

intuidex

Jeffery C. May

COLLABORATORS

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REVISION HISTORY

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Chapter 1

intuidex

1.1 IntuiDex On Line Help Copyright 1995 Jeffery C. May

IntuiDex Version 2.0

On-Line Help

Legal Junk.. Let's get it out of the way...

Introduction What the *HECK* is IntuiDex?

Requirements What you need to run IntuiDex

What's New Revision History and notes

Installation How to install IntuiDex

About the Author Who is this guy?

FUNCTIONS OF INTUIDEX

ARexx Interfacing Getting IntuiDex to talk to other programs

ASCII Import/Export Getting existing data into and out of IntuiDex

Deleting Entries Housekeeping stuff...

Dialing Let Intuidex dial the phone...

Disk Data Files Load and Save that data now!!

Editing Data When you need to change stuff

Entering Data How data gets into IntuiDex

Finding Entries Quick! Find that member!

Printing Printing reports and mailing labels

Mail Merge Form Letters and more!

Sorting Data Arrange that data!

Updating Data Marking expired people...

What is 'Next' Moving through the list

Configuring IntuiDex Customizing IntuiDex for different clubs

OTHER TOPICS

Things Left To Do The Future of IntuiDex

Known IntuiDex Bugs Problems to be fixed in IntuiDex

IntuiDex Glossary What these wierd words mean...

1.2 Legal stuff about copyrights and whatnot...

THANKS FOR USING INTUIDEX!

IntuiDex and its accompanying files are copyright 1995, Jeffery C. May, all rights reserved. Demonstration versions of IntuiDex may be freely distributed, but must not have any fees associated with this distribution other than the cost of media.

IntuiDex is **shareware**, and registered versions are available for \$25.

Registered versions of IntuiDex do not have the annoying **requester** at start-up and shutdown. Registered users of IntuiDex also are also eligible for updates as they are available, and will be given priority as to help with problems and feature requests.

[CLICK HERE FOR INFORMATION ON HOW TO REGISTER](#)

```
=====
= COPYRIGHT NOTICES AND DISCLAIMERS FOR PRODUCTS MENTIONED IN THIS =
= DOCUMENT =
=====
```

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1.3 Registering IntuiDex 2.1

REGISTERING INTUIDEX 2.1

First of all, let me say that I am extremely honored that you like IntuiDex to even consider registering it. IntuiDex was originally written for me, as the newsletter editor of the local user group. If you find this program helpful and useful, that's wonderful.

Registering IntuiDex is easy- print the form by pressing the button below, fill it out and mail it to me at the address below. Registered users will get a printed manual (still under revision) and automatic update to the latest version. Also, registered users will take precedence when technical support is required. Make sure you have paper in your printer, and that your printer is turned on and is ready to print.

I have reduced the registration fee from previous releases for a limited time. Older, less reliable, versions were \$35. The new upgraded and

enhanced version is \$25. Checks are OK from within the US, drawn on a US bank. Postal and other money orders are also acceptable. This special reduced registration fee is only good until December 31, 1995.

Registration fees should be sent to

Jeff May

4323 Pinewood Dr NE

Palm Bay, FL 32905

USA

PRINT REGISTRATION FORM TO PRINTER

SPECIAL INCENTIVE:

If the word processor that you use is NOT currently supported by the IntuiDex mail merge features, you have the opportunity to get a special registration (and mention in this file) by sending me enough information to construct the filters for your word processor.

This information should include (if legally possible) copies of the pertinent information from the word processor manual, and a disk that includes both an example letter ("Primary", "Main" or "Form") file, and an example address ("Secondary" or "Merge") file.

For each word processor that is included, the first person to send me this information will get a free registration! NOTE: only currently unsupported word processors are eligible, and only the first person to send the data gets the registration.

So far, I have information for the following word processors:

Amiga WordPerfect (What I use)

Final Writer (From AAi Member Bob Castro)

Excellence! (From AAi Member Bob Castro)

ProWrite (Thanks Pat Larkin!)

1.4 What's new with this release of Intuidex

REVISION HISTORY OF INTUIDEX

Version Date Changes

2.2 JUL-95 IntuiDex 2.2 was compiled with SAS C version 6.0

IntuiDex now includes a fully-functional **ARexx** port!

Also fixed bug in the delimited ASCII **import** and **export** features that was introduced in the last release.

Fixed a bug that has been present since version 2.0, where one of the functions locks the Workbench

screen, but fails to unlock it. This caused the Amiga to refuse to allow the change of screen mode after running IntuiDex.

Hyphens ("-") are now changed automatically into slashes ("/") in entered dates. This ensures that all dates are consistent, and precludes the problems associated with possible mixing of date separators. The "Disk" field is now one of 32 flags that are associated with each entry. The other 31 flags will be user assignable.

2.1 JUN-95 Incorporated changes proposed by users in the Amiga Atlanta, Inc. User Group, including:

- * Database files are automatically **updated** as they are loaded from disk. This can be turned off via commenting the **AUTO_UPDATE** **tooltype**.
- * The "Expired" **status** is now a flag that is applied to the current status. This way, IntuiDex can remember what the previous value was.
- * When an entry is **edited**, the database is again **updated** so that if the change is a renewal, the "expired" status automatically reverts to the previous value.
- * The exit button from the **Print** window is no longer called "Cancel," but now rather reads "Exit Print" which makes more sense: if you are done printing, you don't want to cancel, you just want to exit.
- * A new **tooltype** has been added, **MEMBERSHIP_LENGTH**, that allows the adjustment of the automatically calculated expiration date in one month increments. It comes pre-set for a one year membership, so **MEMBERSHIP_LENGTH** has the value of 12.

Also, several "broken" features were fixed:

- * In previous versions, only the **DATE_USA_LONG** version worked. Now your setting of the **DATE_FORMAT** **tooltype** actually does something. Unfortunately, this change brought about a change in the disk file format, rendering the new version's data files incompatible with older

versions. This new version will READ the old versions, but can not write them. This will allow the seamless transition between versions for upgrading users.

* The **MAKEICONS** tooltype now works. In older versions, it had no effect.

