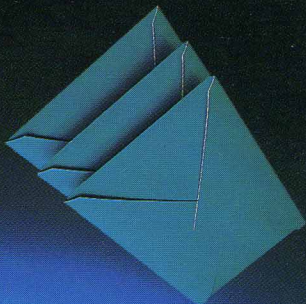# MAILING LIST

AND CLUB MEMBERSHIP PROGRAM

SUPER POWER

MANUAL

ROM BASED SOFTWARE FOR YOUR AMSTRAD
FOR MODELS CPC 464 AND CPC 664

Contents

Introduction

This program was originally developed on
a Nascom 2 microcomputer to handle Micro
Power's 12000 strong mailing list of pot-
ential home computer buyers. The classi-
fication system proved particularly use-
ful in separating "enquiries only" from
"buyers", new enquiries from old ones,
and in indicating which classes subscrib-
ed to the company's magazine. Selective
mail shots were one of the most cost
effective marketing tools adopted by
Micro Power as it developed into one of
the industry's leading suppliers of home
computer software and equipment. The
company also recognised the program's
potential for the storage and retrieval
of a club's membership list, and there-
fore included a number of features
especially suitable for this application.

Keys Used

Within this manual we refer to various
keys and combinations of keys. CTRL/E
means hold down the CTRL key (to right of
the space bar) and press E. SHIFT/ESC
means hold down either SHIFT key, and
press the ESC key (top left of keyboard).
ON means press the 0 on the numeric key-
pad to the right of the main keyboard
(the 0 on the main keyboard, above O & P,
will not produce the same effect).

The CURSOR keys (in a cluster above the
numeric keypad), are referred to by CL,
CR, CD and CU (for left, right, down and
up, respectively). In all areas of comp-
uting remember that 1, l and I are all
different, as are 0, o and O, unless the
programmer specifically arranges for some
of them to be treated in the same way,
e.g. throughout this program commands may
be in upper or lower case.

Help Screens

Each command on the main menu has an
associated "help" screen. By default
this will appear whenever a command is
selected, and will give basic information
on the use of that command. Pressing any
key (except ESC, which takes you back
to the main menu), will take you into the
routine itself. Pressing SHIFT/ESC
whilst on the main menu will turn this
facility off.

Sample Screens

MAIN MENU

```
CTRL/E   0   ENTER new names and addresses
CTRL/G   1   GET a file from tape or disc
CTRL/C   2   COUNT the entries in a file
CTRL/F   3   FIND a string of characters
CTRL/L   4   LIST current file on screen
CTRL/P   5   PRINT the current file
CTRL/M   6   MERGE files
CTRL/S   7   SAVE a file to tape or disc
CTRL/R   8   RESET the system parameters
CTRL/Q   9   QUIT, enter external commands
```

Fig.1

Filed as: L C Andrews

Use CURSOR to move pointer, ENTER to file, ESC to edit label.

```
a 1st Qtr          | L C Andrews
b 2nd Qtr          | 14 Dale Park Street
c 3rd Qtr          | LEEDS
d 4th Qtr          | LS16 5QA
e Ord.             |
f Junior           |
g Senior           |
h Life             |
i .                |
j .                  0532 920604
k 1982             Les
l 1983             Mem. No. 001
m 1984
n 1985
o .
p .
q .
r .
s .
t .
```

Fig. 2

Tutorial

We shall now run through entering a few
names to the mailing list of a club. If
you actually make these entries on your
Amstrad it should help you to understand
the general procedures involved. The club
has an annual subscription, which falls
due on the first Quarter-day after the
date of joining. You are the club secre-
tary and have a box of cards, in member-
ship number order, in front of you.

Ensure that the ROM board and disc drive
(if any) are plugged in properly, then
switch on the drive and the computer.

