

Sheet1

| H_ADH_SUB,C,15    | H_TXT1,C,40                              | H_TXT2,C,40                              |
|-------------------|--|--|
| 110 OPEN          | This option allows you to select a       | database to open for                     |
| 111 CREATE        | This option allows you to create a       | new database for adding and editing      |
| 112 DELETE        | This option will allow you to delete     | a current database.                      |
| 113 COPY TO       | This option allows you to copy a         | database to another drive or directory.  |
| 114 COPY FROM     | This option will copy a database from    | another drive or directory, including    |
| 115 EXIT          | This option will close all databases     | in use and exit ARROW.                   |
| 120 FORMS         | This option will allow you to create     | new or modify existing form layouts.     |
| 121 REPORT        | This option will allow you to create     | new or modify existing report layouts.   |
| 122 SCREEN        | This option allows you to modify the     | background pattern and colors being      |
| 124 MACROS F2     | This option, along with the F2 function  | key, allows you to record macros for     |
| 123 FUNCTION KEYS | This option allows you to enter          | frequently used text phrases into        |
| 130 SELECT        | This option allows you to designate      | the current printer you are using with   |
| 131 DESTINATION   | This option allows you to select the     | destination port or filename that        |
| 132 EJECT PAGE    | This option will execute a form feed     | on the current designated printer.       |
| 133 LINE FEED     | This option will execute a line feed     | on the current designated printer.       |
| 140 RUN PROGRAM   | This option allows you to run another    | program from within ARROW.               |
| 141 MOUSE CONTROL | This option allows to adjust             | the speed of mouse movement in           |
| 142 SCREEN SAVE   | This option allows you to select various | time intervals to activate the screen    |
| 143 CHANGE DATE   | This option allows you to change the     | current system date.                     |
| 144 ABOUT ARROW   | Display copyright information about      | ARROW.                                   |
| 210 EDIT          | This option will place you into the      | single entry edit mode.                  |
| 211 SCAN          | This option will place you into the      | Scan Mode, allowing you to view multiple |
| 212 CLOSE         | This option will close this database.    |  |
| 220 LAST NAME     | This option will allow you search for    | the last name of desired entry.          |
| 221 COMPANY       | This option will allow you to search     | for the company name of the desired      |
| 222 CITY          | This option will allow you to search     | for the name of the city of the          |
| 223 STATE         | This option will allow you to search     | by state abbreviation for the desired    |
| 224 ZIP CODE      | This option will allow you to search     | by ZIP code for the desired entry.       |
| 225 OPTION        | This option will allow you to search     | by contents of the option field for      |
| 226 PHONE #       | This option will allow you to search     | for the desired entry by business or     |
| 227 ENTRY DATE    | This option allows to search for the     | date that an entry was entered.          |
| 228 PRINT DATE    | This option allows you to search for     | the last date that a form was printed    |
| 229 NOTES         | This option will allow you to search     | the text in the note page for the        |
| 230 FORMS         | This option allows you to print forms    | for selected entries.                    |
| 231 REPORTS       | This option allows you to select         | entries to be on a report.               |
| 232 COPY          | This option allows you to copy           | selected entries to another database.    |
| 233 SET TAGS      | This option allows you to set tag        | status ON for selected entries.          |
| 234 REMOVE TAGS   | This option allows you to set tag        | status OFF for selected entries.         |
| 235 DELETE        | This option allows you mark for          | deletion of seleted entries. These       |
| 236 UNDELETE      | This option will remove the mark of      | deletion from selected entries.          |
| 237 EDIT          | This option will global edit selected    | entries by replacing the contents of     |
| 238 MAILMERGE     | This option allows you to copy           | selected entries to word processing      |
| 239 TABULATE      | This option allows you to count          | selected entries.                        |
| 240 CATEGORIES    | This option will allow you to modify     | existing category headings and           |
| 241 ATTRIBUTES    | This option allows you to choose         | options for viewing and editing          |
| 242 FILTER        | This option allows you to select         | specific entries for viewing and         |
| 243 SORT          | This option allows you to have           | entries sorted any field ascending       |
| 244 INFO          | This option displays information         | about the current database.              |

