YEAR 1985

will appear on the screen and then the Main Menu will be on your display. It looks like this:


```
        S Y N C H R O N

       M A I N   M E N U

 — >  C A L E N D A R
      K E Y W O R D   M E N U
      P A S S W O R D   M E N U
      P R I N T   M E N U
      R E P L A C E   Y E A R
      C H A N G E   D I S K

   ( C )   1 9 8 3   S Y N A P S E
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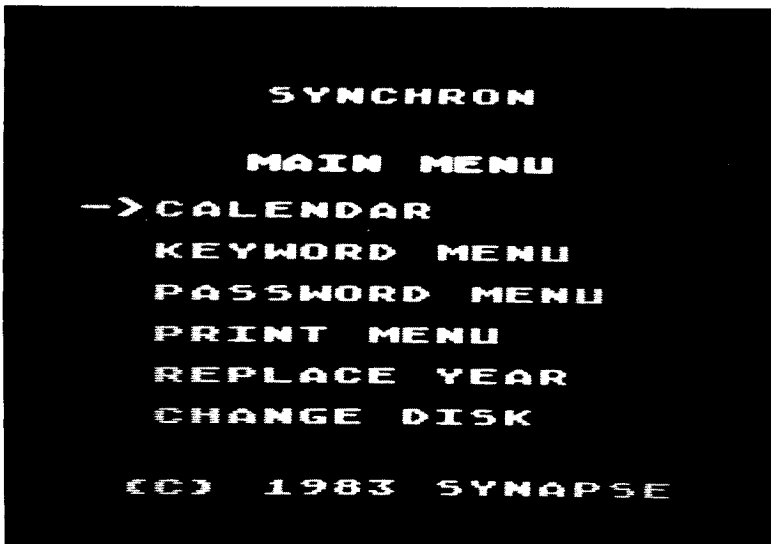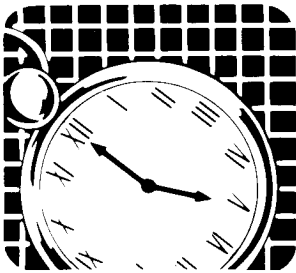
The Main Menu

With the Main Menu on your screen, we can now begin using *SynChron*. First, we will briefly outline the functions of each of the six menu options listed on the Main Menu before creating an appointment file.

Calendar

This option is used to make calendar and date book entries. It consists of 3 screens. The first screen allows you to select which month or year you want to make entries into, the second screen allows you to select which day of the month, and the third screen is where you make the daily entries with any notes to yourself you may wish to include.

Keyword Menu

This menu will allow you to select whether you want a listing of all the keywords you are using with *SynChron* or allow you to sort the keywords alphabetically so that they will be easier to find.

Password Menu

This menu will allow you to create a password for entry into your data file. You will also be able to change or remove the password with this menu.

Print Menu

This menu will allow you to set your printer to print with whatever formats and controls you designate. You also use this menu to determine what day or series of days you wish to have hard copies of.

Replace Year

This option will allow you to delete the earliest year in your file. *SynChron* will then add the next year in the sequence to your data file so that your files always cover two years.

Change Disk

This option allows you to swap data disks to use different disk files.

Creating a Calendar for 1984

For the tutorial we will create some appointments for 1984 and 1985 to demonstrate how to work the program. The tutorial will include demonstrations of the various menu options and how to use the different screens within the menus as well as some of the special editing features of *SynChron*.

With the Main Menu on the display screen, use the cursor keys ⟨↑⟩ and ⟨↓⟩ or the joystick to move the bright yellow arrow on the left of the screen. Position the arrow next to the word "Calendar" and press ⟨RETURN⟩ or the fire button on the joystick to select Calendar.

The screen changes and you are presented with the 1984 calendar. The cursor is resting over January. The cursor is pink in color and is moved with the arrow keys ⟨↑⟩ ⟨↓⟩ ⟨←⟩ ⟨→⟩ or the joystick. With *SynChron* it is not necessary to hold the ⟨CTRL⟩ key down while using the arrow keys. on this screen.

To open the calendar for any month of the year indicated at the top of the screen, position the cursor over the desired month and press ⟨RETURN⟩. If you want to open the calendar for the other year in your file (*SynChron* will store appointments for two years at a time only), position the cursor over the year at the top of the screen with the arrow keys and press ⟨RETURN⟩.

We will begin by making some calendar entries for January 1984. Since the cursor is already resting over January (if you have moved the cursor to another month or year with the arrow keys, make sure it is back over January, 1984).
PRESS (RETURN)

The screen display will present the calendar for the month of January 1984. You can use the arrow keys to move the cursor to any position on the calendar you wish in order to select a day in which you want to make entries. As on the screen previous to this one (the calendar for the year 1984), it is not necessary to use (CTRL) with the arrow keys.

Position the cursor with the arrow keys at January 1, l984.
PRESS (RETURN)

The next screen is the daily entry screen for January 1, l984, also known as the day calendar. Here you can enter any information you wish with as many different messages or appointments as you want. Your only limitation is in the size of the screen. The screen displays 15 lines at a time. By scrolling vertically you can access up to 100 lines for any day. Going across the page, you can type 39 characters on one line. If you type a word at the end of the line that causes the line to go over the 39 characters, *SynChron* will automatically carry the entire word down to the next line for you.

The (START) key saves text in the day calendar file to the disk. This key will return you to the monthly calendar even if you have not made any text entries into the day calendar.

The (OPTION) key aborts any changes made to the calendar day file since it was last accessed. Whatever was previously on the disk for that day will be preserved.

As you fill up disk space, a white line at the top of the green field will indicate the relative disk space currently in use. the line grows to the right of the field as disk space is used up. When the line reaches the right edge, the disk is full. It is a good idea to sort keywords before the disk is nearly full,

because the sorting procedure requires disk space, and cannot be done when the disk is very nearly full.

