Cat. No. 26-5316

Tandy 2000

DeskMate™

A Tutorial

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Tandy 2000

DeskMate™

A Tutorial

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INTRODUCTION

DeskMate™ is an easy-to-use, multi-purpose software package. Used with your **Tandy 2000®**, this system offers you a streamlined replacement for a roomful of bulky office equipment.

You can connect your Tandy 2000 to a Color Monitor, with the appropriate option board (Cat. Nos. 26-3212, 25-3043), or to a Monochrome Monitor, also with option board, (Cat. Nos. 25-3010, 25-3040).

Note that the DeskMate software requires a minimum of 256K of internal memory.

To print information, you need a printer with an appropriate cable.

To use the DeskMate telecommunication features, you need an external modem.

Contained in this tutorial booklet are step-by-step instructions for setting up your Tandy 2000. The sample session, which makes up most of this booklet, is designed to help you become familiar with DeskMate by demonstrating its many features.

To look up detailed information quickly about a specific DeskMate topic, use *DeskMate, A Reference Manual.*

Information about the more advanced features of the Tandy 2000 and its operating system, MS-DOS, is provided in the *BASIC Reference Manual,* the *MS-DOS Reference Manual,* included with the computer. The *Programmers Reference Manual* for the Tandy 2000 is available at your Radio Shack Computer Center.

Setting Up
The Tandy 2000

Chapter 1

SETTING UP THE TANDY 2000

The procedure for setting up your Tandy 2000 varies according to the *peripheral* (additional) equipment you have. Separate illustrations for each type of monitor—color or monochrome—accompany the directions below.

1. Be sure that all equipment is turned off.
2. Connect any peripheral equipment, such as a printer or modem. (Refer to the instructions provided with the peripheral equipment.) See Figure 1.

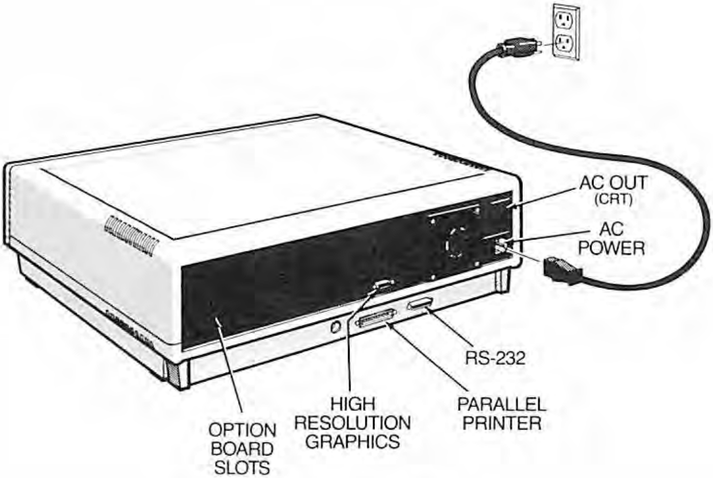

AC OUT
(CRT)
AC
POWER
RS-232
HIGH
RESOLUTION
GRAPHICS
PARALLEL
PRINTER
OPTION
BOARD
SLOTS

Figure 1 — Main Unit
(Back View)

3a. **Color Monitor Users:** Connect one end of the monitor signal cable to the back of the monitor. Connect the other end to the COLOR MONITOR connector on the Monochrome Graphics Option Board. See Figure 2.

3b. **Monochrome Monitor Users:** Connect one end of the monitor signal cable to the back of the monitor. Connect the other end to the MONOCHROME MONITOR connector on the back of the main unit. See Figure 3.

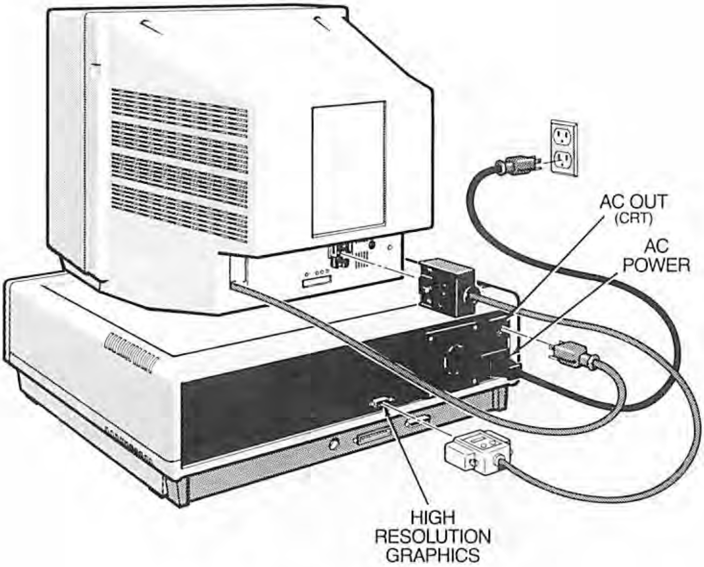


Figure 2 — Complete System
with Color Monitor
(Back View)

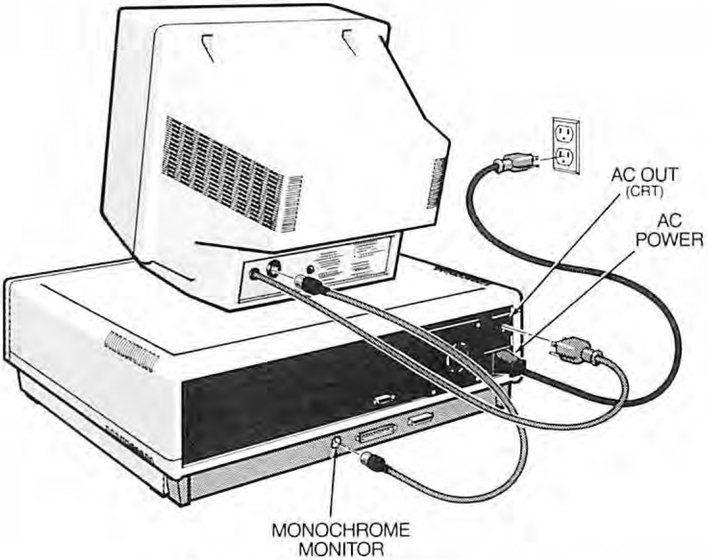


Figure 3 — Complete System with
Monochrome Monitor
(Back View)

4. Plug the power cord for the monitor into the AC OUT (CRT) connector on the back of the main unit. See the previous illustrations.

   Note: If you have set your monitor too far from the main unit to reach the CRT connector with the power cord, you can plug the power cord for the monitor into a separate, grounded 120 VAC 3-prong outlet. Use of the CRT connector is preferred, however, as it acts as a filter and gives you a cleaner screen image.

5. Plug the main power cord into the AC POWER connector, as illustrated previously. Then, plug the other end into a grounded 120 VAC 3-prong outlet.

   Note: Avoid using an outlet that supplies power to other heavy equipment. Electrical interference and power surges can destroy data.

6. Plug the keyboard cable directly into the keyboard connector on the front of the main unit. See Figures 4 and 5.

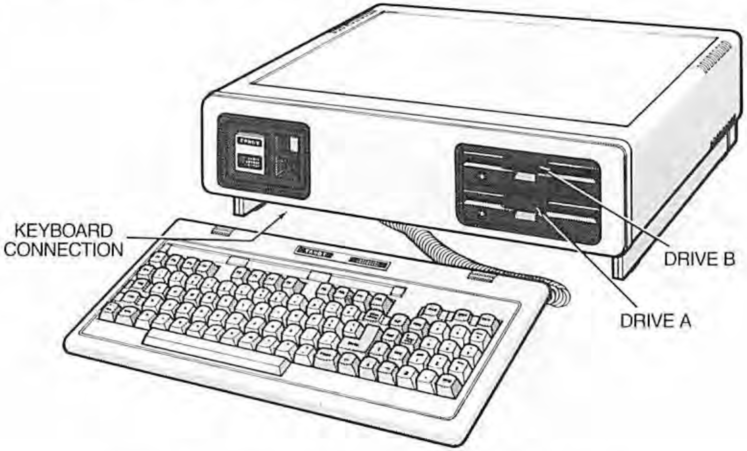

KEYBOARD
CONNECTION
DRIVE B
DRIVE A

Figure 4 — Keyboard Connection, Floppy Disk System
(Front View)

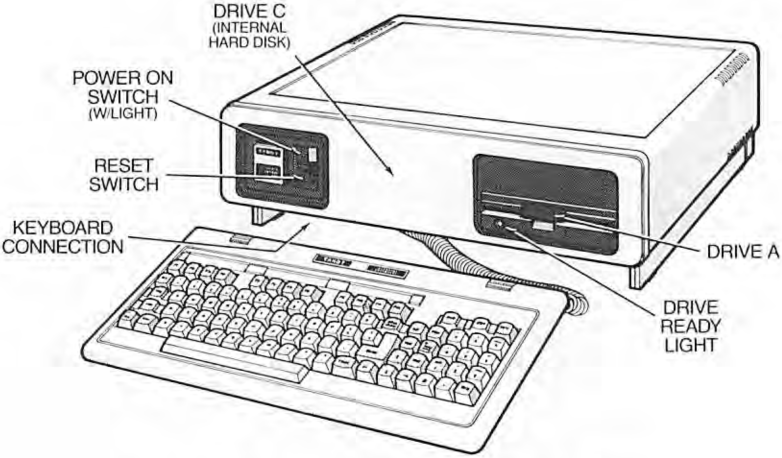

DRIVE C
(INTERNAL
HARD DISK)
POWER ON
SWITCH
(W/LIGHT)
RESET
SWITCH
KEYBOARD
CONNECTION
DRIVE A
DRIVE
READY
LIGHT

Figure 5 — Keyboard Connection, Hard Disk System
(Front View)

You are now ready to proceed with "Getting Started With the Tandy 2000."

Getting Started

Chapter 2

GETTING STARTED WITH THE TANDY 2000

Start Up/Ending Procedures

1. Turn on any peripheral equipment, such as a printer, using the instructions that accompany it.

2. To turn on your computer, press the rocker switch marked POWER. The switch lights up.

3. Be sure that your monitor is turned on.

4. To open the drive door, press the lower part of the drive door or, on some models, rotate the drive latch. Insert an MS-DOS SYSTEM diskette into Drive A, label side up. Your MS-DOS/BASIC diskette is a system diskette.

5. After fully inserting the diskette, close the drive door by pressing downward on the tab above the drive opening or by turning the drive latch to its vertical position.

6. Press the RESET switch, located below the POWER switch on the main unit. (Or, if the main unit is not within reach, hold down CTRL and press and hold ALT and DELETE at the same time.) MS-DOS loads into memory. This loading takes about five seconds.

   A startup/copyright message appears once the loading process is completed. (Whenever you press RESET, the system returns to this message.)

7. Respond to the prompts by entering the date and time. Make these entries in the format shown on the screen. Use a 24-hour format to enter the time. (The entry of date and time is optional; you can press ENTER at each prompt.)

8. The system prompt is now displayed, consisting of a letter specifying the drive you are using, followed by a greater-than sign. Because you are currently using the diskette in Drive A, the prompt is:

   ```
   A>
   ```

You are now at the MS-DOS command level. We advise that you next make a *backup*, or copy, of the DeskMate diskette. See "Making

Backups of Non-System Diskettes" in the next chapter. After making backup diskettes, you can proceed to the sample session.

1. To end a session, exit any program you are currently using and return to the MS-DOS command level.
2. Remove all diskettes from drives. Turning off the power with a diskette still in a drive can cause you to lose the contents of that diskette.
3. Turn off all peripheral equipment and the power switch of your computer.

Handling Diskettes

Diskettes are sensitive. To avoid losing information, handle them with care.

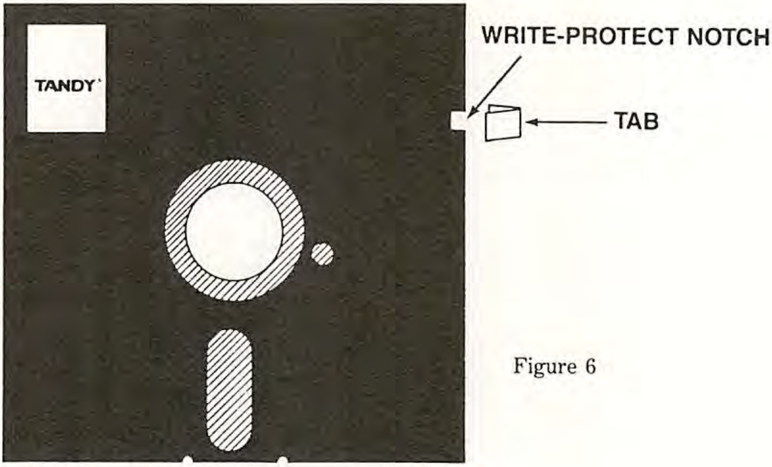


Figure 6

- Do not touch the exposed shiny surfaces of a diskette.
- Do not turn the computer on or off while a diskette is in a drive. Doing so can destroy data.
- Do not insert or remove a diskette when you hear the sound of the drive motor and the light on the drive door is on.

- Do not leave a diskette inserted in a drive—either fully or partially—when the computer is off.
- Keep diskettes away from heat, direct sunlight, dust, and magnetic fields (such as transformers, AC motors, magnets, radios, and the computer's display console).
- Do not bend diskettes.
- Do not write on a diskette with a ball point pen or lead pencil. Use a felt-tip pen only.
- Always put the diskette back in its protective envelope after use.
- Store diskettes in an upright position, never in a stack.

Write Protecting a Diskette

With your diskettes you will find foil adhesive tabs. Cover the write-protect notch with a foil tab. (See Figure 6.)

When the write-protect notch is covered, you cannot change the contents of this *master diskette*. In the next chapter, you will learn how to make copies of the master diskettes.

Using Your Floppy Disk System

USING YOUR FLOPPY DISK SYSTEM

It is important to protect information that you store on diskettes. In an instant, you can lose weeks of work as a result of faulty equipment or power failure. To avoid losing important information, copy all diskettes.

Making Backups of System Diskettes

To make copies, first use the FORMAT command to organize a blank diskette into a filing system in which you can put disk files. Then use the DISKCOPY command to copy all files from your system diskette to the formatted diskette. Follow these steps.

1. Turn on the computer as outlined in "Startup/Ending Procedures."
2. Insert a blank diskette into Drive B. (First, make sure the write-protect notch on the diskette is not covered by a foil tab.) At the system prompt, type:

   Format B:/V ENTER.

   The screen displays this message:

   ```
   Insert new diskette for drive B:
   and strike any key when ready
   ```

3. Press the space bar to begin the formatting process. The screen shows a row of dashes. These dashes change to periods as the formatting proceeds.
4. When the formatting process is finished, the following prompt appears:

   ```
   Volume label (11 characters, ENTER for
   none)?
   ```

   Type a label for the new diskette with a maximum of 11 characters and then press ENTER. If you don't want to label the diskette, simply press ENTER.

5. The screen reports completion of the formatting process and offers the following option:

   ```
   Format another (Y/N)?
   ```

   Select Y to format more diskettes or N to end the formatting procedure and return to the system prompt.

6. At the system prompt, type: **Diskcopy A: B:** ENTER. The following prompt appears:

   ```
   Insert source diskette into drive A:
   Insert formatted target diskette into
   drive B:
   Press any key when ready
   ```

7. The diskettes are already in the drives. Press the space bar to continue.

   > **Note:** If MD-DOS has trouble making the copy and asks you to Abort, Retry, or Ignore, press R for retry.

8. When the backup is complete, the next prompt appears:

   ```
   Copy complete
   Copy another (Y/N)?
   ```

   Press Y to make more copies or N to exit the DISKCOPY command and return to the system prompt.

Making Backups of Non-System Diskettes

To insure against damage or loss of a non-system diskette, such as DeskMate, make a copy for routine use and reserve your master diskette. Use the DISKCOPY command and a formatted blank diskette.

1. Format a blank diskette. See Steps 1 through 5 of the backup procedure described above.

2. At the system prompt `A>`, type: **Diskcopy A: B:** ENTER. The screen displays the following prompt:

   ```
   Insert source diskette into Drive A.
   Insert formatted target diskette into
   Drive B:
   Press any key when ready
   ```

3. When the drive light goes out, remove the system diskette from Drive A and insert the data diskette to be copied (your "source diskette"). Insert a blank, formatted diskette in Drive B. (First, be sure the write-protect notch of the diskette is not covered by a tab.) Press the space bar to continue.

4. When the backup is complete, the next prompt appears:

```
Copy complete
Copy another (Y/N)?
```

   Press Y to make more copies and N to exit the DISKCOPY command and return to the system prompt.

MS-DOS Installation

The DeskMate diskette does not contain MS-DOS, and therefore, you cannot boot (start up) your system with the DeskMate diskette alone. You can, of course, operate your system with an MS-DOS diskette in Drive A and a DeskMate diskette in Drive B. However, for extra convenience, you can copy both the system and the application files onto a blank diskette. With the new copy, you can start up the system and execute the program from a single diskette.

The following procedure formats a blank diskette and installs the operating system, after which it copies DeskMate files onto the diskette.

> **Note:** You must employ your original DeskMate master in the procedure.

1. With the computer turned on, insert an MS-DOS system diskette, such as MS-DOS/BASIC, into Drive A (the lower drive). Press the RESET switch. The system prompt `A>` is displayed once you answer the date and time prompts.

2. Type **Format B: /S** ENTER. The following message appears:

```
Insert new diskette for drive B:
and strike any key when ready
```

3. Insert a blank diskette in Drive B (the upper drive), and press the space bar to begin.

4. When the diskette is formatted, a prompt appears:

```
Format another (Y/N)?
```

Press (N) to return to the system prompt. To format additional diskettes, press (Y).

5. Insert your original DeskMate master diskette in Drive A. Type **Copy *.* B:** (ENTER).

When the procedure is complete, the system prompt reappears. You can use the newly created diskette in Drive A to boot your system and run DeskMate.

Caution: Installation of MS-DOS onto a DeskMate diskette reduces usable memory very significantly, from 52224 to 12288 bytes.

Using Your Hard Disk System

Chapter 4

USING YOUR HARD DISK SYSTEM

The vast storage capacity of the hard disk drive makes it highly desirable to install commonly used applications and data on the disk itself. By storing files on the hard disk, you have easy access to files and can thus operate programs without inserting or changing diskettes in the diskette drive. In addition, your computer functions more rapidly than it does using the diskette drive.

Formatting Your Hard Disk

Before using your hard disk the first time, you must organize it into a filing system and copy the system files into it. To do this, run the *batch file* CONFIGHD.BAT. This file contains all the commands needed to format the hard disk automatically and to copy all files—system and non-system—to it.

Follow these steps:

1. Locate the "Media Error Map" provided with your computer. Then, if you turned off your Tandy 2000, turn it on again and start up MS-DOS as described in "Start Up/Ending Procedures."
2. At the system prompt `A>` run CONFIGHD.BAT by typing:

   CONFIGHD ENTER

   The first command, HFORMAT, needs information to "lock out" flawed areas on the hard disk so that MS-DOS never writes to them. If there are flawed areas on the disk, they appear on the "Media Error Map" as a location indicated by a *track number* and a *head number*. Enter each pair of numbers when the screen prompts you to do so. For example, if the map identifies flaws on Track (Cylinder) 123, Head 02 and Track 312, Head 03, enter the numbers after the prompts as shown:

   ```
   Enter next head, track pair or press
   <ENTER> to quit. 2,123 ENTER

   Enter next head, track pair or press
   <ENTER> to quit. 3,312 ENTER

   Enter next head, track pair or press
   <ENTER> to quit. ENTER
   ```

If the map is blank, indicating no flawed areas, simply press ENTER. HFORMAT displays:

```
Press any key to begin formatting C:
```

3. Press the space bar to format the hard disk, Drive C. The screen displays rows of hyphens, each of which is replaced by a period as the formatting proceeds without error. A question mark rather than a period indicates flawed areas. These areas are already locked out.

   When the format is complete, a message appears and CONFIGHD.BAT automatically exits the HFORMAT command and enters the COPY command, which copies the system files. As each file is copied, its filename is displayed.

After CONFIGHD.BAT copies the last file, MS-DOS returns and displays the system prompt `C>`. The new prompt indicates that you are now operating under hard disk control.

From now on, your computer starts up automatically under hard disk control, unless there is a diskette in Drive A. If there is a diskette in Drive A, your computer starts up or resets under floppy disk control, and MS-DOS displays the `A>` prompt. To return to hard disk control, remove the diskette and press the RESET button (or type **C:**).

Installing DeskMate on Hard Disk

The procedure that follows enables you to install DeskMate, or any other application onto your hard disk. As you proceed, you create a subdirectory using the MKDIR command and then transfer the contents of the application diskette to the new subdirectory on the hard disk. Before beginning the procedure you need to format the hard disk for MS-DOS, as described above.

1. Power up your system under hard disk control. The system prompt `C>` appears on the screen.

2. Insert the program diskette into Drive A and close the door.

3. Create a subdirectory within the root directory of the hard disk. Type the command below including your choice of a name for the subdirectory. (DESK would be a suitable choice as a subdirectory name.)

   mkdir *subdirectory name* ENTER

4. To enter the newly created directory, type:

   cd *subdirectory name* (ENTER)

   For a more detailed explanation of creating and using subdirectories, see the *MS-DOS Reference Manual.*

5. When the system prompt `C>` returns, type the following command to begin copying the application files:

   Copy a:\*.* (ENTER)

   When the `C>` prompt is redisplayed, the transfer of program files to the hard disk is complete.

Backing Up Hard Disk Files

When you install the DeskMate system on the hard disk, you accumulate and store data on the disk as you use the program. To guard against damage or loss of important data due to power failures or equipment malfunctions, make periodic backups of your DeskMate files.

Formatting Diskettes. To store files from hard disk to diskette, you need a formatted blank diskette. Formatting is easily accomplished; follow the instructions below to format as many diskettes as you need.

1. Power up your system under hard disk control.

2. At the system prompt `C>`, insert a blank diskette into Drive A. (First, make sure the write-protect notch is not covered by a foil tab.) Type:

   Format A: /V (ENTER)

   The following message appears:

```
Insert new diskette for drive A:
and strike any key when ready
```

3. Insert a blank or previously used diskette into the diskette drive. Then, press the space bar to begin formatting. A line of hyphens appears on the screen, each of which is replaced by a period as the formatting proceeds. A question mark rather than a period indicates flawed areas on the diskette. These areas are locked out, so that MS-DOS never writes to them.

4. When FORMAT finishes, it gives you a chance to label your new diskette. At the prompt, type a label with as many as 11 characters, and then press (ENTER). If you do not want to label the diskette, simply press (ENTER).

5. A message indicates that the format is complete, along with a prompt which allows you to continue formatting diskettes:

   ```
   Format another (Y/N)?
   ```

   Press (N) to return to the system prompt or (Y) to format another data diskette.

