Tandy 1000/2000

# DeskMate® II

# DeskMate II

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# Introduction

# INTRODUCTION

Welcome to DeskMate®, a versatile, easy-to-use set of applications and functions combined to save you time, energy, and space. DeskMate is the software that helps you organize and streamline all those business details that keep you hopping day in and day out.

DeskMate replaces many of your manual productivity tools, including your typewriter, calculator, rolodex, calendar, notepad, and so on. It's faster to use and gives you quick, easy access to your information for timely updates and corrections. Many of the applications provide "at-a-glance" information, a real asset for quick decision making and question answering. You can print all DeskMate information as well as display it on your screen.

A special feature of DeskMate, DeskMate Plus, gives you maximum productivity by letting you use DeskMate and another unrelated software package on your computer at the same time, making the two packages function as an integrated system. At a simple keystroke, DeskMate becomes "invisible" and inactive while you use your other software, appearing only when you choose, jogging your memory about important details when you need them. All the work you do with one package is suspended while the other is on the screen, preserving your work and keeping it ready for your use when you choose.

For instance, you might be preparing a big report for an afternoon meeting and need to check your figures. Using DeskMate Plus, it's no problem. You need only press [ALT] [=] to switch from the software you're using for the report preparation to Desk-Mate, check your figures in the Worksheet application, and switch back to the report to finish it up. You never have to exit one program to access the other. With DeskMate Plus, you could also communicate with other computers by using either DeskMate's Telecom application or another communications package of your choice. DeskMate can conform to your every business need.

## Features

DeskMate features six major applications and seven subfunctions that you can use anytime. In addition, you can use ten functions available at the Main Menu level. The applications are:

- **Text**, a text editor you can use to create, review, edit, and print documents.

- **Worksheet**, a spreadsheet application you can use to compute numbers in columns and rows. Available operations include addition, subtraction, multiplication, division, and exponentiation, as well as other set, statistical, and trigonometric operations.

- **Filer**, a card-file type filing system. You can store any number of *forms*, formats for holding your information. Filer files and lets you search for items according to criteria you choose.

- **Telecom**, which turns your computer into a telecommunications terminal. DeskMate goes into an interactive terminal mode to enable another system to transmit information and you to send information to the other system.

- **Calendar**, an event scheduling application. You can review events you enter at any time. The Main Menu displays your list of events for the day.

- **Mail**, a messaging system. You can create and store messages in files according to the person for whom the messages were written. General information messages reside in a common file, MESSAGES.

DeskMate's subfunctions are available at any time, from any application. The subfunctions are:

- **Help**, which displays helpful quick reference information about the Main Menu, the application you're using, or your current mode.

- **Calculator**, a quick-access function for performing simple addition, subtraction, multiplication, division, and percentage calculations.

- **Show Alarm**, for displaying events coming up of which you'll be reminded.

- **Alarm On/Off**, which lets you choose whether or not to have the computer remind you of scheduled events.

- **Phone**, for storing, reviewing, and calling (with an auto-dial modem) phone numbers.

- **Printer**, which lets you define the way you want your printed material to appear on paper.

- **Date**, for changing the system date and time without accessing the Main Menu.

The Main Menu, besides being a map to your DeskMate system, gives you access to ten functions of its own. These functions are:

- **Date**, which lets you change the system date and/or time.

- **Name**, for changing the names of data files.

- **Free**, which displays the amount of free space, in bytes, on a diskette you're using.

- **Alarm**, for reminding you of important scheduled events with an audible signal.

- **Host**, a telecommunications mode that lets you use Desk-Mate from a remote site. DeskMate locks out local operation while a remote terminal accesses the system.

- **Password**, your means of assigning a password to Desk-Mate for maximum security.

- **Select**, for selecting data files you want to delete.

- **Copy**, for duplicating data files.

- **Delete**, which lets you delete data files you select.

- **Swap**, a subfunction that activates a drive other than Drive A.

# Equipment Requirements

To use DeskMate, you need:

- Any Tandy® 1000 or 2000 Personal Computer with either a monochrome monitor or a color monitor.

  Note that DeskMate does not provide support for an external video board you might have.

- The appropriate diskette(s) for your computer. This package supplies you with a Program diskette for either 1000 computers or for 2000 computers. Use the appropriate Program diskette. The data diskette is suitable for both 1000 and 2000 owners.

- For using DeskMate Plus, DeskMate's task-switching feature, enough additional memory for running the other software, beyond the 128K that DeskMate requires.

- For communication with another computer via Telecom, Host, or another software package you choose, the RS-232 Board with a modem, the 300 Baud Modem Board, or the 1200 Baud Modem Board. To use the automatic logon feature in Telecom or Host, or to use the dialing features throughout the other DeskMate applications, the modem you choose must be programmable (auto-dialing). Check the operating instructions of your modem for details.

- For producing permanent records of DeskMate tasks you accomplish and information you store, a printer.

# Requirements for Using DeskMate Plus

Other than the memory requirement mentioned above, keep in mind a few other requirements for using DeskMate Plus:

- You cannot run DeskMate Plus at the same time as you run "always resident" programs, such as Microsoft® Windows, Sidekick®, and other similar packages. You **can**, however run DeskMate Plus and ViaNet® at the same time.

- You cannot use DeskMate Plus with other software that requires you to reset the computer in order to load.

# About This Book

You'll discover several uses for DeskMate as you read this book. When you're finished, you'll have a good knowledge of the way DeskMate handles information and the way to set up your own information when you begin applying DeskMate to your "real-world" situation.

You'd do well to familiarize yourself with DeskMate by performing the procedures in the Sample Session first. After you've worked through the Sample Session, refer to the Reference part of this book for answers to specific questions you might have. The Reference part explains every DeskMate application and function in detail and is organized to help you find needed information quickly. In addition to the Reference part, you'll find the *Quick Reference Guide* useful for looking up quick summaries of functions when you need an occasional reminder.

The appendices contain information you'll need only occasionally and information of a more technical nature. The index contains detailed entries for every aspect of DeskMate explained throughout this book.

Of course, before you start using DeskMate, you'll have read the documentation about your computer and about the MS-DOS operating system. These books bring you up to speed on your computer so that you can prepare it for using DeskMate and other available software packages.

# First Things First

Before you begin using DeskMate, you need to take a few preliminary steps described in the next few sections of this chapter. These steps are procedures such as copying the DeskMate diskettes. If your computer setup includes a hard disk, refer to Appendix C for instructions on completing the preliminary steps. If you are using a single-drive computer, be sure to read Appendix D, "Using a Single-Drive Setup." When you finish the preliminary procedures, you can start learning DeskMate using the Sample Session.

## Copying the DeskMate Diskettes

First, make a copy of the original DeskMate diskettes. Use only the copies as you work with DeskMate, and keep the originals in a safe place, away from dust, magnetic fields, and other hazards that could destroy information on them. To copy the DeskMate diskettes, follow the instructions below for each diskette.

1.  Turn on the computer as outlined in your owner's manual..

2.  With the MS-DOS diskette in Drive A (the lower drive) and the A> prompt on the screen, insert a blank diskette in Drive B (the upper drive).

3.  Type **diskcopy a: b:** [ENTER] at the A> prompt. The screen shows:

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

4.  Insert the DeskMate diskette in Drive A. The blank diskette is already in Drive B, so press the space bar to begin. If the target diskette (in Drive B) is not formatted, the system formats the disk as a part of the diskcopy procedure.

    When the operating system finishes copying DeskMate onto the blank diskette, this message appears:

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

5.  Press ⊡ to continue making copies of diskettes or ⊡ to end the session. When you press ⊡, the A⟩ prompt reappears.

## Building a Diskette to Practice Using DeskMate Plus

To practice using DeskMate Plus on your floppy-based setup, you need to copy two files to a formatted, blank diskette. Complete the following procedure. If you have a diskette that is formatted already, place it in Drive B, and begin with Step 4.

> **Notes:** To practice using DeskMate Plus on a hard-disk setup, complete the preparatory steps in Appendix C.
>
> If you are using a single-drive computer, you cannot perform the sample session for DeskMate Plus. See Appendix D for information.

1.  Insert your backup copy of your MS-DOS diskette in Drive A, and place a blank diskette in Drive B. Type the following command at the system prompt, A⟩:

    **format b:** ⎡ENTER⎤

    A message appears on the screen:

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

2.  The diskette you want to format is already in Drive B, so press ⎡ENTER⎤. After a short time, the screen reports the completion of the format process and offers the following choice:

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

3.  Type **N** ⎡ENTER⎤ to return to the system prompt.

4. Insert your backup copy of the DeskMate Data diskette in Drive A. Drive B contains your formatted diskette. At the system prompt, A>, type:

    **copy a:\*.dmp b:\*.exe** [ENTER]

    The system copies the files onto your formatted diskette, and redisplays the system prompt when the transfer of files is complete.

5. Remove the diskette from Drive B, and label it "DMTUTOR."

As you continue the Sample Session, keep your DMTUTOR diskette handy. When instructed to do so, exchange the DMTUTOR diskette for the program diskette in Drive A.

## Get Your Feet Wet!

After you make copies of the diskettes, you're ready to start the Sample Session. Don't be afraid to work through all the examples. You have nothing to lose by experimenting with "made-up" information, and you'll be ready to put DeskMate through its paces confidently, using **your** information.