Type |MAIL (to obtain | press SHIFT/@,
near the ENTER key) and press ENTER.
When the Mailing List program needs a
single key command ENTER is not normally
required, but it is needed after each
input to the computer of potentially more
than one character; e.g. in the Find
routine you may enter one or more char-
acters, but even if you only enter one
you must follow it by ENTER so that the
program knows you have finished.

You should now have the Main Menu in
front of you. Press SHIFT/ESC to turn
the help screens off (this is simply to
avoid your having to read two sets of
instructions).

Before we start we need to set up the
system for our own requirements. Press
8N (remember this is 8 on the numeric
keypad) or CTRL/R (hold down CTRL and
press R).

The screen will change to the RESET menu.
The top few lines now indicate the key
you must press to change a particular set
of parameters. Since we do not as yet
have a file, we will not do anything with
the file header, and we will leave the
colours at their default values (same as
Amstrad's) and the label size at 37 col-
umns by 8 rows. Neither will we change
the Tape/Disc selector, as the program
will have worked out which we are using,
and we do not need to transfer from one
to the other at this stage. We will
change the Classes and the User-defined
string.

Press C for classes. Select class a by
pressing "A" (note that here and
throughout the package, commands are not
case sensitive, i.e. you can type "A" or
"a" and either way "a" will appear and
that class will be selected). Type 1st
Qtr. This will appear in the class list
at the left, displacing Jan. For b, c
and d type 2nd Qtr., 3rd Qtr. and 4th
Qtr. repectively. These will show in
which quarter the member's subscription
is due (and also prior to which Quarter-
day he joined). For e, f, g and h type
Ord., Junior, Senior and Life respective-
ly, to show the type of membership.

For the next two classes press ENTER in response to the New String prompt, to leave some space for possible future expansion. Set k, l, m and n to 1982, 1983, 1984 and 1985, to indicate the year in which the member joined. Having finished our class entries, we press ENTER in response to the Select Class prompt, and get back to the Reset Parameters screen.

Press U for User-defined string, and type in "Mem. No. 001" (without the quotes, though they will be shown on the screen display).

Having done the setting up, press ESC to return to the main menu, and 0N (orCTRL/ E) to start entering names and addresses.

You start the entry process at the top left corner of a label of the selected dimensions. Type the following name and address.

L C Andrews
14 Dale Park Street
LEEDS
LS16 5QA

After the Post Code press ENTER at the beginning of the next blank line. This will take you out of the label into the section used for data connected with the member, but not required to be printed out.

Type in the member's telephone number and first name:

0532 920604
Les

We will now put in his membership number. In order to do this we do not need to type it in, but, with the cursor at the start of a blank line, we press the \ key. This inserts the Membership string, and if, as in our case, it ends with a number, increases this by 1 for next time. Again pressing ENTER at the start of another blank line moves us on to the next section.

Here we can enter the classes relevant to Mr Andrews. Press a, e and m to indicate that he pays in the first quarter, is an ordinary member and first paid in 1984. No more classes are to be set, so press ENTER to continue.

We now turn our attention to the top of the screen, where the program tells us how it expects to file this entry, by use of a pointer. In this case the pointer is under the A, showing that this entry will be filed under A for Andrews. The screen should now appear as in Fig. 2. However I now realise that I have made several mistakes in this entry, so press ESC to edit it.

The cursor will be positioned back at the
top left of the label. The first mistake
is the omission of a third initial D. To
insert this move the cursor over the A,
using the normal   cursor keys. Press
SHIFT/CR twice. A gap will open up and
you can type D. Press ENTER three times
to get to the start of the Post Code
line, which should have W. Yorks on it,
with the Post Code below.   Press SHIFT
/CD. This will open up a blank line onto
which you can type W. Yorks. Now move
down to Les. I have just remembered that
whilst his name is Les he is always known
as Charlie.   Simply   overtype the old
entry with the new one. Other editing
functions are: DEL deletes the character
before the cursor and closes up the text,
whilst CLR does the same   for   the
character under the cursor; SHIFT/CL
moves to the start of a line and SHIFT
/CU deletes the line above, and closes
the gap.   I also got the year he joined
wrong, it should have been 1982.