Copying Diskettes. The procedure for making copies of your application files onto diskettes is a simple one. You can backup the contents of your entire DeskMate subdirectory, or you can copy the files of an individual DeskMate application.

You can make a complete backup copy of your DeskMate files by gaining access to the subdirectory that contains those files on the hard disk and then using the BACKUP command. Follow these steps:

1. Turn on the computer as outlined in "Startup/Ending Procedures."

2. At the system prompt `C>`, specify the subdirectory for DeskMate. (DESK has been previously suggested). Type:

   cd *subdirectory name* (ENTER)

3. Insert your formatted blank diskette into the diskette drive. Then enter the BACKUP command, indicating Drive A as the storage location. With the drive latch closed, type:

   Backup *.* a: (ENTER)

   If you exceed the space available on the storage diskette, the screen requests that you insert another diskette to continue copying the remaining files.

   When all files are duplicated on diskette, the system prompt reappears.

You can back up a particular set of the DeskMate files by specifying one of the (automatically assigned) file extensions when you enter the BACKUP command in Step 3 above. To do so, replace *.* with one of the strings below.

***.DOC**	for Text files
***.WKS**	for Worksheet files
***.FIL**	for Filer files
***.LOG**	for Auto Log files
***.CAL**	for Calendar files
***.MSG**	for Mail files

For example, to make a backup of the Text files, type:

```
backup *.DOC a: (ENTER)
```

When the specified files have been duplicated onto diskette, the system prompt reappears.

Beginning the Sample Session

BEGINNING THE SAMPLE SESSION

During most of the sample session, you will be working with sample data involving Mr. Edwin Raymond's catering firm, Bon Appetit. You will be using DeskMate on Edwin's behalf. The sample session is divided into mini-sessions, each covering a different application or subfunction.

Before you try out some of DeskMate's features, make backups (duplicates) of the DeskMate Program Diskette. **Never** run DeskMate on your floppy diskette system with the original Program Diskette—use it **only** for making working copies. Use the backups when you want to run DeskMate.

The Main Menu Screen

To begin using DeskMate, acquaint yourself with the Main menu screen. To reach this initial point in the program, follow the procedure below that corresponds to your hardware.

Floppy diskette system. Insert a backup of the MS-DOS/BASIC Diskette into Drive A (the lower drive) and a copy of the DeskMate diskette into Drive B. Press the RESET switch. Enter the date as **02/25/1985** and time as **10:30**. At the system prompt, `A>`, type **B:** (ENTER). The system prompt for Drive B, `B>` appears on the screen. Type **desk** (ENTER). The DeskMate Main Menu is displayed.

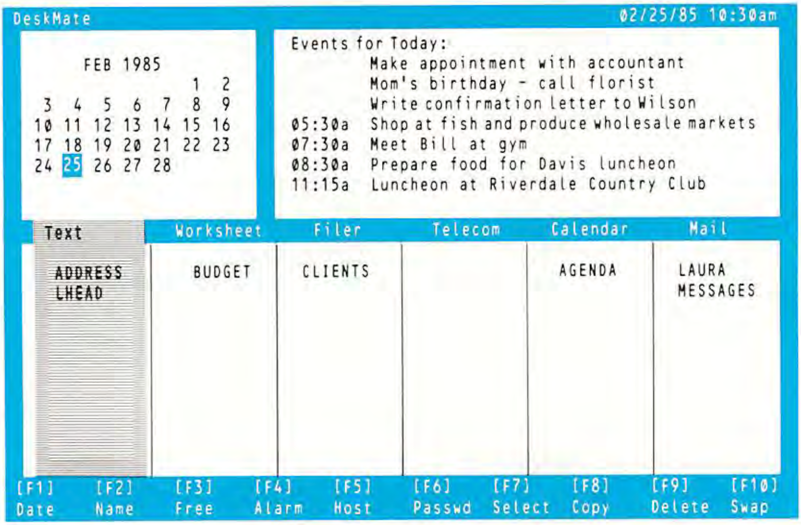
Hard disk system. With both MS-DOS and the DeskMate program installed onto the hard disk, turn on your computer. (Instructions for the preliminary steps are given in previous sections.) Enter the date as **02-25-1985** and the time as **10:30**. Then, request the subdirectory in which the DeskMate files reside. At the system prompt `C>`, type:

**cd ***subdirectory name* (ENTER)

Then, at `C>`, type the entry word:

desk (ENTER)

The DeskMate Main Menu soon appears on the screen.



```
DeskMate                                                    02/25/85 10:30am
                            Events for Today:
      FEB 1985                      Make appointment with accountant
                  1  2              Mom's birthday - call florist
 3  4  5  6  7  8  9                Write confirmation letter to Wilson
10 11 12 13 14 15 16        05:30a  Shop at fish and produce wholesale markets
17 18 19 20 21 22 23        07:30a  Meet Bill at gym
24 25 26 27 28              08:30a  Prepare food for Davis luncheon
                            11:15a  Luncheon at Riverdale Country Club

  Text      Worksheet   Filer     Telecom    Calendar    Mail

  ADDRESS    BUDGET     CLIENTS              AGENDA      LAURA
  LHEAD                                                  MESSAGES

[F1]  [F2]  [F3]  [F4]   [F5]  [F6]    [F7]    [F8]  [F9]    [F10]
Date  Name  Free  Alarm  Host  Passwd  Select  Copy  Delete  Swap
```

- The top line shows the program name and the current date and time. (The date shown is the system date you enter when powering up the computer.)
- The current month's calendar is at the left with today's date highlighted.
- Events scheduled for today's date are displayed to the right of the calendar to remind you of special occasions. You enter events through the applications, Calendar and Alarm. These events can be special meetings and engagements or "all-day" events not associated with a particular time (such as a birthday).
- The bottom half of the screen lists the DeskMate applications.
- Previously created DeskMate files are listed under the appropriate application. These files contain sample data that you will be using during the sample session.

  In the first column on the left are files created with the application, Text, followed by spreadsheet files created with the Worksheet application. Files created with Filer are displayed in the next column. Automatic logon files that give you instant access to telecommunication services are listed under Telecom. Calendar files are displayed in the next column, followed by Mail files that consist of messages you both send and receive.

- The bottom 2 lines of the screen are label lines listing the available functions of the application you are currently using. To select a function, press the corresponding function key. For example, if you wanted to change the date displayed in the upper right corner and highlighted in the calendar, you would press F1 for Date. (The Main Menu functions currently displayed are discussed in the section, "Main Menu.")

The sample session starts with the application, Text. When you are finished with a particular part of the sample session and want to exit DeskMate, press F12 at the Main Menu. To have an extra copy of the work you have done during the sample session, make a backup of the DeskMate files. It is a good idea to get into the habit of backing up your work at the end of each day that you enter or change data. After you have made a backup, remove all diskettes and turn off the computer system.

Control Keys

The control keys used in DeskMate are ALT, CTRL, and SHIFT. These keys are used in combination with other keys to produce a *key sequence.* Control keys work in much the same way as the SHIFT keys of a typewriter. To use a control key hold the control key down while pressing the appropriate combination key.

Arrow Keys

To select an application, position the selection marker over the desired application by using ← and →. When the application you want to use is highlighted, press ENTER. For example, when you first enter DeskMate, Text is highlighted, and you would simply press ENTER to select that application.

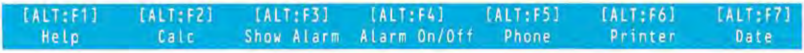
To select an existing DeskMate file, use the arrow keys to move the selection marker to the desired file, and press ENTER when the desired file is highlighted. The corresponding application is also highlighted and selected at the same time. You can also select the appropriate application, then enter the filename to access the desired file.

You will be using the arrow keys within applications and subfunctions to move the selection marker or cursor to a particular piece of information. (The selection marker indicates that a whole unit of information is marked, such as a file or an application. A cursor marks a single character.) To move the selection marker or cursor farther and faster, use the arrow keys with SHIFT or CTRL. See your reference manual for details on using the arrow keys.

Function Keys

Functions are specific to each application. Function keys (F1, F2, and so forth) and names are displayed on the last 2 lines of the application screen. To select a function, press the appropriate function key. F11 and F12 function in a consistent manner throughout DeskMate. Their uses are as follows:

F11—Toggles an alternate label listing 8 subfunctions (as distinguished from the main DeskMate applications) you can choose at any time. Press F11 now to see this menu. At the bottom of the screen, you see:



```
 [ALT:F1]    [ALT:F2]    [ALT:F3]     [ALT:F4]     [ALT:F5]    [ALT:F6]    [ALT:F7]
   Help        Calc     Show Alarm  Alarm On/Off    Phone       Printer      Date
```

It can be helpful, but is not necessary, to display the subfunction menu before selecting a subfunction. To access a subfunction from anywhere in DeskMate, hold down ALT while you press the appropriate function key. These subfunctions are described in more detail throughout the tutorial.

> **Note:** Each application has a help screen, which, like the *Quick Reference Guide*, briefly explains all the available key functions. Whenever you want to display the help screen for the application you are currently using, press ALT F1.

F12—Returns you to the previous level of operation, to the Main Menu, or back to the MS-DOS system prompt. Use F12 if you have chosen an application or subfunction accidentally or if you are finished with whatever you are doing. Press F12 now to return to the Main Menu level of operation. The subfunction menu is replaced with the Main Menu label lines.

SHIFT F12—Also returns you to the previous level of operation, to the Main Menu, or back to the MS-DOS system prompt. You can also use SHIFT F12 in the Text and Worksheet applications if you do not want to save a new file or changes made to an old file. The data just entered or any changes made to an existing file are not saved, and you return to the Main Menu.

Other Special Keys

Described below are the uses of special keys and key sequences in DeskMate.

BACKSPACE—Moves the cursor back over the previous character, erasing it.

BREAK—Discontinues current operation and returns to the previous level of operation.

CAPS—Locks the alphabet keys into either upper or lower case.

ENTER—Moves the cursor to the beginning of the next line. It also executes a command or program.

NUM LOCK—Locks and unlocks the numeric keypad. When the NUM LOCK function is on, each key produces the number shown on the lower half of the key. When NUM LOCK is off (unlit), each key produces the function or symbol shown on the upper half of the key.

SHIFT PRINT—Prints whatever is currently displayed on the screen.

SHIFT—Operates the same as the SHIFT key of a typewriter. It produces the function or symbol on the upper half of the numeric pad keys (even when NUM LOCK is on).

Message for Color Monitor Users

If you use the color monitor, you can change the color arrangement on the screen. Take a few minutes to experiment and see which arrangement you prefer.

The function keys F1, F2, F3, and F4 used with the CTRL key control color as follows:

CTRL F1—Background of the screen
CTRL F2—Foreground of the screen
CTRL F3—Highlighted background
CTRL F4—Highlighted foreground

1. For example, hold down CTRL, and press F1. The background changes to the first of 16 color choices.
2. Press CTRL F1 15 more times. Each time you press the function key a different background color is displayed.

Screen Display

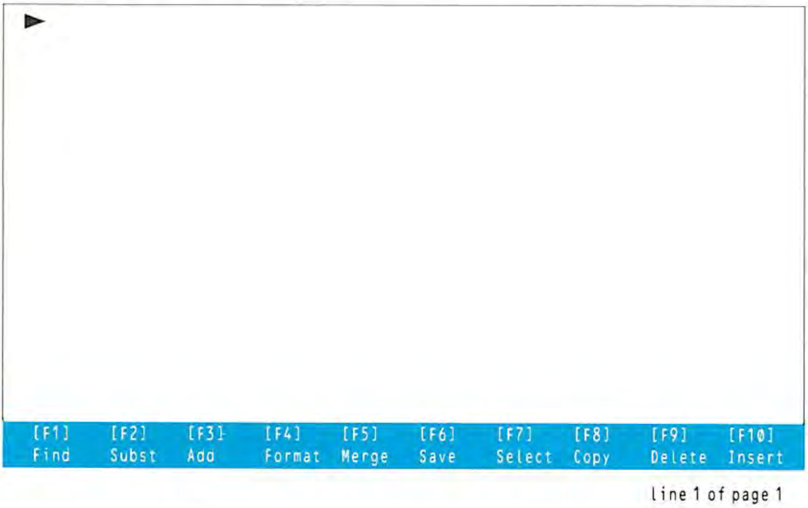
If you leave a particular screen displayed without doing anything for more than 10 minutes, the contents of the screen disappear and you see the title, DeskMate, move from left to right. This action prevents the previous image from being "burned on" the screen permanently. Press any key and the previous screen reappears.

Text

Chapter 6

TEXT

1. Press (ENTER) to select Text. The `Enter filename:` prompt appears.
2. Type **Letter** (ENTER) for the name of the text file you are creating. A blank typing page appears with label lines at the bottom of the screen, showing the functions available in Text.


[F1] Find
[F2] Subst
[F3] Add
[F4] Format
[F5] Merge
[F6] Save
[F7] Select
[F8] Copy
[F9] Delete
[F10] Insert

line 1 of page 1

3. Type the following letter, pressing (ENTER) where indicated. Do not worry about typing mistakes—later you'll learn how to correct errors by inserting, deleting, and overstriking text.

Dear Mrs. Williams: ENTER
ENTER
I am writing to confirm your agenda for the upcoming month. I have you scheduled for the following days: ENTER
ENTER
3/3/85 Luncheon for 8 at noon ENTER
3/12/85 Afternoon tea for 6 at 3:00 ENTER
3/25/85 Dinner for 10 at 8:00 ENTER
3/31/85 Wedding reception for 60 at 7:30 ENTER
ENTER
If any of the above information is incorrect, please inform me as quickly as possible, as March appears to be a very busy month. Also, we need to get together soon and arrange the menus. ENTER
ENTER
Sincerely, ENTER
ENTER
Edwin Raymond ENTER

Note: ► indicates the end of a document and the ■ sign indicates the end of a line.

Mr. Raymond needs to add an event to the list for March 1st.

1. Move the cursor over the first 3 of 3/3/85 by holding down the ↑ key until you are at the line containing the March 3rd event.

2. You are currently in Add mode (the default typing mode) as shown in the label line at the bottom of the screen. Type **3/1/85**, press the space bar 3 times; then type **Bridal shower for 15 at 1:00** ENTER.

   Note that the original text automatically moved to the right as you added (inserted) the new text and then moved down to the next line when you pressed ENTER after typing.

The information for the event scheduled on March 25th needs to be changed to March 26th for 12 people.

1. Move the cursor over the 5 of 25.

2. To change the typing mode to Replace, press F3. (Note that Replace now appears in the label line.)

3. Type **6** over the 5, move the cursor to the 0 of 10, and then type **2** over the 0. Replace (overstrike) mode lets you type over text.

One more correction should be made—the word `and` in the last sentence should be changed to `to.`

1. Move the cursor to the `a` in `and`, and type **to**.
2. Press DELETE or F9 to erase the `d` and shift the rest of the sentence to the left a character.
3. Press F3 to switch from Replace back to Add mode.

> **Note:** If you made any mistakes while typing the letter, correct those errors now by using the Add/Replace typing modes and the Delete function, then continue with the rest of the Text sample session.

Copying Text from Another File

Address information from another Text file should be inserted above the salutation.

1. Press F12 to save the letter and return to the Main Menu.
2. Press ↓ to move the marker over the ADDRESS file, and press ENTER. The name/address information of Mr. Raymond's customers appears on the screen.
3. To look up Mrs. Williams' address, press F1 for Find.
4. Type **Wil** (using just part of the name, Williams) ENTER for the search string. The cursor moves to the `W` of `Williams`.

Anytime you want to do something with a block of information (Copy, Insert, Delete), you must first define the text block using the function, Select.

1. Move the cursor to the `M` of `Mrs.`, and press F7 to select the beginning of the address block.
2. Press ↓ 3 times to select the 3 lines of Mrs. Williams' address block.
3. Press F8 to put a copy of the address block in the copy buffer.
4. To create a new file in which to put a copy of the address block, press F8 again. At the bottom of the screen, you see:

```
From:            To:
```

5. Press ENTER to skip the `From` prompt, and for the new filename, type **Williams** ENTER.
6. Since you are finished using the ADDRESS file, press F12 to return to the Main Menu.
7. Use the arrow keys to position the marker over LETTER, and press ENTER.
8. When the letter reappears, press F8 to use the Copy function again.
9. Type **Williams** ENTER to load the copy buffer from that file.
10. To insert the address block above the salutation, make sure the cursor is at the beginning of the letter, and press INSERT or F10 to insert the contents of the copy buffer at the current cursor position.

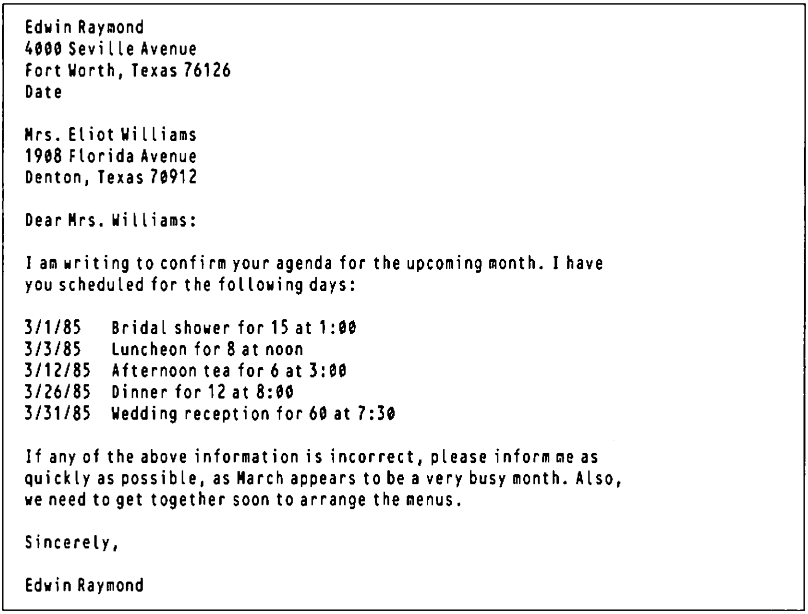
You need to add a blank line between the customer's address and the salutation.

1. Check the label line at the bottom of the screen to make sure you're in Add mode. If Replace is displayed instead of Add, press F3 to change typing modes.
2. Move the cursor to the `D` of `Dear`, and press ENTER to create a blank line.

Edwin Raymond's return address should be placed above Mrs. Williams' address. A Text file called LHEAD contains the standard heading Edwin uses at the top of all his correspondence.

1. Press CTRL ↑ or HOME to move the cursor to the beginning of the text.
2. To insert the Text file, LHEAD, at the top of the letter, press F5 for Merge; then type **LHEAD** ENTER for the filename.
3. To add a blank line between the addresses, move the cursor to the `M` in `Mrs.` and press ENTER.

The address information appears at the beginning of the document, and now the letter looks like this:



```
Edwin Raymond
4000 Seville Avenue
Fort Worth, Texas 76126
Date

Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 70912

Dear Mrs. Williams:

I am writing to confirm your agenda for the upcoming month. I have
you scheduled for the following days:

3/1/85    Bridal shower for 15 at 1:00
3/3/85    Luncheon for 8 at noon
3/12/85   Afternoon tea for 6 at 3:00
3/26/85   Dinner for 12 at 8:00
3/31/85   Wedding reception for 60 at 7:30

If any of the above information is incorrect, please inform me as
quickly as possible, as March appears to be a very busy month. Also,
we need to get together soon to arrange the menus.

Sincerely,

Edwin Raymond
```

4. Move the cursor to the `D` of `Date`.
5. Press (F3) to switch to Replace mode; then type **February 25, 1985** (ENTER).

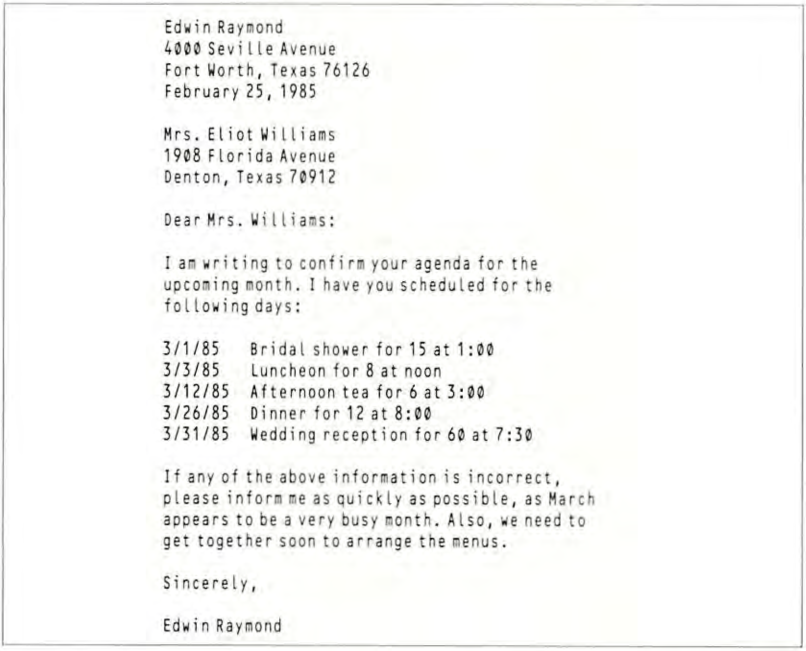
   Note: With the addition of 2 address blocks, the letter now contains more than 22 lines, the maximum number of text lines that can be displayed on a screen. Press (CTRL) (↓) or (END) to move the cursor to the end of the letter to see the lines that would not fit on the screen.

Printing Text

Before printing text, it is a good idea to make the line width displayed on the screen coincide with the line width that will be printed on a page. By using the function, Format, you can get a rough idea of what the text will look like when it is printed.

1. To change the displayed line width, press F4 for Format.
2. The default (built-in) width value is 70. Since the letter will be printed with a line width of 50, type **50** ENTER to change the display.

The letter now looks like this:

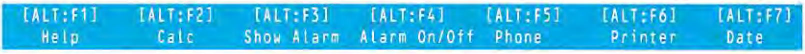


```
Edwin Raymond
4000 Seville Avenue
Fort Worth, Texas 76126
February 25, 1985

Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 70912

Dear Mrs. Williams:

I am writing to confirm your agenda for the
upcoming month. I have you scheduled for the
following days:

3/1/85     Bridal shower for 15 at 1:00
3/3/85     Luncheon for 8 at noon
3/12/85    Afternoon tea for 6 at 3:00
3/26/85    Dinner for 12 at 8:00
3/31/85    Wedding reception for 60 at 7:30

If any of the above information is incorrect,
please inform me as quickly as possible, as March
appears to be a very busy month. Also, we need to
get together soon to arrange the menus.

Sincerely,

Edwin Raymond
```

Note: Use the arrow keys to see the entire letter.

3. Make sure your printer is properly connected and on-line. Use standard 8 ½ by 11-inch paper (80-column computer paper), and align the paper in the printer.