2.0 The 2.0BETA release is considered the 2.0 release version. This was the version placed on Aminet, and no other versions were released between 2.0BETA and 2.1.

2.0BETA FEB-95 IntuiDex 2.0 is now written in GNU C. Complete re-write. Not just of one section or two, but of the entire program.

Included font and screen sensitivity.

Database is now held in memory as a doubly-linked list, which makes sorting MUCH faster, and also removes a limit on the number of records that can be held in a database. (NOTE: the database must still be able to fit into memory!)

Printing to disk now an option.

Find now works right- criteria are logically AND'd, not OR'd. (Now you can search for people in Tacoma that own 2000's, etc...)

No longer requires the presence of the MultiView or AmigaGuide programs to be present in the SYS:Utilities drawer. Uses the amigaguide.library properly.

Added seperate Save and Save As functions.

IntuiDex now remembers the field that the database is sorted on. NOTE: data from older versions may be loaded, but since they don't have the sort info, you'll have to resort and resave the data to make it work.

Data files are backward compatible with older versions of IntuiDex.

Supports the export and import of ASCII delimited files to ease migration to/from other software packages.

Supports the export and import of mail merge files

for several popular word processors. These are implemented as separate programs, so that they are easily extensible. New filters can be added at any time.

Preferences are now held as **Tooltypes** in the .info file, and can be modified by the "Information..." item in the Icons **menu**.

1.1a (NOT RELEASED) Rewrote a couple of printer routines to include printing 3-across laser labels and cleaned up code for maintenance reasons.

1.1 8-SEP-94 Fixed **Enforcer** Hits, added real Amiga-key keyboard **shortcuts**, and changed imaging for proportional **gadget**.

1.0 AUG-1994 First Release, pure junk.

1.5 Introduction to IntuiDex

WELCOME TO INTUIDEX!

Why IntuiDex?

IntuiDex represents my efforts to streamline the way Amiga Atlanta handles its membership list. By providing an interface that could be learned without effort, I hope to provide a system that will allow more people to feel that they can participate in Amiga Atlanta as an officer.

As Newsletter editor for Amiga Atlanta in 1993, I had an extremely difficult time tracking down the Secretary/Treasurer to get mailing labels for newsletters. It occurred to me that there needed to be a better way for the different officers to share the data in the club **database**: I needed it for mailing labels, the BBS **Sysop** needed it to verify members, the Secretary needed it to keep tabs on membership, and the President needed it in case he needed to make special announcements via phone or mail.

Amiga Atlanta was/is using **Oxxi's SuperBase 3**, which although is an extremely capable product, is overkill in the extreme for what we needed. Also, it was/is expensive, and the club only had/has one copy. This means that everyone in the club that needed access to the club **database** was required to depend on ONE person to supply that need.

So I wrote my own. It worked, but I wasn't quite happy with it: it wasn't font sensitive, it was inflexible, and it was slow.

So here we are today, with IntuiDex 2.0, a completely re-written **database** that was specifically designed with club membership rosters in

mind. No difficult to use (and extremely UNintuitive, for that matter) GUI metaphor. Just a simple to use program that does the job with no hassles.

So what does IntuiDex do?

IntuiDex is hopefully just that- an INTUitive InDex for club rosters.

I have been using computers in one form or another since 1982, and with the advent of GUIs there is no excuse for applications to not be instantly learned by users. It is my opinion that users should be able to walk up to a piece of software and be able to use it immediately. Now that does not mean that they can do everything instantly, but they should be able to do SOMETHING useful with absolutely NO help, no manual reading, and with little thought.

Features of IntuiDex 2.0

- * Number of **records** in **databases** is now limited only by available memory
- * Fast **sorting** speed
- * Nine different **status** levels, including four membership levels
- * Font and screen sensitive
- * **Prints** mailing labels, phone lists, and configurable **database** lists
- * Export **mail merge** files for many popular word processors
- * Import and Export **ASCII** delimited files
- * **Configurable** field names
- * **Sort** on six different fields

1.6 IntuiDex Requirements

WHAT DO I NEED TO RUN INTUIDEX?

IntuiDex requires at least version 2.04 of the Amiga operating system (Version 37).

Other than that, it should work on just about any configuration.

IntuiDex has been tested on an Amiga 2000/040 with 12 megabytes of RAM, and an Amiga 500 with two megabytes of RAM.

"IF IT'S AN AMIGA, IT WILL RUN INTUIDEX"

1.7 Installing IntuiDex 2.0

INSTALLING INTUIDEX

The included installer script makes use of the Commodore Installer.

Just run the script to install IntuiDex. All the files and drawers associated with IntuiDex will be copied.

Since this version of IntuiDex does NOT require an ASSIGN or other tricky bits, you may alternatively just copy the drawer from where you unarchived it to where you want it to go. The archive that you downloaded, or the disk that you received when you registered, has the IntuiDex files where they need to go in their own drawers. Copying the IntuiDex drawer to where you want it is equivalent to using the installer script, and faster.

1.8 About the Author

WHO IS THIS GUY, ANYWAY?

Jeff May is a RF circuit engineer at Harris Electronics in Palm Bay, Florida. He received his B EE from the Georgia Institute of Technology on March 18, 1995 with a 3.1 overall GPA.

Starting in December of 1990, Jeff participated in the Cooperative Education program for six quarters, working for Kimberly-Clark Corporation. Three quarters were spent in the LaGrange, Georgia, Mill, and the balance of his tenure was spent working out of the Roswell, Georgia, engineering offices. Since ending his Co-Op career in September, 1993, Jeff has had five consecutive quarters on the Dean's List, for a total of seven, and will graduate on March 18, 1995 with a 3.02 GPA.

Jeff's lone programming class was taken in during Winter Quarter, 1990, where he was in the last section of EE 1400 (Computer Programming in C) ever taught at Georgia Tech. He has, since 1982, taught himself BASIC, 6502 assembler, a smidgen of Pascal, and Amiga E.