Press ENTER until the SEL. CLASS prompt
appears, and then press M to remove 1984
and K to enter 1982.   Now press ENTER
twice. One will take you back to the
"Filed as:", the second will do the act-
ual filing, and take you to another blank
label. Note that you now have 1 entry
and 32793 bytes left, giving you room for
about another 330 entries. Do not worry
if you have a few bytes more or less, you
may well have included - or left out - a
few spaces.

Now make the following entries:

```
J J Sowden      P M Shaw        D W Croft
17 Berry Walk   66 Peel Street  1 Hart Rise
LEEDS           LEEDS           LEEDS
LS16 9KL        LS5 2VX         LS8 4JH
0532 284652     0532 902068     0532 197261
Jim             Peter           Don
Mem. No. 002    003             004
```
Remember to use the \ key for the member-
ship numbers!
Classes: a,g,k b,e,k   a,f,l

When you have entered the last of these
check that there are four entries, then
return to the Main Menu by pressing ESC.
We will now list the four entries. Sel-
ect List by pressing 4N (or CTRL/L). The
screen will ask you to select those
classes you wish to include, and those
you wish to exclude. We want to list
everybody, so just press ENTER. All the
classes a-t will appear in the include
line, and nothing in the exclude line.
The first entry will appear, and should
be that for Andrews. Pressing COPY will
reveal the next entry, this time for
Croft. Note that we are listing alpha-
betically by the name under which the
entry was filed. If you see a mistake,
and wish to edit the entry at this point,
you may do so by pressing CD. Carry on
through until you reach the end of the
file, then return to the Main Menu.

It is about time we saved this file, to avoid the possibility of our valuable data being lost. Press 7N (or CTRL/S). You are offered a default filename, and the opportunity to change it. Press Y to accept, and the file will be saved, including the settings for classes, colours, etc. In order to assure yourself that the whole system is working properly, you should now switch the computer off - ensuring that no data remains in RAM - then switch it back on, return to the Mailing List, and reload the data using 1N (or CTRL/G). Again you will be prompted for a file name, enter "file00". If you now go into the Entry routine you will see that there are four entries and the same number of bytes free as before.

Now you are ready to add some more names and addresses, say four or six, of your own devising. Spread the entries over the different combinations of classes available. When you have finished return to the Main Menu.

We shall now consider some of the club's possible uses for the list. The first and most obvious use is to send reminders to members whose subscription is due. At the start of the first quarter we wish to write to all with subscriptions due then. Select 5N (or CTRL/P): include a, exclude h (no subs from life members). Next select 2, the size we have been using for entries, i.e. standard "two across the web" labels. Note that we could change

to three across, or any other size, if
that was what we happened to have handy
at print time, with the risk - if it was
smaller than 37 x 8 - that part of the
entry might be lost. Select "Labels",
and 2 copies. We shall keep one to check
off subs as they come in - after a month
we will make a note of those not yet paid
on our list, using another class, and use
the label to send a reminder. The labels
will now be printed, if you have a print-
er connected - if not you will be told!

On another occasion you wish to telephone
all those life members who joined in
1983, and would like a list of these, in-
cluding 'phone numbers. Select Print.
We cannot just include classes h and l,
as this would give all Life members when-
ever they joined, together with all those
who joined in 1983, regardless of what
type of member they were. We must there-
fore include h and exclude k,m and n (or
include l and exclude e, f and g). Print
all (rather than just labels), and have 1
copy. Selecting all data will print the
name and address, the other information
you typed in below it, and the letters
showing the associated classes.

Reference Section

Examples

Note that wherever possible examples re-
late to the club mailing list used in the
tutorial section. Whilst this is ob-
viously only one of many possible applic-
ations, it is used here for the sake of
consistency.