4. Press F11 to display the subfunctions menu. At the bottom of the screen, you see:



5. To display the Printer settings, hold down ALT and press F6. The screen shows the default values for the 6 settings.

```
                PRINTER SETTINGS

    Left Margin:                            5

    Printed Line Width:                    70

    Total Lines per Page:                  66

    Printed Lines per Page:                60

    Double Space (Y/N):                     N

    Pause between Pages? (Y/N):             Y
```

6. The default setting for the `Left Margin` is shown as 5. Type **15** ENTER to make the left margin approximately 1½ inches from the edge of the paper.

7. The next setting, `Printed Line Width`, is the number of characters you want a printed line to contain. To change the default line width of 70 to 50, type **50** ENTER.

8. The `Total Lines per Page` refers to your paper size, the number of lines on the entire page. The default value for `Total Lines per Page`, 66, is used for both regular-sized paper (8½ by 11 inches) and wide, 132-column computer paper (14 by 11 inches). Press ENTER to use the displayed default value of 66.

9. `Printed Lines per Page` refers to the number of lines you want printed on the page. This value equals the number entered for `Total Lines per Page` minus the number of blank lines you want at the top and bottom of a page. After you manually adjust the printer, aligning the paper to start printing from the line at the printer head position, double that line value and then subtract that from the `Total Lines per Page` value.

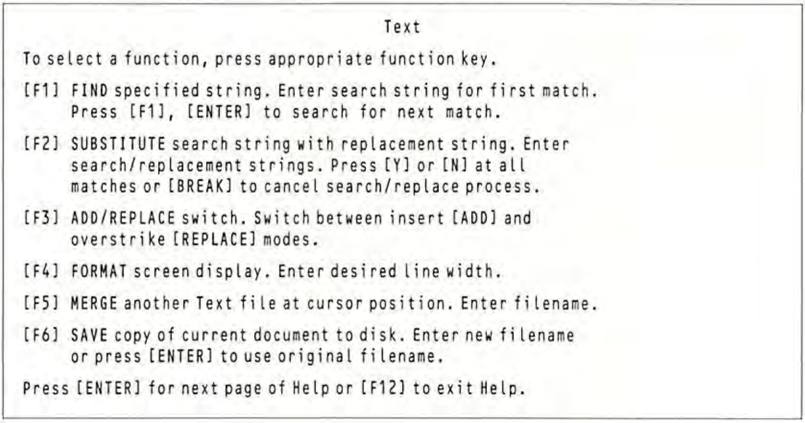
To have the bottom margin contain 6 blank lines (and the top margin of any subsequent pages), you subtract 12 from 66 and the result, 54, is the value for `Printed Lines per Page`. Type **54** `ENTER` to change the `Printed Lines per Page` default.

10. At the `Double Space` prompt, press `ENTER` to keep lines single spaced.
11. If you are printing on single sheets, press `ENTER` to instruct the computer to stop after printing each page. If you are printing on continuous form paper, type **N** `ENTER`.

The setting for `Pause between Pages` does not really matter in this example, since the letter is less than a printed page. For this example, simply press `F12` to skip the last prompt and to redisplay the Text function label lines; then press `PRINT` to start printing.

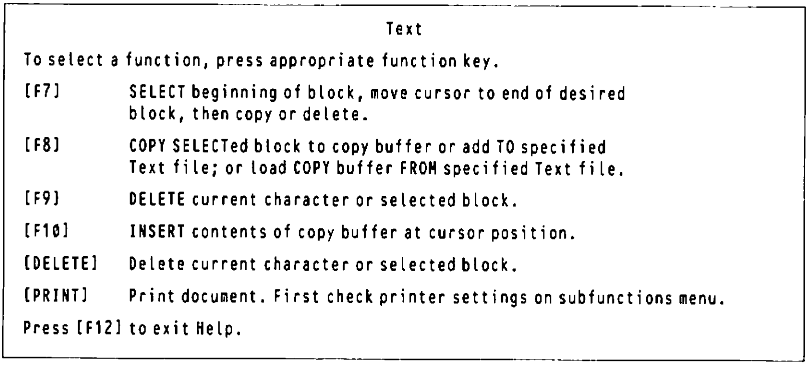
Substituting Text

1. After the printer has stopped, press `F12` to save the letter file and return to the Main Menu.
2. At the Main Menu, press `↓` to move the cursor over ADDRESS, and press `ENTER`. The name/address information of Mr. Raymond's customers reappears on the screen.
3. Press `F11` to display the subfunctions menu, then press `ALT` `F1` for the Text Help screen. The screen shows:



```
                                  Text
To select a function, press appropriate function key.
[F1] FIND specified string. Enter search string for first match.
     Press [F1], [ENTER] to search for next match.
[F2] SUBSTITUTE search string with replacement string. Enter
     search/replacement strings. Press [Y] or [N] at all
     matches or [BREAK] to cancel search/replace process.
[F3] ADD/REPLACE switch. Switch between insert [ADD] and
     overstrike [REPLACE] modes.
[F4] FORMAT screen display. Enter desired line width.
[F5] MERGE another Text file at cursor position. Enter filename.
[F6] SAVE copy of current document to disk. Enter new filename
     or press [ENTER] to use original filename.
Press [ENTER] for next page of Help or [F12] to exit Help.
```

4. To see the next help screen, press ENTER.



```
                              Text
To select a function, press appropriate function key.
[F7]      SELECT beginning of block, move cursor to end of desired
          block, then copy or delete.
[F8]      COPY SELECTed block to copy buffer or add TO specified
          Text file; or load COPY buffer FROM specified Text file.
[F9]      DELETE current character or selected block.
[F10]     INSERT contents of copy buffer at cursor position.
[DELETE]  Delete current character or selected block.
[PRINT]   Print document. First check printer settings on subfunctions menu.
Press [F12] to exit Help.
```

5. Press F12 to return to the Text screen. Press F11 to return the Text label lines.

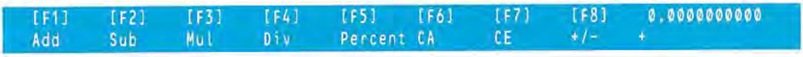
The only Text function you have not used yet is Substitute. The Substitute function lets you find a specific string of characters throughout a text file and replace the string with different text. Uppercase and lowercase distinctions are ignored in search strings. For example, *STRING* and *string* are recognized as equal.

1. Suppose you want to change almost every occurrence of Fort Worth to Dallas. Press F2 for Substitute; then type **Fort Worth** ENTER for the `Search string`.
2. For the `Replacement string`, type **Dallas** ENTER.
3. The cursor moves to the first occurrence of Fort Worth in Cindy Beauchamp's address, and the prompt appears, `Replace? (Y/N)`.
4. Press Y. The replacement string, Dallas, is substituted for the search string, Fort Worth, and then the cursor moves to the next occurrence of the search string in Ellen McKinney's address.
5. Press N to keep this occurrence of Fort Worth. The cursor moves to the last address and asks, `Replace? (Y/N)`.
6. Press Y. The screen displays the beginning of the document.
7. To change the addresses back to the way they were originally, press CTRL ↑ or HOME; then press F2 for Substitute again.
8. This time, type **Dallas** ENTER for the search string and **Fort Worth** ENTER for the replacement string.

9. Press Y at the first occurrence, N at the second occurrence, and Y at the last occurrence. Now the Address file is the same as when you opened it.

Using Calculator Within Text

You can select the subfunction, Calculator, while using any application. Before exiting Text and returning to the Main Menu, experiment with Calculator. It is not necessary to view the subfunction menu before selecting a subfunction. To access Calculator directly, press ALT F2. The Text label lines at the bottom of the screen are replaced by the Calculator labels and a small window to display figures.



Calculator works like a hand-held calculator, except that both the *accumulator* (the result of the last mathematical operation) **and** the *operand* (the number upon which the operation is performed) are always visible. (Usually, you can see only a single entry at a time on a hand-held calculator.)

1. The default function is F1 for Add. To add 5 and 1, type **5** ENTER and **1** ENTER. The answer, 6.0000000000, (the accumulator) is displayed on the top line.
2. To subtract 4 from 6, press F2 for Sub; then type 4 ENTER. The top line changes to 2.0000000000.
3. To multiply 2 by 10.3, type F3 **10.3** ENTER. (To multiply, you can use the F3 function or type *.) The accumulator is now 20.6.
4. To divide 20.6 by .4, press F4 and type **.4** ENTER. The answer, 51.5, is shown on the top line. Note that it doesn't matter in what order you do things: You can type the operand or select the mathematical operation first. In either case, once you press ENTER, the operation is performed and the answer is displayed.
5. Now suppose you want to know what 25 percent of 51.5 is. Type % (or press F5), and type **25** ENTER. The accumulator changes to 12.875. The Percent function takes the operand you enter and gives that percentage of the accumulator, displaying the result on the top line.

6. The CA function erases both the top and bottom lines and sets the operation to Add. Press (F6) for Clear All to start over.

7. If you make a mistake in typing an operand, press (F7) before you press (ENTER) to perform the operation. When you use the CE (Clear Entry) function, only the last number typed (the operand) is erased. The original arithmetic operation is still performed.

   For example, suppose you want to take 30% of 51.5, and instead, you accidentally type 25. Type **51.5** (ENTER). Press (F5) for Percent; then type **25**. Press (F7) to erase the 25; then type **30** (ENTER). The new result is 15.45.

8. (F8) changes the sign of the operand from positive to negative and vice versa. For example, to divide 15.45 by a negative 4, press (F4) for Divide, then (F8) to change the sign of the operand to negative, and type 4 (ENTER). The answer, shown on the top line, is −3.8625.

9. To exit Calculator and return to Text, press (F12). The bottom lines change back to the Text labels.

Exiting Text

To exit Text, press (F12) to return to the Main Menu. (F12) saves a newly created document you just typed or any editing changes made to an old document. When you press (F12), the Text file (and any revisions made to it) is saved on disk, you exit Text, and return to the Main Menu.

If you do not want to save a newly created document or the editing changes made to an old document, press (SHIFT) (F12). When you press (SHIFT) (F12), you are asked if you want to `Cancel Edit? (Y/N)`. Press (Y) to return to the Main Menu without saving a new document or any editing changes made to an old document. If you were editing an old document, the text file would be *unedited*. It would be exactly the same as it was when you first opened it for revisions. Press (N) if you want to continue editing or **do** want to save the changes you've made.

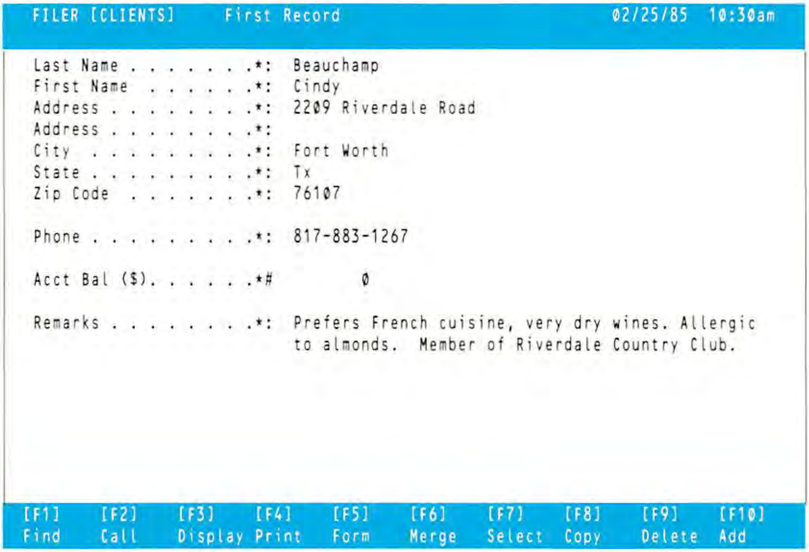
If you have edited a file and want to keep the file as it was originally entered plus have a new file including all changes, use the Save function by pressing (F6). Then, enter a name for the new file with the editing changes.

Filer

Chapter 7

FILER

1. To select the file, CLIENTS, from the Main Menu, place the selection marker over CLIENTS (in the Filer column), and press (ENTER). The screen soon shows the first record in the Clients file.

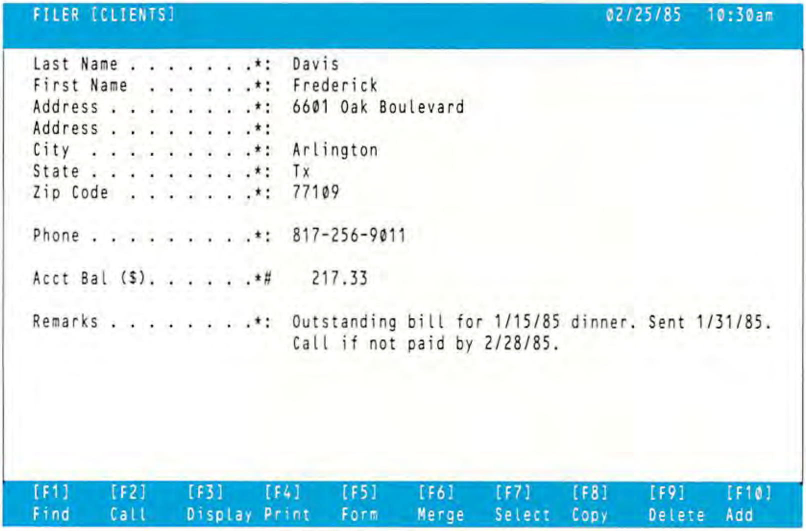


```
FILER [CLIENTS]     First Record                        02/25/85  10:30am

Last Name . . . . . . .*:  Beauchamp
First Name  . . . . . .*:  Cindy
Address . . . . . . . .*:  2209 Riverdale Road
Address . . . . . . . .*:
City  . . . . . . . . .*:  Fort Worth
State . . . . . . . . .*:  Tx
Zip Code  . . . . . . .*:  76107

Phone . . . . . . . . .*:  817-883-1267

Acct Bal ($). . . . . .*#         0

Remarks . . . . . . . .*:  Prefers French cuisine, very dry wines. Allergic
                           to almonds.  Member of Riverdale Country Club.

[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Find    Call    Display Print   Form    Merge   Select  Copy    Delete  Add
```

Edwin Raymond previously set up this form to use for clients. The file, CLIENTS, is made up of all client records. A form is divided into 2 parts: labels are in the left column, and the right half of the screen is for entering the actual data for the client. For example, `Last Name` is a label, and `Beauchamp` is the data field.

The pound sign (#), next to the `Account Bal ($)` label, indicates that this is a numeric field. However, you can also use the Number function, which displays a pound sign in the label area, when creating a form to make any data field, text or numeric, right-justified for print and display purposes. An asterisk (*) in the label area indicates that the information in the label and data areas is printed or displayed if you choose those functions.

2. Press CTRL → to see the next record. The screen shows a form filled in for Frederick Davis.



```
FILER [CLIENTS]                                                02/25/85   10:30am

Last Name . . . . . . . .*:  Davis
First Name  . . . . . . .*:  Frederick
Address . . . . . . . . .*:  6601 Oak Boulevard
Address . . . . . . . . .*:
City  . . . . . . . . . .*:  Arlington
State . . . . . . . . . .*:  Tx
Zip Code  . . . . . . . .*:  77109

Phone . . . . . . . . . .*:  817-256-9011

Acct Bal ($). . . . . . .*#    217.33

Remarks . . . . . . . . .*:  Outstanding bill for 1/15/85 dinner. Sent 1/31/85.
                             Call if not paid by 2/28/85.





[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Find    Call    Display Print   Form    Merge   Select  Copy    Delete  Add
```

Records are arranged in alphabetical order or ascending numerical order, depending on the type of data that is entered for the first label of a form. For example, if clients are given account numbers and Account # was the first label of the form, the records in the Clients file would be arranged according to ascending account number.

> **Note:** You can arrange records using any label you wish when you create a form using the Order function. This topic is explained later in this section.

Finding Records

Edwin Raymond wants to review all records of clients who live in Fort Worth.

1. Press F1 for Find. A blank form is displayed. New label lines appear at the bottom of the screen with function keys you can use while in Find mode.

2. To skip the first 4 data fields, press ↓ (or ENTER) until the marker is on the data field for `City`, and type **Fort Worth** ENTER.

3. Press F12 to return to the original Filer screen and display the first match found. Cindy Beauchamp's record reappears on the screen.
4. Press CTRL → to see the next match found. The screen shows the record of Laura Wordsworth.

Suppose Edwin wants to print a list of those customers who have an outstanding balance in their account (account balance greater than 0).

1. Press F1 for Find and F5 for Reset.
2. Press ↓ until the marker is positioned on the `Account Bal` line.
3. Press F2 to change the operator from Equal to to Greater than or equal to. Then, type **1** ENTER for the amount.

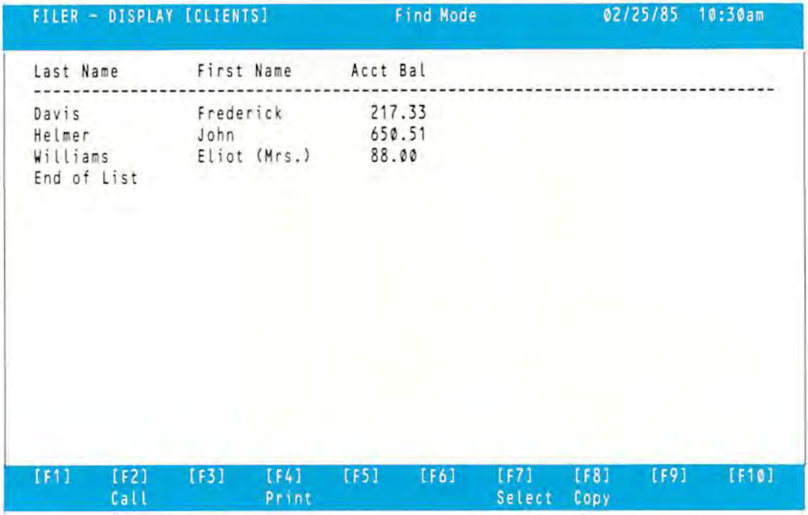
   > **Note:** The default operator, =, finds an exact match of the search criteria entered. To change the operator press F2 to look for a match Greater than or equal to or F3 for Less than or equal to.

4. Presently, all the labels and data fields are marked to be printed or displayed as indicated by an asterisk on each label line. It is necessary to *unmark* any labels that you wish to exclude from the display and printout.

   Before exiting the Find screen, move the marker to the first `Address` line, and press F7. The asterisk disappears so that now the first `Address` label and information will not be displayed or printed. Mark toggles back and forth from marking to unmarking a label and associated data for printing and displaying.

5. Move the marker to the second address line, and press F7 to switch from Mark to unMark. Repeat this process for the labels, `City`, `State`, `Zip Code`, `Phone`, and `Remarks`.
6. When only the labels, `Last Name`, `First Name`, and `Account Bal`, have an asterisk next to them, press F12 to return to the original Filer screen. The first record with an outstanding balance, that of Frederick Davis, is displayed.

7. The functions, Display and Print, list a group of records (rather than a single record at a time) in horizontal format. To display a list of those customers who have an account balance equal to or greater than $1.00, press F3. The screen soon displays the list of records that match the Find criteria. The labels are displayed on the top line with the data of the matching records below the appropriate label column.



```
FILER - DISPLAY [CLIENTS]                 Find Mode          02/25/85  10:30am

Last Name          First Name       Acct Bal
----------------------------------------------------------------------------
Davis              Frederick          217.33
Helmer             John               650.51
Williams           Eliot (Mrs.)       88.00
End of List
```

8. To print this information, first make sure that your printer is on-line.

9. Next, check the printer settings by pressing F11; then ALT F6.

10. To change the printer settings to the values for printing this list, type **0** ENTER for `Left Margin`, **79** ENTER for `Printed Line Width`, ENTER to keep 66 for `Total Lines per Page`; then type **60** ENTER for `Printed Lines per Page`.

11. Press F12 to return to Filer; then press F4 to print. The records are printed exactly the way they appear on the screen when you display them.

12. To exit the Display screen, press F12. The lines with the original function keys reappear.

Edwin has landed a new client and needs to add a new record to the file.

1. Press F10. A blank screen appears so that you can fill in the information for the new client.
2. For `Last Name`, type **McKinney** ENTER. For `First Name`, type **Ellen** ENTER. Type **3398 Ridgeway** ENTER in the first address line; then type **Apartment 500** ENTER in the second address line. For `City`, type **Fort Worth** ENTER; then for `State`, type **Tx** ENTER. Type **76103** ENTER for the `Zip Code`. For `Phone`, type **8173338166** ENTER. Type **0** ENTER for the account balance. For the last item, `Remarks`, type **Prefers Szechwanese cuisine—very spicy.**
3. To exit Add mode, press F12.

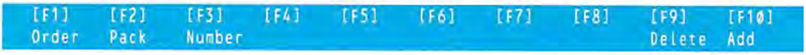
Calling Edwin's clients is as easy as looking up their files.

1. Press F1 for Find; then press F5 to clear the current Find selections.
2. Press F12 to return to the original Filer screen and the last record you viewed.
3. To call Cindy Beauchamp, press CTRL ↑ to display the first record. Then, press ↓ until the marker is on the `Phone` line. If you were to actually make the phone call now, you would press F2 to have the number automatically dialed for you.

Creating a New Form

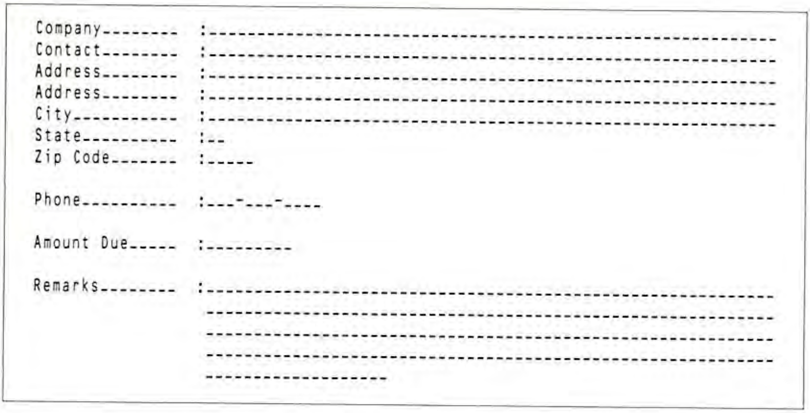
Edwin needs a special form created for the stores and companies he uses.