Jeff has been involved with the Georgia Tech Christain Campus Fellowship, WREK (the Georgia Tech student-run radio station), and has also participated in the Woodbury Research Project, which is refurbishing a 1970s- vintage 30-meter (!) satellite antenna to be a radio telescope. You can see its web page at <http://www.gatech.edu/jmay/woodbury/woodbury.html>

In 1993 Jeff served as the Newsletter Editor for Amiga Atlanta. A couple of his works are available on Aminet in the text/mags directory. In 1994, he was elected as President of Amiga Atlanta, and in 1995 was elected for a second term. Recently, Jeff has worked up an AAi WWW page, which can be found at

<http://www.gatech.edu/jmay/aai/aai.html>

If you have any questions, comments, or job offers, please contact Jeff at:

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Palm Bay, FL 32905 Jeff_May@aaivtex.atl.ga.us
USA

1.9 Getting IntuiDex to talk to other programs

THE INTUIDEX AREXX INTERFACE

All IntuiDex functions (except Dial) are available through its ARexx interface. Currently, IntuiDex recognizes 15 commands, listed below:

- ADD** Inserts a new (empty) entry at the end of the list
- CLEAR** Erases the entire database from memory
- DELETE** Removes the "current" entry from the database
- EXPORT** Exports the database in the specified name and format
- FIND** Finds a specified entry on specified criteria
- GET** Return the specified field value
- IMPORT** Imports a database from the specified name and format
- INSERT** Places the given value into the specified field of current
- NEXT** Makes the next result of a FIND the current entry
- OPEN** Loads the specified database
- PRINT** Prints the database in the specified format to the specified device
- QUIT** Exits IntuiDex (immediate! no save!)
- SAVE** Saves the database using the name it was loaded from
- SAVEAS** Saves the database as the specified name
- SORT** Reorders the current database by the specified keyword
- UPDATE** Updates list based on current system date

1.10 Add a new entry from ARexx

ADD - This function creates a new entry in the current database. It automatically assigns the next member number, and calculates the expiration date based on the current system date and the setting of the **MEMBERSHIP_LENGTH** tooltype. All other fields are empty.

ADD takes no arguments. Data is entered into the newly created entry via the INSERT ARexx command.

A successful operation will return the new member number as a result code. Failure will cause an error of level 10 to be generated.

1.11 Clear the database from ARexx

CLEAR - Erases the entire data from memory. If data was not saved, it is lost. CLEAR takes no arguments, and returns no result code.

1.12 Delete the current entry from ARexx

DELETE- **Removes** the current entry from the database. If data was not saved, it is lost. DELETE takes no arguments, and returns no result code.

Selection of data to delete is done via the **FIND** ARexx command.

1.13 Export the database from ARexx

EXPORT- **Exports** data in the specified format to the specified filename.

Currently, only delimited ASCII files are supported.

USAGE:

```
EXPORT {filename} {ASCII/MAILMERGE}
```

SEE ALSO

IMPORT

1.14 Find entries using ARexx

FIND - Uses specified criteria to search the current list for matching entries.

The first matching entry is automatically made the current entry, and using the ARexx **NEXT** function will allow step through the matches if there are more than one.

USAGE:

```
FIND {field# [value]} {field# [value]} ...
```

This function takes as its arguments a list of field numbers and specified values. Please note that the specified values must only contain one word. An example is given

below:

```
FIND 2 Jeff 3 May 8 FL
```

This will find all the people whose first name is "Jeff," last name is "May," and whose addresses are in Florida.

Here are the field codes:

0 Member Number

1 Expiration Date

2 First Name

3 Last Name

4 Business Name (Right below the Person's name)

5 First Address Line

6 Second Address Line

- 7 City
 - 8 State
 - 9 Zip
 - 10 Daytime Phone
 - 11 Evening Phone
 - 12 First field right below the phone numbers
 - 13 Second field below phone numbers
 - 14 Third field below phone numbers
 - 15 Fourth field below phone numbers
 - 16 Flags (up to 32 user-definable boolean flags available)
- The results of the FIND command is the number of matches, or zero if no matches were found.

1.15 Get field values from ARexx

GET - Returns the specified field value from the current entry. This function is used to pass field values from IntuiDex to the calling application.

USAGE:

GET {field#}

Get takes as its argument the number specifying the desired field, as shown below:

- 0 Member Number
 - 1 Expiration Date
 - 2 First Name
 - 3 Last Name
 - 4 Business Name (Right below the Person's name)
 - 5 First Address Line
 - 6 Second Address Line
 - 7 City
 - 8 State
 - 9 Zip
 - 10 Daytime Phone
 - 11 Evening Phone
 - 12 First field right below the phone numbers
 - 13 Second field below phone numbers
 - 14 Third field below phone numbers
 - 15 Fourth field below phone numbers
 - 16 Flags (up to 32 user-definable boolean flags available)
-

17 Status code

GET returns only the value of the field as a result. If the field is blank, then the result code will also be blank.

An error of level 10 is returned if there is no database currently opened.

1.16 Import a database from ARexx

IMPORT- **Imports** data in the specified format from the specified filename.

Currently, only delimited ASCII files are supported.

USAGE:

EXPORT {filename} {ASCII/MAILMERGE}

SEE ALSO

EXPORT

1.17 Insert new field data from ARexx

INSERT- Places information into the specified field of the current entry.

This function is often used in conjunction with the ADD ARexx command to fill out the newly created entry.

USAGE:

INSERT {field# [value]}

INSERT takes two arguments- a number between 0 and 17 specifying the field desired, and the value to be placed in this field.

Numbers are used to specify fields because many fields have user definable names. The numbers are shown below:

0 Member Number

1 Expiration Date

2 First Name

3 Last Name

4 Business Name (Right below the Person's name)

5 First Address Line

6 Second Address Line

7 City

8 State

9 Zip

10 Daytime Phone

11 Evening Phone

12 First field right below the phone numbers

- 13 Second field below phone numbers
- 14 Third field below phone numbers
- 15 Fourth field below phone numbers
- 16 Flags (up to 32 user-definable boolean flags available)
- 17 Status code

The status codes are as shown below.

PENDING (Possible Membership Contact)

MEMBER

DEALER (Merchant...)

EXCHANGE (Newsletter...?)

MANUFACTURER

OFFICER (Special case of Member)

FAMILY (Special case of Member)

BUSINESS (Special case of Member)

Insert returns no result code.