# Sample Session

Chapter 2

# BEGINNING THE SAMPLE SESSION

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

Before you try out DeskMate's features, be sure to make copies of the DeskMate diskettes, following the instructions in Chapter 1. If you have a hard disk, install DeskMate as directed in Appendix C. If you're using only one drive, see Appendix D. **Never** run DeskMate with the original diskettes—use them **only** for making working copies. Use the copies when you want to run DeskMate.

To practice using DeskMate Plus, you'll need a working copy of each DeskMate diskette, along with the DeskMate Tutor diskette you prepared in Chapter 1, labeled DMTUTOR.

## Starting Up

To get started with the Sample Session, follow these steps.

1.  Insert a backup of the MS-DOS/BASIC diskette into Drive A. Press the RESET button. Enter the date as **02/25/87** and the time as **10:30**.

2.  At the system prompt, A>, insert a copy of the DeskMate program diskette in Drive A and a copy of the data diskette in Drive B. Type **dmplus** [ENTER].

    The command you typed loaded DeskMate so that you could use its task-switching feature, DeskMate Plus. This divided your computer's memory into two *partitions*, or pieces. One partition runs DeskMate, and the other partition can run another software package.

    Once you load DeskMate, its Main Menu appears.

```
DeskMate                                                    02/25/87  10:30am
┌─────────────────────────────┬──────────────────────────────────────────────┐
│                             │ Events for Today:                            │
│         FEB 1987            │       Make appointment with accountant       │
│    1  2  3  4  5  6  7      │       Mom's birthday - call florist          │
│    8  9 10 11 12 13 14      │       Write confirmation letter to Wilson    │
│   15 16 17 18 19 20 21      │ 05:30a  Shop at fish and produce wholesale markets │
│   22 23 24 [25] 26 27 28    │ 07:30a  Meet Bill at gym                      │
│                             │ 08:30a  Prepare food for Davis luncheon      │
│                             │ 11:45a  Luncheon at Riverdale Country Club    │
├──────────┬──────────┬───────┴──────┬──────────┬──────────┬─────────────────┤
│   Text   │ Worksheet│   Filer      │  Telecom │ Calendar │      Mail       │
├──────────┴──────────┴──────────────┴──────────┴──────────┴─────────────────┤
│  ┌─────┐                                                                    │
│  │     │                                                                    │
│  │     │                                                                    │
│  │     │                                                                    │
│  └─────┘                                                                    │
├────────────────────────────────────────────────────────────────────────────┤
│ [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 date and time you entered when you started up the computer.

- February, 1987's calendar is at the left, with the 25th highlighted.

- Events scheduled for the 25th appear to the right of the calendar. These events can be special meetings and engagements or all-day events not associated with a particular time, such as birthdays. You'll use the Calendar application and the Alarm function to put a few events into the computer.

- The bottom half of the screen shows the DeskMate applications. The columns headed by the application names are empty right now. Later, they'll contain the names of DeskMate data files. These files are for your use during the Sample Session, and you'll bring them to the screen in the next chapter. (If you installed DeskMate on a hard disk, the files appear already.)

- The last two lines on the screen list the available functions for the application you are using. The Main Menu functions are on the screen because you are at the menu level. (Find out about the Main Menu functions that are currently on the screen by reading the chapter, "Main Menu.")

When you finish a particular chapter of the Sample Session (other than "Using DeskMate Plus" and "Text") and want to exit DeskMate, press [F12] at the Main Menu. ("Using DeskMate Plus" and "Text" contain special instructions for exiting DeskMate.) To keep another copy of the work you've done during the Sample Session, make copies of the DeskMate diskettes you used, following the instructions in Chapter 1. It's a good idea to make a habit of duplicating your working copies at the end of each day. After you make the copies, remove the diskettes, and turn off the computer system.

# Special Keys

As you work through the Sample Session, you'll make use of several keystrokes. This section introduces you to the various kinds of keys and combinations you'll use.

## Control Keys

The control keys you'll use in DeskMate are [ALT], [CTRL], and [SHIFT]. Use these keys in conjunction with other keys to produce a *key sequence.* Control keys work in much the same way as the SHIFT key on a typewriter. To use a control key, hold down the control key while pressing the appropriate combination key.

## Arrow Keys

You'll use the arrow keys within applications and subfunctions to move the selection marker or cursor to a particular piece of information. (The selection marker marks a whole unit of information, 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 the Reference part of this book for details on using the arrow keys.

## Function Keys

Functions are specific to each application. Function keys ([F1], [F2], [F3], and so on) and names appear on the last two lines (the *label lines*) of the screen when you are using an application. To select a function, press the appropriate function key. [F11] and [F12] act in specific ways throughout DeskMate. Their uses are:

| F11 | Toggles an alternate label line that displays a set of subfunctions you can choose at any time. Press F11 now to see this label line. 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 you select a subfunction. To access a subfunction from anywhere in DeskMate, hold down ALT while you press the appropriate function key. The sample session chapters describe these subfunctions in more detail.

Press F11 now to return to the Main Menu level of operation. The Main Menu label lines replace the subfunction menu.

| F12 | Returns you to the previous level of operation, to the Main Menu, or to the MS-DOS system prompt. Use F12 if you choose an application or subfunction accidentally or if you finish your work in an application. |

| 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 don't want to save a new file or changes you made to an existing file. DeskMate cancels the data you just entered or any changes you made to an existing file, and you return to the Main Menu. |

# Message for Color Monitor Users

If you're using a color monitor, you can change the color arrangement on the screen. Take a few minutes to experiment and choose the arrangement you prefer.

Press one of the function keys F1, F2, F3, or F4 while you hold down the CTRL key to control screen color as follows:

| | | |
|---|---|---|
| CTRL | F1 | Screen background |
| CTRL | F2 | Screen foreground |
| CTRL | F3 | Highlighted background |
| CTRL | F4 | Highlighted foreground |

For example, hold down CTRL, and press F1. The background changes to the first of eight color choices. Press CTRL F1 several more times. Each time you press the function key, a different background color appears.

## Screen Display

If you leave a particular screen displayed without doing anything for more than ten minutes, the contents of the screen disappear, and you see the title, DeskMate, scroll from left to right across the screen. Press the space bar, and the previous screen reappears.

# USING DeskMate PLUS

This chapter shows you how to use DeskMate Plus, DeskMate's task-switching feature. During the session, you'll switch out of DeskMate and load another program. The alternate program, on the diskette labeled DMTUTOR, simply enables you to practice the task-switching procedure.

After you load the alternate program, you'll switch back to DeskMate and begin work in the Text application. Midway through the Text chapter, you return to the alternate program briefly and check to see that you have switched disks properly. Then, you exit the alternate program for the remainder of the Sample Session.

As you perform the steps in this chapter, follow the instructions very carefully. Pay particular attention to the instructions that let you know when to take diskettes from drives and replace them with others. If you are using a hard disk, refer to Appendix C for instructions on executing DeskMate Plus.

## Displaying Data Files

In the previous chapter, you loaded DeskMate (by entering **dmplus**) and displayed the Main Menu. Next, you need to see the files that reside on the data diskette, which is in Drive B. To do this, look at the label lines at the bottom of the screen.

1.  The Swap function lets you activate a drive other than Drive A. You can perform the function by pressing F10. Press F10 now.

2.  Type over the line at the bottom of the screen that reads A : \ with:

    **b:\** ENTER

    The names of the data files on your sample data diskette appear in their appropriate columns. You're ready to move on and discover DeskMate Plus.

# Switching Out of DeskMate

1.  Right now, the Main Menu is on the screen. Switch out of DeskMate by holding down the ⟨ALT⟩ key and pressing ⟨=⟩. You see this message:

    ```
    Insert COMMAND.COM diskette in drive A:
    Strike any key when ready
    ```

2.  Open the drive doors and take out the DeskMate program and Sample data diskettes.

# Loading Another Program

1.  Insert in Drive A a copy of your MS-DOS/BASIC diskette. This is the COMMAND.COM diskette the screen is asking for.

2.  Press the space bar. The A> prompt appears on the screen.

3.  Remove the MS-DOS/BASIC diskette from Drive A, and replace it with the DeskMate Tutor diskette that you prepared, labeled DMTUTOR.

4.  Load this alternate program by typing **dmtutor** ⟨ENTER⟩. The screen displays a message, WELCOME TO DESKMATE PLUS, and a brief description of task switching.

# Continuing Your Work

To continue the Sample Session, return to the partition in which DeskMate is loaded. When you do, the alternate program remains loaded in the DOS partition. The steps for switching partitions are displayed on the lower portion of the Tutorial screen:

1.  Remove the DMTUTOR disk from Drive A, and insert the DeskMate diskettes in the drives.

2.  Press ⟨ALT⟩ ⟨=⟩ to switch to DeskMate.

The DeskMate Main Menu reappears on the screen, exactly as you left it. Turn to the next chapter, and begin the tasks using the Text application.

# TEXT

This chapter lets you gain some practice using the Text application while you work in the alternate DeskMate running on your computer. Again, pay special attention as you near the end of the chapter when the instructions tell you to switch diskettes. Follow the instructions very carefully.

## Creating a File

1.  Press [ENTER] to select Text. The Enter filename: prompt appears.

2.  Type **Letter** [ENTER] to create a document file named "LET-TER." A blank typing screen appears with label lines at the bottom showing you the functions available in Text.

| ► | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| [F1] | [F2] | [F3] | [F4] | [F5] | [F6] | [F7] | [F8] | [F9] | [F10] |
| Find | Subst | Add | Format | Buffer | Merge | Select | Copy | Delete | Insert |
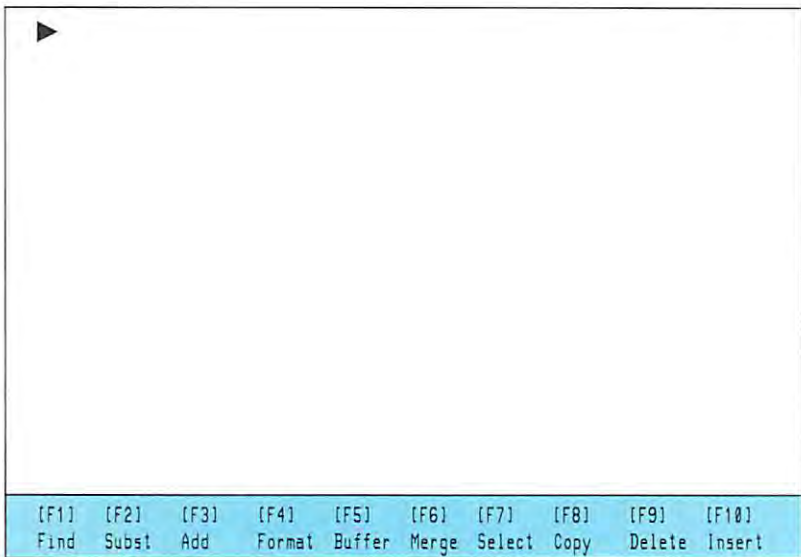
3.  Type the following letter, pressing [ENTER] where indicated. Don't worry about typing mistakes. Later, you'll learn how to correct errors by inserting, deleting, and overstriking.

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]
3/3/87    Luncheon for eight at noon [ENTER]
3/12/87   Afternoon tea for six at 3:00 [ENTER]
3/25/87   Dinner for 10 at 8:00 [ENTER]
3/31/87   Wedding reception for 60 at 7:30 [ENTER]
[ENTER]
If any of the above information is incorrect, please let me
know as soon as you can. (March appears to be a very busy
month.) We also need to get together soon and arrange the
menus. [ENTER]
[ENTER]
Sincerely, [ENTER]
[ENTER]
Edwin Raymond [ENTER]

**Note:** As you type, notice on the screen that ▶ indicates the
end of the document and that ■ indicates the end of a line.

# Adding Text

Add an event for March 1st to the list.

1.  Move the cursor over the first 3 of 3/3/87 by holding down
    the [↑] key until you're on the line containing the March 3rd
    event.

2.  You are typing in Add mode (the typing mode that Text
    automatically sets up for you), as you can see in the label
    lines at the bottom of the screen. This means that Desk-
    Mate **adds** anything you type at the cursor's position to any
    other text already on the screen, pushing the other text out
    of the way to make room for your addition. Type **3/1/87**,
    press the space bar three times, and 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].

# Correcting Mistakes

Change the information for the March 25th event to March 26th for 12 people.

1. Move the cursor over the 5 of 25.

2. Change the typing mode to Replace by pressing [F3]. (Note that Replace now appears in the label lines.) In this typing mode, anything you type at the cursor's position **replaces** any other text already at that location on the screen.

3. Type **6** over the 5, move the cursor to the 0 of 10, and then type **2** over the 0.

Make one more correction. The word "and" in the last sentence should be changed to "to."

4. Move the cursor to the a in and and type **to**.

5. Press [DELETE] to erase the d and shift the rest of the sentence to the left one character.

6. Press [F3] to switch from Replace mode 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 this chapter.

# Copying Information from Other Files

Now you'll insert addresses from other Text files into the LETTER document. As you do this, you'll see how to use the Find, Select, Copy, and Merge functions.

1. Press [F12] to store the letter on diskette and return to the Main Menu.

2. Use [↓] to move the marker to 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** [ENTER] (using just part of the name) as the *search string*. The cursor moves to the W of Williams.

Whenever you want to do something with a block of information (Copy, Buffer, Print, Insert, Delete), you must first tell Desk-Mate where that information begins and ends. Do this by using the Select function.

5. Move the cursor to the M of Mrs., and press [F7] to mark the beginning of the address block.

6. Press [↓] three times to select the three lines of Mrs. Williams' address.

7. Press [F8] for Copy to put the address block in a file by itself. The screen asks for a filename to which you want to copy the block. Type **Williams** [ENTER] as the filename. The address is now in its own file, although it remains a part of the ADDRESS file as well.

8. You're finished with the ADDRESS file, so press [F12] to return to the Main Menu.

9. Use the arrow keys to position the marker over LETTER, and press [ENTER].

10. When the letter reappears, position the cursor at its beginning.

11. Press [F6] to *merge* a file into the letter.

12. For the filename, type **Williams** [ENTER] to merge the WILLIAMS file into the LETTER file. The address now appears at the beginning of the letter.

Add a blank line between the customer's address and the salutation.

13. Check the label line at the bottom of the screen to be sure that you're in Add mode. If Replace appears instead of Add, press [F3] to change typing modes.

14. Move the cursor to the D of Dear, and press [ENTER] to create a blank line.

Next, you'll place Mr. Raymond's return address above Mrs. Williams' address. A Text file called LHEAD contains the standard heading Mr. Raymond uses at the top of all his correspondence.

15. Press [CTRL] [↑] or [HOME] to move the cursor to the beginning of the letter.

16. To insert the Text file, LHEAD, at the top of the letter, press F6 for Merge. Then, type **LHEAD** ENTER as the filename.

17. 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, although you can't see it all, the entire letter looks very similar to 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:

3/1/87     Bridal shower for 15 at 1:00
3/3/87     Luncheon for eight at noon
3/12/87    Afternoon tea for six at 3:00
3/26/87    Dinner for 12 at 8:00
3/31/87    Wedding reception for 60 at 7:30

If any of the above information is incorrect,
please let me know as soon as you can. (March
appears to be a very busy month.) We also need to
get together soon to arrange the menus.

Sincerely,

Edwin Raymond
```