The short horizontal pink line at the right edge of the green field indicates the relative depth of the cursor in the total space available for one day's entry. As the white text cursor is moved up and down or the window is scrolled up or down, this depth indicator will move to indicate where you are.

[!] Important Note: One thing to know about making entries onto the daily entry screen, is that embedded printer controls cannot be typed here. Graphic characters will be printed as a backslash (\) character on the printer.

Error Corrections

To make any corrections, additions or deletions on this screen, you move the cursor to the desired position by using (CTRL) and the arrow keys (↑) (↓) (←) (→). If you do not use (CTRL) with the arrow keys on this screen, you will get the alternate characters on those keys typed onto your screen. Then use (BACK SPACE) to erase any unwanted characters and retype your entry.

Let's try an entry. The first entry will be:
ENTER: Lunch At Mom And Dad's: 1 pm

Type this in on the daily entry screen for January 1, 1984 and:
PRESS (RETURN)

The next entry to be made for January 1, 1984, will be a reminder of a friend's birthday. To illustrate how the search and sort features work, we will index all birthdays. Calendar entries are indexed with keywords. Later, we will be able to use the keywords to go back through the calendar entries and pick out all days on which birthdays were entered into the calendar. As we move through this tutorial, we will also index anniversaries and dinner parties to demonstrate later on how the keywords can be listed on your screen and then alphabetized. These are useful features if you have a long

list of keywords as alphabetizing the keywords makes it easy to keep track of them.

To index the birthday entry:
PRESS ⟨ CTRL ⟩-⟨ K ⟩

A key symbol appears on your screen which serves as an indication that the next 6 characters up to the first blank will be used as a keyword. You can actually type in as many characters as you wish, but *SynChron* will use only the first 6 characters for indexing. If the key symbol is immediately followed by a blank, no keyword is stored in the index.
ENTER: Birthday: Jack Simpson. Send card.

The keyword stored to memory will be: BIRTHD (the first six characters).

Even though you typed "Birthday" (upper- and lowercase letters), *SynChron* has stored the keyword as "BIRTHD" (all uppercase letters). *SynChron* is not case sensitive. Keywords are always stored and read by *SynChron* in uppercase.

```
SUNDAY
JANUARY            1  1984
LUNCH AT MOM AND DAD'S: 1PM
?BIRTHDAY: JACK SIMPSON. SEND CARD
```
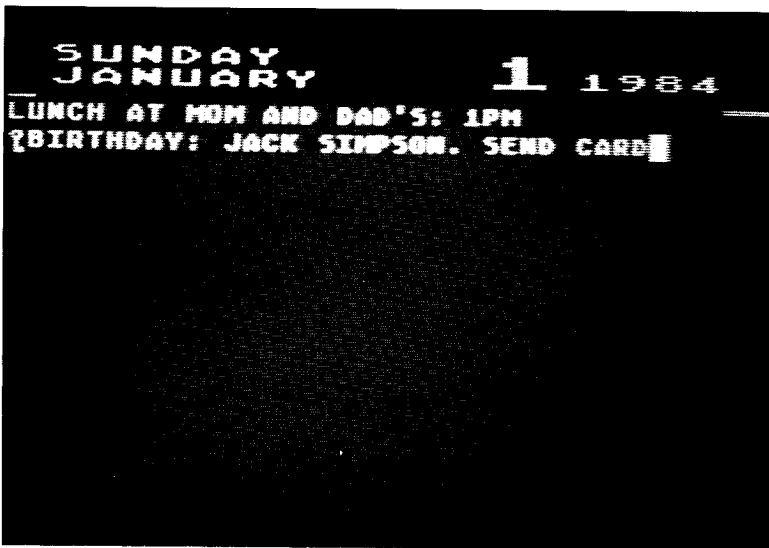
Now we want to go on to another day in January and make daily entries. To do this:

PRESS (START)

This will save the information you just entered for January 1 and return you to the calendar screen for January 1984. During the process of saving the calendar entry, your display screen will darken. When it is finished saving the entry, you will return to the month calendar.

With the arrow keys, move the cursor down to January 27:

PRESS (RETURN)

ENTER: Football game with the McPhersons.

PRESS (START) to save.

This time when you are returned to the calendar for January 1984, notice that there is a line in the box for January 1 and January 27. This line tells you that there is information recorded for these two days.

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To return to the calendar for 1984, position the cursor on 1984 at the top of this page with the arrow keys and:

PRESS (RETURN)

Notice on the calendar screen for 1984 that the squares corresponding to January 1 and January 27 are white. This is an indication to you that these two days have daily entries in them.

Position the cursor on February:

PRESS (RETURN)

Move the cursor over to February 8, and:

PRESS (RETURN)

ENTER: Mom and Dad's

PRESS (CTRL)-(K)

ENTER: Anniversary.

PRESS (RETURN)

ENTER: Bring Champagne and Roses.

PRESS (START) to save.

Placing (CTRL)-(K) before the word anniversary will cause *SynChron* to search on the word Anniversary. *SynChron* will search on the first six characters following the (CTRL)-(K), no matter where it is placed in the text.

You should be looking at the calendar for February 1984. Move the cursor over to February 19:

PRESS (RETURN)

PRESS (CTRL)-(K)

ENTER: Dinner party at the Rhodes'.

PRESS (RETURN)

ENTER: Bring salad for potluck.

PRESS (START) to save.

Move the cursor to February 27:

PRESS (RETURN)

PRESS (CTRL)-(K)

ENTER: Birthday: Susan Webster.
PRESS (RETURN)
ENTER: Give her a knitted sweater.
PRESS (START) to save.

Return to the calendar for 1984. To do this, you move the cursor with the arrow keys over the year 1984 and press (RETURN).