1. Press F12 until the Main Menu is displayed.
2. Select the Filer application, and type **Supplier** ENTER as the name of the new file you are creating. A blank Form screen is displayed with the Form function key label lines:



3. For the first label, type **Company** ENTER. The rest of the space allocated for the label is filled with spaces, a colon is inserted, and the cursor automatically moves to the first position in the data area.
4. Press ENTER to fill the rest of the line with dots. When you actually enter data for this label, you will be able to type 59 characters for a firm's name.
5. Press ENTER to return to the label area.
6. For the second label, type **Contact** ENTER.
7. Press ENTER again to indicate the data area.
8. Press ENTER to return to the label area, and type **Address** ENTER for the next label. Then press ENTER twice.
9. To create an additional address line, repeat the above instruction, type **Address**; then press ENTER 3 times.
10. Type **City**, and press ENTER 3 times for the fifth label.
11. Next, type **State** ENTER. To limit the number of characters to 2 for the standard 2-letter state abbreviation, press F10 twice and then press ENTER. When you enter data for `State`, you will be able to enter only 2 letters in the data field.
12. Type **Zip Code** ENTER for the next label, press F10 5 times, and then press ENTER for the data field. Press ENTER to create a blank line below `Zip Code`.
13. Type **Phone** and press ENTER. To specify the phone number format, press F10 12 times. Use the arrow keys to move back and type in dashes so you get a ___-___-____ format. Press ENTER twice to create a blank line below `Phone`.
14. For the next label, type **Amount Due** ENTER. To limit the number of digits that can be entered to 7 plus a decimal point, press F10 8 times, and then press ENTER.
15. Press ENTER to create a blank line; then for the last label, type **Remarks** ENTER. To create the maximum amount of space that a data field can contain (255 characters), press ENTER; then hold down F10 to add data space until the cursor stops.

Your form should look like this:



```
Company--------  :------------------------------------------------------------
Contact--------  :------------------------------------------------------------
Address--------  :------------------------------------------------------------
Address--------  :------------------------------------------------------------
City-----------  :------------------------------------------------------------
State----------  :--
Zip Code-------  :-----

Phone----------  :---‐---‐----

Amount Due-----  :---------

Remarks--------  :------------------------------------------------------------
                  ------------------------------------------------------------
                  ------------------------------------------------------------
                  ------------------------------------------------------------
                  -------------------
```

16. One more label needs to be added. Press (ENTER) to move the marker to the label area.

17. To insert a label between **Phone** and **Amount Due**, move the marker to the beginning of the **Amount Due** line, and press (F10) to Add a label.

18. Type **Due Date** (ENTER) as the label. To specify a --/--/-- format for the date, press (F10) 8 times. Use the arrow keys to go back and type 2 /'s; then press (ENTER).

19. To specify a data field as numeric, use the Number function. With the marker on the **Amount Due** line, press (F3). The dollar amounts are right-justified after you enter data for this label and the record is added to the file.

Arranging Records Using Order

Use the Order function to arrange the records according to one or more fields. For example, suppose Edwin wants the records to be sorted according to **Due Date** and **Company** name. You specify **Due Date** as the first label by which to sort, and then **Company** as the second label by which to sort.

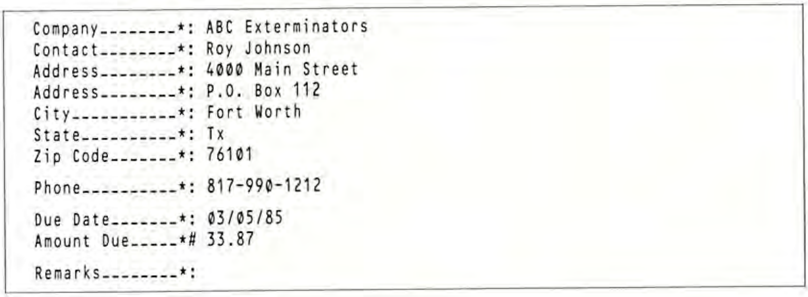
The records are then arranged so that the first record displayed has the earliest **Due Date**. If 2 records have the same **Due Date**, the record with the **Company** that comes first alphabetically is displayed before the other.

Note: If you don't specify the order in which you want to sort records, the program automatically arranges the records in ascending order using the first label on the form. In this case, if no order is specified, the records are arranged alphabetically according to `Company`.

1. To specify `Due Date/Company` order, move the marker to the `Due Date` label, and press F1.
2. Type **1** for the `Priority Number`. Note that the priority number is displayed after the label.
3. Next, move the marker to the `Company` label, and press F1.
4. Type **2** for the next `Priority Number`.
5. You need to make yet another modification. Suppose that you decide you really don't need that last line to enter data for `Remarks`. To delete the fifth data line, move the marker to the `Remarks` line, and press ENTER to move the marker to the data area.
6. Press ↓ to move the marker to the beginning of the last line; then hold down F9 for Delete until the entire line of spaces has been erased. There should now be 4 full lines for entering data.

Adding New Records

1. Now that the form is complete, press F12 to exit the Form screen. The blank form is displayed so that you can now start adding records.
2. Fill in the form with the following data, pressing ENTER after typing information for a data field.

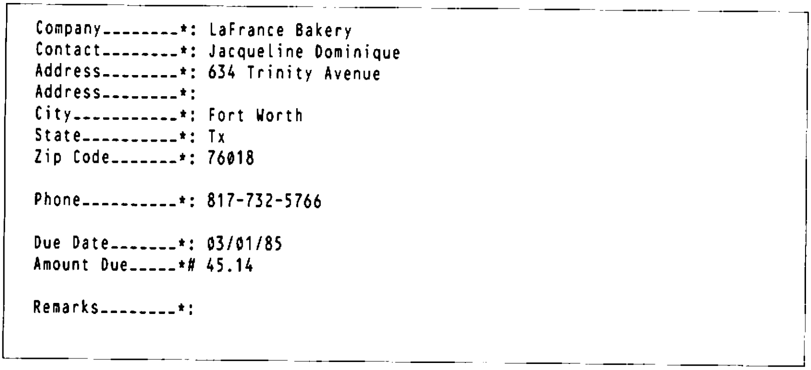


```
Company________*: ABC Exterminators
Contact________*: Roy Johnson
Address________*: 4000 Main Street
Address________*: P.O. Box 112
City___________*: Fort Worth
State__________*: Tx
Zip Code_______*: 76101

Phone__________*: 817-990-1212

Due Date_______*: 03/05/85
Amount Due_____*# 33.87

Remarks________*:
```

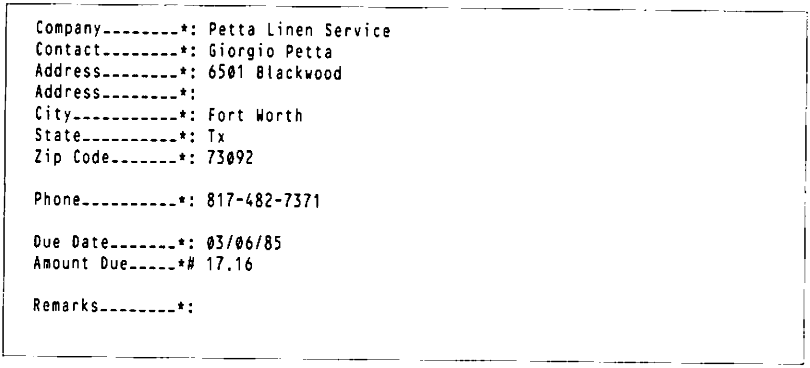
3. At the data field for **Remarks**, press (F10) to store this record and add another.

4. After you save a record by using the Add function, a blank form reappears for adding a new record. Type the following data for the next 2 records, pressing (ENTER) after typing information for a data field.

5. Press (ENTER) to skip the second **Address** line, and press (F10) after you enter the **Amount Due**.



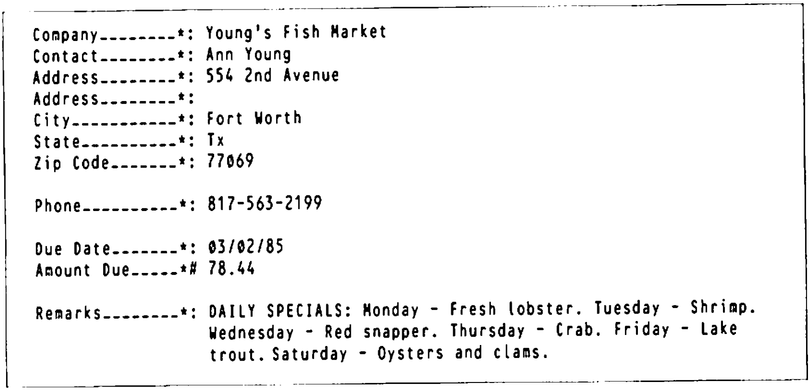
```
Company--------*: LaFrance Bakery
Contact--------*: Jacqueline Dominique
Address--------*: 634 Trinity Avenue
Address--------*:
City-----------*: Fort Worth
State----------*: Tx
Zip Code-------*: 76018

Phone----------*: 817-732-5766

Due Date-------*: 03/01/85
Amount Due-----*# 45.14

Remarks--------*:
```



```
Company--------*: Petta Linen Service
Contact--------*: Giorgio Petta
Address--------*: 6501 Blackwood
Address--------*:
City-----------*: Fort Worth
State----------*: Tx
Zip Code-------*: 73092

Phone----------*: 817-482-7371

Due Date-------*: 03/06/85
Amount Due-----*# 17.16

Remarks--------*:
```

6. Type the information shown below for the last record. When you get to the **Remarks** data field, type each line and then press the space bar to move the cursor to the beginning of the next line. Word-wrapping is not automatic. Fill the rest of the line with spaces whenever you want to start a new line.

7. When you're finished typing the **Remarks** information, press (F12) to save the last record entered and exit Add mode.



```
Company--------*: Young's Fish Market
Contact--------*: Ann Young
Address--------*: 554 2nd Avenue
Address--------*:
City-----------*: Fort Worth
State----------*: Tx
Zip Code-------*: 77069

Phone----------*: 817-563-2199

Due Date-------*: 03/02/85
Amount Due-----*# 78.44

Remarks--------*: DAILY SPECIALS: Monday - Fresh lobster. Tuesday - Shrimp.
                  Wednesday - Red snapper. Thursday - Crab. Friday - Lake
                  trout. Saturday - Oysters and clams.
```

You can see that the records have been sorted according to the **Due Date/Company** order. The record with the earliest due date, March 1, is LaFrance Bakery, and that record appears on the screen, even though the first record entered was for ABC Exterminators.

1. Press (CTRL) (→) to see the record with the next due date. The record for Young's Fish Market is displayed, although this was the last record entered.

2. To see the last record in the file according to the Order criteria, press (CTRL) (↓). The record for Petta Linen Service is displayed because this record has the last due date, March 6.

3. Before returning to the Main Menu, read the notes below on the other functions that you can use in Filer. After you are finished, press (F12) to return to the Main Menu.

Other Functions

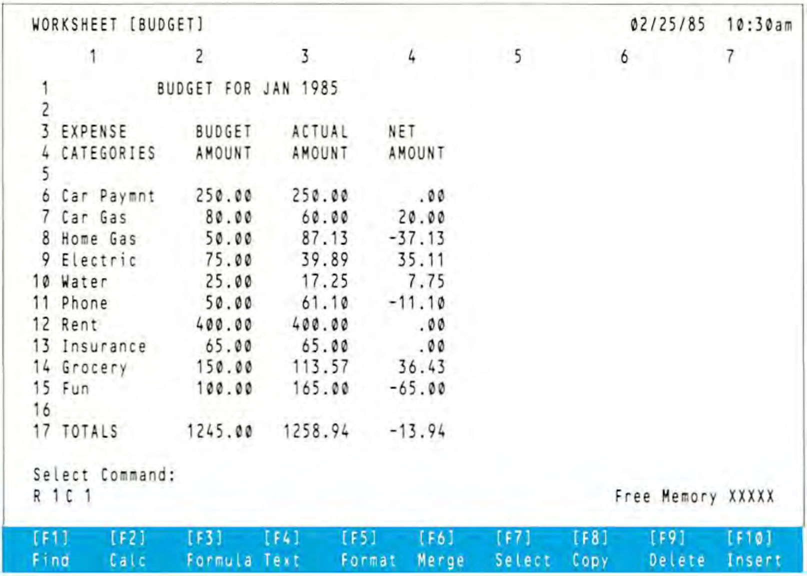
- Use the Call function to dial the telephone number on which the marker is currently positioned. To use the Call function, you must have your computer properly connected to an automatic dialing modem.
- The function, Pack, on the Form screen is used to improve the efficiency level of a file. If you change the form or frequently add or delete records, the amount of wasted space in the file (and on diskette) increases which, in turn, decreases the efficiency of the file. At the top of the Form screen you see `Efficiency=A`. If your efficiency level has declined from A to C or D, use Pack to "clean up" the file and compress the data as compactly as possible.
- Use Select (on the original Filer screen after records have been added) to define the data you want to put into a text file via the Copy buffer.
- Use Copy to specify which Text file you want to copy `To`.
- To merge the records `From` another Filer file with the current file, use the Merge function. The format of the other file must exactly match that of the current file. If both the label and data fields are set up in the same manner, the records from the other file are added to and properly sorted in the current file.
- Use the Delete function to delete the entire record currently displayed.

Worksheet

Chapter 8

WORKSHEET

1. To open the file, BUDGET, and select the spreadsheet application at the same time, position the selection marker over BUDGET, and press (ENTER). The screen soon shows a spreadsheet for Edwin Raymond's home budget.



```
WORKSHEET [BUDGET]                                              02/25/85  10:30am
         1          2          3          4          5          6          7
  1           BUDGET FOR JAN 1985
  2
  3 EXPENSE       BUDGET     ACTUAL     NET
  4 CATEGORIES    AMOUNT     AMOUNT     AMOUNT
  5
  6 Car Paymnt    250.00     250.00        .00
  7 Car Gas        80.00      60.00      20.00
  8 Home Gas       50.00      87.13     -37.13
  9 Electric       75.00      39.89      35.11
 10 Water          25.00      17.25       7.75
 11 Phone          50.00      61.10     -11.10
 12 Rent          400.00     400.00        .00
 13 Insurance      65.00      65.00        .00
 14 Grocery       150.00     113.57      36.43
 15 Fun           100.00     165.00     -65.00
 16
 17 TOTALS       1245.00    1258.94     -13.94

Select Command:
R 1 C 1                                                    Free Memory XXXXX
[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Find    Calc    Formula Text    Format  Merge   Select  Copy    Delete  Insert
```

The filename and time are displayed on the top line of the screen. The visible part of the screen is just a small portion of a *worksheet* on which you can enter data. A worksheet can have as many as 99 columns and 99 rows, while a single screen of a worksheet (called a *window*) consists of 17 rows and 7 columns. The highlighted rectangular box that is currently positioned at Row 1, Column 1 (Cell 1,1) is called the entry marker.

The blank line above the `Select Command` is the *data entry line*. As you type data, it is displayed both on the data entry line and in the cell in which the entry marker is positioned. When you press (ENTER) (or an arrow key), the data is entered into the cell, and the data entry line is blank so that you can enter new data. Below the data entry line is the *command line* at which you are prompted to select a command. Sometimes, additional instructions are displayed on the command line for you to specify exactly what you want done.

Below the command line and right above the label lines is the *cell status line* that shows the cell currently highlighted by the entry marker (R1C1), the contents of the cell (this cell is empty), and the amount of free memory you have to enter data.

Creating a Simple Budget Worksheet

This budget compares Edwin's budgeted amounts for expense categories with the actual amounts he spent during the month of January. You are going to re-create this worksheet, step by step, to learn how to use the Worksheet's basic functions.

1. Press F12 to return to the Main Menu.
2. Move the selection marker over Worksheet, and press ENTER. The screen soon shows a blank screen for creating a new worksheet.
3. On the command line, you are prompted to enter a filename for the spreadsheet you are about to create. Type **Example** ENTER for the filename.

Entering Labels and Text Data

You begin by entering the column and row headings.

1. Press CAPS once to enter these labels in capital letters.
2. In Cell 1,1, the cell on which the marker is positioned, type **EXPENSE**. Note that `Select Command` is replaced by `Enter Text` to show the type of contents the cell contains.
3. Press ↓ to move the marker to Cell 2,1 (Row 2, Column 1), and type **CATEGORIES**.

   Note: Remember that if you make mistakes in typing, you can use BACKSPACE and delete the previous character.

4. Press → and ↑ to move the marker to Cell 1,2. Press the space bar 4 times; then type **BUDGET**.
5. Press ↓ once, then press the space bar 4 times. Type **AMOUNT** to complete the Column 2 heading.

6. Move the marker to Cell 1,3, press the space bar 4 times; then type **ACTUAL**.
7. Press ↓, then the space bar 4 times. Type **AMOUNT** to finish the Column 3 heading.
8. Move the marker to Cell 1,4, press the space bar 4 times; then type **NET**.
9. In Cell 2,4, press the space bar 4 times; then type **AMOUNT**.

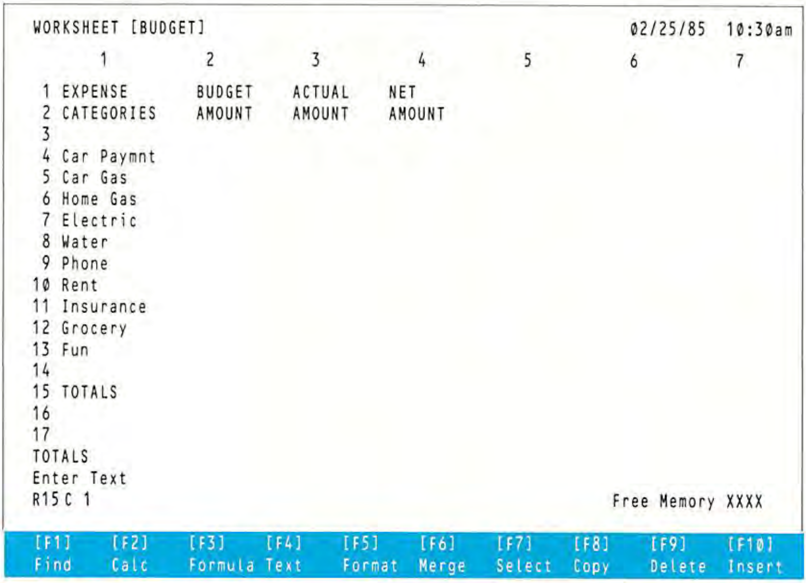
Now enter the various expense categories.

1. Press CAPS so that you can type both upper- and lower-case letters.
2. Move the marker to Cell 4,1 to enter the first expense category. Type **Car Paymnt**.
3. Press ↓ to move the marker to Cell 5,1; then type **Car Gas**.
4. Type the rest of the expense categories in Column 1.

   Home Gas in Cell 6,1
   Electric in Cell 7,1
   Water in Cell 8,1
   Phone in Cell 9,1
   Rent in Cell 10,1
   Insurance in Cell 11,1
   Grocery in Cell 12,1
   Fun in Cell 13,1

5. Move the marker to Cell 15,1 to enter a label for Row 15. Press CAPS; then type **TOTALS**.

This is the way the basic form of the budget looks.



```
WORKSHEET [BUDGET]                                             02/25/85  10:30am
           1          2          3          4          5          6          7
 1 EXPENSE        BUDGET     ACTUAL     NET
 2 CATEGORIES     AMOUNT     AMOUNT     AMOUNT
 3
 4 Car Paymnt
 5 Car Gas
 6 Home Gas
 7 Electric
 8 Water
 9 Phone
10 Rent
11 Insurance
12 Grocery
13 Fun
14
15 TOTALS
16
17
TOTALS
Enter Text
R15 C 1                                                     Free Memory XXXX
```

Entering Numbers and Formulas

1. To enter the budget amount for the first expense category, Car Payment, move the marker to Cell 4,2, and type **250** ENTER for the $250.00 car payment. Note that `Select Command` was replaced by `Enter Number` to show the type of content the cell contains. Since the built-in display format for numbers is for financial data (the dollar format) with 2 decimal places, .00 was automatically added to the 250 you entered. Also, note that a number is right-justified within a cell, whereas text is left-justified.

2. Press ↓ to move the marker to Cell 5,2; then type **80** ENTER to enter the budget amount of $80.00 for gasoline.

3. Press ↓ and type **50** ENTER for the budget amount for Home Gas.

4. Type the budget amounts for the rest of the expense categories in Column 2.

    75 in Cell 7,2
    25 in Cell 8,2
    50 in Cell 9,2
    400 in Cell 10,2
    65 in Cell 11,2
    150 in Cell 12,2
    100 in Cell 13,2

Next, enter a formula to add these numbers and come up with the total budget amount.

1. Move the marker to Cell 15,2, and press (F3) for Formula.
2. Type **SUM(R4)** (ENTER). This formula tells the computer to add the numbers starting from Row 4 to Row 15, the row on which the entry marker is currently positioned. This is a short cut way of entering the formula:

    R4 + R5 + R6 + R7 + R8 + R9 + R10 + R11 + R12 + R13

    Note: Press (CTRL) (F) to erase values in formula cells without eliminating the formula itself.

3. Press (F2) to calculate the formula. The calculated budget amount total, $1,245.00, is soon displayed in Cell 15,2.
4. To enter the actual amount spent for the first expense category, Car Payment, move the marker to Cell 4,3, and type **250** (ENTER).
5. Press (↓) to move the marker to Cell 5,3; then type **60** (ENTER) to enter $60.00 for the amount actually spent for gasoline.
6. Type the actual amounts for the rest of the expense categories in Column 3.

    87.13 in Cell 6,3
    39.89 in Cell 7,3
    17.25 in Cell 8,3
    61.10 in Cell 9,3
    400 in Cell 10,3
    65 in Cell 11,3
    113.57 in Cell 12,3
    165 in Cell 13,3

Now enter a formula for calculating the total actual amount spent.

1. Move the marker to Cell 15,3, and press F3.
2. Type **SUM(R4)** ENTER.
3. Press F2 to calculate the formula. The total actual amount, $1,258.94, is soon displayed in Cell 15,3.

You need to enter another formula to calculate the net amounts in Column 4.

1. Move the entry marker to Cell 4,4, and press F7 for Select.
2. Press ↓ 11 times to indicate that Rows 4 through 15 are a single block and that all values in Column 4 are calculated using the same formula.
3. Press F3 and type **C2 - C3** ENTER. This formula takes each budget amount in Column 2 and subtracts the corresponding actual amount in Column 3 to calculate and display the net amount for that particular expense category in Column 4.
4. Now, press F2 to calculate the net amounts. The computed results are displayed row by row, expense category after expense category.

Enter a title for the worksheet as a finishing touch.

1. Press CTRL ↑; then CTRL ← to move the cursor to Cell 1,1.
2. To insert 2 blank rows to make room for the title at the top of the worksheet, press CTRL ← to move the marker to the column containing the row number labels, and then press F10 twice to Insert 2 rows.
3. Press → twice to move the marker to Cell 1,2.
4. Type **BUDGET FOR**.
5. Press →; then press the space bar once, and type **JAN 1985** ENTER.