18. Move the cursor to the D in the Date line.

19.  Press F3 to switch to Replace mode. Then, type **February 25, 1987** ENTER.

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

# Returning to DeskMate Plus Tutorial

At this point, you have completed the first part of the Text Sample Session. By executing the task-switching command, you can return to the DeskMate Plus Tutorial still loaded in the other partition. The Text file remains open in the DeskMate partition while you change diskettes and switch partitions.

1.  Insert your DMTUTOR diskette in Drive A in place of your DeskMate program diskette, and remove the data diskette.

2.  Press ALT = to switch partitions. DMTUTOR appears on the screen, welcoming you once again to DeskMate Plus. This time, notice the instructions at the bottom of the screen:

    o   IF YOU COMPLETED THE FIRST PART OF THE TEXT
        SAMPLE SESSION:

            - BE SURE YOUR DMTUTOR DISK IS IN DRIVE A
            - PRESS <ENTER> TO CONTINUE THE DMPLUS
            TUTORIAL

3.  In Step 1, you inserted the DMTUTOR diskette. After you verify that it is there, press ENTER to continue.

    After you press ENTER, either of two screens appears. If, as directed, you switched diskettes when you switched partitions, you see the screen described in Step 4a. If there is some problem in switching tasks, the screen headed SORRY (described in Step 4b) appears instead.

4a.  If you have proceeded correctly, the next screen begins:

            * * * * * * * * * * * * * * * * * * * * * * * * * * *
            * * * * *  CONGRATULATIONS  * * * * *
            * * * * * * * * * * * * * * * * * * * * * * * * * * *

The text on the screen discusses the importance of exchanging diskettes before you switch tasks. If you press ⌈ALT⌉ ⌈=⌉ to switch tasks but fail to replace the diskettes from the previous application, you can overwrite or corrupt files when you attempt to execute the program in the other partition.

4b.  A different message appears on the screen if you did not exchange diskettes properly. In part, the message reads:

```
* * * * * * * * * * * * * * * * *
* * * * *  SORRY  * * * * *
* * * * * * * * * * * * * * * * *
```

```
SORRY, you did not properly exchange
diskettes. It is very important that you
keep track of which diskettes are in your
computer BEFORE you switch and continue
running the application. Both the program
and data disks for the application you wish
to run must be in the drives.
```

The directions at the bottom of the screen remind you that you must have DMTUTOR in Drive A. If you have not yet placed DMTUTOR in the proper drive, do so now, removing the DeskMate program and data diskettes and closing the drive latch once DMTUTOR is in place. Press ⌈ENTER⌉ to try again.

If you are indeed using DMTUTOR in Drive A as directed and you have reached the screen headed SORRY, there is a chance that you have a bad diskette. Continue with Step 5 and exit DeskMate Plus. To complete the DeskMate Plus Tutorial successfully, you will need to try again to build the DMTUTOR diskette. The directions appeared in Chapter 1 in the section, "Building a Diskette to Practice Using DeskMate Plus."

5.  As your screen directs, press ⌈Q⌉ to quit the DeskMate Plus Tutorial. The system prompt returns.

6.  Although you have exited DMTUTOR, the second partition is still active. While it remains active, you are prevented from quitting DeskMate.

Place your DeskMate diskettes in the drives once again, and type the following command to close the second partition and return to DeskMate:

**exit** [ENTER]

DeskMate returns, displaying your Text file exactly as you left it when you switched tasks. You are ready to resume the Text portion of the Sample Session.

# Printing Text

Before you print a document, it is a good idea to make the line width on the screen coincide with the line width that will print on a page. By using the Format function, you can get a rough idea of the way the document will look when you print it.