Format

The file is stored in RAM so long as
there is sufficient space for it. Typic-
ally this means that there is room for
well over 300 entries. The main advan-
tage of this is speed, and this is parti-
cularly evident as each new entry is
added. Each addition is put into its
correct place in the file when it is
entered, so that the file is always in
alphabetical order, and never needs
sorting. Even when the file is nearly
full, another entry only takes about a
second to add. When RAM is full, the
file must be split into two and saved
onto disc (or tape). However this does
not mean that this is the limit on the
size of a mailing list, since the soft-
ware will work with several files. Thus
you can fill RAM, creating two files,
then start again. When you save the file
now the program merges your current work
into the two files, to give you two new

ones, dividing the total file into two consecutive halves, each sorted alphabetically. All printing, searching and listing operations can be carried out as if these two were one long file. The program uses variable length records both in RAM and on disc. This ensures maximum use of storage space, with the corollary that you can store many more short records than long ones.

Security

Since the data is only transferred to mass storage when you decide, or when RAM is full, all data entered in a session will be lost in the event of an accident (e.g. someone blows the main fuse, the kids cut through the power lead, or you switch the computer off by mistake). To guard against this you should save your data periodically, say once an hour. If you are saving to disk, say as FILE00, you will find the extension .MAI is appended to your filename. When you save it again using the same name, FILE00.MAI will be renamed as FILE00.BAK. On the third and subsequent occasions, the existing FILE00.BAK will finally be deleted, in order to make room for the second copy as FILE00.BAK, and the latest one as FILE00.MAI.

ENTERING DATA (0N or CTRL/E)

Data is entered in three sections. First
the label data is entered into a box the
size of the chosen label. You may not go
beyond the boundaries of the box. Press-
ing ENTER at the beginning of a blank
line takes you on to the next section.
Here you may enter data which is not to
be printed on the label. You make take
as much space as you like for this data
within the constrains 1) it must be no
wider than the label, 2) it must fit on
the remainder of the screen. In either
of these sections pressing \ enters the
"user defined string". Again pressing
ENTER at the start of a blank line takes
you on to the third section. Pressing
any key A - T selects or resets the cor-
responding class. Note that you must
select at least one class; if you do not
want any of your current ones , select a
blank one as a "dummy". This is not
normally a restriction, as at least some
sets of classes will be "complete", e.g.
different types of membership, different
joining years (everybody on the list must
be some type of member and must have
joined sometime). Any classes set will
remain set for the next entry. Pressing
ENTER will take you to the "filing" line.

We should mention here that the classifi-
cation system is a major feature of the
Superpower Mailing List. It allows sel-
ective use of the list, instead of making
you work from the whole list at any one

time. This means that careful choice of your classes will enable you to print lists of entries in any area.

The program indicates by use of a pointer which "word" from the first line of the label it expects to use for its alphabetical filing. The program can generally make a sensible choice, but can be stumped by some combinations, e.g. Joe's Glass Co. (it will try to file under G, since it cannot distinguish between this and Joe Glass & Co., which should be filed under G). To cope with this you have the option to move the pointer a word at a time either way by using CR or CL. When you press ENTER the label is filed in its proper place in the order - this will take about two seconds if there are more than 300 entries! Alternatively, press ESC to edit the label so far. In the editing phase the controls are as follows:

CURSOR controls operate normally
SHIFT/CD pushes the text down a line, opening up a blank line
SHIFT/CU pushes the text up a line, deleting the line above
SHIFT/CR pushes the text right one character, opening a space
SHIFT/CL moves to the start of the line
DEL deletes the character to the right, closing the gap
CLR deletes the character under the cursor, closing the gap

You can move back a "section" with ESC. In general, whenever you have made a sequence of command selections, ESC takes you back to the last choice, or the last section within that choice. In the Entry routine this means from Sel. Class to the start of the "extra data" area, from there to the start of the label and from there back to the Main Menu (via a warning that you will lose the entry if you continue).