Notice that now you have two white squares in January and three in February.

Position the cursor over March:
PRESS (RETURN)

Move the cursor to March 5:
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Dinner Party at Logans.
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Birthday: Martha Langford.
PRESS (START) to save.

Move the cursor over to March 21:
PRESS (RETURN)
ENTER: Doctor's appointment 2 pm.
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Birthday: John Sullivan.
PRESS (START)

Move the cursor over to March 29:
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Anniversary: Julia's Mom & Dad's.
PRESS (RETURN)
ENTER: Remember to phone them.

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PRESS (START) to save.

Now return to the calendar for 1984.

Move the cursor over to April:
PRESS (RETURN)

Make sure the cursor is resting on April 1, 1984:
ENTER: Party for Sheila at 7 pm.
PRESS (RETURN)
ENTER: Bring a present.
PRESS (START) to save.

Move the cursor over to April 2.
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Dinner party: Garfield's, 8 pm.
PRESS (RETURN)
ENTER: Bring lasagna.
PRESS (START) to save.

Move the cursor over to April 27:
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Birthday: Julia.
PRESS (RETURN)
ENTER: Get One Dozen Roses.
PRESS (START)

Now return to the 1984 calendar. To do this, you move the cursor over the year 1984 and press (RETURN).

Position the cursor on May:
PRESS (RETURN)

Move the cursor to May 5:
PRESS (RETURN)

This next daily entry will demonstrate some of *SynChron's* handy editing features. We will make a fairly lengthy entry, including resetting of margins, paragraph indentation, a bulleted list, how to move quickly from the top of an entry to the end, and 2 special characters that you can use with *SynChron*.

Margin Sets

New margin settings are effective for the entire data entry session. This means that if you change the left margin setting, then go to an earlier date to make additional entries or changes, the cursor will be positioned at the new left margin although the previously entered text will be where it was originally placed. You will need to reset the left margin to zero to make the new entries if you want them to line up with the old entries.

Turning the computer off and reloading *SynChron* automatically sets the margins to zero, although text remains wherever it was positioned during the previous session or sessions.

PRESS (CTRL)-(R)
ENTER: 5

Notice that a dotted line appears at the right edge of your screen 5 characters from the end. This is your right margin.

PRESS (CTRL)-(L)
ENTER: 5

Another dotted line now appears at the left edge of your screen 5 characters from the end. This is now your left margin. The cursor is trapped between these two lines.

Margins can be anywhere from 0 to 9 characters. You can set either one or both margins and reset them at any time.

Paragraph Indentation

To indent paragraphs you can either use (SPACE BAR) or
(TAB) in the usual manner. The left margin, indentations or
line spaces will all be printed on your printer exactly the way
they appear on your screen.
PRESS (SPACE BAR) five times.

When you enter the following text, do not use (RETURN) but
type continuously and watch how *SynChron* will carry words
to the next line when you have reached the 39 character per
line maximum.
ENTER: This summer in July we will be having many
guests. We must begin our preparations now by:
PRESS (RETURN) twice.
PRESS (CTRL)-(B)

This will generate a large circle called a bullet on the
screen. When you print a daily entry that contains bullets,
the printer will print the list just the way it appears on the
screen without changing the lines in any way.
ENTER: Remodeling Guest Room.
PRESS (RETURN)
PRESS (CTRL)-(B)
ENTER: Building Deck in Back with Barbecue.
PRESS (RETURN)
PRESS (CTRL)-(B)
ENTER: Purchasing Towels & Linens.
PRESS (RETURN)
PRESS (CTRL)-(B)
ENTER: Remodeling Bathroom.
PRESS (RETURN)
PRESS (CTRL)-(B)

Go ahead now and continue to make bulleted entries down
the rest of the page for the following entries:

Repairing Carpet
Refinishing bedroom set
Planting flower garden
Planting vegetable garden
Buy mats for bathroom
Buy rugs for bedroom
Paint bedroom
Buy wall hangings for guestroom
Remodeling Guest Room
Repair motorcycle

Press (RETURN) twice.

Next we will demonstrate two special characters that you can use with *SynChron*. One is the female sign and the other is the male sign.
ENTER: We will have 3
PRESS (CTRL)-(F) guests and 5
PRESS (CTRL)-(M) guests.

Homing the Cursor

There is a quick way to move the cursor back to the top of the page.
PRESS (CTRL)-(T)

Move the Cursor to the End of the Screen

If you want to return to the bottom of the page to make more entries, you can quickly move the cursor to the end by Pressing (CTRL)-(E)

Scrolling the Text Window Up or Down

If you have a lot of entries in your day calendar, it is possible to scroll the text window up or down 13 lines at a time. The commands for this operation are:
PRESS (CTRL)-(U) to move up text window up 13 lines, or
PRESS (CTRL)-(D) to move the text window down 13 lines.

Experiment with these two commands now just to see how they operate.

Insert Mode

An easy way to go back and make additions to the middle of a line or paragraph is by using the Insert Mode. To demonstrate how this works, position your cursor over the colon (:) after "by" at the end of the third line.
PRESS (CTRL)-(I) to activate the Insert Mode.

The cursor will begin to blink. Any characters you type while Insert Mode is on will be inserted into the text where the cursor is positioned and any characters to the right of the cursor will be moved over to make room.

[!] **Important Note:** Any characters that scroll off the screen while in insert mode will be lost.

PRESS (SPACE BAR)
ENTER: making a complete list

Notice how the colon was pushed over making room for the additional wording. It is important to remember that any characters scrolling off your display screen while you are in Insert Mode will be lost.

To turn off Insert Mode,
PRESS (CTRL)-(I) and the cursor will stop blinking.
PRESS (START) to save.