1.  To change the displayed line width, press [F4] for Format.

2.  The default width value is 79. You'll print the letter using a line width of 50, so type **50** [ENTER] to change the display.

The letter now looks like this:

```
Edwin Raymond
4000 Seville Avenue
Fort Worth, Texas 76126
February 25, 1987

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:

3/1/87    Bridal shower for 15 at 1:00
3/3/87    Luncheon for 8 at noon
3/12/87   Afternoon tea for 6 at 3:00
3/26/87   Dinner for 12 at 8:00
3/31/87   Wedding reception for 60 at 7:30

If any of the above information is incorrect,
please let me know as soon as you can. (March
appears to be a very busy month.) We also need to
get together soon to arrange the menus.

Sincerely,

Edwin Raymond
```

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

3.  Be sure your printer is properly connected and on-line. Use standard 8 1/2 by 11 inch paper (80-column computer paper), and align the paper in the printer so that the print head is on the sixth line, or about one inch from the top of the paper.

4.  Press [F11] to display the subfunctions 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
```

5. To display the printer settings, hold down [ALT], and press [F6]. The screen shows the default values for the settings:

```
        PRINTER SETTINGS

Left Margin:                        0

Printed Line Width:                80

Total Lines per Page:              66

Printed Lines per Page:            60

Double Space (Y/N):                 N

Pause Between Pages (Y/N):          Y

New Page after Print (Y/N):         Y
```

6. The built-in setting for the Left Margin is 0. Type **15** [ENTER] to make the left margin approximately 1 1/2 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 built-in line width of 80 to 50, type **50** [ENTER].

8. Total Lines per Page refers to your paper's length, the number of lines on the entire page. The built-in value for Total Lines per Page, 66, serves well for both regular-sized paper (8 1/2 by 11 inches) and wide, 132-column computer paper (14 by 11 inches). Press [ENTER] to use the displayed 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 you enter for Total Lines per Page minus the total number of blank lines you want at both the top and bottom of a page. After you manually adjust the printer, aligning the paper to start printing on the line at the printer head position, double that line value, and then subtract that from the Total Lines per Page value.

To make the bottom margin contain six blank lines (and the top margins of any subsequent pages), subtract 12 from 66, and the result, 54, is the value for Printed Lines per Page. Type **54** [ENTER] to change the number of Printed Lines per Page.

10. At the Double Space prompt, press [ENTER] to keep lines single spaced.

11. If you are printing on single sheets, press [ENTER] to tell 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 because the entire letter occupies fewer than 54 lines.

12. To automatically advance your paper to the top of the next sheet when the letter finishes printing, press [ENTER] at the New Page after Print prompt.

13. Press [PRINT] to start printing.

14. When the printer finishes, press [F12] to store the revised LETTER file on diskette and return to the Main Menu.

## Substituting Text

One of the Text functions you haven't used yet is Substitute. The Substitute function lets you find a specific string of characters throughout a document 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. Suppose that you want to change almost every occurrence of Fort Worth to Dallas. To do this:

1. At the Main Menu, press [↓] to move the cursor to the ADDRESS file, and press [ENTER]. The names and addresses of Mr. Raymond's customers reappear on the screen.

2. Press [F2] for Substitute. Then, type **Fort Worth** [ENTER] as the Search string.

3. As the Replacement string, type **Dallas** [ENTER].

4. The cursor moves to the first occurrence of Fort Worth (in Cindy Beauchamp's address), and you see Replace? (Y/N).

5. Press [Y]. The replacement string, Dallas, replaces the search string, Fort Worth, and the cursor moves to the next occurrence of the search string (in Ellen McKinney's address).

6.  Press ⟦N⟧ to keep this occurrence of Fort Worth. The cursor moves to the last address containing Fort Worth, and the screen asks you Replace? (Y/N).

7.  Press ⟦Y⟧. The replacement made, the screen displays the beginning of the document.

8.  To change the addresses back to their original states, press ⟦F2⟧ for Substitute again.

9.  This time, type **Dallas** ⟦ENTER⟧ as the search string and **Fort Worth** ⟦ENTER⟧ as the replacement string.

10. 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 it was when you opened it.

# Using the Calculator Within Text

You can select the Calculator subfunction while using any application. Before you exit Text and return to the Main Menu, experiment with Calculator. You don't have to view the subfunction menu before you select a subfunction. To access Calculator directly, press ⟦ALT⟧ ⟦F2⟧. The Text label lines at the bottom of the screen disappear, replaced by the Calculator labels and a small window for displaying figures.

| [F1] | [F2] | [F3] | [F4] | [F5] | [F6] | [F7] | [F8] | 0.0000000000 |
|------|------|------|------|------|------|------|------|--------------|
| Add | Sub | Mul | Div | Percent | CA | CE | +/- | + |

Calculator works just as a hand-held calculator does, 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. With a hand-held calculator, you can usually enter and see only one number at a time.

1.  To add 5 and 1, type **5** ⟦ENTER⟧ and **1** ⟦ENTER⟧. The answer, 6.000000000 (the accumulator), appears on the top line.

2.  To subtract 4 from 6, press ⟦F2⟧ for Sub. Then, type 4 ⟦ENTER⟧. The top line changes to 2.000000000.

3.  To multiply 2 by 10.3, press ⟦F3⟧, and type **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, appears on the top line. Note that the order in which you do things doesn't matter: you can type the operand or select the mathematical operation first. Either way, once you press ENTER, Calculator performs the operation and displays the answer.

5.  Now, suppose that 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 (Clear All) 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 perform the operation. When you use the CE (Clear Entry) function, Calculator erases only the last number you typed (the operand). It still performs the original arithmetic operation.

    Suppose that 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. Divide 15.45 by 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 quit using the Calculator and return to Text, press F12. The Text label lines reappear.

## 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, DeskMate stores the Text file (and any revisions made to it) on diskette, you exit Text, and the Main Menu reappears.

Chapter 5

# FILER

## Opening the Clients File

1.  To select the CLIENTS file from the Main Menu, place the selection marker on CLIENTS (in the Filer column), and press [ENTER]. The screen soon displays this record:

```
 FILER [CLIENTS]    First Record              02/25/87  10:30am
 Last Name . . . . . .*:  Beauchamp
 First Name  . . . . .*:  Cindy
 Address . . . . . . .*:  2209 Riverdale Road
 Address . . . . . . .*:
 City  . . . . . . . .*:  Fort Worth
 State . . . . . . . .*:  Tx
 Zip Code  . . . . . .*:  76107

 Phone . . . . . . . .*:  817-555-1267

 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
```

This form records client information. A form contains two parts: labels in the left column, and space in the right half of the screen for entering the actual data. For example, Last Name is a label, and Beauchamp is its data.

The number sign (#) next to the Account Bal ($) label, indicates that this is a numeric field. An asterisk (*) in the label area indicates that the information in the label and data area will print or display if you choose those functions.

2.  Press [CTRL] [→] to see the next record. The screen shows a completed form for Frederick Davis.

```
┌─────────────────────────────────────────────────────────────────┐
│ FILER [CLIENTS]                                    02/25/87  10:30am │
├─────────────────────────────────────────────────────────────────┤
│ Last Name . . . . . .*: Davis                                     │
│ First Name . . . . .*: Frederick                                  │
│ Address . . . . . . .*: 6601 Oak Boulevard                        │
│ Address . . . . . . .*:                                           │
│ City . . . . . . . .*: Arlington                                  │
│ State . . . . . . . .*: Tx                                        │
│ Zip Code . . . . .*: 76109                                        │
│                                                                   │
│ Phone . . . . . . .*: 817-555-9011                                │
│                                                                   │
│ Acct Bal ($) . . . .*#    217.33                                  │
│                                                                   │
│ Remarks . . . . . .*: Outstanding bill for 1/15/87 dinner. Sent 1/31/87. │
│                       Call if not paid by 2/28/87.               │
│                                                                   │
├─────────────────────────────────────────────────────────────────┤
│ [F1]    [F2]    [F3]    [F4]   [F5]   [F6]   [F7]   [F8] [F9]  [F10] │
│ Find    Call   Display  Print  Form  Merge  Select Copy Delete Add │
└─────────────────────────────────────────────────────────────────┘
```

# Finding Records

Review all the records of clients who live in Fort Worth by following the instructions below.

1.  Press [F1] for Find. A blank form appears. New label lines appear at the bottom of the screen, showing you the function keys you can use in Find mode.

2.  You want to find records for clients who live in a certain **city**, so you can skip the first four data fields. Press [↓] or [ENTER] until the marker is on the data field for City. Type **Fort Worth** [ENTER].

3.  Press [F12] to return to the original Filer screen and display the first record containing Fort Worth, the city you wanted to find. Cindy Beauchamp's record appears on the screen.

4.  Press [CTRL] [→] to see the next record that contains Fort Worth. The screen shows Laura Wordsworth's record.

# Printing a List of Clients

Suppose that you want to print a list (containing only customer names and balances) of those customers who have outstanding balances in their accounts.

1.  Press ⌑F1⌑ for Find and ⌑F5⌑ to reset the search criteria.

2.  Press ⌑↓⌑ until the marker is on the Account Bal line.

3.  Press ⌑F2⌑ to change the operator from "equal" to "greater than or equal to." Then, type 1 ⌑ENTER⌑ for the amount.

4.  Currently, all the labels and data fields will print or display, indicated by the asterisk on each label line. You must *unmark* any labels that you want to exclude from the display and/or printout.

    Before you exit the Find screen, move the marker to the first address line, and press ⌑F7⌑ for Mark. The asterisk disappears, so that now the first Address label and information will not display or print.

5.  Move the marker to the second address line, and press ⌑F7⌑ to switch from Mark to Unmark. Repeat this process for City, State, Zip Code, Phone, and Remarks.

6.  When only the Last Name, First Name, and Account Balance labels have asterisks next to them, press ⌑F12⌑ to return to the original Filer screen. The first record containing an outstanding balance, that of Frederick Davis, appears.

7.  The Display and Print functions list a group of records in a "report" format of sorts. To display a list of customers who have account balances greater than or equal to $1.00, press ⌑F3⌑. The screen soon displays the list of records that match the Find criteria. The labels and the file's name appear on the top line, with the data of the matching records in the appropriate columns.