Printing a Worksheet

Now that the entire budget worksheet is finished, you are ready to print it. If an entire worksheet fits on the screen, you can do a *window print.*

1. Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about 6 lines from the top).
2. Next, check the printer settings. Press (ALT) (F6).
3. You don't need to change any settings, so press (F12) to return to Worksheet.
4. Now, press (SHIFT) (PRINT). The printed copy looks like the one below.

```
WORKSHEET [BUDGET]                                   02/25/85  10:30am
        1         2         3         4         5         6         7
 1          BUDGET FOR JAN 1985
 2
 3 EXPENSE       BUDGET    ACTUAL    NET
 4 CATEGORIES    AMOUNT    AMOUNT    AMOUNT
 5
 6 Car Paymnt    250.00    250.00       .00
 7 Car Gas        80.00     60.00     20.00
 8 Home Gas       50.00     87.13    -37.13
 9 Electric       75.00     39.89     35.11
10 Water          25.00     17.25      7.75
11 Phone          50.00     61.10    -11.10
12 Rent          400.00    400.00       .00
13 Insurance      65.00     65.00       .00
14 Grocery       150.00    113.57     36.43
15 Fun           100.00    165.00    -65.00
16
17 TOTALS       1245.00   1258.94    -13.94

Select command
R 1 C 1                                              Free Memory 58888
[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Find    Calc    Formula Text    Format  Merge   Select  Copy    Delete  Insert
```

5. After the printer has stopped, press (F12) to save the worksheet and return to the Main Menu.

Setting Up an Amortization Table

Now that you have finished constructing a simple worksheet, you may want to experiment with some of the Worksheet's more complicated and sophisticated features. In the following example, you create a spreadsheet for an amortization schedule.

For each period, the fixed monthly payment is calculated and broken down into its 2 components: the interest and principal payments. There are 3 variables in this example: the original amount of the loan, the interest rate, and the number of periods over which the loan is amortized. The spreadsheet is divided into 2 parts: The top part is for entering the values for the variables, and the bottom part is the actual amortization table.

1. Move the selection marker over Worksheet, and press ENTER.
2. Type **Table** ENTER for the filename of the worksheet you are creating.
3. At Cell 1,1, type **LOAN AMT**.
4. Press ↓ to move the entry marker to Cell 2,1 (Row 2, Column 1); then type **INT RATE**.
5. Next, move the entry marker to Cell 3,1, and type **PERIODS**.

Now, you want to instruct the program to let you enter these values when you use the Calculate function.

1. Move the entry marker to Cell 1,2, next to LOAN AMT, press F3 for Formula, and type **?LOAN** ENTER.
2. Move the entry marker to Cell 2,2, press F3, and type **?INTEREST**, so that later you will be prompted to enter a constant value for the interest rate.
3. Move the entry marker to Cell 3,2, press F3, and type **?PERIODS** ENTER.

The next step is to enter headings for the 7 columns.

1. Move the entry marker to Cell 5,1, and type **Period**.
2. Press →, and type **Balance**.
3. Press → to move the cursor to Cell 5,3, and type **Payment**.

4. In Cell 5,4, type **Interest**, press ↓; then right below Interest in Cell 6,4, type **Payment** to complete the heading for Column 4.
5. In Cell 5,5, type **Principal**, press ↓, and type **Payment**.
6. Move the entry marker to Cell 5,6, type **Cumulative**; then in Cell 6,6, type **Interest** to complete the Column 6 heading.
7. For Column 7, the last heading, type **Cumulative** in Cell 5,7, and type **Principal** in Cell 6,7.

Before you enter formulas, the spreadsheet needs to be formatted differently so that Columns 6 and 7 don't run together. To create more space between the columns, you are going to change the present (default) width of all columns from 10 to 11.

1. Press CTRL ↑ to move the entry marker to the top row; then press CTRL ↑ to move the entry marker to the line containing the column numbers.
2. Press F5 for Format, and type **ALL,11** ENTER to change the column width to 11 characters.

Entering the Amortization Formulas

The next step is to enter formulas for these 7 columns. Column 1 is for entering all periods the loan covers. For example, this is a 1-year loan, and thus has 12 periods.

1. Move the entry marker to Cell 8,1, and type **1** ENTER.
2. Move the entry marker to Cell 9,1, and press F7 for Select.
3. Press ↓ 10 times to indicate that Rows 9 through 19 are a single block and that all values in Column 1 are calculated using the same formula.
4. Press F3 for Formula, and type **R8 + 1** ENTER.

5. Press F2 to calculate.

   The formula tells the program to take the value in the preceding row and the same column, add 1; then display that value in the next row. For example, move the entry marker to Cell 19,1. The value in the last row selected, Row 19, will be the value in Row 18 (11), plus 1, or 12, the last period in the loan. Thus, the original formula entered, **R8 + 1**, changes for each row so that when the value for Period 12 in Row 19 is calculated, the formula is **R18 + 1**.

Next, you are going to format Column 1 so that the period numbers don't run into the calculations that will be displayed in Column 2.

1. Move the entry marker to Cell 8,1, press F7, then select Rows 8-19.
2. Press F5 for Format, and type **LI** ENTER. **L** stands for left-justified, which means that the contents of all the selected cells will be flush left within the cell instead of the default right-justified format for numbers and calculated values. You also specified an integer (**I**) format, since the period numbers did not need to be shown in dollar, 2-decimal format.

Column 2 shows the balance, the unpaid principal portion of the original loan amount.

1. Move the entry marker to Cell 8,2. The balance for Period 1 is the entire amount of the loan that you will enter later as a constant value in Cell 1,2.
2. Press F3, and type **R1C2** ENTER.
3. Move the entry marker to Cell 9,2, press F7 for Select; then use the arrow keys to highlight Rows 9-19.
4. Press F3 and type **R8C2 - R8C5** ENTER. This formula takes the value in the preceding row and the same column (the balance of the previous period), subtracts the value in the preceding row in Column 5 (the principal payment of the previous period) and displays the result in the next row. Therefore, the value in the last row selected (the balance of Period 12), Row 19, equals the Period 11 balance in Row 18 less the principal payment paid in Period 11, shown in cell 18,5. When the value in Cell 19,2 is calculated, the original formula is changed to **R18C2 - R18C5**. (You can move the entry marker to Cell 19,2 to see that this is true.)

All values in Column 3 are the same to show the fixed payment that is paid every month on the loan.

1. Move the entry marker to Cell 8,3, press F7; then select Rows 8-19.
2. Press F3, and type **#R1C2*#R2C2/(1 - 1/(1 + #R2C2)!#R3C2)** ENTER. The number sign (#) preceding a cell number indicates to **always** use the value in that particular cell. In other words, the original formula entered does **not** change for each row.

   Note: This formula written in normal fashion is:

   Fixed payment = (Loan Amt. x Int. Rate) / (1 - 1/(1 + Int. Rate)^{n}) where Loan Amt. = original amount of entire loan, Int. Rate = interest rate per period, and n = number of periods.

This complicated-looking formula defines the numerator as the value in Cell 1,2 (LOAN AMT) multiplied (*) by the value in Cell 2,2 (INT RATE). The denominator is 1 minus 1 over 1 plus the value in Cell 2,2 raised to the value in Cell 3,2. The number of PERIODS becomes an exponential power indicated by !.

Column 4 shows the interest portion of each payment, which is the balance for a period multiplied by the interest rate.

1. Move the entry marker to Cell 8,4, press F7; then select Rows 8-19.
2. Press F3, and type **#R2C2 * C2** ENTER. For a particular period, this formula takes the value in the same row in Column 2 (a period's balance) and multiplies it by the interest rate you enter in Cell 2,2.

The principal payment of each period, the part of the total payment which actually goes to paying off the balance of the loan, is displayed in Column 5.

1. Move the entry marker to Cell 8,5, press F7; then select Rows 8-19.
2. Press F3 and type **C3 - C4** ENTER. This formula takes the total payment value in Column 3 and subtracts the corresponding interest payment in Column 4 to come up with that period's principal payment.

Column 6 shows the cumulative interest—the interest paid-to-date for each period.

1. Move the entry marker to Cell 8,6, press (F7); then select Rows 8-19.
2. Press (F3), and type **CMT(#R8C4)** (ENTER). This formula gives the accumulated totals for all 12 periods plus the final total of all the values in Column 4, starting with Row 8, and displays these values in Column 6. For example, the interest paid-to-date for Period 4 is displayed in Cell 11,6 and equals the values of Cells 8,4, 9,4, 10,4, and 11,4. **CMT** stands for *column summation*, and **#R8C4** tells the computer to always start the cumulative summing from Cell 8,4 (the interest paid in Period 1).

The last column is for the cumulative principal, the principal paid-to-date for each period. (After all 12 periods have been calculated, the last figure in this column, the cumulative principal for Period 12, will equal the original amount of the loan.)

1. Move the entry marker to Cell 8,7, press (F7), and select Rows 8-19.
2. Press (F3), and type **CMT(#R8C5)** (ENTER). The increasing values in this column show how the loan is gradually being paid off and retired.

Calculating and Reformatting a Worksheet

The spreadsheet is now completely set up, and you are ready to perform calculations.

1. Press (CTRL) (↑); then (CTRL) (←) to move the entry marker to Cell 1,1. This example involves an 18% 1-year loan for $1000.00.
2. Press (F2) for Calculate. You are prompted to enter the `LOAN AMT`.
3. Type **1000** (ENTER).
4. Type **0.015** (ENTER) for the `INT RATE`. (Remember, you need to divide the annual interest rate by 12 to get the monthly interest rate.)

5. Type **12** ENTER for the number of PERIODS. After you enter a value for the last constant, the computed results are displayed row by row, period after period.

   Note: The built-in display format for numbers is the $ format with 2 decimal places. Although you cannot see the 5 you entered for 15.5%, it is in memory and was used during calculations.

You need to make a few final touches to make the spreadsheet look more professional. Although you want the data in the amortization table to be displayed in dollar and cents format (2 decimal places), the interest rate cell needs to be modified to include as many as 4 decimal places to cover the most common interest rate possibilities.

1. Move the entry marker to Cell 2,2, and press F5 for Format.
2. Type **D** ENTER so that you can change the default number of decimal positions; then type 4 ENTER. Now you can see the 5 that you entered earlier.
3. To specify an integer **(I)** format for the number of periods entered, move the entry marker to Cell 3,2, press F5; then type **I** ENTER.
4. Move the entry marker to Cell 5,2, and press F7.
5. Press SHIFT → to select all the columns in the current window through Column 7.
6. Press ↓ to select the label lines.
7. Press F5 for Format; then type **R** ENTER to right-justify the contents of all selected cells.

Entering Free-Form Text

There are 2 ways you can enter text: by cell or by block.

- For simple row and column labels that don't require more than 1 or 2 cells, position the entry marker on the cell in which you want the text to appear, then type the text and press ENTER (as you did when entering the column and constant labels).
- To type a paragraph or block of text, use Select to define the area in which you want to type, then use the Text function to type the desired text.

  The Text function lets you type "free-form" text rather than cell by cell. For example, suppose that you want to add an explanatory note to the amortization table.

  1. Move the entry marker to Cell 21,1, and press F7.
  2. Press ↓ once to include the next row; then press → 4 times.
  3. Press F4 for Text.
  4. Type **NOTE: Personal loan received 2/28/85 from Saginaw Credit Union.**
  5. To exit the Text function, press F12.

Just as in the Text application, word wrapping is automatic, and limited editing features are included, such as deleting, inserting, and formatting text. See the Reference Manual for details on editing text within the Worksheet application.

Printing a Large Worksheet

Before using the print function, make sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper (about 6 lines from the top).

1. To check the printer settings, press F11; then ALT F6.
2. Type **0** ENTER for Left Margin and **79** ENTER for `Printed Line Width`.
3. Press F12 to return to the Worksheet screen.

Since the amortization table is larger than a single window, you need to select the area you want to print, and then use the Print command.

1. To move the entry marker quickly to Cell 1,1, press F1 for Find. You can use the Find function to search for a specific string of characters (or numbers) or a specific cell.
2. Type **R1C1** ENTER for Cell 1,1.
3. Press F7 for Select.
4. Press SHIFT → to select Columns 1-7.
5. Press SHIFT ↓, then press ↓ 5 times to select Rows 1-22.
6. Be sure that your printer is ready; then press PRINT.

Your printout should look like this. (Compare your figures to make sure you entered all formulas correctly.)

```
LOAN AMT  1000.00
INT RATE   0.0150
PERIODS        12

Period     Balance    Payment    Interest   Principal  Cumulative  Cumulative
                                  Payment     Payment    Interest   Principal

 1         1000.00      91.68       15.00       76.68       15.00       76.68
 2          923.32      91.68       13.84       77.83       28.84      154.51
 3          845.48      91.68       12.68       78.99       41.53      233.50
 4          766.49      91.68       11.49       80.18       53.02      313.69
 5          686.30      91.68       10.29       81.38       63.32      395.07
 6          604.92      91.68        9.07       82.60       72.39      477.68
 7          522.31      91.68        7.83       83.84       80.23      561.52
 8          483.47      91.68        6.57       85.10       86.81      646.63
 9          353.37      91.68        5.30       86.37       92.11      733.00
10          266.99      91.68        4.00       87.67       96.11      820.68
11          179.31      91.68        2.68       88.99       98.80      909.67
12           90.32      91.68        1.35       90.32      100.16     1000.00

NOTE: Personal loan received 2/28/85 from Saginaw
Credit Union.
```

1. To see the powerful recalculation ability of the spreadsheet application, press F2.
2. Suppose that you are calculating a 1-year loan for $**1000** at 15%. Because the previous value was also **1000**, press ENTER for the **LOAN AMT** in 2, 1.
3. For the new interest rate, type **0.0125** ENTER (15% divided by 12).

4. For number of periods, press ENTER. The lengthy, detailed calculations are performed almost instantly, saving you hours of calculating the formulas by hand. Note that with the lower interest rate, the fixed payment, shown in Column 3, has decreased from $91.68 to $90.26.

Other Functions

You may want to experiment with some of the other functions available in Worksheet. See the Reference Manual for details on using these functions. When you are finished using the spreadsheet program, press F12 to save the Table Worksheet file.

- Use Merge to save a selected block to diskette (without exiting the spreadsheet as F12 does) or to load and insert data from another spreadsheet file at the current entry marker position.
- Use Copy to copy a selected spreadsheet (or part of a spreadsheet) to an ASCII file. You can then copy the ASCII file to a text file. You can also use Copy to copy the contents of a row or column for insertion in another row or column.
- Use the Delete function to delete the contents of a cell or a selected block of cells. You can also use Delete to erase not only the data contents of an entire column (or row) but also any formula associated with that column (row). (For this procedure, you position the cursor in the appropriate column label area.) The data and formula in that column (row) is erased, and the data in the next column (row) shifts to the left (or up, in the case of a row). The column (row) numbers in formulas are changed so that the same values are used in calculations.

- Use Insert to insert the contents of the copy buffer in another row or column. You can also use Insert to insert a blank row or column. (For this procedure, you position the cursor in the appropriate column label area.) The data and formula originally in that row (column) shift downward (or to the right, in the case of a column).

  Note: As in the Text application, there are 2 ways of exiting Worksheet.

  Press `F12` to save a brand new worksheet or any editing changes made to an old worksheet.

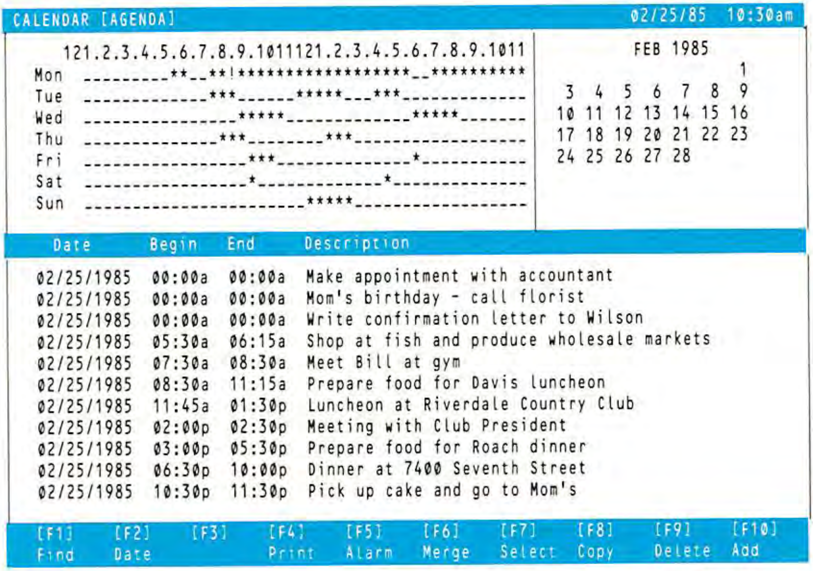
  Press `SHIFT` `F12` if you changed the contents of a worksheet and then decided you wanted to keep the unedited version. `SHIFT` `F12` lets you retain the original worksheet and exit the Worksheet application.

Calendar

CALENDAR

Note: If the date displayed on the Main Menu is not 02/25/85, press F1 for the Main Menu Date function. Type **02/25/85 10:30a** ENTER.

1. To select the Calendar file, AGENDA, press →, then ↓ to highlight both Calendar and AGENDA.
2. Press ENTER to open the file. You see a series of messages: `Loading data`, followed by `Preparing Weekly Schedule`, then `Preparing Daily Schedule`. A calendar screen for the current date (February 25, 1985) is soon displayed after the messages.



```
CALENDAR [AGENDA]                                                02/25/85  10:30am

      121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011          FEB 1985
  Mon ---------**--**!*******************--***********                        1
  Tue --------------***------*****---***--------------       3  4  5  6  7  8  9
  Wed -----------------*****--------------*****-------      10 11 12 13 14 15 16
  Thu ---------------***---------***------------------      17 18 19 20 21 22 23
  Fri ------------------***---------------*-----------      24 25 26 27 28
  Sat ------------------*--------------*--------------
  Sun ------------------------*****-------------------

    Date        Begin     End      Description

  02/25/1985  00:00a   00:00a   Make appointment with accountant
  02/25/1985  00:00a   00:00a   Mom's birthday - call florist
  02/25/1985  00:00a   00:00a   Write confirmation letter to Wilson
  02/25/1985  05:30a   06:15a   Shop at fish and produce wholesale markets
  02/25/1985  07:30a   08:30a   Meet Bill at gym
  02/25/1985  08:30a   11:15a   Prepare food for Davis luncheon
  02/25/1985  11:45a   01:30p   Luncheon at Riverdale Country Club
  02/25/1985  02:00p   02:30p   Meeting with Club President
  02/25/1985  03:00p   05:30p   Prepare food for Roach dinner
  02/25/1985  06:30p   10:00p   Dinner at 7400 Seventh Street
  02/25/1985  10:30p   11:30p   Pick up cake and go to Mom's
```

The particular Calendar file with which you are working (AGENDA) is shown on the top line, along with the system date you entered after powering up the computer. The current date (25) is also highlighted in the calendar block on the right.

Note: You can have several Calendar files to organize your events and schedules. For example, there can be a separate Calendar file for each month, separate files for business and personal use, and so on.

The top block on the left shows the schedule for the current week with the days of the week in the vertical column (always starting with the current day) and the hours of the day in the vertical line (starting with 12:00 a.m.). A period indicates a free time slot, that is, a time slot that has not been scheduled for an event. For example, note that there is nothing scheduled for 7:00 a.m. or 6:00 p.m. on Monday.

A time slot that has been taken by an event previously entered for the current week is indicated by *. For example, you can tell that Monday is the busiest day of the week, since it is almost full of *s. An ! indicates a time conflict, 2 different events scheduled for the same time. Looking at today's schedule, you can see that 2 events are scheduled for 8:30 a.m.

The bottom half of the screen shows the itemized agenda of events for the current day. All events and appointments displayed are scheduled for today's `Date`, 02/25/1985. The next column, `Begin`, shows the time at which the event begins. The time at which the event ends is shown under the `End` column. A `Description` of the event is shown in the last column.

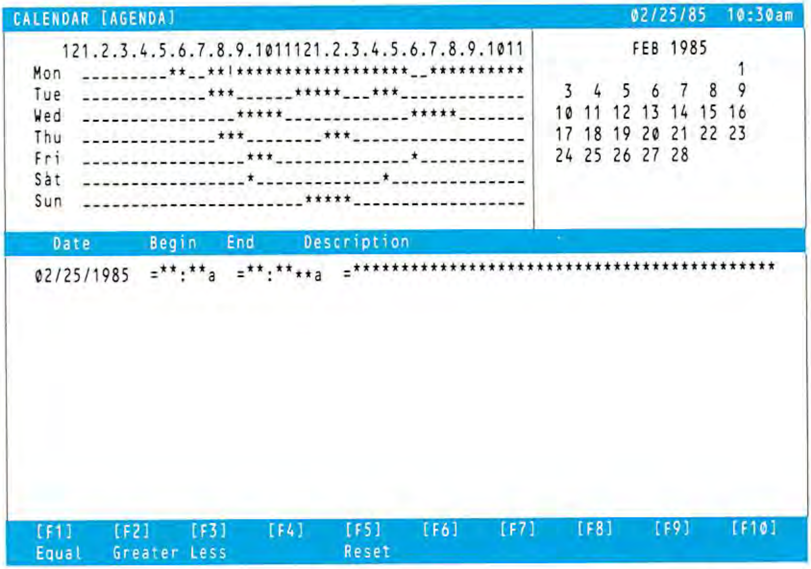
You can change or delete events previously entered for the day's agenda and add new ones. For example, the name in the third event listed should be "Williams" instead of "Wilson."

1. Press ↓ 2 times to move the marker to the third line, and press SHIFT → 3 times to skip the first three *fields*. (A field is a unit of information.)
2. Press → until the cursor is over the `s` in `Wilson`, then type **liams** ENTER. You are always in overstrike mode while using Calendar so that you can quickly correct mistakes by typing over them.

Finding Events

1. Press (F1) for Find.

The screen clears and changes to:



```
CALENDAR [AGENDA]                                           02/25/85  10:30am
    121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011        FEB 1985
Mon _________**__**|******************__**********                        1
Tue _____________***______*****___***_____________        3  4  5  6  7  8  9
Wed _______________*****_____________*****________       10 11 12 13 14 15 16
Thu ______________***________***__________________       17 18 19 20 21 22 23
Fri _________________***______________*___________       24 25 26 27 28
Sat _________________*______________*_____________
Sun _______________________*****__________________
   Date        Begin    End      Description
02/25/1985  =**:**a  =**:****a  =********************************************

[F1]   [F2]    [F3]  [F4]  [F5]   [F6]  [F7]  [F8]  [F9]  [F10]
Equal  Greater Less        Reset
```

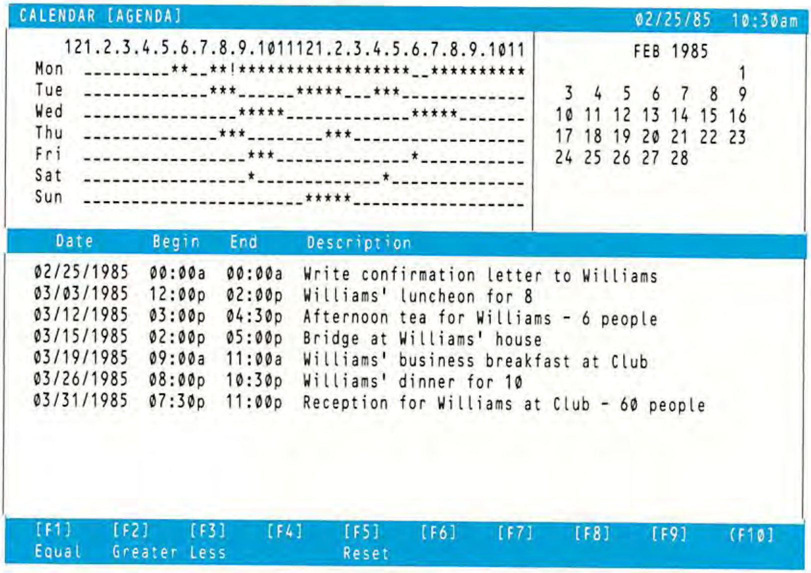
2. To find all events/appointments scheduled on or after February 25 associated with Mrs. Williams, press (F2) and (ENTER) for Greater. Calendar finds all events scheduled on or after February 25.