Now we will continue with the tutorial as before.

Make the cursor over to May 25, 1984:
PRESS (RETURN)
ENTER: Dentist appointment at 3 pm.
PRESS (START) to save.

Return to the calendar for 1984:
PRESS (RETURN)

Position the cursor on June 5, 1984: Press (CTRL)-(K)
ENTER: Birthday: Jack Kierner.
PRESS (RETURN)
ENTER: Send Card.
PRESS (START) to save.

Return to the 1984 calendar.

With the arrow keys, move the cursor over to July, 1984:
PRESS (RETURN)

Make sure the cursor is resting on July 4, 1984:
PRESS (RETURN)
ENTER: Picnic at Hanging Rock.
PRESS (RETURN)
ENTER: Bring Beer, Chips, and Map.
PRESS (START) to save.

Move the cursor to July 28:
PRESS (RETURN)
ENTER: Our
PRESS (CTRL)-(K)
ENTER: Anniversary.
PRESS (RETURN)
ENTER: Pick up champagne and roses.
PRESS (START) to save.

Now return to the calendar for 1984. To do this, you move
the cursor with the arrow keys over the year 1984 and press
(RETURN)

Move the cursor over to August, 1984:
PRESS (RETURN)

Move the cursor over to August 13, 1984:
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Dinner party with Mickey and Minnie Mouse.
PRESS (RETURN)
ENTER: Bring champagne and swiss cheese.
PRESS (START) to save.

Move the cursor to August 15:
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Birthday: Carolyn Kent.
PRESS (RETURN)
ENTER: Send box of chocolates.
PRESS (START) to save.

Now return to the 1984 calendar. To do this, you move the cursor with the arrow keys over the year 1984 and press (RETURN).

Using the arrow keys, select September, 1984:
PRESS (RETURN)

Place the cursor on September 5, 1984:
PRESS (RETURN)
ENTER: Labor Day picnic at Mt. Reed Fairgrounds.
PRESS (RETURN)
ENTER: Bring chips, beer, and bail money.
PRESS (START) to save.

Notice that the first entry is too long to fit on one line of the screen. *SynChron* automatically moves the last word to the second line. If you don't want this automatic wrap of words, press (CTRL)-(A) once to turn it off. Press (CTRL)-(A) again to turn word wrap back on.

Move the cursor to September 15:
PRESS (RETURN)

PRESS (CTRL)-(K)
ENTER: Birthday: Jack Carlson.
PRESS (RETURN)
ENTER: Phone him after 9 pm.
PRESS (START) to save.

Return to the calendar for 1984.

Move the cursor over to October, 1984:
PRESS (RETURN)

Move the cursor to October 31, 1984:
PRESS (RETURN)
ENTER: Halloween Party at Community Rec. Center.
PRESS (START) to save.

Return to the calendar for 1984.
PRESS (RETURN)

Make sure the cursor is resting on November 24, 1984:
PRESS (RETURN)
ENTER: Thanksgiving
PRESS (CTRL)-(K) Dinner at Mom and Dad's.
PRESS (RETURN)
ENTER: Bring Dessert.
PRESS (START) to save.

Return to the 1984 calendar.

Move the cursor over to December, 1984:
PRESS (RETURN)

Place the cursor on December 25, 1984:

PRESS (RETURN)
ENTER: Christmas Day.
PRESS (RETURN)
ENTER: Christmas

PRESS (CTRL)-(K)
Dinner at Julia's Mom and Dad's.
PRESS (RETURN)
ENTER: Bring presents for kids.
PRESS (START) to save.

Now return to the calendar for 1984. To do this, you move the cursor with the arrow keys over the year 1984 and press (RETURN).

Entries for the Second Year (1985)

If you move the cursor on the 1984 calendar up to the year 1984 and press (RETURN), the 1985 calendar will appear on your display screen. We will make a few 1985 entries just to illustrate how this feature works.

The most obvious entries for 1985 are the ones you would know in advance such as anniversaries or your friends' birthdays. So we will quickly re-enter a birthday and an anniversary from 1984 into 1985.

With the arrow keys, make sure the cursor is resting over January, I985:
PRESS (RETURN)

Make sure the cursor is resting over January 1:
PRESS (RETURN)
PRESS (CTRL)-(K)
ENTER: Birthday: Jack Simpson.
PRESS (START) to save.

Now return to the calendar for 1985.

With the arrow keys, move the cursor to February, I985:
PRESS (RETURN)

Place the cursor on February 8:
PRESS [RETURN]
PRESS [CTRL]-[K]
ENTER: Anniversary: Mom & Dad's.
PRESS [START] to save.

Place the cursor on February 27:
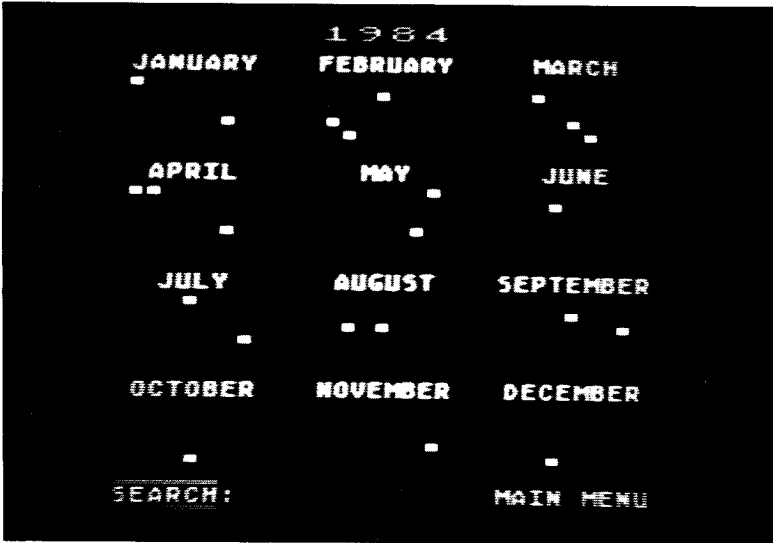**PRESS** [CTRL]-[K]
ENTER: Birthday: Susan Webster.