1.18 Make the next in the found list current from ARexx

NEXT - Performs the same function as the **Next** function from the window gadget.

If a search has been performed, NEXT will cycle through the found matches.

Otherwise, NEXT displays the "next" entry in the database.

If the last entry is the current one, NEXT will wrap around and cause the first entry in the database to become the current one.

1.19 Open a database from ARexx

OPEN - **Opens** a database from the specified filename. The newly opened file replaces any database in memory, so if the old file (if any) was not saved, it was lost.

USAGE:

OPEN {filename}

OPEN takes as its argument the filename with complete path of the database desired.

A successful operation will return no result code. A failure will return an error of level 10.

1.20 Printing from ARexx

PRINT - **Prints** the specified entries in the specified format to the specified destination.

USAGE:

```
PRINT {DEST} {LABELS} {ENTIRE/CURRENT/RESULTS/STATUS [CODE]} {WIDTH}
```

```
PRINT {DEST} {PHONE} {ENTIRE/CURRENT/RESULTS/STATUS [CODE]}
```

Print allows IntuiDex to provide the user with preformatted mailing labels or a list of phone numbers and names.

If mailing labels (LABELS) are printed, the user must select how many labels are to be printed across the page. Laser labels usually have three labels across the sheet; dot-matrix labels usually only have one. Please note that the status of the **AVERY tooltype** is respected.

1.21 Exiting IntuiDex via ARexx

QUIT - Exits IntuiDex. Any data that was not saved is lost. QUIT takes no arguments, and returns no result codes.

1.22 Saving the database via ARexx

SAVE - **Saves** the currently loaded data to the name used when it was opened.

SAVE takes no arguments.

A successful operation will return no result code. A failure will return an error of level 10.

SEE ALSO

SAVEAS

1.23 Saving the database via ARexx

SAVEAS- **Saves** the currently loaded data to the specified path and name.

USAGE:

```
SAVEAS {filename}
```

SAVEAS takes as its argument the filename with complete path that the data is to be saved to.

A successful operation will return no result code. A failure will return an error of level 10.

SEE ALSO

SAVE

1.24 Sort the database from ARexx

SORT - **Sorts** the currently loaded database by the specified field.

USAGE:

SORT {FIRSTNAME/LASTNAME/ZIP/MEMBERNUMBER/CITY/EXPIRATION}

SORT takes as its argument one of the following field specifiers:

FIRSTNAME

LASTNAME

ZIP

MEMBERNUMBER

CITY

EXPIRATION

Note that these are the same options that are available from the menu or window gadget.

1.25 Updating status codes from ARexx

UPDATE- **Updates** the status fields of all the entries in the currently opened database. People with expiration dates earlier than the current system date are marked as expired. All others have their expired flag removed.

UPDATE takes no arguments, and returns no result codes.

1.26 Entering New Data Into IntuiDex

ADDING (ENTERING) NEW DATA INTO INTUIDEX

It's really pretty simple. Like most all functions of IntuiDex, there is three ways to get at the **data entry requester**:

- 1) Press the 'ADD' **gadget** at the bottom of the window
- 2) Hold down the right Amiga key and press the 'a' key on the keyboard
- 3) Select the 'Add New Entry' item in the Actions Menu.

Once you have done one of these three things, you will be confronted with a large window with a lot of string **gadgets**. You will also notice that IntuiDex automatically finds the highest member number currently in use, makes the new entry the next one, and also calculates the expiration date of the newly entered member based on the value of the **MEMBERSHIP_LENGTH** **tooltype**.

Enter the data, making as many changes as you wish. When you're satisfied that the entry is correct, click on the 'OK!' **gadget**.

That's it. You've just entered a new member into the **database**!

ALSO SEE

[Editing Data](#)

[Finding Records](#)

[Data Entry Requester](#)

1.27 Editing Data Already In IntuiDex

EDITING EXISTING DATA IN INTUIDEX

It's really very similar to entering new data. Using the proportional **gadget** on the right side of the window, or the up and down arrow keys on the keyboard, find the entry that you would like to edit (NOTE: you may also use the 'Find' feature to make this job easier).

Once you have found the entry to edit, do one of three things:

- 1) Click on the 'Edit' **gadget** at the bottom of the window
- 2) Hold down the right Amiga key and press the 'e' key on the keyboard
- 3) Select the 'Edit Entry' item in the Actions Menu.

When you do one of these three things, the large **data requester** window will open. Unlike when you entered the data, however, it's not empty. The current data is displayed in the **gadgets**. Make changes to your heart's content, and then either Click the 'OK!' **gadget**, or press the 'O' key on the keyboard. 'C' will cancel the action, as will clicking the 'Cancel' **gadget**.

NOTE: the **keyboard shortcut** only works if NO STRING GADGET IS ACTIVE.

That's it. you've just edited an existing member in the **database**!

ALSO SEE

[Adding Data](#)

[Finding Records](#)

[Data Entry Requester](#)

1.28 IntuiDex Keyboard Shortcuts

INTUIDEX KEYBOARD SHORTCUTS

IntuiDex has **keyboard shortcuts** for most functions that are available via the pull-down **menus**. These shortcuts are activated by holding down the right Amiga key (that's the key directly to the right of the SPACE bar) and pressing the indicated key.

1.29 Saving And Loading Files in IntuiDex

OPENING FILES IN INTUIDEX

IF you want to load an index file from disk, you start at the main window by doing one of three things:

- 1) Click on the "Open" **gadget** at the bottom of the window
- 2) Hold down the right Amiga key and press the "o"

3) Select the "Open..." item under the Project **menu**

When you do one of these three things, a **requester** will open up, and from there you can select the file you want to load.

SAVING FILES IN INTUIDEX

IntuiDex supports two ways to save files to disk. The "Save As..." item under the Project **menu** allows you to specify a new name to save the data under. The "Save" **gadget** in the window, and the "Save" function under the Project **menu** saves the data back using the filename that was used to load the **database**.