3. Press (ENTER) twice to skip the `Begin` and `End` fields.

4. For `Description`, press (→) once to skip over the first asterisk (*), and type **Williams**. * is a wildcard character that tells Calendar to ignore all characters before and after `Williams` in the `Description` field and to list every occurrence with the name, Williams, in it.

5. Press (F12) to return to the original Calendar screen and display the events that match the Find criteria.

You now see these events listed:



```
CALENDAR [AGENDA]                                            02/25/85  10:30am
    121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011        FEB 1985
Mon _________**__**!********************__**********                       1
Tue ______________***______*****___***______________      3  4  5  6  7  8  9
Wed _________________*****______________*****_______     10 11 12 13 14 15 16
Thu _______________***________***___________________     17 18 19 20 21 22 23
Fri __________________***_______________*___________     24 25 26 27 28
Sat __________________*______________*______________
Sun ________________________*****___________________
    Date       Begin    End      Description
 02/25/1985  00:00a  00:00a  Write confirmation letter to Williams
 03/03/1985  12:00p  02:00p  Williams' luncheon for 8
 03/12/1985  03:00p  04:30p  Afternoon tea for Williams - 6 people
 03/15/1985  02:00p  05:00p  Bridge at Williams' house
 03/19/1985  09:00a  11:00a  Williams' business breakfast at Club
 03/26/1985  08:00p  10:30p  Williams' dinner for 10
 03/31/1985  07:30p  11:00p  Reception for Williams at Club - 60 people

 [F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
 Equal   Greater Less            Reset
```

Note: Use the Date function (F2) to find and display all events that fall on a certain date. Use the Find function when you want to find and display events that match other search criteria, as in the previous example.

Adding and Deleting Events

The same event you inserted in the letter while using Text needs to be added to the Calendar file.

1. Press (F10).
2. For `Date`, type **03011985** (ENTER).
3. After the cursor moves to the `Begin` field, type **1p** (ENTER) for 1:00 p.m.
4. For the `End` time, type **4:30p** (ENTER).

5. For `Description`, type **Bridal Shower for Williams - 15 people** ENTER.

> **Note:** You can add an event anytime and anywhere on the screen. Calendar sorts the events chronologically and puts them in the appropriate date and time slot.

The 2 events scheduled for March 15th and 19th have been cancelled. To delete these events, first use Select to mark the events; then use the Delete function.

1. Use ↓ to move the marker to the line on which the March 15th event is displayed.
2. Press F7 for Select.
3. To include the next event, press ↓ so that both events are highlighted, and press F9 for Delete. The selected events are erased, and the events below move up automatically.

Before printing the events that match the current Find criteria, be sure that your printer is on-line.

1. Press ALT F6 to see the current printer settings.
2. Type **5** ENTER for `Left Margin` and **78** ENTER for `Printed Line Width`.
3. Press F12 to return to the Calendar screen.
4. Press F4 for Print.

Putting Events into the Alarm File

Edwin wants to update his schedule by putting the first half of March's planned events into the Alarm file (the first 3 events through March 12th). To do this, you must select the desired events, and then use the Alarm function.

1. Move the marker to the line containing the March 1st event, and press F7.

2. Press ↓ twice to select the March 1st, 3rd, and 12th events, then press F5 for Alarm. These 3 events are now in the Alarm file as well as in the original Calendar Agenda file.

   The reminder time for an event is set at 30 minutes prior to the scheduled `Begin` time entered for the event. When Alarm is active and "turned on" to remind you of events, you hear a beep when an event's remind time arrives. (See the next section, "Alarm," for more details.)

3. Before returning to the Main Menu to select the Alarm application, read the notes below on the Merge and Copy functions. After you are finished, press F12.

Other Functions

- Use the Merge function when you want to add all the events `From` another Calendar file to the current Calendar file or add certain events of the current Calendar file `To` another Calendar file. For example, suppose that you have 2 Calendar files, Business and Personal, and that you are currently in the Business file. You would use the Merge function to add all the events `From` the Personal file to the Business file. The newly added events are sorted chronologically in the current file.

  If you want to add events of the current file `To` another Calendar file, first use the Select function to pick the desired events. Then use the Merge function to specify `To` which file you want to add the selected events.

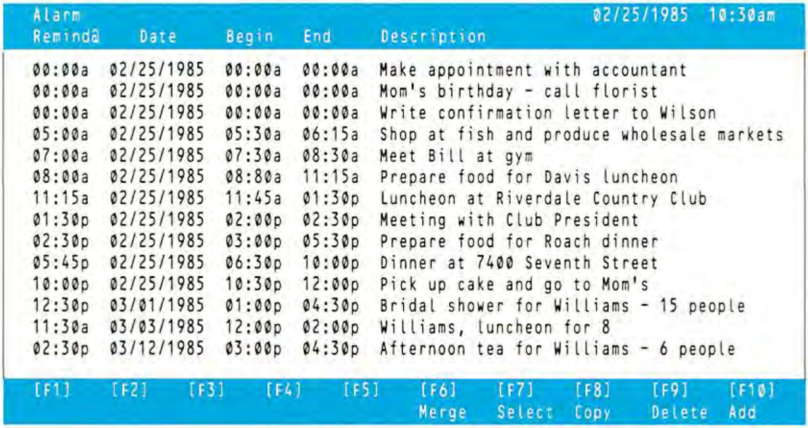
- The Copy function is very similar to the `To` option of Merge, except that you are copying selected events `To` a Text file. To use Copy, first mark the desired events using the Select function. Then use the Copy function to specify `To` which Text file you want to add the selected events. The copied events are added to the end of the Text file.

Alarm

Chapter 10

ALARM

1. Select Alarm by pressing (F4) at the Main Menu. The screen soon shows the same February 25th events you saw in Calendar, plus the March events you merged into the Alarm file, except that the `Remind@` time is included.



```
Alarm                                                    02/25/1985  10:30am
Remind@   Date        Begin    End      Description

00:00a  02/25/1985  00:00a  00:00a  Make appointment with accountant
00:00a  02/25/1985  00:00a  00:00a  Mom's birthday - call florist
00:00a  02/25/1985  00:00a  00:00a  Write confirmation letter to Wilson
05:00a  02/25/1985  05:30a  06:15a  Shop at fish and produce wholesale markets
07:00a  02/25/1985  07:30a  08:30a  Meet Bill at gym
08:00a  02/25/1985  08:80a  11:15a  Prepare food for Davis luncheon
11:15a  02/25/1985  11:45a  01:30p  Luncheon at Riverdale Country Club
01:30p  02/25/1985  02:00p  02:30p  Meeting with Club President
02:30p  02/25/1985  03:00p  05:30p  Prepare food for Roach dinner
05:45p  02/25/1985  06:30p  10:00p  Dinner at 7400 Seventh Street
10:00p  02/25/1985  10:30p  12:00p  Pick up cake and go to Mom's
12:30p  03/01/1985  01:00p  04:30p  Bridal shower for Williams - 15 people
11:30a  03/03/1985  12:00p  02:00p  Williams, luncheon for 8
02:30p  03/12/1985  03:00p  04:30p  Afternoon tea for Williams - 6 people
```

Events scheduled for the current date in the Alarm file are displayed on the Main Menu to remind you of special occasions. You can enter events in Alarm or Calendar. The only difference is that when you add events using Alarm, you manually enter the `Remind@` time. The events displayed above were entered in Calendar and then placed in the Alarm file. The `Remind@` time was automatically assigned.

Just as with Calendar, you can change or delete displayed events or add new ones. To change information, move the marker to the desired field by pressing (ENTER), and type over the existing characters.

2. Suppose that on February 25 you want to change the `Remind@` time of the 3:00 event from 02:30 p.m. to 02:45. Press (↓) to move the cursor to the 02:30p `Remind@` time, and then type **02:45p** (ENTER).

3. Change the name in the third event listed from Wilson, to Williams, as you did in Calendar.

Edwin has decided to have a breakfast meeting with his attorney at 7:00 a.m. instead of meeting Bill at the gym.

1. Move the cursor to the event with the 7:00a `Remind@` time, and press (F9) for Delete.
2. Press (F10) to add an event.
3. Type **6:30a** (ENTER) for the `Remind@` time.
4. For `Date`, press (ENTER) to use the displayed system date (02/25/1985).
5. Type **7a** (ENTER) for `Begin` time, then type **8a** for `End` time.
6. For the `Description`, type **Breakfast w/ lawyer @ Annie's** (ENTER). After you enter all information for the event, it is automatically inserted in the appropriate time slot.

   Note: You could also have simply typed over the existing information for the previous 7:00 appointment.

Turning on the Alarm

1. Press (F12) to return to the Main Menu.
2. To turn on Alarm, press (ALT) (F4) to change Alarm Off to Alarm On. (Press (F11) if you want to view the subfunction menu first.) When Alarm is switched on and set to remind you of events, the Alarm's beep goes off when an event's `Remind@` time matches the current time. Also, whenever the date and time are displayed in the upper right corner of the screen, you see the @ symbol next to the date/time information to let you know that the Alarm is turned on.

   Note: You cannot turn the Alarm on while you are in the Alarm screen and the Alarm file is still open. When you add or change events in Alarm, the Alarm file is not updated or reorganized until you close the Alarm file by returning to the Main Menu. Once the Alarm file has been closed, you can turn the Alarm on, and the Alarm system will accurately remind you of upcoming events.

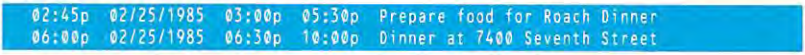
An event is automatically deleted from the Alarm file if it is a past event that was scheduled before the current date. (However, an expired event is not automatically deleted from a Calendar file if it was entered in that application. You must manually delete expired events in a Calendar file.)

When Alarm is active, Alarm On is displayed on the subfunctions menu. If all events have already expired and been deleted from the Alarm file, Alarm Off is displayed. When you turn off the computer, the Alarm automatically shuts off. When you first power up the computer, remember to turn the Alarm back on.

When you hear a reminder beep, press ALT F3 to display the event of which you are being reminded plus the next event. The event information temporarily replaces the label lines of the application you are currently using. Once you have noted the event, you can redisplay the original label lines by pressing F12.

You can press ALT F3 at any time to display the most recently expired event plus the event of which you will be reminded (beeped) next.

3. Press ALT F3 now. The Main Menu label lines disappear and you see:



```
02:45p  02/25/1985  03:00p  05:30p  Prepare food for Roach Dinner
06:00p  02/25/1985  06:30p  10:00p  Dinner at 7400 Seventh Street
```

Note: The events you see at the bottom of the screen will probably be different from those shown above, depending on the time at which your computer is currently set.

4. Press F12 to redisplay the Main Menu label lines. Before proceeding to the next section, "Main Menu," read the notes below on the other available Alarm functions.

Other Functions

- To combine an entire Calendar file with the Alarm file, use the Merge function. By using Merge, you do not have to enter events twice—once for a Calendar file and once for the Alarm file. For example, suppose that you had completed planning and scheduling all business events for the month of March and that you wanted to put all events in the Calendar file, Business, into the Alarm file. You would use Merge in this situation to specify Business as the file `From` which to merge.

  Remember that when you put events in the Alarm file from a Calendar file, either using the Alarm function in Calendar or the Merge function in Alarm, they are automatically assigned a `Remind@` time 30 minutes prior to the `Begin` time.

- Use the Select function to define the events you want to copy `To` a Text file or the events (in the case of more than one) you want to delete.

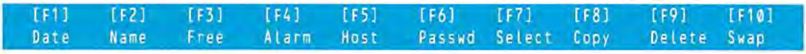
- Use the Copy function to put the selected events into the copy buffer and then to copy the events `To` a newly created or existing Text file.

Main Menu

Chapter 11

MAIN MENU

At the bottom of the Main Menu, you see the following label lines:



1. Press F1 to change the system date and time. At the top of the screen, you see the prompt:

   `date: mm/dd/yy:`

2. Type today's date and the current time. For example, if it is currently May 5, 1985 and 1:30 p.m., type **05/05/85** ENTER. At the time prompt type **1:30p**.

   > **Note:** When you turn off the computer, the clock stops running. When you first power up the computer, change the time by using this Main Menu function so that DeskMate can accurately keep track of your Alarm events.

Use the Name function to change the name of any DeskMate file.

1. For example, to change the name of the Text file, ADDRESS, to CUSTADDR (for Customer Address), press ↓ to highlight the ADDRESS file.
2. Press F2 to change the name of the file currently highlighted.
3. Press ENTER to skip the old filename prompt.
4. Type **CUSTADDR** ENTER. Note that the new filename has replaced the old one. (Filenames are always displayed in uppercase.)

Free tells you the approximate amount of additional room on the disk you can use for entering data.

Press F3 to see the amount of Free space on the disk. At the bottom of the screen, you see the number of bytes free.

Use the Passwd function to specify a **system** password for restricting access to DeskMate by a user at the DeskMate site or a remote site user. Once you assign a password, you must enter that password every time you power up the computer and load DeskMate, and every remote site user who calls up the DeskMate telephone number must first enter the password to gain access to the system.

1. To specify a system password, press (F6).
2. At the system password prompt, type **Fromage** (ENTER).

   Note: The Passwd function can also be used to change or delete passwords.

Suppose you want to have 2 copies of the CUSTADDR file: one to use for customers and the other to edit for supplier's addresses.

1. Move the selection marker to CUSTADDR, and press (F8) for Copy. At the bottom of the screen, you see the prompt:

   ```
   From filename: CUSTADDR.DOC    To filename:
   ```

2. The filename of the copy must be different from the original filename. Press (ENTER) since you want to copy the displayed file, CUSTADDR then, for the new filename, type **Supladdr** (ENTER). Under the Text column, you now see the original CUSTADDR file plus a copy of that file, SUPLADDR.

Use the Delete function to erase a file. For example:

> Move the selection marker to the LHEAD file, and press (F9) to Delete the highlighted file. The filename is displayed. Press (ENTER), and the file is erased from both the disk and the DeskMate directory.

Other Functions

- The Alarm function is described in detail in the previous section.
- The Host function is explained in its own section after "Mail."
- Use the Select function to mark more than one file in the same application for deletion.
- Use the Swap function to activate a drive or directory not currently in use (2-drive system). For example, if you are currently using Drive A and wish to Swap to Drive B, type **B:** ENTER. To activate a different directory, enter the name of the desired directory at the prompt.
- You can print the DeskMate files currently displayed on the Main Menu to refer to files when copying or merging. Be sure that your printer is ready, then press SHIFT PRINT.

Telecom

Chapter 12

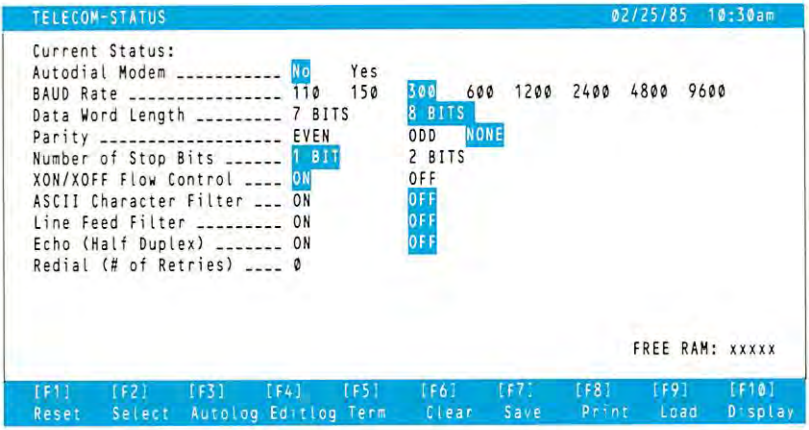
TELECOM

Telecom lets you communicate with a host computer, information service, or another terminal. You can set up communications settings to match those of the host you plan to contact. With the automatic logon function, you can create an auto logon file containing the information needed to automatically dial and sign on to an information service such as Dow Jones. Information you receive can be saved, printed, or stored on diskette for later reference. You can also *upload* (send) files to other computers and terminals.

This sample session shows how to use Telecom with a telecommunications service. It will be necessary to modify the instructions to fit your situation.

Be sure that your computer is properly connected to a telephone using a modem or an acoustic coupler.

To select Telecom from the Main Menu, position the marker over Telecom, and press ENTER. The screen soon shows the default settings for communications.



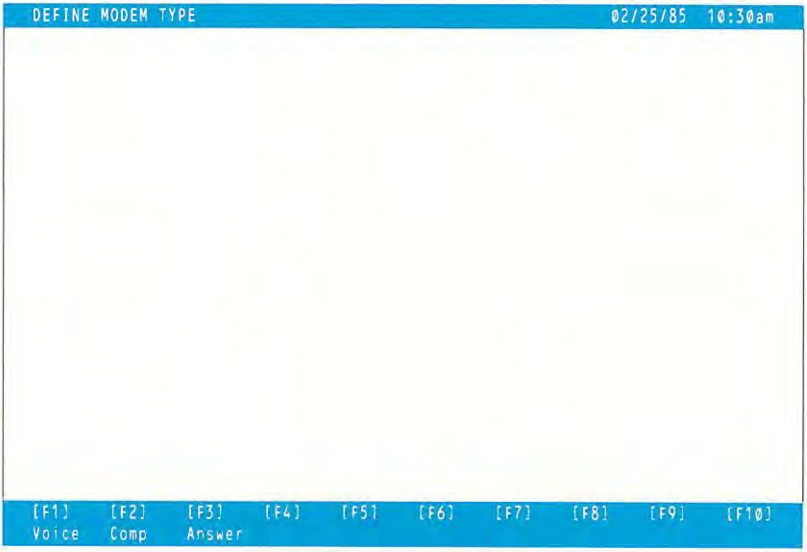
```
TELECOM-STATUS                                        02/25/85  10:30am

Current Status:
Autodial Modem ___________ [✓ No]  Yes
BAUD Rate ________________ 110     150     [✓ 300]  600  1200  2400  4800  9600
Data Word Length _________ 7 BITS          [✓ 8 BITS]
Parity ___________________ EVEN            ODD  [✓ NONE]
Number of Stop Bits ______ [✓ 1 BIT]       2 BITS
XON/XOFF Flow Control ____ [✓ ON]          OFF
ASCII Character Filter ___ ON              [✓ OFF]
Line Feed Filter _________ ON              [✓ OFF]
Echo (Half Duplex) _______ ON              [✓ OFF]
Redial (# of Retries) ____ 0

                                                      FREE RAM: xxxxx
```

If you are using a non-auto dialing modem, you do not need to change the default response for the first setting or read the instructions for auto dialing modems. Proceed directly to the section describing the rest of the communications settings on the Telecom status screen.

Defining Auto Dialing Modem Protocol

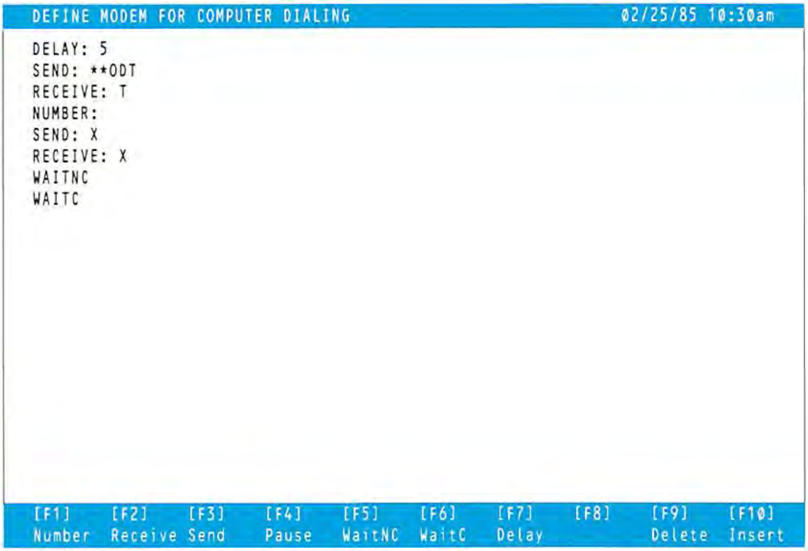
1. If you are using an auto dialing modem, press → to move the marker to **YES**, and press F2 or ENTER to Select that response. A series of screens is displayed for you to define your modem protocol.
2. If you are using a Modem II, follow the instructions below. If you are using another type of Tandy modem, see Appendix B in the Reference Manual for instructions on defining the protocol of your modem. The default settings are for a Modem II. If you are using a modem not made by Tandy, consult the manual that came with your modem for the necessary technical information.