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|      |                |   |
|------|----------------|---|
| 245  | DUP DELETE     | This option allows you to delete duplicate entries in the database.               |
| 246  | PURGE          | This option will remove all entries in the database marked for deletion.          |
| 5100 | NOTES 1        | Formulas start with = (an equal sign). "A"- "T" References note lines             |
| 5101 | NOTES 2        | - Subtraction / Division ^ Exponent ( ) 7 level parentheses                       |
| 5102 | NOTES 3        | COS(x) = cosine of x in radiants LOG(x) = base-10 logarithm of x                  |
| 5103 | NOTES 4        | SQR(x) = square root of x SUM(x..y) sums values of lines x thru y                 |
| 5200 | EDIT SCREEN 1  | S - Scan Mode switch A - Add new entry  |
| 5201 | EDIT SCREEN 2  | D - Delete current entry N - Add or edit entry Notes                              |
| 5202 | EDIT SCREEN 3  | F - Form Printing R - Report Printing   |
| 5203 | EDIT SCREEN 4  | ----- MOVING AROUND THE DATABASE  |
| 5204 | EDIT SCREEN 5  | End - Move to bottom of database Ctrl-PgUp & Ctrl-PgDn - Continuously             |
| 310  | OPEN           | This option allows you to open a previously created form layout, so that          |
| 311  | CREATE         | This option allows you to create a new form layout, it can then be viewed         |
| 312  | SAVE           | This option allows you to save a form layout that you created or resave a         |
| 313  | SAVE AS        | This option allows you to save a form layout under a new name without             |
| 314  | DELETE         | This option allows you to delete a form layout.                                   |
| 315  | EXIT           | This option allows you to exit the Form Design Editor and return to               |
| 320  | LAYOUT         | This option allows you to modify the form parameters such as page size,           |
| 321  | SAMPLE         | This option prints sample forms or labels using the current layout.               |
| 322  | COPY TO        | This option copies a form layout to another drive or directory. This allows       |
| 323  | COPY FROM      | This option copies a form layout from another drive or directory. This allows     |
| 410  | OPEN           | This option allows you to open a previously created report layout, so             |
| 411  | CREATE         | This option allows you to create a new report layout, it can then be viewed       |
| 412  | SAVE           | This option allows you to save a report layout that you created or resave a       |
| 413  | SAVE AS        | This option allows you to save a report layout under a new name without           |
| 414  | DELETE         | This option allows you to delete a report layout.                                 |
| 415  | EXIT           | This option allows you to exit the Report Design Editor and return to             |
| 420  | LAYOUT         | This option allows you to modify the report parameters such as page size,         |
| 421  | ATTRIBUTES     | This option allows you to change a report's attributes such as title              |
| 422  | SAMPLE         | This option allows to print a sample report using the current layout.             |
| 423  | COPY TO        | This option copies a report layout to another drive or directory. This allows     |
| 424  | COPY FROM      | This option copies a report layout from another drive or directory. This allows   |
| 601  | TEXT (ASCII)   | This option allows you to import data from four types of standard text files.     |
| 602  | DBASE III      | This option allows you to import data from dBASE III, dBASE III+ and              |
| 604  | VISICALC       | The option allows you to import from Visicalc (DIF) data files.                   |
| 603  | LOTUS          | This option allows you to import data from Lotus 123 Version 1.1 and Version      |
| 605  | MULTIPLAN      | This option allows you to import data from Multiplan datafiles.                   |
| 606  | EXIT           | Selecting this option will return you to DOS.                                     |
| 611  | EDIT PRINTER   | This option allows you to edit the name, type and control codes of                |
| 612  | CREATE PRINTER | This option allows you create a new printer driver.                               |
| 613  | DELETE PRINTER | This option allows you to delete a printer driver.                                |
| 614  | COPY TO        | This options copies a printer driver to another drive or directory. This allows   |
| 615  | COPY FROM      | This option copies a printer driver from another drive or directory. This allows  |
| 651  | BEGIN IMPORT   | This option imports all data from the Import file to the ARROW database using     |
| 652  | LAYOUT         | This option allows you to open, edit, and import with a previously created        |
| 653  | CREATE         | This option allows you to create a new import layout.                             |
| 654  | SAVE           | This option allows you to save an import layout that you created or resave a      |
| 655  | SAVE AS        | This option allows you to save an import layout under a new name without changing |
| 656  | DELETE         | This options allows you to delete an import layout.                               |