PRESS [START] to save.

Search Function

You should be looking at the 1985 calendar. Move the cursor so that it is positioned over 1985 and press [RETURN] so that you are looking at the 1984 calendar.

The bottom line on the annual calendar screen has the word "Search" on the left side. Move the cursor with the arrow keys down so that it is positioned at the bottom-left corner of the screen on the word "Search".

```
              1984
  JANUARY    FEBRUARY    MARCH
    ■
        ■        ■         ■
               ■             ■
                 ■            ■
  APRIL       MAY         JUNE
  ■■                ■
                 ■
      ■           ■        ■

  JULY       AUGUST    SEPTEMBER
    ■
        ■      ■ ■          ■
                           ■    ■

  OCTOBER   NOVEMBER   DECEMBER

      ■            ■
                       ■
  SEARCH:             MAIN MENU
```

Press (RETURN). The red cursor moves to the blank space to
the right of Search and a white cursor appears at this
location allowing you to type in an entry. The three words
we were having *SynChron* sort information on were:
Birthday, Anniversary and Dinner. Since *SynChron* only
uses the first 6 characters, they became: BIRTHD,
ANNIVE, and DINNER. For clarity, you can type up to 10
letters but only the first six will be used to search.
ENTER: BIRTHD on this line.
PRESS (RETURN)

The screen will change and white squares will appear only
in the positions where a birthday was entered with a (CTRL)-
(K).

You can use the cursor or the joystick to select a month to
view the birthdays in that month. Notice that the other
dinner party and anniversary entries are not showing up on
the calendar screens now.

Move the cursor over to March and
PRESS (RETURN).

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You are now presented with the monthly calendar, with white lines across the bottom of March 5 and March 21, the two days in March when birthday entries were made. The anniversary entry for Julia's mom and dad on March 29, is not highlighted with a white line since it is not a birthday entry.

Use the cursor or the joystick in the same way as before to read your notes for that entry.

If you want to search on another one of the three criteria, simply move the cursor to the bottom-left corner of the screen and press (RETURN) again. This will erase your previous entry of BIRTHD and leave a blank line with a white cursor ready for another entry. Now simply type in the 6 character keyword you want to search on this time.

To cause the cursor to go back onto the main screen so that you can select different months,
PRESS (RETURN) again.

Return To Main Menu

We have successfully entered our appointment information and searched for birthdays. From the Main Menu we can perform some other functions, so at this point we will return to the Main Menu.

Move the cursor to the bottom of the page so that it is resting over the word Main Menu in the bottom-right corner. (This is the procedure whether you are on the annual calendar screen or the monthly calendar screen.)
PRESS (RETURN)

The Main Menu should now be on your screen display.

Keyword Menu

The next thing we want to do is list and sort the keywords.

Position the arrow next to Keyword Menu and:
PRESS (RETURN) to see the Keywords.

The Keyword sub-menu will appear on your screen allowing three options: List Keywords, Sort Keywords, and Main Menu.

The first option: List Keywords, will list the keywords in the order they were entered. That is, the first keyword we used in the tutorial was Birthday, so the first 6 characters of birthday will appear as the first listing, followed by Annive, and then Dinner. To see this,

Move the arrow to "List Keywords":
PRESS (RETURN)

Your screen should list the 3 keywords as:

BIRTHD
ANNIVE
DINNER

To return to the Keyword Menu:
PRESS (RETURN)

Select "Sort Keywords" with the arrow
PRESS (RETURN)

The screen will display **SORTING** and rapidly flash the keywords as they are being sorted. After the sort is completed the keyword menu will again be displayed with the arrow pointing to LIST KEYWORDS. To see the newly sorted list:
PRESS (RETURN)

Your screen should now list the 3 keywords as follows:

ANNIVE
BIRTHD
DINNER

Important Note: It is a good idea to sort keywords before the disk is nearly full, because the sorting procedure requires disk space, and cannot be done when the disk is very nearly full. The white line at the top of the green field of the Day Calendar indicates the relative disk space currently in use. The line will grow to the right of the field as disk space is used up. When the line reaches the right edge, the disk is full.

PRESS (START) to return to the sub-menu.

Select Main Menu with the arrow.
PRESS (RETURN)

Password Menu

If you want to protect your files from unwanted entry by other people, you can make it necessary to know a password to gain access to the program.

From the Main Menu, you select the Password Menu by moving the arrow and then pressing (RETURN).

The Password Menu then appears on your screen allowing you to add/change the password or delete it.

Select "Add/Change" with the arrow and:
PRESS (RETURN)

The next screen will ask you if you want to enter the word you wish to use for a password. Press (OPTION) if you have changed your mind about using a password. Otherwise:
PRESS (START) to indicate you will enter a password.

The next screen asks you to enter the password you are going to use. Passwords can be up to 6 characters long and contain any displayable characters. For the sake of this example:

ENTER: Agenda
PRESS (RETURN)

When you press (RETURN) the screen will display the following message on your screen:

¯THE NEW PASSWORD IS: Agenda

Then the password menu appears.

! **Important Note:** The next time you load your program, you will be asked to enter your password. You must remember whether you created it in uppercase or lowercase letters and enter it accordingly. Otherwise, even though you may be using the correct password, you will not be able to access your files unless you type in the letters in their proper case.

Loading Data Files With a Password

When loading *SynChron* the procedure is exactly the same as outlined in the section on Loading the Program with one exception. When you remove the program disk and insert the data disk and then press (START) to continue, you will be asked to enter the password.