After you select **YES** for the first status setting, Auto Dialing Modem, the screen shows:



```
DEFINE MODEM TYPE                                        02/25/85  10:30am
```

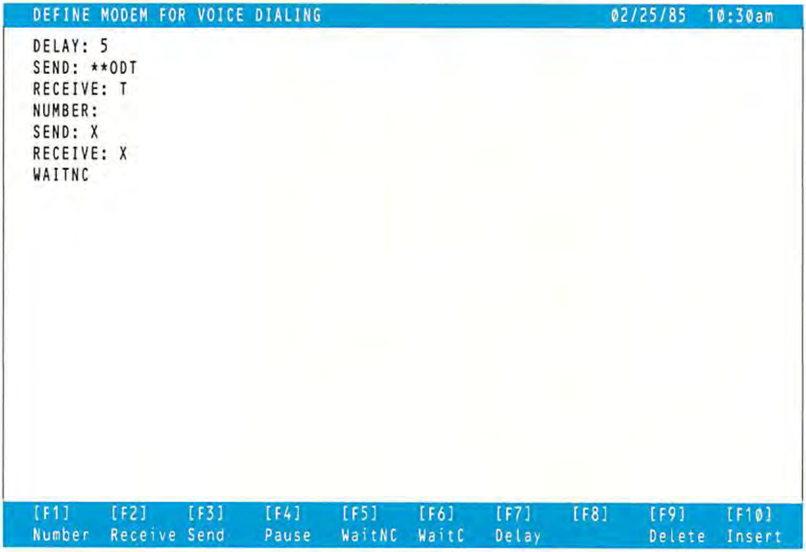
3. Press (F2) to define the way your modem automatically dials a telephone number to a terminal, information service, or host computer. The screen soon shows the DEFINE MODEM FOR COMPUTER DIALING screen. (By defining the Computer Dialing sequence, you can use Telecom to communicate with information services, terminals, and other computers.)
4. Change the first line of this dialing sequence by pressing (F7) for Delay and typing **5** (ENTER).
5. Change the second line of this dialing sequence by pressing (F3) for Send and typing ****ODT** (ENTER).
6. Move the cursor to WAITC and press (F10). Press (F5) for WAITNC. The screen shows:



```
DEFINE MODEM FOR COMPUTER DIALING                     02/25/85 10:30am
DELAY: 5
SEND: **ODT
RECEIVE: T
NUMBER:
SEND: X
RECEIVE: X
WAITNC
WAITC
```

7. Press (F12) to return to the DEFINE MODEM TYPE screen.

8. Press F1 for Voice. The screen soon shows the DEFINE MODEM FOR VOICE DIALING screen. (By defining the Voice Dialing sequence, you can use the subfunction, PHONE.)
9. To change the Delay, press F9, and type **5** ENTER.
10. To change the next line, press F3; then type ****ODT** ENTER.
11. Move the cursor below RECEIVE: X and press F5 for Wait for No Data Carrier Detect. The screen shows:



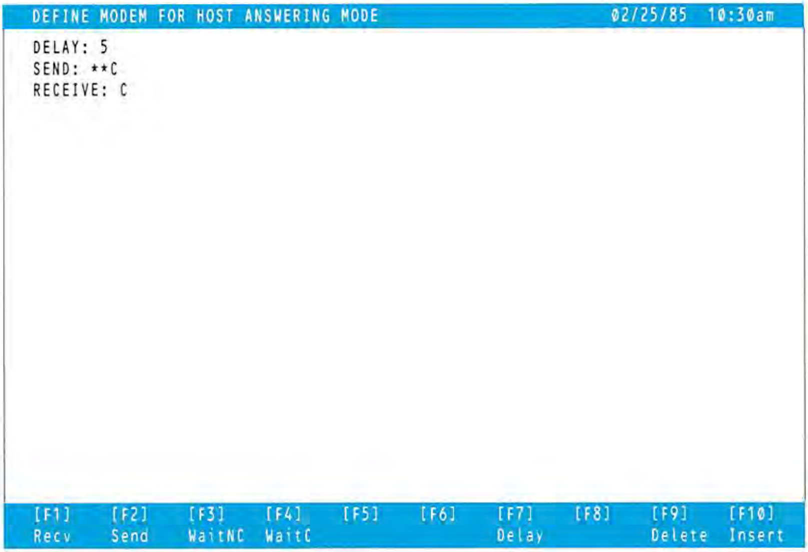
```
DEFINE MODEM FOR VOICE DIALING                    02/25/85  10:30am
DELAY: 5
SEND: **ODT
RECEIVE: T
NUMBER:
SEND: X
RECEIVE: X
WAITNC
```

[F1] Number
[F2] Receive
[F3] Send
[F4] Pause
[F5] WaitNC
[F6] WaitC
[F7] Delay
[F8]
[F9] Delete
[F10] Insert

12. Press F12 to return to the DEFINE MODEM TYPE screen.

13. Press F3 to see the DEFINE MODEM FOR HOST ANSWERING MODE screen. (By defining the answer mode of your modem, you can use the Main Menu function, Host, to let remote-site terminals access DeskMate.)
14. For the Modem II, enter Delay: **5**, Send: ****C**, and Receive: **C**. This signal puts the modem in answer mode.

    Your screen shows:



```
DEFINE MODEM FOR HOST ANSWERING MODE                    02/25/85  10:30am
DELAY: 5
SEND: **C
RECEIVE: C
```

You are now finished defining the protocol of your auto dialing modem.

15. Press F12 to return to the DEFINE MODEM TYPE screen, then press F12 again to return to the STATUS screen.

> **Note:** If you are using the Modem II, the DTR switch at the back of the modem must be in the OFF position. The POWER switch should be ON, and the TEST switch should be OFF. Set the MODE switches to AUTO and ORIG.

Specifying Communications Settings

After you have supplied the necessary technical information on modem protocol, the status screen reappears. The communications parameters shown are preset to be compatible with CompuServe and Dow Jones Information services.

If you are using a different information service, consult your user's guide to determine the settings that are necessary for communications, and then change the required settings. Use the arrow keys to move the selection marker to the appropriate setting, and press (F2) or (ENTER) to select that setting.

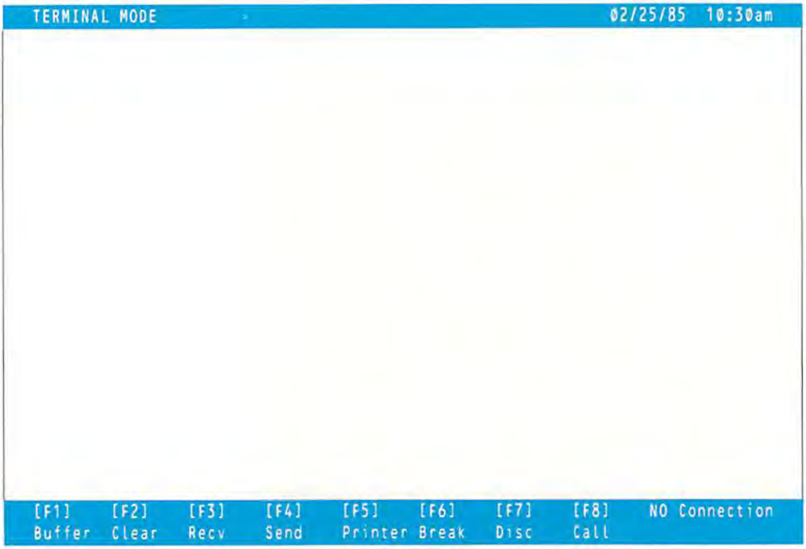
You can change the last prompt, Retries, to make the computer dial again and try to connect to the service if the line was originally busy. For this example, type **3** (ENTER) to have Telecom try to connect at least 3 times.

Manually Logging On

Now you are going to manually log on to a service while using the Buffer function in Terminal mode to store the logon sequence in memory. Later, after completing the logon procedure, you can either display or print the information temporarily stored in the RAM buffer. (The amount of used and free space in the RAM buffer is shown on the Current Status screen of Telecom.)

1. Press (F5) to go into Terminal mode.

The screen shows:



```
TERMINAL MODE                                        02/25/85  10:30am

[F1]   [F2]   [F3]   [F4]   [F5]    [F6]   [F7]   [F8]   NO Connection
Buffer Clear  Recv   Send   Printer Break  Disc   Call
```

2. If you are using an auto dialing modem, press F8 for Call, then type the Telecommunications Service telephone number you received from that service, and press ENTER. (If you are using a Modem II, the first 3 lights go on.)

   If you are using a non-dialing modem, dial your Service phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the acoustic coupler).

Once you have entered or dialed the phone number, you are connected (but not yet logged on).

3. Press F1 to open the RAM buffer. From this point on, the information that appears between the top highlighted line and bottom highlighted lines will be saved in memory.
4. Press CTRL C. You are often asked to enter your user ID.
5. Type the user ID you received with the package, and press ENTER. You are often then asked to enter your password.
6. Type your password, and press ENTER. (To retain the secrecy of your password, it will not appear on the screen when you type it.)
7. You are now logged on and can begin using the telecommunications service.
8. Press F1 to close the RAM buffer, then press F7 to disconnect from the service. Later, after you have created an autolog file, you will log on to your service again and use some of the Terminal mode functions.
9. Press F12 to return to the original Telecom screen.
10. If you have a printer, be sure that it is properly connected to the computer and on-line. To print the contents of the buffer, press F8.

    If you don't have a printer, press F10 to display the contents of the buffer.

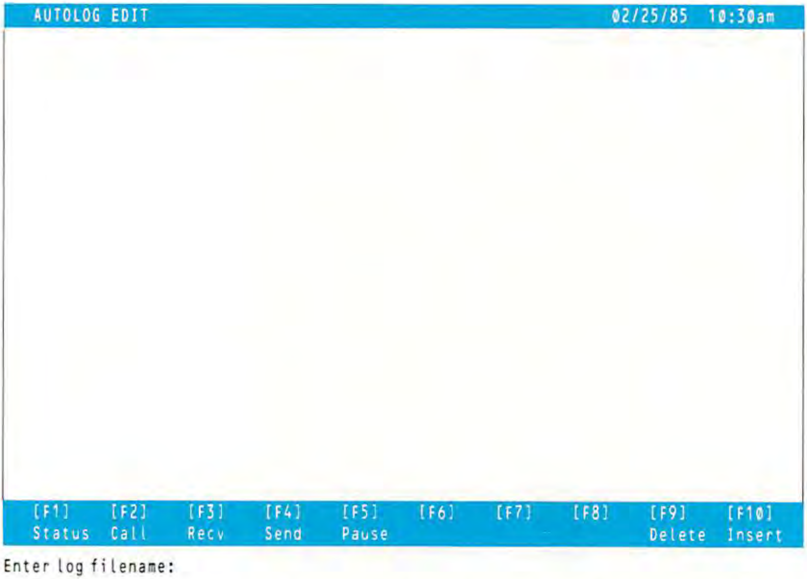
11. Once you have displayed or printed the information, press F6 to clear the contents of the buffer.

> **Note:** The printout of the buffer contents includes most, but not all, of the information that should be included in an autolog file. For example, certain special characters, such as ENTER and your password, are not printed.

Creating an Autolog File

1. Press F4 for Editlog to create a file for logging on automatically to a host system.

The screen shows:



```
AUTOLOG EDIT                                                02/25/85  10:30am

[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Status  Call    Recv    Send    Pause                           Delete  Insert
Enter log filename:
```

2. You are asked to enter a name for the autolog file you are editing (or creating for the first time). Type a filename and press ENTER.

3. Press F1 for Status; then press F12 to include the communications parameters you previously defined in the autolog file.

4. If you are using an auto dialing modem, press F2 for Call to tell Telecom that this entry is a telephone number you want it to dial for you. Then type the service's telephone number. For example type **5551211** ENTER.

5. Press F5 for Pause, and type **2** ENTER to specify a 2 second pause.

6. Press F4 for Send, then type **^C** ENTER to start the communication process with the service. The **^C** represents CTRL C.

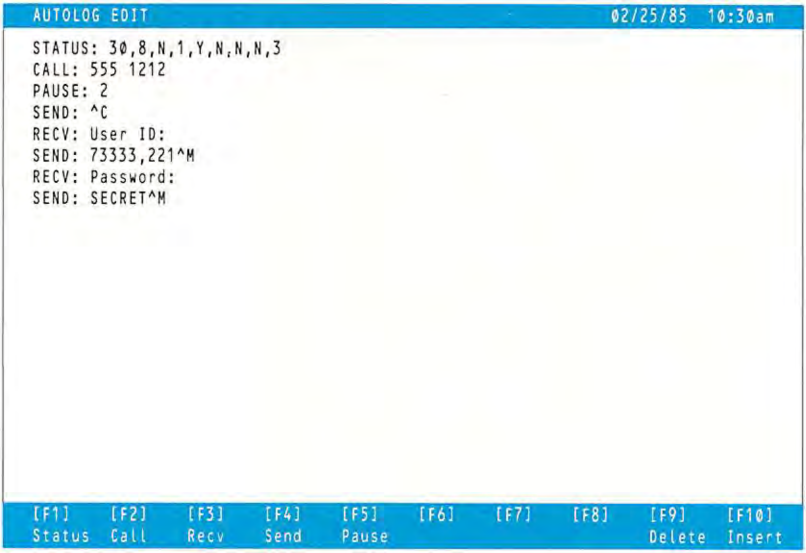
7. The logon sequence may require the user ID next. To tell the modem to wait for the response from the service, press F3 for Receive. For example, type **User ID:** for the prompt you receive from the service.

8. Press F4 to send your identification number to the service. For example, type **73333,221^M** ENTER. The **^M** represents a carriage return (CTRL M).

9. Next, suppose the service prompts you to enter your password. Press F3 to specify that the text entered next will be received from the service, then type **Password:**.

10. The next item of the autolog file is your response to the previous request for your password. Press F4 to transmit your password, then type your password, and press ENTER. For example, type **SECRET^M** ENTER.

If you are using an auto dialing modem, your screen should show:



```
AUTOLOG EDIT                                          02/25/85  10:30am
STATUS: 30,8,N,1,Y,N,N,N,3
CALL: 555 1212
PAUSE: 2
SEND: ^C
RECV: User ID:
SEND: 73333,221^M
RECV: Password:
SEND: SECRET^M

[F1]   [F2]  [F3]  [F4]  [F5]   [F6]  [F7]  [F8]  [F9]   [F10]
Status Call  Recv  Send  Pause                    Delete Insert
```

(If you are using a non-dialing modem, your screen should be the same, except that the phone number is not included.)

11. To save the autolog file and return to the original Telecom screen, press F12 ENTER.

Executing an Autolog File

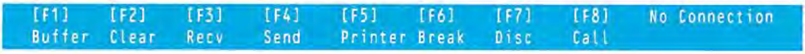
If you created an autolog file that includes your real ID and password, you can actually try and use it now to log on to your service.

- If you are using an auto dialing modem, press F3 to execute your Autolog file, then press ENTER to execute the autolog file currently in memory. If you entered the logon sequence correctly, Telecom dials your local access number to the service, makes contact with the information service, then executes the rest of the autolog file automatically.

NON DIALING modem CP

- If you are using a non-dialing modem, press F3 for Autolog, and then dial your service phone number. When the phone has been answered and you hear a high-pitched tone, hang up the phone (or insert the telephone into the accoustic coupler). Then, press ENTER to execute the autolog file.

Once you are logged on to the service, Telecom automatically goes into Terminal mode, and you can begin using the service with the Terminal mode functions displayed at the bottom of the screen:



```
[F1]   [F2]   [F3]   [F4]   [F5]    [F6]   [F7]   [F8]   No Connection
Buffer Clear  Recv   Send   Printer Break  Disc   Call
```

Using the Terminal Mode Functions

The Connection status is shown to the the right of the functions. If you lose connection to the Host, you will see `No Connection`.

Try experimenting with your service using Telecom's features such as Buffer, Receive, and Printer. For example, in the same manner in which you saved the logon sequence in memory, you can save incoming information from the service to print or store on disk.

1. Make a selection from the service's menu.
2. To save data in the RAM buffer, first open the buffer by pressing F1, then select and display the data you wish.
3. After the data article has been displayed, press F1 to close the buffer.

- To cut down on your connect time and save on your account bill, you can immediately disconnect from the service, press F12 to return to the original Telecom screen, and then save the data as a file.
- An alternative way of saving information is to press F3 while in Terminal mode to receive a file, then specify a filename. Then select the information you want to save and press F3 to close the file. If you do not specify an extension in the filename, .DOC is automatically appended to the filename so that you can read the article later using the Text application.

SAVE ON DISK

- You can also print incoming information by using the Printer function. Press F5, then select the desired information, and press F5 again to stop the printer.

PRINTER

- Just as in Host, with which you will experiment later, you can send and receive files between 2 computers, except that in Telecom both computer users can play an active role and communicate with each other via their computer screens. (In Host, a DeskMate user can go elsewhere, leaving the computer in Host mode to allow another user access to the DeskMate system and files.)
- If you have 2 computers both with telephone hook-ups via a modem or some other device, try calling each other and then mutually sending and receiving information. If you have an auto dialing modem, use the Call function to call the other computer, then use Send and Receive to transmit information back and forth.

Other Functions

- On the Telecom status screen, you can use the Reset function to change the communications parameters back to the default settings. (Remember to select `Yes` for the first status setting, Auto Dialing Modem.)
- Note also on the status screen that the last 5 functions, Display, Print, Save, Load, and Clear, are all RAM buffer-related functions.
- Later, if you wish to edit an autolog file, use the Delete and Insert functions on the Editlog screen to change line entries.
- In Terminal mode, you may need to use the Break function in addition to Disc to complete the logoff process.
- If you save information, use the Text application to read and edit any unnecessary control characters that were transmitted from the Host system.

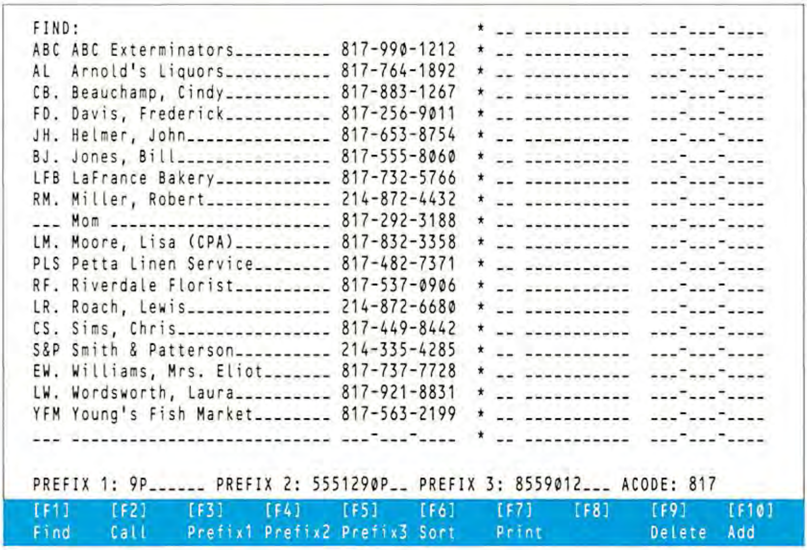
To exit Telecom and return to the Main Menu, press F12 at the original Telecom screen.

Phone

Chapter 13

PHONE

1. To select Phone from the subfunctions menu, press ALT F5. The screen soon shows a list of phone numbers previously entered for Edwin's customers and suppliers.



```
FIND:                                          * __ __________   ___-___-____
ABC ABC Exterminators___________ 817-990-1212  * __ __________   ___-___-____
AL  Arnold's Liquors____________ 817-764-1892  * __ __________   ___-___-____
CB. Beauchamp, Cindy____________ 817-883-1267  * __ __________   ___-___-____
FD. Davis, Frederick____________ 817-256-9011  * __ __________   ___-___-____
JH. Helmer, John________________ 817-653-8754  * __ __________   ___-___-____
BJ. Jones, Bill_________________ 817-555-8060  * __ __________   ___-___-____
LFB LaFrance Bakery_____________ 817-732-5766  * __ __________   ___-___-____
RM. Miller, Robert______________ 214-872-4432  * __ __________   ___-___-____
___ Mom ________________________ 817-292-3188  * __ __________   ___-___-____
LM. Moore, Lisa (CPA)___________ 817-832-3358  * __ __________   ___-___-____
PLS Petta Linen Service_________ 817-482-7371  * __ __________   ___-___-____
RF. Riverdale Florist___________ 817-537-0906  * __ __________   ___-___-____
LR. Roach, Lewis________________ 214-872-6680  * __ __________   ___-___-____
CS. Sims, Chris_________________ 817-449-8442  * __ __________   ___-___-____
S&P Smith & Patterson___________ 214-335-4285  * __ __________   ___-___-____
EW. Williams, Mrs. Eliot________ 817-737-7728  * __ __________   ___-___-____
LW. Wordsworth, Laura___________ 817-921-8831  * __ __________   ___-___-____
YFM Young's Fish Market_________ 817-563-2199  * __ __________   ___-___-____
___ ____________________________ ___-___-____  * __ __________   ___-___-____

PREFIX 1: 9P______ PREFIX 2: 5551290P__ PREFIX 3: 8559012___ ACODE: 817
[F1]   [F2]   [F3]    [F4]    [F5]    [F6]   [F7]   [F8]   [F9]   [F10]
Find   Call   Prefix1 Prefix2 Prefix3 Sort   Print         Delete Add
```

You can enter a maximum of 78 phone entries, each consisting of 3 parts you can use for identification and information purposes. The first field of an entry can contain 3 characters and is used for a person's or company's initials. Then, if you use the Find function to look for a particular phone number, you can simply enter the initials rather than a person's entire name as the Find criteria.

The second field, which can contain a maximum of 21 characters, is for the name. Enter the entry's phone number in the last field. The first 3 digits are for the area code, and the next 3 digits are for the local exchange, followed by the rest of the phone number.

2. Suppose that you want to look up Lisa Moore's phone number. The line above the first entry is reserved for entering Find criteria. Type **LM** ENTER, and press F1 for Find.

   The selection marker moves to the first match the program finds in the phone list, the `lm` in John Helmer's name. (Lower- and uppercase characters are regarded as the same.)

3. Press F1 to find the next occurrence of LM. The selection marker is now on Lisa Moore's phone entry.
4. To change Lisa's number, press SHIFT →, SHIFT →, and → until the cursor is over the first digit of the actual telephone number.
5. To change any previously entered information, all you need do is type over the existing characters. For Lisa's new number, type **7338522** ENTER.

Now you need to add 2 new entries.

1. Move the marker to the line containing Robert Miller's entry.
2. Press F10 for Add. Robert Miller's entry and all entries below his move down a line so that you can insert an entry at the point of the cursor's current position.
3. Type **EM** ENTER for the entry's initials.
4. For the name field, type **McKinney, Ellen** ENTER.
5. Type **8173338166** ENTER for the number.
6. Position the marker on the line below the Young's Fish Market entry.
7. Press F10 to add an entry.
8. Type **DP** ENTER for the initials.
9. Type **Dilardo's Produce** ENTER for the name.
10. Type **8172225412** ENTER for the phone number.

You can list your entries in any sort of order you want. For example, if most of your entries are all phone numbers for a single company, you could list the entries according to department. Or if you are using Phone to dial mostly long-distance numbers, you could order the entries according to area code.

If you want to keep your phone list in alphabetical order, use the Sort function to let the program do it for you. For example:

11. To put the last name you entered, Dilardo's Produce, in its proper position in the list, press F6 for Sort. The program automatically inserts the entry above Helmer and pushes the entries after Dilardo's Produce down a line, so that now the last entry, Young's Fish Market, is the first entry of the second column.

To delete an entry, move the marker to the desired entry, and select the Delete function.

1. To delete the entry for Chris Sims, position the marker on the line containing Chris Sims' entry.
2. Press F9 for Delete. That entry is deleted, and all entries after the CS entry move up a line. Note also that the Young's Fish Market entry has moved back to the first column of phone numbers.

To print all phone number entries, first be sure that your printer is on-line and that the paper is advanced so that printing will begin about an inch or so from the top of the paper.

1. Press F12 to exit Phone.
2. Press F11 to view the subfunctions menu. Then ALT F6 to change the printer settings.
3. Type **1** ENTER for `Left Margin`, and **79** ENTER for `Printed Line Width`.
4. Press F12, and then ALT F5 to return to the Phone screen.
5. Press F7 to print. The entries are printed in the same format in which you enter them.