```
┌─────────────────────────────────────────────────────────────────────┐
│  FILER - DISPLAY [CLIENTS]   Find Mode              02/25/87  10:30am │
│  Last Name      First Name    Acct Bal                               │
│  ------------------------------------------------------------------  │
│  Davis          Frederick       217.33                               │
│  Helmer         John            650.51                               │
│  Williams       Eliot (Mrs.)     88.00                               │
│  End of List                                                         │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│  [F1]   [F2]   [F3]   [F4]   [F5]   [F6]   [F7]    [F8]   [F9]  [F10] │
│         Call          Print                Select  Copy              │
└─────────────────────────────────────────────────────────────────────┘
```

8.  To print this information, first be 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 you need for printing this list, type **00** [ENTER] for Left Margin, **80** [ENTER] for Printed Line Width, [ENTER] to keep 66 for the Total Lines per Page, and **60** [ENTER] for Printed Lines per Page. Press [ENTER] to keep the Y response for New Page after Print.

11. Press [F12] to return to Filer. Then, press [F4] to print. The records print exactly as they appeared on the screen when you displayed them.

12. To exit the Display screen, press [F12]. The original label lines reappear.

## Adding a Client

Follow these instructions to add a new client to the file.

1.  Press [F10] for Add. 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 and **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 **8175558166** [ENTER]. Type **0** [ENTER] for the Account Balance. For the last item, Remarks, type **Prefers Szechwanese cuisine — very spicy.**

3.  To quit adding records, press [F12].

4.  Press [F1] for Find. Then, press [F5] to clear the current Find selections.

5.  Press [F12] to return to the original Filer screen and the last record you viewed.

# Calling a Client

Calling a client is as easy as looking up the client's record.

To call Cindy Beauchamp, press [CTRL] [↑] to look at 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] for Call to have DeskMate automatically dial the number for you.

# Creating a New Form

You can create a special form for storing information about the stores and companies Mr. Raymond uses.

1.  Press [F12] until the Main Menu appears.

2.  Select the Filer application, and type **Supplier** [ENTER] as the name of the new file you're creating. A blank screen appears, along with the Form function's label lines:

| [F1] | [F2] | [F3] | [F4] | [F5] | [F6] | [F7] | [F8] | [F9] | [F10] |
|------|------|------|------|------|------|------|------|------|-------|
| Order | | Number | | | | | | Delete | Add |

3.  For the first label, type **Company** [ENTER]. The rest of the space allocated for the label fills with spaces, a colon appears, and the cursor automatically moves to the first position in the data area.

4. Press [ENTER] to fill the data area of the line with dots. When you actually enter data for this label, you'll be able to use as many as 59 characters for typing 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 display the dots in 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, type **Address**, and then press [ENTER] three times.

10. Type **City**, and press [ENTER] three times to define the next label and data area.

11. Next, type **State** [ENTER]. To limit the number of characters to two for the standard two-letter state abbreviation, press [F10] twice to add two dots, and then press [ENTER]. When you enter data for State, you will be able to enter only two letters in the data area.

12. Type **Zip Code** [ENTER] as the next label, press [F10] five times to allow five spaces for entering data, and then press [ENTER]. Press [ENTER] again to create a blank line below Zip Code.

13. Type **Phone** and press [ENTER]. To create a phone number format, press [F10] 12 times. Use the arrow keys to move back and type in dashes so that you see 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 you can enter to seven plus a decimal point, press [F10] eight times, and then press [ENTER].

15. Press [ENTER] to create another 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 space until the cursor stops.

Your form should look like this:

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

Phone----------  :----·----·----

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

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

## Inserting a Label

1. Press ⌜ENTER⌝ to move the marker to the label area.

2. 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.

3. Type **Due Date** ⌜ENTER⌝ as the label. To create a __/__/__ format for the date, press ⌜F10⌝ eight times. Use the arrow keys to go back and type two slashes. Then, press ⌜ENTER⌝.

## Making a Field Numeric

To specify a data field as one for holding numbers, use the Number function. With the marker on the Amount Due line, press ⌜F3⌝. The dollar amounts will align on the right after you enter data for this label and store the record in the file.

## Arranging Records

Use the Order function to arrange records in an order meaningful to you. For example, suppose that you want the records to sort and display in order of due date and company name. You'll specify Due Date as the first label by which to sort and Company as the second label by which to sort.

Filer then arranges the records so that the first record displayed has the earliest due date. If two records have the same due date, the record with the company name that comes first alphabetically will appear before the other.

1.  To specify Due Date/Company order, move the marker to the Due Date label, and press F1.

2.  Press 1 for the Priority Number. Notice that the priority number appears following the label.

3.  Next, move the marker to the Company label, and press F1.

4.  Press 2 for the next priority number.

## Deleting Part of a Data Area

You need to make one more modification. Suppose that you decide you really don't need as much space as you thought to enter remarks.

1.  To delete the last line in the Remarks data area, move the marker to the Remarks line, and press ENTER to move the marker to the data area.

2.  Press ↓ to move the marker to the beginning of the last line, and then hold down F9 for Delete until the entire line of spaces disappears. You now have four full lines for entering data.

## Storing the Form

Now that the form is complete, press F12 to exit the Form screen. A blank form appears so that you can now start adding records.

# Adding New Records

1.  Fill in the form with the following data, pressing [ENTER] after you type the information for each 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: | 817-555-1212 |
    | | |
    | Due Date: | 03/05/87 |
    | Amount Due: | 33.87 |

2.  At the data field for Remarks, press [F10] to store this record and add another.

3.  After you save a record using the Add function, a blank form reappears for adding a new record. Type the following data for the next two records, pressing [ENTER] after you type the information for each data field. 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: | 817-555-5766 |
    | | |
    | Due Date: | 03/01/87 |
    | Amount Due: | 45.14 |

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

Phone:          817-555-7371

Due Date:       03/06/87
Amount Due:     17.16

4.  Type the information below for the last record. When you reach the Remarks data field, type each line, and then press the space bar to move the cursor to the beginning of the next line. (Because words don't "wrap" around to the next line if they can't fit on the current line, always fill the end of a line with spaces whenever you want to start a new line in the same data area.)

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

Phone:          817-555-2199

Due Date:       03/02/87
Amount Due:     78.44

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

5.  When you finish typing the Remarks information, press F12 to store the last record and exit Add mode.

# Scanning Records

You can see that Filer sorted the records according to 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 you entered was for ABC Exterminators.

1.  Press [CTRL] [←] to see the record with the next due date. The record for Young's Fish Market appears, next according to Due Date, although it was the last record you entered.

2.  To see the last record in the file according to the Order criteria, press [CTRL] [↓]. The record for Petta Linen Service appears because it has the last due date, March 6.

# Exiting Filer

Press [F12] when you finish using Filer to return to the Main Menu.

# WORKSHEET

## Opening the Budget File

To open the BUDGET file and select the Worksheet application at the same time, position the selection marker on BUDGET, and press [ENTER]. The screen soon shows a worksheet for a simple home budget.