To use the "Save" function, you can do one of three things:

- 1) Press the "Save" **gadget** at the bottom right of the IntuiDex window
- 2) Hold down the right Amiga key and press the "S" key
- 3) Select the "Save" item under the Project Menu

When you do one of these three things, the **database** will be saved using the filename that was used to load the file. If this is a new file, and a name has not been specified, then a **requester** will ask you for one.

To "Save As..." function to specify a new file name to use, you start from the main window by selecting the 'Save As' item under the Project **menu**.

A **requester** will open up, and from there you can select, or type in, the file you want to save.

All IntuiDex data files should end in ".dex" so that they can be found easily.

1.30 About The IntuiDex Data Entry Requester

THE INTUIDEX DATA ENTRY REQUESTER

The IntuiDex Data Entry Requester has been designed for ease of use and makes the entry or change of data simple and quick:

- 1) Automatic **gadget** activation on all string **gadgets**: As you fill in each field and press [RETURN], the next field is activated. This means that your hands never have to leave the keyboard when entering data
- 2) The data entry fields are arranged in a logical manner that resembles filling out an application. This means that purpose of each field is very intuitive.
- 3) When adding a **record** to the **database**, IntuiDex was designed to automatically find the highest membership number currently in use, and make the new number one higher. IntuiDex also automatically sets the expiration data of new members to be one year from the date of

entry. Of course, both of these fields can be easily changed if desired.

DATA REQUESTER FIELDS

The data entry **requester** is made up of sixteen string fields, a cycle field (entry status), and a checkbox field ('Check here for...'). The string fields should be self explanatory. The other two may need a little discussion.

The 'Check here for...' field exists because Amiga Atlanta offers Disk 'o The Month subscriptions to its members that do not often attend club meetings. This field is checked if that member paid for a disk subscription otherwise it is not used. The name of the field can be changed by changing the **SUBSCRIPTION Tooltype**.

The **status field** is used to differentiate between different types of entries in the same list. The two most commonly used status types, 'Member' and 'Expired' are used to differentiate among current and expired members.

ALSO SEE

[Adding Data](#)

[Editing Data](#)

[Finding Records](#)

[Configuration](#)

1.31 About The Status Field

THE STATUS FIELD

Several different types of entries can be used in the same **database** file. These types are differentiated by their status. There are seven different types of status, and these are listed below:

TYPE DISCRPTION

=====

Pending Used to mark people who are interested in membership, but have not joined the club. These contacts are retained so that they can be informed of upcoming events. People who are Pending are hoped to (soon) become Members.

Member The standard code for any paid member of the club.

Expired The code used to mark members who have let their memberships lapse. This code is generated by use of the **Update** function.

Dealer This code is used to specify local retailers that the

club is affiliated with or has special relationships with.

Exchange Used to mark entries that are other clubs. Amiga Atlanta has newsletter exchange programs with several other clubs.

Manuf'er Is any entry for a company that produces Amiga products.

Officer Is a subset of Member; Officer status indicates that this entry is a current club office holder.

Family This is for a special kind of membership for families living at the same address.

Business This is for a corporate sponsorship, where several people working for the same company are members on the company's behalf.

ALSO SEE

[Printing](#)

[Sorting](#)

[Updating Data](#)

1.32 Deleting Data From IntuiDex Databases

DELETING EXISTING MEMBERS FROM THE DATABASE

If you would like to remove a member from the **database**, it's very easy:

Using the proportional **gadget** on the right side of the window, or the up and down arrow keys on the keyboard, find the entry that you would like to edit (NOTE: you can also use the '**Find**' feature to make this job easier).

When you have found the entry that is to be deleted, you can do one of three things:

- 1) Click the 'Delete' **gadget** at the bottom of the window
- 2) Hold down the right Amiga key and press the 'd' key on the keyboard
- 3) Select the 'Delete Entry' item from the Actions Menu.

When you have done one of these three things, you will be confronted with a small **requester** window, asking if you're sure you want to delete the entry, having the choices of 'Cancel,' which obviously cancels the action, and 'Yes, Delete Entry!' which REALLY DOES erase the data.

CAUTION: ONCE DATA IS DELETED, IT CAN'T BE RECOVERED! BEWARE!

1.33 Finding Data in IntuiDex

FINDING AN ENTRY IN INTUIDEX

Finding data in an IntuiDex **database** is accomplished through the **data entry requester**. Start by doing one of three things from the main

window:

- 1) Click the 'Find' **gadget** at the bottom of the window
- 2) Hold down the right Amiga key and press the 'f' key on the keyboard
- 3) Select the 'Find Entry' item in the Actions **menu**

When one of these actions are taken, the IntuiDex data **requester** window opens. Search criteria is then entered. When the criteria for the search is entered, press the 'OK!' **gadget** at the bottom of the window.

The only field that can't be used as a search criteria is the **status gadget**.

If any entries that match the search criteria, the first one that does is displayed in the main window. If more than one entry matches, they can be cycled through by using the **Next** function.

If no matches were found, a small **requester** opens telling you that no entries match the criteria.

ALSO SEE

Adding Data

Data Entry Requester

Dialing

Editing Records

Next

1.34 Sorting Data in IntuiDex

SORTING INTUIDEX DATABASES

IntuiDex provides several different ways that the membership **database** can be sorted. These options allow for **printed** reports to be made for many different uses.

Sorting Options Description

=====

First Name Sort by the First Name field

Last Name Sort by the Last Name field. Useful when printing reports where people can verify their membership information.

ZIP code Sorts by ZIP. Useful for mailing purposes. If ZIP+4 codes are used, they are handled automatically.

Member # Sorts the list by the Member number field in the **database**.

City Sorts by City. Useful demographic data?

Expiration Sorts the list by the Expiration field. This is Useful for creating lists of people who have expired, or will expire soon.

Note that IntuiDex defaults to sorting by ZIP code. It has been found that the United States Postal Service delivers mail faster if it is sorted by ZIP code. This is also a requirement if you are planning to mail using bulk rates.

Also, note that it has been found that mail delivery is also speeded by making use of the ZIP+4 code. If you don't know what the "+4" code is for, or how to use it, please see your local Postmaster.