At the bottom of the phone list and just above the label lines, you see a line containing 3 prefix numbers and an area code number:

```
PREFIX1:9P   PREFIX2:5551290P   PREFIX3:8559012   ACODE:817
```

ACODE is the area code from which you are calling. If the area code of a number you are calling is the same as your area code, the program ignores the local area code and simply dials the telephone number. If the area code of the number you are calling is different from the displayed ACODE, the program dials the area code plus the phone number.

You can enter as many as 3 prefix numbers to have the program automatically dial a prefix number before it dials the actual phone number. For example, you can use PREFIX1 to dial a 9 for an outside call if you are calling from a business or a 1 to precede a long-distance phone number.

In this example, PREFIX1 is 9P, which tells the computer to dial a 9 and then pause (P) for a dial tone before dialing the rest of the number. PREFIX2, 5551290P, is the local access number to a long-distance carrier. PREFIX3, 8559012, is Edwin's private code number assigned by the long-distance carrier.

You can use 1 or more prefixes by pressing the appropriate functions keys. For example, suppose you want to call Cindy Beauchamp and then Lewis Roach.

1. Move the marker to the line containing the entry for CB.
2. To get an outside line, press F3. (Note that PREFIX1 is now highlighted in the label line to let you know that it is turned on and will be dialed before the number.)
3. If you were actually to make the call now, you would press F2 for Call. Next, the computer would dial 9, pause for a tone, and then dial 883-1267. Since Cindy's area code, 817, is the same as the displayed area code, the computer knows that it is unnecessary to dial the area code.
4. To call Lewis Roach, move the marker to the appropriate line.
5. Since this is a long-distance number, you'll want to turn on PREFIX2 and PREFIX3 in addition to PREFIX1 so that you can dial the number using the long-distance carrier. Press F4, then press F5 to activate PREFIX2 and PREFIX3.
6. To actually dial the phone number, you would press F2 for Call. The computer would dial 9, pause for a tone, dial 5551290 (the local access number), pause for another tone, then dial the code number, 8559012, followed by Lewis Roach's number, 214-872-6680.
7. If you are using tone dialing, pick up the phone a few seconds after you press F2.

   If you are using rotary dialing, wait until the modem dials the number. (The modem makes a clicking sound as it dials.)

If you have an auto dialing modem, try experimenting with the Phone subfunction. (You must first define the voice dialing protocol that your modem uses. If you followed the instructions in the section, "Telecom," you have already done this.) Enter the phone numbers of some friends using the Add function, then use Call to try to reach them.

You may also want to try changing the prefixes and area code to fit your needs, then try calling some long-distance numbers. Position the marker on the prefix/area code line, then type over the existing numbers and characters.

Note: You can use Phone at anytime. Press ALT F5 whenever you want to use Phone. The current screen is replaced by the phone list screen. Move the marker to the number you wish to call, then press F2 for Call. When you are finished using Phone, press F12 to return to the application you were previously using. The screen is exactly the way you left it before using Phone.

Mail

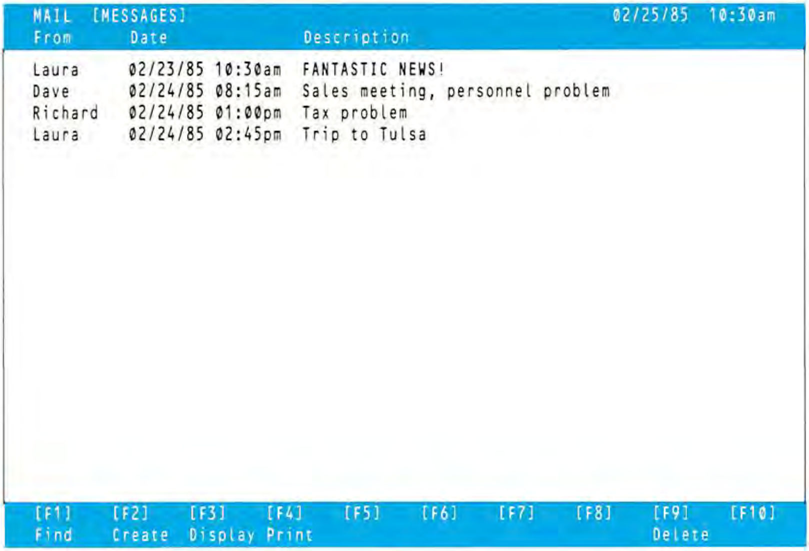
Chapter 14

MAIL

In this section describing the Mail application, assume that you are the DeskMate user named John. You are going to read messages previously sent to you by remote-site users and then create and leave messages for remote-site users to pick up.

To keep incoming and outgoing messages separate, you can set up various message files, just as you would have separate mailboxes for individual persons. In this instance, John uses the default Mail file, MESSAGES, the messages people send him. He has created specific files for all other persons accessing DeskMate as remote-site users. In the next section on the Host function, Laura, as a remote-site user, will also read the messages in her file and send messages back to John at the Host DeskMate computer.

To select Mail and the default file, MESSAGES, from the Main Menu, position the marker over Mail, and press ENTER. The screen shows a summary list of messages people sent to John from remote sites.



```
MAIL  [MESSAGES]                                     02/25/85  10:30am
From      Date              Description

Laura     02/23/85 10:30am  FANTASTIC NEWS!
Dave      02/24/85 08:15am  Sales meeting, personnel problem
Richard   02/24/85 01:00pm  Tax problem
Laura     02/24/85 02:45pm  Trip to Tulsa
```

A message consists of the `Date` and time the message was created, an identifier telling `From` whom the message is sent, an identifier telling `To` whom the message is intended, a brief `Description` of the main subject of the message, and the actual message itself.

Because the messages listed were to John and placed in the default MESSAGES Mail file, a `To` name is not needed. However, when you create messages, you must enter `To` whom the message is being sent, unless you want it to be placed in the default MESSAGES file.

Reading Messages

1. Press (F1) to Find a particular message. On the screen, you see the Find criteria you can use and a line on which you enter the criteria.

   ```
   From     Date     Description
   ```

   You can search for messages by specifying `From` whom the message is sent, the `Date` the message was sent, or any particular string contained in the `Description` of the message.

2. For example, to find all messages from Laura, type **Laura** (ENTER) as your search criterion.

3. Press (ENTER) twice to skip the `Date` and `Description` criteria. The screen clears briefly, then the summary listings of the 2 messages from Laura are displayed.

   Note: In this case, it wasn't necessary to use Find, since all messages in the MESSAGES file are displayed on a single screen. However, if there are several messages and you are looking for 1 or more particular messages, Find is a useful function.

4. To display the first message from Laura (highlighted by the selection marker), press (F3). You are transferred from Mail to the Text application, and the message is displayed on the screen.

   ```
   Got a terrific raise and a great promotion. Can't wait to tell you
   about it when you get back home.

   I love you - Laura
   ```

5. To exit the Text screen, press SHIFT F12 since you don't want to change the message.
6. You are asked whether you indeed want to cancel the editing of the message. Press Y for yes or N for no.
7. To return to the original screen with all messages in the MESSAGES file displayed, press F12.

You can see the contents of a message without exiting to Text and displaying the message by using the Print function.

1. Be sure that your printer is on-line.
2. Press ALT F6 to display the current printer settings.
3. Type **5** ENTER for `Left Margin`, then **70** ENTER for `Printed Line Width`.
4. Press F12 to return to Mail.
5. Press ↓ to move the marker to the message from Dave, then press F4. The following message is printed while you remain in the Mail application.

```
The meeting with the sales force has been rescheduled for March 6,
8:30 a.m. in the conference room. Ann can't come but will be sending
her assistant. She is still having problems with that one distributor
in Nacogdoches and needs to talk with someone in Personnel. When you
get back, call her as soon as possible.

I'll be taking the Houston clients out tomorrow night and will let you
know what transpires. They want to amend some contract clauses and
discuss some changes in due dates. 2/28 @ 9:00 a.m. we'll be meeting
with the legal dept. and if possible, I think you should go, too.

See you when you get back.
```

6. Since you have a printout of Dave's message, go ahead and delete it. To delete the message currently highlighted, press F9. The message is erased from the screen and deleted from the diskette.
7. Print the other 2 messages, from Richard and Laura, one at a time. Move the marker to the message from Richard, make sure the printer is ready; then press F4.

8. After the printer has stopped, press ↓ to move the cursor to the other message from Laura, and press F4 again.

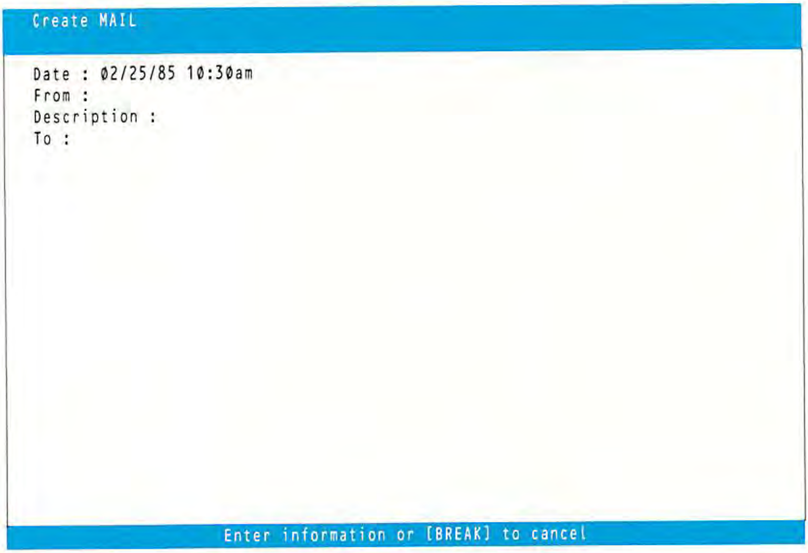
   The following messages are printed.

```
I'm afraid you're going to have a problem with trying to claim that
one deduction. I'm going over the new tax laws now with a fine tooth
comb but since there's no precedent, it'll be hard to find evidence in
similar cases. If you can't claim it as a deduction, we may be able
to write it off as a loss.

Call me when you return.

Have to make a quick trip to Tulsa today. Will be back tomorrow
around 4 p.m. See you then.

Love and kisses,
Laura
```

Creating Messages

Now that you've reviewed all your messages, you need to create 2 messages—one for Dave and one for Laura.

1. Press F2 to create and send a message to a file. The screen shows:



```
Create MAIL

Date : 02/25/85 10:30am
From :
Description :
To :

Enter information or [BREAK] to cancel
```

The `Date` and time displayed are automatically used for the date and time the message is created. (The time displayed on your screen will probably be different.)

2. Type **John** ENTER at the `From` prompt. For `Description`, type **URGENT—going to Nacogdoches** ENTER.
3. At the `To` prompt, type **Dave** ENTER. Now, a Mail file called Dave is being created on the diskette. (If you merely press ENTER at `To`, the message is automatically placed in the default MESSAGES file.)

   Note: If you want to change the `Date` and time, press ALT F7 and change the `Date` and/or time, using the subfunction, before pressing F2 to create a message.

   After you enter `To` whom the message should be sent, you are taken automatically to the Text screen to enter the contents of the message.
4. Type the following paragraph, pressing ENTER at the end of the message. If you make any mistakes in typing, use the available editing functions in Text (See the Quick Reference Guide, or press ALT F1 for Help to look up information.)

   ```
   I've already talked to Ann and have decided that this situation has
   gone on long enough. I'm going directly to Nacogdoches and should be
   back in the office the morning of the 28th. Meet with Ann and get the
   necessary personnel papers ready. If you need to contact me, I'll be
   staying at the Holiday Inn.
   ```
5. After typing the contents of the message, press F12 to exit the Text screen.

   Note that this message is not displayed because it is in a file called DAVE—not in the current file, MESSAGES.
6. Press F2 to create a message to leave for Laura.
7. Type **John** ENTER at the `From` prompt.
8. For `Description`, type **Trip to Nacogdoches** ENTER.
9. At `To`, type **Laura** ENTER.

10. Type the following paragraph, pressing ENTER at the end of the message.

```
Received your messages - congratulations on raise, also what was going
on in Tulsa?
I've got a sticky problem in Nacogdoches and am going directly there.
Can you pick me up at the airport 2/27 @ 10:30 pm? Love, John.
```

11. After you have typed the message and everything is correct, press F12 to exit the Text screen.
12. Press F12 to return to the Main Menu. Note that under the Mail column, 2 new message files which you just created, DAVE and LAURA, are displayed.

Read the next section, "Host," to see how a remote user can "pick up" the mail you just created.

> **Note:** You can reenter the Text screen by using the Display function to edit or simply review a message. Press F12 if you changed or edited the message, then press Y to save the new message. If you change a message, both the old and the new message exist (only the creation date/time information differ). To keep your files up-to-date, delete the duplicate, unnecessary message, old or new.

Host

Chapter 15

HOST

The Host function lets you access the DeskMate *host* computer from a remote terminal or computer. At the remote terminal, you can read messages from or place messages in a Mail file, as well as send or receive a specific file to and from the DeskMate system.

At the host computer, you can turn on the Host function to allow a remote-site user access to DeskMate, turn on the security option to prohibit local use of DeskMate, or cancel the remote session by turning off Host.

Before using Host, be sure that the communications settings of both the Host computer and remote terminal/computer match, just as you did in Telecom. If necessary, use the Telecom application now to set the communications setting. For additional information, see the section, "Telecom," and Appendix B in the Reference Manual to determine the settings necessary for communications.

The user at the Host computer must first define the type of modem and its protocol (particularly for answer mode). If you followed the instructions in the section, "Telecom," you have already done this.

If you are using a Modem II, be sure that the POWER switch is ON and that the TEST switch is OFF. Set the DTR switch at the back of the modem to the OFF position and the MODE switches to AUTO and ANSWER.

If you have the proper equipment set up—a Host computer with an auto answer modem, remote terminal or computer with a telephone hook-up via a modem, cables, and so on—and another person at the remote site to access the Host computer, try the following experiment. There are 2 sets of instructions: one for the DeskMate user (Host) and one for the remote site user (Remote).

> **Note:** Taking it from the point at which you stopped in Mail, assume the remote site user is Laura. One of the messages Remote will pick up is the message you created in Mail and put in her mailbox (the LAURA file).

Host:

1. At the Main Menu, press (F5) to turn on the auto-answer Host function. The Host screen is displayed, and now the remote terminal user can access DeskMate.

2. You are asked if you want security. Press N. (See the discussion at the end of this section for details on the Security option.)

If you have set up the equipment properly and Host is turned on, the Host should show:

```
HOST ACTIVE                                         02/25/85  10:30am

Press  [F12] to exit Host Mode
```

Remote:

1. Dial the telephone number of the host computer.
2. When the phone has been answered and you hear a tone, hang up the phone.
3. Press ENTER twice.
4. To gain access to DeskMate, you must enter the system password. Type **Fromage** ENTER. Next, you see the Remote Menu.

```
REMOTE DESKMATE
1) DIRECTORY
2) READ FILE FROM HOST
3) SEND FILE TO HOST
4) READ MAIL
5) SEND MAIL
6) LOG OFF
SELECT OPTION >
```

Note to *Host:* During the entire time the Host function is active, you will see what the Remote user types on the screen (the Remote user's commands) but will not see the information the Remote user sees on the screen in response to his command. For example, you'll see the name of the file the remote user is sending or receiving, but not the contents of the file. For the entire session, the Remote user plays the active role, and you see only the requests Remote enters. At the end of session, the Remote user will disconnect from the Host after sending you, the Host, a message.

Remote:

5. Select Option 1 to see the Directory Menu.

The screen shows:

```
              DIRECTORY MENU

    1) MAIL         5) WORKSHEET
    2) CALENDAR     6) AUTOLOG
    3) TEXT         7) ALL
    4) FILER

               SELECT MENU OPTION >
```

Select Option 3 to see all Text files currently in the DeskMate directory.

The screen shows:

```
REMOTE DIRECTORY:
CUSTADDR.DOC   LETTER. DOC   SUPLADDR.DOC   WILLIAMS.DOC

USE CONTROL Q TO CONTINUE
```

6. Press any key to indicate that you are finished looking over the information. Next, you are going to receive a file from the Host DeskMate.

7. To retrieve any type of file from DeskMate, use the second option from the Remote DeskMate Menu. To read the text file that contains the addresses of Edwin Raymond's customers, select Option 2, and type **CUSTADDR.DOC** ENTER for the Host file you want to read.

8. After the Host computer finds the file and is ready to transmit it, you see the following message:

```
PRESS CONTROL Q TO PROCEED,
CONTROL S TO PAUSE,
CONTROL C TO ESCAPE
```

9. Press your control key (CTRL on all Tandy computers and terminals) and Q to start displaying the addresses in the CUSTADDR.DOC file.

   The following addresses will be transmitted.

```
Miss Cindy Beauchamp
2209 Riverdale Road
Fort Worth, Texas 76107

Mr. Frederick Davis
6601 Oak Boulevard
Arlington, Texas 77109

Mr. John Helmer
900 Valley View
Grapevine, Texas 78105

Ms. Ellen McKinney
3398 Ridgeway Apartment 500
Fort Worth, Texas 76103

Mr. and Mrs. Robert Miller
6703 Austin Street
Dallas, Texas 74123

Mr. Lewis Roach
7400 Seventh Street
Grand Prairie, Texas 77156

Mrs. Eliot Williams
1908 Florida Avenue
Denton, Texas 70912

Ms. Laura Wordsworth
8808 Pine Valley
Fort Worth, Texas 79874
```

The file displays a line at a time. You can press CTRL S to temporarily stop the transmission. Press CTRL Q to restart the data transmission.

Read File From Host is generally used with a printer or RAM buffer option at the remote terminal. Toggle the printer or open the Ram buffer before receiving the file. Consult your terminal's operating instructions for specific information.

> **Note:** If your remote site is another DeskMate, you can use Telecom in Terminal mode. (See "Telecom.") Telecom or another terminal program, such as VIDEOTEX, can provide you with options such as file saving and printing.

10. After the entire file has been transmitted and displayed, press `CTRL` `C` to display the Remote Menu.
11. Select Option 3 to send a file to the Host computer. For the filename, type **TEST.DOC** `ENTER`, then type the following sentences to be contained in the Text file, TEST.

```
This test is for checking the Host Func-
tion, Send File To Host. After
the remote session is through and the remote-site user has
disconnected, the Host computer will read this file using the Text
application.
```

12. After you type the sentences, press `CTRL` `C` to mark the end of the file and send it to DeskMate. The file is sent directly to the DeskMate directory and disk (not to the Host computer's screen) so that when the Host user gets a chance, the file can be accessed from the Main Menu.
13. To read your messages, select Option 4 at the Remote Menu; then type **LAURA** `ENTER`. A list of messages in the LAURA Mail file is displayed.
14. Select `A`. The first message is displayed.

```
Got the club room reserved on 3/5 @ 7 pm for our 30th anniversary.
Remember - it's still planned as a surprise for your father.
Love - Mom
```

15. At this point, you can select **A-S** and read the corresponding messages. If there are more messages than appear on the list, press `ENTER` to see the list on the next screen.
16. Press `CTRL` `C` to return to the Remote Menu.
17. To place a message in the default MESSAGES file used to collect all messages for John, select Option 5 for Send Mail, and type **MESSAGES**.
18. Type **Laura** `ENTER` at the `From` prompt.
19. Type **Response to 2/25 message** `ENTER` as the `Subject`. (The date and time of the Host computer are automatically assigned to the message.)

20. Type the short message below, and when you are finished typing, press CTRL C to end the message and send it to DeskMate.

```
Sure thing - I can pick you up. How'd you like a late night
celebration at Cafe du Marseille?
```

Remote:

To log off, select Option 6. You may want to read the CUSTADDR.DOC file you received using the Text application.

Host:

To exit the Host screen, press F12 to return to the Main Menu. To see if the TEST.DOC file was transmitted and received by DeskMate, try to open that file using the Text application. Also, check the MESSAGES Mail file to see if the message was received from the remote-site user.

> **Note:** If you use a Modem II at the Host computer to automatically answer incoming phone calls from remote-site users, you must manually turn off the power between phone calls. The Modem II stays turned on and does not hang up the phone because it does not know when the remote-site user has finished the call and disconnected.

Security

You may want to use the Security option of Host, which is exactly like Host without security except that **no** remote activity is displayed on the DeskMate screen and that you can prevent local use of DeskMate.

To activate the Security option, press Y at the prompt, `Security??? (Y/N)`, right after you select Host from the Main Menu.

Without activating the Security option, the DeskMate user can always press BREAK to disconnect the remote site user and regain control of the DeskMate system. However, with Security turned on, you can completely lock out local operation. If a system password has been entered for DeskMate and people at the DeskMate computer try to press BREAK or F12, they will have to enter the password to disconnect the remote site user.

Ending the Sample Session

Chapter 16

ENDING THE SAMPLE SESSION

You are now finished with the sample session. You can continue using the sample data files to experiment and try new things not covered in the Sample Session. For example, you can try using Host and Telecom together to transmit information between computers, saving data received from an information service using Telecom, or copying data from an application like Calendar to a Text file. Use the Reference Manual to look up information on the application and function you want to use.

When you are ready to start using DeskMate for your own purposes, use the Delete function on the Main Menu to erase the data files used in the sample session—LETTER, WILLIAMS, CUSTADDR, SUPLADDR, SUPPLIER, CLIENTS, BUDGET, TABLE, EXAMPLE, LAURA, DAVE, and AGENDA. Also, delete any files received or sent using Telecom or Host.

Next, you need to erase the Phone, Alarm, and Mail data.

1. Press (ALT) (F5) for Phone.
2. Delete each phone entry, one by one.
3. Press (F12) to exit Phone.
4. Press (F4) at the Main Menu to display the events in the Alarm file.
5. Highlight all the events using the Select function, and then Delete them.
6. Return to the Main Menu and select the MESSAGES file and Mail application.
7. Delete each message, one by one.

The final step to making DeskMate ready for your data is to delete or change the password.

1. Press (F6) at the Main Menu for the Passwd function.
2. If you do not want to use a password to access DeskMate as a direct DeskMate or remote-site user, press (ENTER) for `New Password`.

   To assign a new password to access your DeskMate, simply type the new password, and press (ENTER).

Now, all sample data is erased from DeskMate. After you become thoroughly familiar with an application, and no longer require the assistance of a Help file, you can delete that Help file. We strongly recommend that you delete Help files only from your backups. Leave the master program diskette in its original form.

To delete a Help file, press F9 at the Main Menu and type one of the following:

TWTEXT.HLP	for Text
TWWORK.HLP	for Worksheet
TWFILER.HLP	for Filer
TWTELCOM.HLP	for Telecom
TWCALEND.HLP	for Calendar
TWMAIL.HLP	for Mail
TWALARM.HLP	for Alarm
TWHOST.HLP	for Host
TWMENU.HLP	for Main Menu

Again, we recommend that you make backups at the end of each day. By following this procedure, you'll be able to retrieve most of your data in case of a mishap.

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