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|------|-----------------|--|--|
| 657  | EXIT IMPORT     | This option allows to exit the Importer  | and return to the Toolbox Menu Bar.      |
| 661  | DATABASE        | This option allows you to designate the  | destination ARROW database               |
| 662  | IMPORT FILE     | This option allows you to designate the  | source import file. This file should be  |
| 663  | ASCII FORMAT    | This options allows you to select the    | type of ASCII file if the incorreceted   |
| 671  | DISPLAY         | This options display the current ARROW   | database indicated. Use these commands:  |
| 672  | SAMPLE IMPORT   | This option allows you to import a small | sample of data. Use this to inspect a    |
| 673  | COPY TO         | This option copys an import layout to    | another drive or directory. This allows  |
| 674  | COPY FROM       | This option copys a report layout from   | another drive or directory. This allows  |
| 675  | RUN PROGRAM     | This option allows you to run another    | program from within "Toolbox".           |
| 691  | STAN. DATA FILE | Select this for standard data files.     | These are also called Fixed Length       |
| 692  | "DELIMITED"     | Selected this for text files delimited   | with double quotations.                  |
| 693  | 'DELIMITED'     | Selected this for text files delimited   | with single quotes.                      |
| 694  | VARIABLE LINE   | Selected this for text files that        | contain a single records data on         |
| 701  | SAVE            | This option allows you to save or resave | this printer driver.                     |
| 702  | SAVE AS         | This option allows you to save this      | printer driver as a new driver with out  |
| 703  | EXIT            | This option close printer driver file    | and return to the Toolbox Menu Bar.      |
| 711  | PRINTER NAME    | This option allows you to edit           | this printer name.                       |
| 712  | PRINTER TYPE    | This option allows you to change this    | printers type.                           |
| 713  | INITIALIZE      | This control code is sent very time a    | report or series of forms is printed.    |
| 714  | LINE SPACING    | These controls are used to set Lines per | page, 6 lines per inch, and 8 lines per  |
| 715  | USER CODE       | These control codes are available for    | any new functions. If User Code is       |
| 721  | NLQ/DRAFT       | These codes are for NLQ or Draft. Draft  | is the default. If NLQ is selected, the  |
| 722  | BOLDFACE        | These control codes are for turning      | boldface on and off. When printing       |
| 723  | ITALICS         | These control codes are for turning      | italics on and off. When printing        |
| 724  | UNDERLINE       | These control codes are for turning      | underlining on and off. When undering    |
| 725  | DOUBLE WIDTH    | These control codes are for turn double  | width printing on and off. When printing |
| 726  | DOUBLE HEIGHT   | These control codes are to turn double   | height printing on and off. When         |
| 727  | FONT S          | This option allows you to edit the       | control codes for up to four different   |
| 728  | FONT PITCH      | This option allows you to edit the       | control codes for Pica, Elite and        |
| 5300 |                 |  | - Moves 1 space                          |
| 5301 |                 |  | Tab - Moves 5 space right                |
| 5302 |                 |  | Del - Delete field                       |
| 5303 |                 |  |  |
| 5400 |                 |  | - Moves 1 space                          |
| 5401 |                 |  | Tab - Moves 5 space right                |
| 5402 |                 |  | Del - Delete field                       |
| 5403 |                 |  |  |

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| H_TXT3,C,40                          | H_TXT4,C,40                        | H_PAGE,C,5 |
|--------------------------------------|------------------------------------|------------|
| viewing and editing.                 |                                    | 4-1        |
| of entries.                          |                                    | 4-2        |
| Note: Once a database is deleted it  | can not be recovered.              | 4-3        |
| copy To will also back-up a large    | database to multiple floppy disks. | 4-4        |
| those on multiple floppy disks.      |                                    | 4-6        |
|                                      |                                    | 4-7        |
|                                      |                                    | 4-63       |
|                                      |                                    | 4-76       |
| displayed on the screen.             |                                    | 4-10       |
| operation of the                     | ARROW.                             | 4-90       |
| function key definitions.            |                                    | 4-11       |
| your computer system.                |                                    | 4-13       |
| printed output will be sent to.      |                                    | 4-14       |