You will not be able to get into the program unless you enter the password. For this reason, it is advisable to write the password down somewhere in case you forget what it is. You could easily forget what your password is if it has been awhile since you last used *SynChron*.

After typing in the password, the Main Menu will then appear on your screen.

Changing the Password

To change the password, you simply go back into the
password Menu, select "Add/Change" and then type in a
new password. The new password replaces the old one.
You never have two passwords at a time. If you change your
mind about changing or creating a password, select "Main
Menu" to return to the Main Menu without making an entry.

Remove Password

To remove the password, simply go into the Password
Menu and select "Remove" with the arrow.

You are then asked if you want to remove the password.
Press (OPTION) if you have changed your mind about
removing the password. Otherwise, press (START) to
remove the password.

Print Menu

SynChron will print a hard copy for any day or series of
days you wish. You can also search on one of your
keywords to print hard copies of days containing entries
where keywords were used. To see how this works,
**SELECT** "Print Menu" with the arrow.

The Print Menu then appears on your screen. Select from
this menu whether you want to set printer control, printer
formats or return to the Main Menu.

Setting Printer Controls

[!] **Important Note:** If you want to change the printer
formats before you print any of your daily entries, read
the next section on Print Formats before proceeding with
this section.

SELECT "Print Control" with the arrow.

The Print Control screen appears.
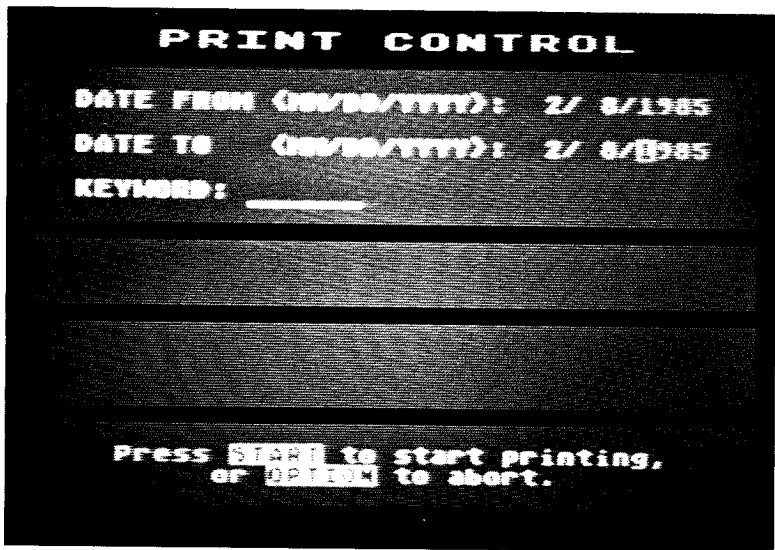
You can have *SynChron* print daily entry listings for you for one day or for a series of days. You can also have *SynChron* sort on your keywords. This will cause the program to print all the days with daily entries within the dates specified and that contain the keyword you entered. If you do not enter a keyword, *SynChron* will print all days with daily entries within the dates you specified.

The cursor rests on the top line for the month. If you try to press any of the other keys except the number keys and (BACK SPACE), they will not work. You can use (BACK SPACE) to correct typing mistakes inside a field.

For DATE FROM:
ENTER: 03

The cursor automatically goes to the next space.
ENTER: 15

The cursor again automatically goes to the next space.
ENTER: 1984

The cursor automatically goes to the next line.

ENTER: 11/01/1984 for DATE TO in the same way as above.

SynChron will search daily entries from anywhere in the entire data file. You are not limited to searching daily entries from one year at a time.

The cursor automatically goes to the keyword line.

ENTER: BIRTHD for the Keyword.

Important Note: If you do not want *SynChron* to search on a keyword, simply press (RETURN).

Press (START) and your printer will generate hard copies of your daily entries. In the middle of the Print Control screen you will be able to see *SynChron* sorting through the dates you specified. When *SynChron* comes across a date that falls within the keyword search, it displays the daily entry with any notes that may be included on your display screen. As the hard copy for this day is being printed, all of the daily entries for this day will be printed along with the keyworded entry.

Print Format

Normally, *SynChron* is set to print a 80 character line with no left indentation. The heading and text control codes will automatically default to blanks.

You may want to change your printing parameters. This can be done through the Print Format option of the Print Menu.

Move the arrow to "Print Format" and:
PRESS (RETURN)

You can adjust the line length, the left indentation and the heading and text control codes from this screen.

You may want to change your printing parameters. This can be done through the Print Format option of the Print Menu.

Move the arrow to "Print Format" and:
PRESS (RETURN)

You can adjust the line length, the left indentation and the heading and text control codes from this screen.

To indicate a new line length, simple type it in. Notice the default value of 80 characters. Also notice that if you try to press any keys except the number keys and (BACK SPACE) they will not work. Use (BACK SPACE) to correct any typing errors.
PRESS (RETURN) to step to the next line.

You can change your left indentation by entering a number onto the second line.

If at this point, you do not wish to change the text or heading control codes:
PRESS (START) to save your new format, or
PRESS (OPTION) to abort the new format.

Pressing (OPTION) causes the new format to be discarded and the default values of 80 character line length and 0 left indentation will be used.

Heading and Text Control Codes

Some printers have special features like double wide or emphasized printing. These features are activated by special codes. Check your printer manual for codes that activate features you would like, then look up the corresponding ATARI character for that code in your ATARI Manual. Type in the control codes for headings and text in the appropriate menu. The control codes will be automatically inserted every time a date is printed.

Important Note: Don't forget you cannot imbed printer control codes in text. Print codes can only be used in the printer control menu.