When you have nearly filled available RAM you will see a warning and be asked to split the file. All you need to do is to follow the computer's prompts. First it is suggested that you make a copy of the file as it now is, and then perhaps a backup copy. Should anything go wrong thereafter, you will be able to use these copies to recover your work. Next the file is split into two and each half is saved. This time the default filenames are based on your original filename, with its last character incremented e. g. FILE00 gives FILE01 and FILE02. Note that this makes more sense with numbers than letters, though CLUBA does give CLUBB and CLUBC.

GETTING A FILE (1N or CTRL/G)

A directory of files is given. Select the file you require (note that an extension of .MAI is optional). If an error occurs, e.g. if the specified file is not present, pressing any key (except ESC, which returns to the main menu) redisplays the directory and the file prompt. Once the file has loaded, the number of entries in it is displayed: any key returns to the Main Menu.

COUNTING ENTRIES (2N or CTRL/C)

You are prompted for the classes to be included in the count (press the appropriate letter to include it, press again if you change your mind, press ENTER when you have all the classes required), and then for those you wish to exclude. If you press ENTER before selecting any classes to include, all (a - t) are included and none excluded. Exclude overrides include, i.e. if you put a class in both sections it will be excluded. When you have made your selection the program counts and displays those records satisfying your criteria. One use of this routine would be to give a quick guide to evaluating the cost of a mail shot.

FINDING ENTRIES (3N or CTRL/F)

This routine has two sections. "Find
Name" looks just at the names, i.e. that
part of the first line under which the
entry was filed, and, since these are in
order, is very fast, even when multiple
files are involved. The routine will
find any entry starting with the input
supplied i.e. "Smith" will find Smiths
and Smithson as well as Smith (note that,
since the search is not case dependant it
will also find SMITH and smith). "Find
String" will look through all the data in
each record for the given string. Uses
include searching for "Tel. No. 434006",
"Mem. No. 251" or "LS7" (the last look-
ing for a particular area of Leeds by us-
·ing the Post Code). You can flip from
Name to String search and back with the \
key.

The first entry matching the search cri-
terion is now displayed, together with a
group of alternative commands in the top
.left corner. These represent the cursor
cluster, and the actions are as follows:-

CD Select edit mode, placing the cursor
at the top left-hand corner of the label
CU Deletes this entry (after checking)
CR Moves to the next entry
CL Moves to the previous entry
COPY Move to the next (or previous) entry
which matches the search criterion, i.e.
if you are moving forward through the
file it finds the next match, if you are

moving backward (after using CL) it finds
the previous one. The current direction
of movement is indicated by the arrow.

As an example we shall describe amendment
of the last entry under R. For Enter
Name type S and ENTER. This will show
the first S entry. Now press CL to get
the last R entry and CD to select edit
mode, then edit the label, using the keys
described above.

LISTING ENTRIES (4N CTRL/L)

You are prompted for the classes to be
included in the list (press the appro-
priate letter to include it, press again
if you change your mind, press ENTER when
you have all the classes required), and
then for those you wish to exclude. If
you press ENTER before selecting any
classes to include, all (a - t) are in-
cluded and none excluded. Exclude over-
rides include, i.e. if you put a class in
both sections it will be excluded.

The first entry matching the search
criterion is now displayed, with a group
of alternatives in the top left corner.
These represent the cursor cluster, and
the actions are as in the Find Entries
routine above.

PRINT (5N CTRL/P)

This routine allows you to print either just the label data, normally onto actual labels, or all the data in the entry. Either way the format of the printing is controlled by the label size chosen on entering the routine. E.g. selecting 3 from the menu implies that the labels are arranged three across the web, and the "all data" class will then also print in three columns. Options two and three assume two and three across respectively, and eighty columns. Selecting 4 assumes 132 columns, and so is suitable for con-densed print on an "80-column" printer: it will send the codes to put Epson type printers into condensed mode. These are the standard label sizes, others may be used by setting them up yourself, using 1. Next choose between printing just the label, or all the data, and how many copies of each entry you require. If all is well the printer should start print-ing. If not the message "No Printer!" will appear. You should check that the it is ON, ON-LINE and properly connected to your Amstrad. When the fault is rectified, any key except ESC will try again, ESC will return you to the Main Menu, in case you need to investigate further.