|                                      |                                    | 4-15       |
|                                      |                                    | 4-16       |
|                                      |                                    | 4-17       |
| ARROW.                               |                                    | 4-18       |
| save utility.                        |                                    | 4-19       |
|                                      |                                    | 4-20       |
|                                      |                                    | 4-21       |
|                                      |                                    | 4-22       |
| entries.                             |                                    | 4-23       |
|                                      |                                    | 4-24       |
|                                      |                                    | 4-25       |
| entry.                               |                                    | 4-25       |
| desired entry.                       |                                    | 4-25       |
| entry.                               |                                    | 4-25       |
|                                      |                                    | 4-25       |
| the desired entry.                   |                                    | 4-25       |
| home phone number.                   |                                    | 4-25       |
|                                      |                                    | 4-25       |
| with information from an entry.      |                                    | 4-25       |
| desired entry.                       |                                    | 4-25       |
|                                      |                                    | 4-27       |
|                                      |                                    | 4-30       |
|                                      |                                    | 4-33       |
|                                      |                                    | 4-35       |
|                                      |                                    | 4-35       |
| entries will can be removed from the | database with the PURGE option.    | 4-38       |
|                                      |                                    | 4-38       |
| a field.                             |                                    | 4-41       |
| program's file formats.              |                                    | 4-43       |
|                                      |                                    | 4-45       |
| definitions.                         |                                    | 4-47       |
| of entries in the database.          |                                    | 4-48       |
| editing.                             |                                    | 4-49       |
| order.                               |                                    | 4-51       |
|                                      |                                    | 4-52       |

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|  |                                    |      |
|--|------------------------------------|------|
| Note: Once deleted entries are purged                  | they can not be undeleted.         | 4-53 |
| **** MATH OPERATORS ****                               | + Addition * Multiplication        | 4-54 |
| **** MATH FUNCTIONS ****                               | ABS(x) = absolute value of x       | A-1  |
| RND(x) = x rounded to nearest whole #                  | SIN(x) = sine of x in radians      | A-1  |
| TAN(x) = tangent of x in radians                       | TRC(x) = whole # of x              | A-1  |
| E - Edit current entry                                 | S - Set & reset tag status         | 4-56 |
| C - Copy entries to other database                     | M - Modify Entry Date & Print Date | 4-56 |
| 1 or 2 Selects between databases                       | ESC ENTRY MENU BAR                 | 4-56 |
| PgUp/PgDn - Prev/Next Scan Screens                     | Home - Move to top of database     | 4-56 |
| displays entries until a key is pressed.               |                                    | 4-56 |
| it may be viewed and modified in the                   | Form Design Editor.                | 4-64 |
| and modified in the Form Design Editor.                |                                    | 4-65 |
| layout that you opened.                                |                                    | 4-66 |
| changing the layout that you                           | originally opened.                 | 4-66 |
| Note: A layout can not be recovered onc it is deleted. |                                    | 4-67 |
| the Master Menu Bar.                                   |                                    | 4-68 |
| margins, and spacing.                                  |                                    | 4-69 |
|  |                                    | 4-70 |
| you to transfer layouts to other                       | computers using ARROW.             | 4-71 |