SEE ALSO

[Find](#)

[Print](#)

1.35 IntuiDex Printer Support

USING INTUIDEX TO PRINT REPORTS AND MAILING LABELS

IntuiDex currently supports three types of printed output:

- 1) Mailing labels
- 2) Phone Lists
- 3) Database lists (not currently available)

MAILING LABELS

Mailing labels are used for just that- mailing. (Actually, they can be used for anything that requires a name and an address to be printed on an item.)

When you click on the "Mailing Labels..." [gadget](#) from the IntuiDex Print window, another window pops up, allowing you to customize the way that the labels are printed. Along the left side of the window are four "radio buttons" that select which [records](#) in the [database](#) to print. These options are

"Entire List" Print every [record](#) in the [database](#).

"Current Records Only" Prints all the [records](#) that do not have the

"Pending" or "Expired" status. This is useful for most mailing activities, such as a monthly newsletter.

"Results of Find" Uses the most recent [Find](#) to select which [records](#) to print labels for. This is useful if you want to mail to a specific group of people in the [database](#) that have common attributes.

"Specify Status Code" Activates the "Status Code" cycle [gadget](#) directly to right of this choice. All [records](#) in the [database](#) that have this status are printed.

NOTE: If you are using Avery 8160 Ink Jet mailing labels, be sure to set the [AVERY Tooltype](#).

PHONE LISTS

Phone lists are useful when you are trying to do "phone blitzing," calling a large percentage of the the [records](#) in the [database](#) for some purpose. Clicking on "Phone List" from the IntuiDex Print window brings up a window similar to the one used for mailing labels. The same criteria can be used for selecting which [records](#) to print in the phone list as for mailing labels.

PRINTING TO PLACES OTHER THAN [PRT:](#)

On some occasions, it may be useful to print somewhere other than [PRT:](#), the Amiga printer device. The IntuiDex Print window has a cycle gadget that gives users the choice of printing to [PRT:](#), [PAR:](#), [SER:](#), and to a disk file. Note that printing to [PRT:](#) is preferred for hardcopy (to a printer) output, as [PRT:](#) makes use of the currently selected printer driver, and is more likely to work properly.

SEE ALSO

[Configuration](#)

[Find](#)

[Sort](#)

[Status Codes](#)

[Updating Data](#)

1.36 Updating Entries Based On Expiration Dates

UPDATING THE DATABASE: MARKING EXPIRED MEMBERS

It is often necessary to find who in the club has expired memberships, and the Update function was designed to make that job easy. By

- 1) Clicking on the 'Update' [gadget](#) at the bottom of the window,
 - 2) Hold down the right Amiga key and pressing the 'u' key on the keyboard,
- or
- 3) Selecting 'Update List' from the Actions [menu](#)

all entries in the current [database](#) that have expiration dates in the past are automatically marked with the 'Expired' [status](#). When marked as 'Expired,' special reports can be [printed](#).

ALSO SEE

[Printing](#)

[Status Codes](#)

1.37 What The 'Next' Button Does

THE NEXT FOUND FUNCTION: EASY ACCESS

The Next function is normally used in conjunction with the **Find** function. After using Find to select entries based on some search criteria, Next is used to display them in the order that they were found. If Find was not used, Next simply displays the subsequent entry in the **database**.

An important feature of Next is that it wraps around to the first item in the list after it reaches the bottom.

NOTE

If you simply want to step up and down through the **database**, you may either use the mouse and adjust the proportional **gadget** along the right side of the window, or use the up and down arrow keys on the keyboard to step through the **database** one entry at a time.

ALSO SEE

Dial

Find

1.38 Let Intuidex Dial the Phone

DIALING USING INTUIDEX

Intuidex supports the use of a Hayes compatible **modem** to dial the phone for you. Only the currently shown entry may be dialed. To dial a group of people, you may use the **find function** to select the ones you want to dial, and then use the Dial and **Next** functions dial each entry in the list.

To use the Dial function, first find in the list the person whom you wish to call. Then select the "Dial Phone" button. A **requester** will pop up, asking if you want to dial the evening or daytime phone number. After you select which number you want, Intuidex will dial the **modem**, and present another requester asking you to pick up your phone. Once you have picked up your phone, click the button in the **requester**.

Note that the **modem** will not hang up until you cancel the **requester**. If someone picks up the phone at the other end before you cancel the **requester**, they will not be able to hear you.

IntuiDex comes preconfigured to use tone dialing on a modem attached to the Amiga's internal serial port. If your phone line is tied into a PBX (need to dial "9" to get an outside line) or need other dialing customizations, or if your modem is attached to a different serial port, you

can change the **tooltypes** in the IntuiDex icon to specify your needs.

ALSO SEE

[Configuring IntuiDex](#)

[Find](#)

[Next](#)

1.39 Configuring IntuiDex

CONFIGURING AND CUSTOMIZING INTUIDEX

IntuiDex 2.0 uses the **Tooltypes** stored in the program's **icon** for its configuration information.

NOTE: Configuration change only effect when IntuiDex is started AFTER the changes are made. You can change the **icon**'s **Tooltypes** any time you wish, but the effects do NOT take effect until the next time you launch IntuiDex.

Most of the tooltypes listed below take string arguments, which must be enclosed in double quotes ("). The fields that accept strings are noted with a {S} at the beginning of their discriptions. Those that accept numbers are noted with {N}. Others are either boolean (such as AVERY), or specifically indicate what proper values can be.

Below is a list of the **Tooltypes** that IntuiDex recognizes, and what they do.

ASCII_FEILD {N} The ASCII (American Standard Code for Information Interchange) code that is to be used to seperate fields in

ASCII imports and exports.

ASCII_RECORD {N} The ASCII code that is to be used to seperate **records** in **ASCII** imports and exports.

AUTO_UPDATE For easier operation, IntuiDex can automatically mark newly expired entries as expired when loading new data files.

Leaving AUTO_UPDATE uncommented (no parentheses around it) leaves this function on. This has the same effect as clicking on the "UPDATE" gadget immediately after loading the new data file.

AVERY In order to make their labels work with Hewlett-Packard DeskJet printers (that can't print on the bottom 1/2" of the paper), Avery 8160 ink jet labels have 1/2" margins at the top and bottom of each sheet.