MERGING FILES (6N or CTRL/M)

You will normally need to merge files
when you add entries after splitting the
file as described under the Entry rout-
ine. When you add more entries you will
save them into a "working file". You can
now go into the Merge routine. Give the
name of your working file. The routine
can only merge a working file of up to 8K
at a time, so if your file is longer than
this 8K of it will be read in, and the
remainder resaved. You will then be
prompted for the name of the first of
your main data files, which will then be
read in. The first entry in your working
file is now entered into the correct pos-
ition in this file, then the subsequent
working file enties are dealt with like-
wise. When the end of the first main
file is reached it is resaved. If there
is more data in the work file in RAM the
next main file is read in and the process
repeated, until the work file is
exhausted, or further entries are located
after all the current ones. At each
point where a file is saved or loaded,
there is a pause to enable you to change
discs.

We will now describe a possible way of
working with large files:-

We start entering names and addresses in
a file ADD00.MAI (in the rest of this
section we assume the file extension .MAI
is used) on disc 1. When we reach 32K

the file is split and we use the default
names ADD01 and ADD02. In doing this we
make a backup on disc 2. We now proceed
with entering data, saving as we go along
in file ADDWK1. At some stage we will
combine this with our existing main
files, ADD01 and ADD02. Suppose ADDWK1
has reached 20K. In order to be quite
secure should something go wrong with the
merging process - e.g. power failure in
the middle of the operation - we will
copy ADDWK1, ADD01 and ADD02 to disc 3.

We now select MERGE. We enter ADDWK1 in
response to the "work file name" prompt.
This file will be loaded and counted.
Only 8K of the file can be dealt with at
one time, the rest being resaved under
the same name. We then give ADD01 as the
"source file". In order to keep track of
the different files produced by this
operation we shall introduce another let-
ter into the filename, so we will give
the destination file the name ADDA01, and
we will keep the new files on another
disc. The procedure is now automatic,
except that when a file is to be saved,
you will change to disc 4 before pressing
a key. The number of entries loaded from
ADDWK1, together with the number in ADD01
and ADD02, and the total checked against
the number saved in ADDA01 and ADDA02.
Once the computer announces that these
totals match, this phase of the operation
is complete.

Now repeat the process using the same
working file, ADDWK1 (which should shrink
this time from 12K to 4K), but with
ADDA01 as the source and ADDB01 as the
destination. Remember that ADDWK1 is on
disc 3 and ADDA01 is on disc 4. Put
ADDB01 on disc 3. Finally run though the
procedure once more, to get ADDC01 and
ADDC02 on disc 4. At the beginning of
this cycle you will notice that ADDWK1 no
longer produces the message "File too
long", so that we will have finished the
merging when we receive the total check
here. We will check that each file is
individually loadable, then delete those
files which are no longer required, i.e.
ADDWK1, ADD01 & 2, ADDA01 & 2 and ADDB01
& 2. We can now copy files ADDC01 & 2 to
discs 1 and 2, and resume entering data.

In order to avoid having to run the MERGE
facility repeatedly we will now make sure
that the work file does not exceed 8K.
At some point let us assume that work
file ADDWK2 is 7K, whilst main files
ADDD01 & 2 are 29K & 28K. We go into
MERGE and specify work and source files
as above, with ADDE01 as the destination
file. The work file is loaded in one go,
and then the first source file. These
are then merged to give a file of, say,
33K. Since this is bigger than the RAM
limit of 32K, when it is saved it will
automatically be split into two files,
ADDE01 and ADDE02. Then ADDD02 is loaded
and the remaining 3K merged into it,
giving a 31K file, which is then saved as

ADDE03. Since this is almost at the limit, merging a further work file will almost certainly cause this file to be split next time, giving a total of four files for the whole database.