| you to transfer layouts from other                     | computers using ARROW.             | 4-72 |
| that it may be viewed and modified in                  | the Report Design Editor.          | 4-76 |
| and modified in the                                    | Report Design Editor.              | 4-77 |
| layout that you opened.                                |                                    | 4-78 |
| changing the layout that you                           | originally opened.                 | 4-78 |
| Note: A layout can not be recovered onc it is deleted. |                                    | 4-79 |
| the Master Menu Bar.                                   |                                    | 4-80 |
| margins, and spacing.                                  |                                    | 4-81 |
| printing and grouping of entries.                      |                                    | 4-82 |
|  |                                    | 4-83 |
| you to transfer layouts to other                       | computers using ARROW.             | 4-84 |
| you to transfer layouts from other                     | computers using ARROW.             | 4-85 |
|  |                                    | 5-11 |
| compatible database files.                             |                                    | 5-11 |
|  |                                    | 5-11 |
| 2.01 worksheets.                                       |                                    | 5-11 |
|  |                                    | 5-11 |
| existing printer drivers.                              |                                    | 5-2  |
|  |                                    | 5-4  |
| Note: A driver can not be recovered onc it is deleted. |                                    | 5-6  |
| you to transfer drivers to others using                | ARROW                              | 5-7  |
| you to transfer layouts to other                       | computers using ARROW.             | 5-9  |
| the selected Layout.                                   |                                    | 5-12 |
| import layout.   |                                    | 5-14 |
|  |                                    | 5-15 |
| layout that you opened.                                |                                    | 5-16 |
| the layout that you originally opened.                 |                                    | 5-16 |
| Note: A layout can not be recovered onc it is deleted. |                                    | 5-17 |

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|--|--|--------------------|
| This is the file that will contain your  | newly imported data.                     | 5-21               |
| of the TYPE indicated in the Import      | status window.                           | 5-19               |
| file type is indicated in the Import     | status bar.                              | 5-20               |
| S-Scan/Normal                            | D-Delete/Undelete                        | ESC-Return to menu |
| N-Notes/No Notes                         | field positioning.                       | 5-18               |
| portion of imported data and verify the  | computers using ARROW.                   | 5-12               |
| you to transfer layoutsto other          | computers using ARROW                    | 5-23               |
| you to transfer layouts from other       |  | 5-22               |
|  |  | 4-17               |
| file.                                    |  | C-1                |
|  |  | C-2                |
|  |  | C-3                |
| multiple lines and have records          | separated one or more blank lines.       | C-4                |
|  |  | 5-3                |
| changing the original driver.            |  | 5-3                |
|  |  | 5-2                |
|  |  | 5-2                |
|  |  | 5-2                |
| inch.                                    |  | 5-3                |
| selected, ON is sent prior to print and  | OFF is sent after.                       | 5-3                |
| ON is sent prior to print and OFF after. | If Draft is selected, no codes are sent. | 5-3                |
| italics the ON code is prior to printing | and the OFF code is sent after.          | 5-3                |
| italics the ON code is sent prior to     | printing and the OFF code after.         | 5-3                |
| the ON code is sent prior to printing    | and the OFF code is sent after.          | 5-3                |
| in double width the ON code prior to     | printing and the OFF code after.         | 5-3                |
| printing in double height the ON code is | sent prior to printing and the OFF after | 5-3                |
| type faces. These codes will be sent     | prior to printing each line.             | 5-3                |
| Condensed pitches that will be sent      | prior to each printed line.              | 5-3                |
|  | Shift Tab - Moves 5 spaces left          |                    |
|  | Enter - Add or edit field                |                    |
|  | ESC - For Editor Menu Bar                |                    |
|  | Shift Tab - Moves 5 spaces left          |                    |
|  | Enter - Add or edit field                |                    |
|  | ESC - For Editor Menu Bar                |                    |