Replace Year

SynChron will maintain appointment records for 2 years at a time. When one year becomes obsolete and you want to replace it with a new year, you use the Replace Year option on the Main Menu.

Move the arrow to "Replace Year":
PRESS (RETURN)

The Replace Year screen appears on your monitor displaying the prompt:

DELETE 1984 AND ADD 1986?
START = YES OPTION = NO

The program will always ask you if you want to delete the earliest year you have stored and add the next year after the latest year you have stored.

If you want to delete 1984 and replace it with 1986:
PRESS (START)

If you've decided that you do not want to delete 1984 and replace it with 1986:
PRESS (OPTION) to abort the operation.

Change Disk

If you have another data disk and you want to access the information stored on it, use the Change Disk option on the Main Menu. Different disks can be used for different types of records such as an automobile maintenance records disk and a personal diary disk. You can also use different disks for different years, such as an '84-'85 disk and an '86-'87

disk. If you write a lot, a disk may become full after a few months. Then you may want to use different disks for different parts of a year, such as a January 1984 - June 1984 disk and a July 1984 - December 1984 disk.

Change Disk allows you to use the data disk with the information you want.

Move the arrow to "Change Disk":
PRESS (RETURN)

You will be asked if you want to change disk. Press (START) if you do, or press (OPTION) if you do not. When you press (START), the next screen will ask you to Insert the Data Disk and press (START) to continue.

If you have used a password on this disk, you will then be asked to type it in. After typing in the password, the Main Menu will appear on your screen.
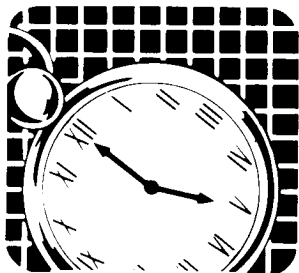
SynChron Won't Load

If *SynChron* won't load, check the following:
1. No cartridges should be in the cartridge slot.
2. All cables should be securely in place.
3. At least 48K of RAM must be installed.
4. If you own a 600XL or 800XL, don't forget to disable BASIC.

If it still won't load flip the program disk over and try booting the back side. *SynChron* has been copied on both sides. If you are sure that all of your equipment is operating correctly and you are within the 90 day warranty period established at the date of purchase, then you may mail us your *SynChron* diskettes along with the sales slip or proof of purchase and we will verify their condition and replace if necessary.

Error Messages

Disk Error: There may be a write protect tab on your data disk, which prevents data being written to that disk.

This error message may also occur if you are using an unformatted disk for a data disk.

Disk Full: Saving or sorting is halted for lack of disk space. You will need to use a second disk to store the rest of your data.

Access Denied: Incorrect password has been used. Be sure to remember whether you used caps, lowercase, or both in your password. *If you forget your password, there is no way to access that disk.*

SynChron Applications

Here is a listing of some of the many ways *SynChron* can be used. A few of the examples from this list have been incorporated into the tutorial and should give you some ideas on how *SynChron* can assist you with schedulings, goal setting, and record keeping.

1. General
   Appointments
   Calendar
   Schedules
   Agenda
   Diaries
   Journals

2. Personal Improvement
   Diet Journal/Daily Intake Records
   Calories
   Fiber
   Sugar

   Exercise Journal
   Type of Exercise
   Intensity
   Duration
   Muscle Groups Used

   Habit Control Daily Progress Reports
   Smoking
   Alcohol or Drug

   Progress Reports Towards Psychological Goals
   Positive Thinking

Creativity
Overcoming Shyness
Improving Communication Skills
Dream Diaries

3. Health Records
    Medical and Dental Check-up Appointments
    Medication Schedules
    Progress Reports
    Finding Patterns in Recurrent Illnesses
    Children's Immunization Schedules

4. For Kids
    Growth Records
    Grade Records
    Homework Assignment Schedule
    Home Chore Schedule
    Personal Diary

5. Important Dates
    Birthdays
    Grade Records
    Homework Assignment Schedule
    Home Chore Schedule
    Personal Diary

6. Lawn and Garden Care Schedules
    Planting
    Watering
    Fertilizing
    Mowing, Weeding, Harvesting

7. Equipment Maintenance Records
    Cars, Motorcycles, Boats, Airplanes
    Lubrication Schedule
    Tune-Up Schedule
    Tire Rotation
    Filter Replacement
    Cleaning

8. Other Applications
   Chronologies for Historical Research
   Predictions
   Case Histories
   Animal Care Schedule
   Long Range Planning
   Family History
   Library Book Return Dates
   Travel Itineraries

Quick Reference Page

This page is a summary of the menus, keystrokes, and commands in *SynChron*. You can refer to this page when using *SynChron* for a quick reminder of the various functions and how they operate.

Main Menu
1. Calendar: Make calendar and date book entries.
2. Keyword Menu: Listing and sorting of keywords.
3. Password Menu: Creation of passwords for file access.
4. Print Menu: Produces hard copies of Day Calendars.
5. Replace Year: Delete earliest year in file and replace with next year in sequence.
6. Change Disk: Swap data disks when data contained on more than one disk.

Keystrokes

(CTRL)-(A) Turns automatic word wrap off.

(CTRL)-(L) Sets left margin — expects one digit (0-9) for the margin indent on the left side. Moves dotted vertical line to mark margin.

(CTRL)-(R) Set right margin — expects one digit (0-9) for the margin indent on the right side. Moves dotted vertical line to mark margin.

(CTRL)-(U) Up: Scrolls the text window up 13 lines.

(CTRL)-(D) Down: Scrolls the text window down 13 lines.

(CTRL)-(T) Top: Jumps to the top of the day file.

CTRL - E	End: Jumps to the end of the day file.
CTRL - B	Bullet: Creates a bullet character. When printing, lines beginning with bullets are aligned on the final printed page instead of being joined into paragraphs as normal text is.