```
WORKSHEET [BUDGET]                                    02/25/87  10:30am
        1          2         3          4         5        6         7
 1  ▓▓▓▓▓▓▓▓ BUDGET FOR JAN 1987
 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]   [Shift F1]  [F2]    [F3]    [F4]    [F5]   [F6]   [F7]   [F8]  [F9]   [F10]
 Find   Calc        Text    Formula Format  Buffer Merge  Select Copy  Delete Insert
```

The filename, date, and time are on the top line of the screen. The visible part of the screen is just a small portion of the worksheet. A worksheet can have as many as 99 columns and 99 rows, while one screen of a worksheet (called a *window*) comprises 17 rows and seven columns. The highlighted rectangular box currently at Row 1, Column 1 (Cell 1,1) is called the *entry marker*.

The blank line above the Select Command prompt is the data entry line. As you type data, it appears both on the data entry line and in the cell in which the entry marker rests. When you press [ENTER] or an arrow key, Worksheet stores the data in the cell, and the data entry line becomes blank so that you can enter new data. Below the data entry line is the command line, which prompts you to select a command. Additional instructions sometimes appear on the command line to let you specify exactly what you want done.

Below the command line and just 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 (which right now is empty), and the amount of free memory you have for entering data.

The budget on the screen compares budgeted amounts for expense categories with the actual amounts spent during the month of January. You are going to recreate this worksheet, step by step, to learn how to use Worksheet's basic functions.

# Creating a Simple Worksheet

1.  Press [F12] to return to the Main Menu.

2.  Move the selection marker to Worksheet, and press [ENTER]. The screen presents you with a blank worksheet.

3.  The command line prompts you to enter a filename for the worksheet you're about to create. Type **Example** [ENTER] as the filename.

## Entering Labels and Text Data

Begin by entering the column and row headings.

1.  Press [CAPS] once to enter the labels in capital letters.

2.  In Cell 1,1 (Row 1, Column 1), the cell holding the marker, type **EXPENSE**. Note that Enter Text replaces Select Command to show the type of content the cell contains.

3.  Press [↓] to move the marker to Cell 2,1 (Row 2, Column 1), and type **CATEGORIES**.

    **Note:** If you make mistakes in typing, you can use [BACKSPACE] to delete the previous character.

4.  Press [→] and [↑] to move the marker to Cell 1,2. Press the space bar four times, and type **BUDGET**.

5.  Press [↓] once, and then press the space bar four times. Type **AMOUNT** to complete the Column 2 heading.

6.  Move the marker to Cell 1,3, press the space bar four times, and type **ACTUAL**.

7. Press ⬜, and then press the space bar four times. Type **AMOUNT** to finish the Column 3 heading.

8. Move the marker to Cell 1,4, press the space bar four times, and type **NET**.

9. In Cell 2,4, press the space bar four times, and type **AMOUNT**.

Now enter the various expense categories.

10. Press ⬜CAPS⬜ so that you can type both upper- and lowercase letters.

11. Move the marker to Cell 4,1 to enter the first expense category. Type **Car Paymnt**.

12. Press ⬜ to move the marker to Cell 5,1, and type **Car Gas**.

13. Type the rest of the expense categories in Column 1.

Type this:      In this cell:

| Type this: | In this cell: |
|---|---|
| **Home Gas** | 6,1 |
| **Electric** | 7,1 |
| **Water** | 8,1 |
| **Phone** | 9,1 |
| **Rent** | 10,1 |
| **Insurance** | 11,1 |
| **Grocery** | 12,1 |
| **Fun** | 13,1 |

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

This is the way the budget looks so far:

```
WORKSHEET [EXAMPLE]                                        02/25/87  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 XXXXX

 [F1]    [SHIFT F1] [F2]    [F3]     [F4]     [F5]    [F6]    [F7]    [F8]   [F9]    [F10]
 Find    Calc       Text   Formula  Format  Buffer  Merge  Select  Copy  Delete  Insert
```

## Entering Budgeted Amounts

1.  To enter the budgeted amount for the first expense cate-
    gory, Car Paymnt, move the marker to Cell 4,2, and type
    **250** [ENTER] to show a $250.00 car payment. Note that Enter
    Number replaced Select Command to show the type of con-
    tent the cell contains. Since the built-in display format for
    numbers is set up for financial data (the *dollar format*) with
    two decimal places, .00 automatically appeared after the
    250 you entered. Also note that numbers align to the right
    within a cell, while alphabetic characters align to the left.

2.  Press [↓] to move the marker to Cell 5,2. Type **80** [ENTER] to
    enter the budgeted amount of $80.00 for gasoline.

3.  Press [↓], and type **50** [ENTER] as the budgeted amount for
    Home Gas.

4.  Type the budgeted amounts for the rest of the expense cate-
    gories in Column 2.

| Type this: | In this cell: |
|---|---|
| **75** [ENTER] | 7,2 |
| **25** [ENTER] | 8,2 |
| **50** [ENTER] | 9,2 |
| **400** [ENTER] | 10,2 |
| **65** [ENTER] | 11,2 |
| **150** [ENTER] | 12,2 |
| **100** [ENTER] | 13,2 |

## Entering and Calculating Formulas

Next, enter a formula that adds these numbers and arrives at 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 Worksheet to add the numbers starting at Row 4 and continuing to Row 15, the row on which the entry marker currently rests. This formula is a short way of entering the formula:

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

3.  Press [SHIFT] [F1] to calculate the formula. The calculated budget amount total, $1245.00, soon appears in Cell 15,2.

## Entering Actual Amounts

1.  To enter the actual amount spent for the first expense category, Car Paymnt, move the marker to Cell 4,3, and type **250** [ENTER].

2.  Press [↓] to move the marker to Cell 5,3. Then, type **60** [ENTER] to enter $60.00 for the amount actually spent for gasoline.

3.  Type the actual amounts for the rest of the expense categories in Column 3.

| Type this: | In this cell: |
|---|---|
| **87.13** [ENTER] | 6,3 |
| **39.89** [ENTER] | 7,3 |
| **17.25** [ENTER] | 8,3 |
| **61.10** [ENTER] | 9,3 |
| **400** [ENTER] | 10,3 |
| **65** [ENTER] | 11,3 |
| **113.57** [ENTER] | 12,3 |
| **165** [ENTER] | 13,3 |

## More Formulas and Calculations

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

1. Move the marker to Cell 15,3, and press [F3] for Formula.

2. Type **SUM(R4)** [ENTER].

3. Press [SHIFT] [F1] to calculate the formula. The total actual amount, $1,258.94, soon appears in Cell 15,3.

Enter another formula to calculate amounts in Column 4 that will show how much over or under budget you are in each expense category.

4. Move the entry marker to Cell 4,4, and press [F7] for Select.

5. Press [↓] 11 times to indicate that Rows 4 through 15 are a single block and that you want all values in Column 4 to calculate using the same formula.

6. Press [F3], and type **C2-C3** [ENTER]. This formula takes each budgeted amount in Column 2 and subtracts the corresponding actual amount in Column 3. It calculates and displays the net amount for the particular expense category in Column 4.

7. Now, press [SHIFT] [F1] to calculate the net amounts. The computed results appear row by row, expense category after expense category.

### Finishing Touches

Give the worksheet a title as a finishing touch.

1. Press CTRL ↑ and then CTRL ← to move the entry marker to Cell 1,1.

2. To insert two blank rows, leaving room for the title at the top of the worksheet, press CTRL ← to move the marker to the column containing the row number labels. Press F10 twice to insert two 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 1987** ENTER.

# Printing a Worksheet

Now that you've finished the budget worksheet, you're ready to print it.

1. Before you print the worksheet, 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 (about six lines from the top).

2. Next, check the printer settings by pressing ALT F6.

3. You don't need to change any settings, so press F12 to return to Worksheet.

4. Now, press PRINT. The printed copy looks like the one that follows.

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 1 | BUDGET FOR JAN 1987 | | | | | | |
| 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 | | | |

5.  After the printer stops, press F12 to store the worksheet on diskette and return to the Main Menu.

# Setting Up an Amortization Schedule

Now that you've constructed a simple worksheet, you might want to experiment with some of Worksheet's more sophisticated features. In the following example, you'll create a worksheet for an amortization schedule.

For each period, the fixed monthly payment is calculated and broken down into its two components, the interest and principal payments. There are three 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 worksheet will contain two parts: the top part, for entering the values of the variables, and the bottom part, the actual amortization schedule.

## Entering Labels

1.  Move the selection marker to Worksheet, and press [ENTER].

2.  Type **Table** [ENTER] as 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. Then type **INT RATE**.

5.  Next, move the entry marker to Cell 3,1, and type **PERIODS**.

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

6.  Move the entry marker to Cell 1,2, next to LOAN AMT, press [F3] for Formula, and type **?LOAN** [ENTER].

7.  Move the entry marker to Cell 2,2, press [F3], and type **?INTEREST** [ENTER], so that later, Worksheet will prompt you to enter a constant value for the interest rate.

8.  Move the entry marker to Cell 3,2, press [F3], and type **?PERIODS** [ENTER].

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

9.  Move the entry marker to Cell 5,1, and type **Period**.

10. Press [→], and type **Balance**.

11. Press [→] to move the cursor to Cell 5,3, and type **Payment**.

12. In Cell 5,4, type **Interest**, and press [↓]. Then, just below Interest in Cell 6,4, type **Payment** to complete the heading for Column 4.

13. In Cell 5,5, type **Principal**, press [↓], and type **Payment**.

14. Move the entry marker to Cell 5,6, and type **Cumulative**. Then, in Cell 6,6, type **Interest** to complete the Column 6 heading.

15. For Column 7, the last heading, type **Cumulative** in Cell 5,7, and type **Principal** in Cell 6,7.

## Changing the Format

Before you enter formulas, format the worksheet differently so that columns 6 and 7 don't run together. To create more space between the columns, you are going to change the default width of all columns from 10 to 11.

1.  Press [CTRL] [↑] to move the entry marker to the top row. Then, press [CTRL] [↑] again to move the entry marker to the line containing the column numbers.

2.  Press [F4] for Format, and type **ALL,11** [ENTER] to change the column width to 11 characters.

## Entering the Amortization Formulas

The next step is entering formulas for these seven columns. Column 1 is for entering all periods the loan covers. This is a schedule of a one-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 [↓] ten times to indicate that Rows 9 through 19 constitute a single block and that you want all values in Column 1 to use the same formula for calculations.

4.  Press [F3] for Formula, and type **R8+1** [ENTER].

    The formula tells Worksheet to take the value in the preceding row and the same column, add 1, and then display that value in the next row. For example, the value in the last row you selected, Row 19, will be the value in Row 18 plus 1. Thus, the original formula entered, R8+1, changes for each row so that when the value for Period 12 in Row 19 calculates, the formula is R18+1.

5.  Press [SHIFT] [F1] to calculate.

Next you'll format Column 1 so that the period numbers don't run into the calculations that will appear in Column 2.

6.  Move the entry marker to Cell 8,1, press [F7], and then select Rows 8-19.

7. Press ⬚F4⬚ for Format, and type **LI** ⬚ENTER⬚. **L** stands for left-justified, which means that the contents of all the selected cells will align to the left within the cell instead of the default right-alignment format for numbers and calculated values. You also specified an integer format with **I**, since the period numbers don't need to appear in dollar and cents format.

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

8. Move the entry marker to Cell 8,2. The balance for Period 1 is the entire amount of the loan that you'll enter later as a constant value in Cell 1,2.

9. Press ⬚F3⬚, and type **R1C2** ⬚ENTER⬚.

10. Move the entry marker to Cell 9,2, press ⬚F7⬚ for Select, and use the arrow keys to highlight Rows 9-19.

11. 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. So, the value in the last row you 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 calculates, the formula will have become **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 made each month on the loan.

12. Move the entry marker to Cell 8,3, press ⬚F7⬚, and select Rows 8-19.

13. 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 does **not** change for each row.

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 (the interest rate). The denominator is 1 minus 1 over 1 plus the value in Cell 2,2 (INT RATE) 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.

14. Move the entry marker to Cell 8,4, press [F7], and select Rows 8-19.

15. Press [F3], and type **#R2C2*C2** [ENTER]. For any 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 that actually goes toward paying off the loan balance, appears in Column 5.

16. Move the entry marker to Cell 8,5, press [F7], and select Rows 8-19.

17. 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 arrive at that period's principal payment.

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

18. Move the entry marker to Cell 8,6, press [F7], and select Rows 8-19.

19. 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 appears 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 Worksheet to always begin the cumulative summing at 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 calculated, the last figure in this column, the cumulative principal for Period 12, will equal the original amount of the loan.)

20. Move the entry marker to Cell 8,7, press F7, and select Rows 8-19.

21. Press F3, and type **CMT(#R8C5)** ENTER. The increasing values in this column show how the loan is gradually paid off and retired.

## Calculating and Reformatting a Worksheet

The worksheet 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 a one-year loan for $1000.00 at an 18% interest rate.

2. Press SHIFT F1 for Calculate. The screen asks you 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 find 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 appear row by row, period after period.

   **Note:** The built-in display format for numbers is the $ format with two decimal places. Although you cannot see the 0.015 that you entered for 1.5%, it is in memory, and Worksheet used it during calculations.

## Finishing Touches

You need to give the worksheet a few final touches to make it look more professional. Although you want the data in the amortization schedule to appear in dollar and cents format, the interest rate cell needs to include as many as four decimal places for covering the most common interest rate possibilities.

1.  Move the entry marker to Cell 2,2, and press [F4] for Format.

2.  Type **D** [ENTER] so that you can change the default number of decimal places. Then, type **4** [ENTER]. Now you can see the .015 that you entered earlier.

3.  To specify an integer (I) format for the number of periods, move the entry marker to Cell 3,2, press [F4], and 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 [F4] for Format. Type **R** [ENTER] to right-align the contents of all the selected cells.

## Entering Text

You can enter text on a worksheet in two ways: by cell or by block.

*   For simple row and column labels that require no more than one or two cells, position the entry marker on the cell in which you want the text to appear, 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 text.

In this example, you'll add an explanatory note to the amortization schedule by using the block selection method.

1.  Move the entry marker to Cell 21,1, and press [F7].

2. Press ⬇ once to include the next row. Then press ➡ four times.

3. Press [F2] for Text.

4. Type **NOTE: Personal loan received 2/28/87 from Saginaw Credit Union**.

5. Exit the Text function by pressing [F12].

Just as in the Text application, word wrapping is automatic, and you can use limited editing features, such as deleting, inserting, and formatting. See the Reference part of this book for details on editing text within the Worksheet application.

# Printing a Large Worksheet

Before you print this worksheet, 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 (about six lines from the top).

1. To check the printer settings, press [F11] and then [ALT] [F6].

2. You have previously set the Left Margin at 00 and the Printed Line Width at 80. If those are not the current values, change them now.

3. Press [F12] to return to the Worksheet screen.

Because the amortization schedule is larger than one window, you must select the area you want to print before you use the Print function.

1. To quickly move the entry marker 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 for a specific cell.

2. Type **R1C1** [ENTER] to find Cell 1,1.

3. Press [F7] for Select.

4. Press [SHIFT] ➡ to select Columns 1-7.

5. Press [SHIFT] ⬇. Next, press ⬇ five times to select Rows 1-22.

6. Be sure that your printer is ready, and press [PRINT].

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