Notes
1) Working alternately on discs 3 & 4 is a nuisance when the database is small, but if you get into the habit early on, you are much less likely to have a catastrophic loss of data when you have thousands of entries.

2) If an error occurs your source files will normally be intact, but if you started with a work file of over 8K, say ADDWK1, this will have been resaved without the first 8K. You would then have to delete ADDWK1.MAI, and rename ADDWK1.BAK to be ADDWK1.MAI. You should then deal with the source of the problem, and restart the operation.

SAVING THE FILE (7N or CTRL/S)

On entering this routine you are given the chance to accept the default filename FILE00.MAI (if you have loaded a file with a different name, then this will become the default name). If you only have one list, or are going to keep each on a separate disc, this may well be adequate, particularly since backups are made automatically. If you wish to give your file a more easily recognisable name, simply type N followed by the name. If you do not supply a file extension, .MAI will be used. If you expect your list to be over 300 entries, requiring splitting the file at some stage, it is most convenient to have a digit, normally 0, at the end of the filename. When a file FRED.MAI is saved, the system looks for an existing file of that name. If it finds such a file it renames it FRED.BAK. In this case it looks for FRED.BAK, and deletes this first.

RESETTING SYSTEM VALUES (8N or CTRL/R)

When you enter this screen you may select one of six areas by typing its initial letter.

C - Class Names This allows you to rename any of the classes in the list down the left-hand side. Simply press the letter for the class you wish to change, then type the new string. Note the default values for classes a - l, though these may also be reset.

L - Label size This selects the size of the label displayed on the screen. The standard sizes for two across or three across labels, are represented by 2 and 3, but you can choose your own size, up to 64 x 15, by pressing 1. Note that this does not need to be the same as the size used by the printing routine. If you use size 2 here and size 3 for printing you will have any label which is longer than 22 characters truncated automatically to fit your chosen size.

F - File header The parameters that you set up here will be saved with the file. Should you wish those you have saved with one file to be used with another, but not the data, you may load the file and then use this facility to delete the data but keep the parameters in the header. Alternatively you may delete everything, in order to start from scratch.

P - Pen/paper colours   You may choose
any of the standard colours for paper
(background) or pen (foreground). You
will be prompted with the current values.
Your entry will not be accepted if it is
outside the range, or if your pen is the
same as your paper. In either case, or
if you just press ENTER, the colour will
be left unchanged.

S - Tape/Disc selector   If you do not
have a disc drive this will not have any
function. If you do have one, and it was
plugged in and switched on when you
started, disc input and output will be
selected automatically. The only cause
for using this option, therefore, is if
you wish to work on tape from a disc
system, perhaps to transfer files between
tape and disc based computers. Pressing
S repeatedly cycles around the different
combinations.
U   -   User-defined String   A string
entered here is reproduced by pressing
the \ key at any time during entry of
data. Further, if the last few charact-
ers of this string are numeric, the num-
ber is updated each time the string is
entered.

QUIT / EXTERNAL COMMANDS   (9N or CTRL/Q)

If you simply wish to return to BASIC,
press B. Alternatively you may enter any
"external" command, to be passed to an-
other ROM, by preceding it, as usual, by
a "|". Thus you could enter the Disc-
Power ROM by typing |DP - assuming you
have that ROM fitted! If you have the
disc system you can also use the CP/M ROM
commands, and you do not need the rather
clumsy indirections required by 464 BASIC
(which is a good reason for entering MAIL
to do a sequence of such operations). If
we wish to recover a file ADDWK1 from its
backup copy we would enter QUIT and type
the following :- |ERA ADDWK1.TXT |REN
ADDWK1.BAK ADDWK1.TXT Note that each file
keeps an internal record of its name so
that if you rename a file and then load
it, the default SAVE name will still be
the old version. If you wish to change
the internal name then resave the file
with the new name rather than the
default.

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Notes