CTRL - K	Key Symbol: Marks a word as a key word. The keyword stored in the index is the first 6 letters after the key symbol up to the first blank. If the key symbol is immediately followed by a blank, no keyword is stored in the index.
CTRL - I	Insert mode: Makes cursor blink and inserts characters at cursor location while moving any other on that line over. Turn insert mode off by pressing CTRL -I again.
CTRL - H	Heart symbol: No function.
CTRL - M	Male symbol: No function.
CTRL - F	Female symbol: No function.
START	Saves text in day calendar file to the disk, updating the keyword index at the same time.
OPTION	Aborts any changes made to the calendar day file since it was last accessed. Whatever was previously on the disk for that day will be preserved.
Joystick	A joystick in game port one will move the cursor right and left, up and down.

The fire button has the same effect as START , it saves the day file to the disk.

Glossary

This glossary includes terms that appear in this manual as well as some you may encounter in other SYNAPSE publications. The first time you run across a new term, it's a good idea to start by looking for its definition here.

Access: The method (or order) by which information is read from, or written to, a disk.

Alphanumeric: The capital letters A-Z and the numbers 0-9, and the space character. Specifically excludes graphic symbols, puntcuation marks, graphic symbols and other special characters.

Application program: A program that puts the resources and capabilities of the computer to use for some specific purpose or task, such as word processing, database management, graphics, or telecommunications.

Backing up: The process of making a copy of the information in a file or on a disk and putting that copy in another file or on another disk.

Byte: A unit of information in a computer; can contain one character.

Characters: Letters of the alphabet, numbers, punctuation marks, graphic symbols or any combination thereof.

Control Characters: Also called printer-control characters. Special control characters needed for the printer. See your documentation for the printer you are using.

Cursor: A marker or symbol displayed on the screen that marks where your next action will take effect or where the next character typed from the keyboard will appear.

Data: Information of any kind.

Data Disk: The disk upon which your data is stored.

Delete: Erasing or changing data in a record.

Default: Condition which exists when no instructions to the contrary are given to the terminal.

Disk: The 5¼ inch magnetic storage medium on which data is stored.

Disk Jacket: A permanent protective covering for a disk, usually made of paper or plastic; the disk is never removed from the jacket, even when inserted into a disk drive.

Diskette: Another name for disk.

Error Message: Any of a number of warnings which appear on your screen when you have attempted a function out of its proper order or pressed the wrong key.

Hardware: The electronic components of the computer system.

Index: Six characters designated as a keyword which are used to sort and access specific daily entries, such as: birthd, annive, and dinner.

Initialize: To prepare a disk to receive information by mapping its surface into tracks and sectors; also Format.

Input: To transfer data into your computer from some external source, such as the keyboard or your disk.

K: A unit used to measure capacity in computers. One kilobyte is a little more than a thousand characters of information, 1024; its abbreviation is 1 K.

Keyword: Six alphanumeric characters entered onto the data disk in such a way that *SynChron* will be able to locate the information that follows the keyword.

Load: To put a created file into the system for changes, modifications, printing or retrieval. Usually implies a program file rather than a data file.

Memory: The area of the computer where the information is put to be worked on.

Menu: A list of choices presented by a program, usually on the display screen from which you can select operations.

Operation: The practical application of various options of the software, i.e., Re-index, Search, Create Form, etc.

Output: (1) The transfer of data from the computer to an outside device such as a printer (2) The information trasferred.

Program: A set of instructions describing actions for a computer to perform to accomplish some task, conforming to the rules and conventions of a particular programming language.

Prompt: Cues which appear at the top of the screen indicating requesting information or action from you.

RAM: (Acronym for RANDOM ACCESS MEMORY) The memory in which the contents of individual locations can be referenced in an arbitrary or random order. This term is often used incorrectly to refer to read/write memory. But, strictly speaking, both read-only and read/write memory can be accessed in random order.

Read: To transfer information from a source external to the computer (such as a disk drive) or into the computer's processor from a source external to the processor (such as the keyboard or main memory)

Read-only Memory: Memory whose contents can only be read. Information is written to read-only memory once, during manufacture; it then remains there permanently, even when the computer's power is turned off; it can never be erased or changed. Also ROM.

Read/Write Memory: Memory whose contents can be both read and written; often misleadingly call random-access memory (or RAM). The information contained in read-write memory is erased when the computer's power is turned off and is permanently lost unless it has been saved on a more permanent storage medium, such as a disk.

Save: To put data from memory to the disk.

Search & Sort: The ability to locate a specified word or string and to organize the located words or strings in alphabetical order.

Software: Those components of a computer system consisting of programs that determine or control the behavior of your computer.

Write: The transfer of data to a storage medium such as magnetic disk.

Write-protect: The act of putting a sticky tab over the write-enable notch of a disk so that the computer will not write any information on it. Since "writing" often means overwriting, this protects the data that is currently on the disk.

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Warranty

SYNAPSE warrants to the original consumer/purchaser that this SYNAPSE cassette/disk (not including the computer programs) shall be free from any defects in materials or workmanship for a period of 90 days from date of purchase. If a defect is discovered during this 90 warranty period, and you have timely validated this warranty, SYNAPSE will repair or replace the cassette/disk at SYNAPSE's option, provided the cassette/disk and proof of purchase is delivered or mailed, postage prepaid, to SYNAPSE.

This warranty shall not apply if the cassette/disk (1) has been misused or shows signs of excessive wear, (2) has been damaged by playback equipment, or (3) if the purchaser permits the cassette/disk to be serviced by anyone other than SYNAPSE. Any applicable implied warranties, including merchantability and fitness, are hereby limited to 90 days from the date of purchase. Consequential or incidental damages resulting from a breach of any applicable express or implied warranties are hereby excluded.

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