```
LOAN AMT1000.00
INT RATE 0.0150
PERIODS      12
```

| Period | Balance | Payment | Interest Payment | Principal Payment | Cumulative Interest | Cumulative Principal |
|--------|---------|---------|------------------|-------------------|---------------------|----------------------|
| 1 | 1000.00 | 91.68 | 15.00 | 76.68 | 15.00 | 76.68 |
| 2 | 923.32 | 91.68 | 13.85 | 77.83 | 28.85 | 154.51 |
| 3 | 845.49 | 91.68 | 12.68 | 79.00 | 41.53 | 233.51 |
| 4 | 766.49 | 91.68 | 11.50 | 80.18 | 53.03 | 313.69 |
| 5 | 686.31 | 91.68 | 10.29 | 81.39 | 63.32 | 395.08 |
| 6 | 604.92 | 91.68 | 9.07 | 82.61 | 72.40 | 477.68 |
| 7 | 522.32 | 91.68 | 7.83 | 83.85 | 80.23 | 561.53 |
| 8 | 438.47 | 91.68 | 6.58 | 85.10 | 86.81 | 646.63 |
| 9 | 353.37 | 91.68 | 5.30 | 86.38 | 92.11 | 733.01 |
| 10 | 266.99 | 91.68 | 4.00 | 87.68 | 96.12 | 820.68 |
| 11 | 179.32 | 91.68 | 2.69 | 88.99 | 98.81 | 909.67 |
| 12 | 90.33 | 91.68 | 1.35 | 90.33 | 100.16 | 1000.00 |

```
NOTE: Personal loan received 2/28/87 from Saginaw
Credit Union.
```

# Recalculating a Worksheet

1.   To see Worksheet's powerful recalculation ability, press
     [SHIFT] [F1].

2.   Suppose that you're calculating a one-year loan for $1000
     at 15%. Because the previous value was also 1000, press
     [ENTER] when the screen asks for the LOAN AMT in Cell 2,1.

3.   For the new interest rate, type **0.0125** [ENTER] (15% divided
     by 12).

4.   For the number of periods, press [ENTER] to use 12, the same
     number as you used in the previous example. The lengthy,
     detailed calculations are performed almost instantly, saving
     you hours of calculating the formulas by hand. Note that
     due to the lower interest rate, the fixed payment shown in
     Column 3 decreases from $91.68 to $90.26.

## Exiting Worksheet

You might want to experiment with some of the other functions available in Worksheet. See the Reference part for details on using other functions. When you finish using the Worksheet application, press F12 to store the TABLE file on the sample data diskette and return to the Main Menu.

# CALENDAR

## Opening the Agenda File

1. If the date displayed on the Main Menu is not 02/25/87, press ⬚F1⬚ to use the Main Menu Date function. Type **02/25/ 87** ⬚ENTER⬚ **10:30a** ⬚ENTER⬚.

2. To select the Calendar file, Agenda, use the right and down arrow keys to highlight both Calendar and AGENDA.

3. Press ⬚ENTER⬚ to open the file. You see this message: Loading in Agenda.CAL. A calendar screen for February 25, 1987 soon appears.

```
CALENDAR [AGENDA]                                        02/25/87  10:30am
      121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011         FEB 1987
Sun  ...............................................     1  2  3  4  5  6  7
Mon  ...............................................     8  9 10 11 12 13 14
Tue  ...............................................    15 16 17 18 19 20 21
Wed  ...........**,.**!****************....**********    22 23 24 25 26 27 28
Thu  ...............................................
Fri  ...............................................
Sat  ...............................................
   Date      Begin  End    Description
02/25/1987  00:00a 00:00a  Make appointment with accountant
02/25/1987  00:00a 00:00a  Mom's birthday - call florist
02/25/1987  00:00a 00:00a  Write confirmation letter to Wilson
02/25/1987  05:30a 06:15a  Shop at fish and produce wholesale markets
02/25/1987  07:30a 08:30a  Meet Bill at gym
02/25/1987  08:30a 11:15a  Prepare food for Davis luncheon
02/25/1987  11:45a 01:30p  Luncheon at Riverdale Country Club
02/25/1987  02:00p 02:30p  Meeting with Club President
02/25/1987  03:00p 05:30p  Prepare food for Roach dinner
02/25/1987  06:30p 10:00p  Dinner at 7400 Seventh Street
02/25/1987  10:30p 11:30p  Pick up cake and go to Mom's
03/01/1987  09:00a 10:00a  Meet Bill at gym
 [F1]    [F2]    [F3]    [F4]   [F5]   [F6]   [F7]   [F8]   [F9]   [F10]
 Find    Date  Calendar Print  Alarm  Merge  Select Copy  Delete  Add
```

The name of the Calendar file with which you're working, AGENDA, is on the top line, along with the date you entered, February 25, 1987. The calendar block on the right highlights the 25th.

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

An asterisk (*) indicates a time slot in which you've scheduled an event for the current week. For example, you can tell that Wednesday is the busiest day of the week because it is almost full of asterisks. An exclamation point (!) indicates a time conflict, two different events scheduled for the same time. Looking at today's schedule, you can see that two events conflict at 8:30 a.m.

The bottom half of the screen shows the itemized agenda of events starting with the current day, 02/25/1987. The next column, Begin, shows the time at which the event begins. The time at which the event ends appears in the End column. A Description of the event appears in the last column.

## Changing Events

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

1.  Press [F3] to move to the events area.

2.  Press [↓] twice to move the marker to the third line, and press [SHIFT] [→] three times to skip the first three *fields*. (A field is a unit of information.)

3.  Press [→] until the marker is over the s in Wilson, and then type **liams** [ENTER]. You are always in *replace* mode while using Calendar so that you can quickly correct mistakes by typing over them.

# Finding Events

1. Press [F1] for Find.

   The lower half of the screen clears and changes to:

```
   Date      Begin  End     Description

   **/**/****  **:**a  **:**a  ************************************************







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

2. To find all events scheduled on or after February 25 associated with Mrs. Williams, press [F2] for Greater, and type **02/25/1987** [ENTER]. This makes Calendar find 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**. The asterisk (*) 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 matched the Find criteria.

