

## SCREEN FORMATTING

### FIELD INDICATORS

*	Alphanumeric Field
#	Numeric Field
.	Decimal Field
!	Protected Field
+	Add To Field
-	Subtract From Field
)	YY/MM/DD Date Field
(	MM/DD/YY Date Field
&	YY/MM/DD Date of Last Update Field
<	Must-Fill Alphanumeric Field
>	Must-Fill Numeric Field
"	Must-Fill Decimal Field
?	YY/MM/DD Must-Fill Date Field
/	MM/DD/YY Must-Fill Date Field

## REPORT FORMATTING

### FIELD INDICATORS

#### Title Lines Section

/	Prints date in MM/DD/YY format
#	Prints page number
?	Prints sort field data of first selected record
!	Suppresses blank lines

#### Heading Lines Section

/	Prints date in MM/DD/YY format
#	Prints page number
?	Prints heading of sort field selected
!	Suppresses blank lines

#### Field Lines Section

*	Alphanumeric Field
=	Total Field
@	Prints record number
?	Prints sort field data of each selected record
!	Suppresses all lines except total fields for producing summary reports

## LABEL FORMATTING

### FIELD INDICATORS

*	Alphanumeric Field
@	Prints record number
<	Moves entire field data left to close gaps
?	Prints data in sort field on which labels are sorted

## USER MENU SYNTAX

K            TEXT . . . . .  
PROGRAM (FILENAME,N,HEADING . . .)

K            Keystroke to invoke function (letter,  
             number, or punctuation mark)

TEXT . . . . . Text describing choice

PROGRAM     Program name: Any valid TRSDOS  
              command  
              EFC8—to build file index  
              EFC8 A—to print reports  
              EFC8 B—to print labels  
              EFC9—to perform Inquire, Update,  
              Add function  
              EFCC A—to print reports using  
              extended selection  
              EFCC B—to print labels using  
              extended selection

FILENAME     Database name to pass to program;  
              Pad with 0's to eight-character  
              length

N            Screen number or format number  
              to use

HEADING . . . Heading to appear at top of screen  
              during processing

## CURSOR MOVEMENT

**[←]**  
Screen Only: Moves cursor left one space.  
Used at beginning of line, moves  
cursor to end of previous line. Used  
at beginning of top line, moves  
cursor to end of bottom line.

**[→]**  
Screen Only: Moves cursor right one space.  
Used at end of line, moves cursor to  
beginning of next line. Used at end  
of bottom line, moves cursor to  
beginning of top line.

**[↓]**  
Screen Only: Moves cursor directly down oneline.  
Used in bottom line, moves cursor to  
top line.

**[↑]**  
Screen Only: Moves cursor directly up one line.  
Used in top line, moves cursor to  
bottom line.

**[ENTER]**  
Moves cursor to beginning of next  
line, field, input area. May be  
used as default response.

**[F3]**  
Home Key Returns cursor to upper left hand  
corner of most format screens.

**[F2]**  
Deletes character beneath cursor  
and moves remainder of line left  
one space.

**[F1]**  
Duplicates character beneath  
cursor and moves remainder of  
line right one space.

**[SPACEBAR]**  
Deletes character beneath cursor  
and moves cursor right one space.

### Screen Formatting Only:

**[CTL]D**  
Inserts blank line at cursor;  
moves remaining lines down one  
line; deletes bottom line.

**[CTL]U**  
Deletes line on which cursor  
resides and moves remaining lines  
up one line.

**[SHIFT]ENTER**  
Moves cursor right eight spaces  
on most format screens. (TAB)

# PROFILE 4 PLUS

Cat.No. 26-1635

## REFERENCE CARD

**Radio Shack**

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