Uncomment (take the parentheses out from around) this ToolType in order to enable the skipping of this wasted space.

PLEASE NOTE: Not all laser labels are set up this way.

33-label sheets of laser labels are common. **DON'T USE THIS IF YOU ARE USING 33-LABEL SHEETS OF LASER PRINTER MAILING LABELS.**

DATE_FORMAT Holds one of the following values, which determines the way dates are displayed and stored in IntuiDex:

DATE_USA -- MM/DD/YY

DATE_USA_SHORT -- MM/YY

DATE_AMIGA -- DD-Mon-YY

DATE_INTERNATIONAL -- DD-MM-YY

DEFAULT_FILE {S} The file to be loaded when IntuiDex is started. Comment this tooltype (enclose it in parentheses) to disable this feature.

DEFAULT_PATH {S} The complete path to where you want to store your IntuiDex data files.

DIAL_PREFIX {S} The command to be sent to the modem to make it dial phone numbers. Examples:

"atdp" dial modem with pulse dialing

"atdt" dial modem with tone dialing

"atdt *70," dial modem, turn off call waiting

"atdt 9," dial modem, get an outside line

EMAIL {S} The string that is to be displayed to identify the field normally used to hold a person's E-Mail address.

EQUIP {S} The string that is to be displayed above the area that is normally used to display what computer equipment that the person has.

MAKEICONS Uncomment this if you want IntuiDex to generate **icons** (save .info files) for its data files

MEMBERSHIP_LENGTH {N} The length of your organization's membership, in months. This number is used to automatically calculate the expiration date of newly entered members when you use the **ADD** function.

NOTES {S} The string that is to be displayed above the area that is normally used for miscellaneous notes.

PRINT_DEST {S} The default destination of printed output. By default this is **PRT:**, the Amiga printer device. If you wish to **print** to a file by default instead, the filename, with complete path, can be placed here.

NOTE: The default printer destination given here can be overridden in the Printer window.

See page 9-5 of the Amiga OS 3.1 Workbench manual for more information concerning Amiga printer drivers.

`PRINT_LINES {N}` The number of lines that are to be printed on a page by the phone list and other printing routines. For most printers, this is 66, but for Hewlett-Packard DeskJets this is 63.

`{I}` This number should match the number of lines that have been set in the Printer preferences. `{UI}`

`SERIAL_DEVICE {S}` The name of the device used to talk to the modem. If your modem is attached to the Amiga's serial port, then this should be "serial.device".

`SERIAL_UNIT {N}` The unit number to be used to talk to the modem. If your modem is attached to the Amiga's serial port, then this should be 0.

`SUBSCRIPTION {S}` The string that is to be displayed beside the subscription indicator box on the main window, and beside the checkbox on the data entry **requester**.

USMAIL The United States Postal Service uses automated equipment to sort mail and expedite delivery. If you buy stamps in books, you'll notice that on the inside of the cover it says "Help speed mail delivery. Please use all capital letters with no punctuation in addresses." If you wish to get your mail delivered faster, leave this **tooltype** uncommented.

If you wish your mailing labels to be printed in mixed-case, and have punctuation marks included, simply comment it out (enclose it in parentheses).

SEE ALSO

ASCII Import/Export

Disk Files

Printing

1.40 Mail Merge

CREATING & READING MAIL MERGE FILES WITH INTUIDEX 2.0

Mail merge files are used by word processors to print identical letters to numerous people by inserting each name and address into a "form" letter. Please see your word processor manual on how to use the merge files created with IntuiDex.

The list below indicates the supported word processors. If your word

processor is not listed below, note that I have a [special incentive](#) for your help in adding your word processor.

SUPPORTED WORD PROCESSORS

Amiga WordPerfect

Final Writer

Excellence!

1.41 ASCII Import/Export Facilities

TRANSFERRING EXISTING DATA TO AND FROM INTUIDEX

Often, it is necessary to move existing databases from other packages into IntuiDex. This is most easily accomplished by using what is known as an ASCII delimited file. This is a special kind of text file, where obscure characters, such as tildes (~) or vertical bars (|) are used to separate the different pieces of information. Typically two "delimiters," or data separators, are used- one to separate records in the file, and another to separate fields in each record.

NOTE: The characters used as delimiters MUST NOT be used anywhere else in the data file, for any reason.

IntuiDex has a flexible system that allows the specification of the two delimiting characters, and also the order in which the data is stored in the text file.

By default, the ASCII character 124 (|) is used to separate records in the ASCII text file, and character 126 (~) is used to separate fields.

These defaults may be changed by changing their associated [Tooltypes](#) in the IntuiDex icon.

The way IntuiDex reads the data in the text file is specified by the [ASCII Configuration](#) window, which is accessed by pressing the "Configure Fields" button in the [ASCII Import](#) and [ASCII Export](#) windows.

If you currently keep your mailing list in a word processor, it may be easier to use one of the [mail merge import](#) filters to bring over your data.

ALSO SEE

[ASCII Import](#)

[ASCII Export](#)

[ASCII Configure](#)

[Mail Merge](#)

1.42 ASCII Import

IMPORTING ASCII-DELIMITED FILES

When transferring data from other **database** systems, such as SuperBase, it is often times convenient to use an ASCII delimited file. This means that a text file is used to transfer the data, with one obscure character used to separate fields in each **record**, and a second obscure character used to separate **records**.

To use the IntuiDex ASCII Import feature, you must first **configure** the system to understand the data files that you wish to use.

Once the Import filter is configured, you simply specify the filename that you want to use to load the data from, and the two obscure characters to use for separating fields and records. Either type the name (with a complete path) into the string gadget, or press the small button next to the string gadget. An **ASL file requester** will pop up, allowing you to easily select the path and name for the file to be saved.

ALSO SEE

[ASCII Export](#)

[ASCII Configuration](#)

1.43 ASCII Export

EXPORTING ASCII-DELIMITED FILES

ASCII Delimited exporting is saving the data in the IntuiDex database in a form that can be handled by some other package that can import ASCII text. For example, you may have to trade data back and forth between IntuiDex and another database program that someone else chooses to use (GASP!). By using the ASCII Export feature, you can save out a file that your friend can use by importing into his system.

