

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
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
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		4-35
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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
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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	