To use the IntuiDex ASCII Export feature, you must first **configure** the system to understand the data files that you wish to use.

Once the Export filter is configured, you simply specify the filename that you want to use to save the data to, and the two obscure characters to use for separating fields and records. Either type the name (with a complete path) into the string gadget, or press the small button next to the string gadget. An **ASL file requester** will pop up, allowing you to easily select the path and name for the file to be saved.

ALSO SEE

[ASCII Import](#)

[ASCII Configuration](#)

1.44 Configuring the ASCII Import/Export System

CONFIGURING FOR YOUR DATA FILE

Configuring Intuidex requires knowledge of the order of the fields, and which fields, are used in the text file. A special requester is used to facilitate the generation of ASCII Import/Export configuration files. These files tell IntuiDex how the data is stored in a file to be imported and how data to be exported is to be placed into the file.

Basically, the IntuiDex ASCII Configure window allows the user to specify the order that the database fields are to be stored in the file.

For example, if the first field in the stored records is the first name of the person, then the First Name box should hold a "1." If a field is not to be included in the exported or imported data, then that field should be set to zero (0). This deactivates that field in the import/export process.

ALSO SEE

[ASCII Import](#)

[ASCII Export](#)

1.45 Features To Be Added In Future Releases

FEATURES TO BE ADDED TO INTUIDEX

The following features are yet to be implemented:

- * Word processor mail merge import/export (Maybe one day...:())
- * Configurable database printed output.. I want this to be done through some kind of form editor, so the user has control of how the stuff gets put on paper.

1.46 Things Yet To Fix

PROBLEMS TO RESOLVE THAT STILL EXSIT IN THIS RELEASE OF INTUIDEX

1.47 IntuiDex Glossary

GLOSSARY

ASCII American Standard Code for Information Interchage

A 7-bit binary code for storing and transmitting alphanumeric (text) data in a form that is easily manipulated by computer.

ASL Amiga Standard Library. The ASL library has been a part of the Amiga's operating system since release 2.0. It provides the OS

with a set of easy to use requesters. Until the advent of this library, each program had to build its own file, font, and color palette requesters, which was both time consuming and made the programs larger. The ASL library lives in the LIBS: drawer. BBS Bulletin Board System. A computer system that is accessed via telephone lines. BBSs typically are run from a single computer and are much smaller in scope than commercial information services such as CompuServe or Delphi.

database 1) A collection of "records" that make up the membership roster.

2) A program that manipulates collections of "records."

drawer The Amiga's graphic representation of a subdirectory on a disk.

Enforcer A program written by Michael Sinz of Commodore-Amiga used by software authors to ensure that their programs work properly. Enforcer catches and reports many bugs that could otherwise go unnoticed and cause your Amiga to crash.

export To save data out to a disk file in a format that can be read by another program.

gadget An element of the Amiga video display that allows the user to interact with the Amiga. Gadgets may take on many forms, including buttons, data (text, numbers) entry boxes and sliders.

For more information, see page 3-6 of the Amiga OS 3.1

Workbench manual.

icon "Gadgets" that are displayed in the Workbench window. Icons can represent many things, but usually represent programs (Tools), data files (Projects), disks (Disk), and subdirectories (Drawers).

import To load data from a disk file that was produced by another program.

keyboard shortcuts Special keypresses that serve the same function as actions that are normally performed with a mouse or other input device. Shortcuts allow the operation of the program without having to remove ones hands from the keyboard.

library A collection of routines that are used by programs to provide commonly used routines. The use of libraries keeps programmers from having to "re-invent wheels" such as requesters.

menu The lists of actions that are displayed when the user holds down the right mouse button while the pointer is int the "title bar" of the screen.

For more information, see page 3-3 of the Amiga OS 3.1 Workbench manual.

modem Originally a contraction for MOdulator/DEModulator. Most modems change a digital computer signal into an audible (tones [!]) signal that can be sent over a phone line, and vice versa.

PAR: The Amiga's stock parallel port. Printing to PAR: bypasses the currently selected Preferences printer driver. Although this may be useful for certain applications, its use with IntuiDex is not recommended.

For more information, see page 3-3 of the Amiga OS 3.1 DOS manual.

PRT: The Amiga printer device. PRT: makes use of the currently selected Preferences printer driver, and automatically takes care of the printer-specific and interface-specific work. Users control how PRT: operates through the Printer preferences program. For hardcopy (to paper) output, it is recommended that PRT: be used.

For more information, see page 3-3 of the Amiga OS 3.1 DOS manual, or page 5-22 of the Amiga OS 3.1 Workbench manual.
record A single entry in an IntuiDex database. Each record holds the member's name, address, phone number(s), and other information.

requester A special window used by Amiga programs to allow the user to interact with the software in a specialized and limited way.

For more information, see page 3-18 of the Amiga OS 3.1 Workbench manual.

SER: The Amiga's stock serial port. Printing to a printer connected to the serial port through SER: bypasses the currently selected Preferences printer driver. Although this may be useful for certain applications, its use with IntuiDex is not recommended.

For more information, see page 3-3 of the Amiga OS 3.1 DOS manual.

shareware Software that is sold on a "try before you buy" basis. Users are given a free "trial" copy of the software. If they find it useful, they are encouraged to "register" by sending some specified amount of money to the author of the program. When a user registers a program sold as shareware, it is customary for the author of the software to send the user a copy of the latest version. If it is available, printed documentation is

also sent to registering users.

shortcuts See keyboard shortcuts.

subdirectory A division of a disk that is used to keep related files separated from the rest of the contents of the disk. On the Amiga, subdirectories are represented graphically as drawers which, by analogy with a filing cabinet, keep files of different matters separated.

sysop Contraction for SYStem OPerator. Someone who runs a bulletin board system (BBS).

Tooltypes Information stored in a program's icon that controls how the program operates.

For more information, see page 3-16 of the Amiga OS 3.1

Workbench manual.

WWW World Wide Web. A system of hypertext and multimedia information resources available through the Internet.

People and organizations can put up "pages" that give information about what they're doing. These pages can have graphics, text, and even sound.