   You now see these events listed:

```
┌─────────────────────────────────────────────────────────────────────┐
│ CALENDAR [AGENDA]                                    02/25/87  10:30am│
├───────────────────────────────────────────────┬─────────────────────┤
│   121.2.3.4.5.6.7.8.9.1011121.2.3.4.5.6.7.8.9.1011│      FEB 1987      │
│ Sun ...........................................│  1  2  3  4  5  6  7 │
│ Mon ...........................................│  8  9 10 11 12 13 14 │
│ Tue ...........................................│ 15 16 17 18 19 20 21 │
│ Wed ...........**,,**!****************,*********│ 22 23 24 25 26 27 28 │
│ Thu ...........................................│                      │
│ Fri ...........................................│                      │
│ Sat ...........................................│                      │
├───────────────────────────────────────────────┴─────────────────────┤
│   Date      Begin  End     Description                                │
│ 02/25/1987  00:00a 00:00a  Write confirmation letter to Williams      │
│ 03/03/1987  12:00p 02:00p  Williams' luncheon for 8                   │
│ 03/12/1987  03:00p 04:30p  Afternoon tea for Williams - 6 people      │
│ 03/15/1987  02:00p 05:00p  Bridge at Williams' house                  │
│ 03/19/1987  09:00a 11:00a  Williams' business breakfast at Club       │
│ 03/26/1987  08:00p 10:30p  Williams' dinner for 10                    │
│ 03/31/1987  07:30p 11:00p  Reception for Williams at Club - 60 people │
│                                                                       │
├───────────────────────────────────────────────────────────────────────┤
│ [F1]   [F2]    [F3]    [F4]   [F5]   [F6]    [F7]   [F8]  [F9]   [F10] │
│ Find   Date  Calendar Print  Alarm  Merge  Select  Copy Delete   Add  │
└─────────────────────────────────────────────────────────────────────┘
```

**Note:** Use the Date function ([F2]) to find and display all events that fall on or after 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 Events

Add the same event to the AGENDA file as you inserted in the letter when you used the Text application.

1. Press [F3] to move to the calendar area.

2. Press [SHIFT] [→] and then [→] to move the marker to March 1, 1987.

3. Press [F10].

4. For Date, press [ENTER].

5. When the cursor moves to the Begin field, type **1p** [ENTER] for 1:00 p.m.

6. For the End time, type **4:30p** [ENTER].

7. For Description, type **Bridal Shower for Williams - 15 people** [ENTER].

# Deleting Events

Cancel the two events scheduled for March 15th and 19th by deleting them. To delete the 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 you highlight both events. Press [F9] for Delete. The selected events disappear, and the events below move up automatically.

# Printing a List of Events

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 **05** [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

Update your schedule by putting the first half of March's planned events into the Alarm file (the first four events, through March 12th). To do this, you'll return to the full events list, select the events, and then use the Alarm function.

1. Press [F1] for Find, and then press [F4] to reset the Find criteria. Finally, press [F12] to display the main Calendar screen again.

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

3. Press ⬇ three times to select the March 1st, 3rd, and 12th events. then, press [F5] for Alarm. These four events are now in the Alarm file as well as in the original Calendar AGENDA file.

The reminder time for an event is 30 minutes prior to the scheduled Begin time you enter for the event. When Alarm is active and turned on to remind you of upcoming events, you hear a beep when an event's remind time occurs. (See the next chapter, "Alarm," for more details.)

# Exiting Calendar

To return to the Main Menu, press F12.

# ALARM

## Opening the Alarm File

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 | | | | 02/25/1987  10:30am |
|-------|------|-------|-----|-------------|
| Remind@ | Date | Begin | End | Description |
| 00:00a | 02/25/1987 | 00:00a | 00:00a | Make appointment with accountant |
| 00:00a | 02/25/1987 | 00:00a | 00:00a | Mom's birthday - call florist |
| 00:00a | 02/25/1987 | 00:00a | 00:00a | Write confirmation letter to Wilson |
| 05:00a | 02/25/1987 | 05:30a | 06:15a | Shop at fish and produce wholesale markets |
| 07:00a | 02/25/1987 | 07:30a | 08:30a | Meet Bill at gym |
| 08:00a | 02/25/1987 | 08:30a | 11:15a | Prepare food for Davis luncheon |
| 11:15a | 02/25/1987 | 11:45a | 01:30p | Luncheon at Riverdale Country Club |
| 01:30p | 02/25/1987 | 02:00p | 02:30p | Meeting with Club president |
| 02:30p | 02/25/1987 | 03:00p | 05:30p | Prepare food for Roach dinner |
| 05:45p | 02/25/1987 | 06:30p | 10:00p | Dinner at 7400 Seventh Street |
| 10:00p | 02/25/1987 | 10:30p | 12:00p | Pick up cake and go to Mom's |
| 08:30a | 03/01/1987 | 09:00a | 10:00a | Meet Bill at gym |
| 12:30p | 03/01/1987 | 01:00p | 04:30p | Bridal shower for Williams - 15 people |
| 11:30a | 03/03/1987 | 12:00p | 02:00p | Williams' luncheon for 8 |
| 02:30p | 03/12/1987 | 03:00p | 04:30p | Afternoon tea for Williams - 6 people |

| [F1] | [F2] | [F3] | [F4] | [F5] | [F6] | [F7] | [F8] | [F9] | [F10] |
|------|------|------|------|------|------|------|------|------|-------|
| | | | | | Merge | Select | Copy | Delete | Add |

Events scheduled for the current date in the Alarm file appear on the Main Menu to remind you of special occasions. You can enter these events using either 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, so DeskMate automatically assigned their Remind@ times.

# Changing Events

Just as you can in Calendar, you can change displayed events. To change information, move the marker to the desired field by pressing [ENTER], and type over the existing characters.

Suppose that on February 25, you want to change the Remind@ time of the 3:00 event from 02:30 to 02:45.

1.  Press [↓] to move the cursor to the 02:30p Remind@ time, and then type **02:45p** [ENTER].

2.  Change the name in the third event listed from "Wilson" to "Williams" using the same procedure as you did in Calendar.

# Deleting and Adding Events

You decide to have a breakfast meeting with your 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 **06:30a** [ENTER] as the Remind@ time.

4.  At the Date prompt, press [ENTER] to use the displayed date (02/25/1987).

5.  Type **7a** [ENTER] for Begin time, and then type **8a** [ENTER] for End time.

6.  For the Description, type **Breakfast with Joan at Annie's** [ENTER]. After you enter all information for the event, Alarm automatically inserts it 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 the Alarm, press ALT F4 to change Alarm Off to Alarm On. When the Alarm is on and set to remind you of events, the Alarm's beep sounds when an event's Remind@ time matches the current time. Whenever you see the @ symbol next to the date/time information in the upper right corner of the screen, the Alarm is on.

   When you turn the computer off, the Alarm automatically turns off. When you first start up the computer, remember to turn the Alarm on again.

When you hear a reminder beep, press ALT F3 to display the event of which Alarm is reminding you as well as the next event. The event information temporarily replaces the label lines of the application you're using. Once you note the event, redisplay the original label lines by pressing F12.

# Checking the Next Event

You can press ALT F3 anytime to display the most recently expired event plus the next event for which you'll be beeped.

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

```
02:45p  02/25/1987  03:00p  05:30p  Prepare food for Roach Dinner
06:00p  02/25/1987  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 upon the time at which your computer is currently set.

# Exiting Alarm

Press F12 to redisplay the Main Menu label lines. You're ready to go on to the next chapter, "Main Menu."

# MAIN MENU

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

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

## Changing the Date

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

    `date: mm/dd/yyyy:`

2.  Type today's date and the current time. For example, if today
    is May 5, 1987 and it's 1:30 p.m., type **05/05/1987** [ENTER]. At
    the time prompt, type **1:30p** [ENTER].

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

3.  Change the date back to 2/25/87 by using the same
    procedure.

## Renaming Files

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

1.  To change the name of the ADDRESS file in Text to
    CUSTADDR (for Customer Address), press [↓] to highlight
    the ADDRESS file.

2.  Press [F2] to change the name of the file.

3.  Press [ENTER] to skip the old filename prompt.

4.  Type **CUSTADDR** [ENTER]. Note that the new filename
    replaced the old one. (Filenames are always displayed in
    uppercase.)

# Checking Free Space

The Free function tells you the approximate amount of additional room on the diskette that you can use for entering data.

Press [F3] to see the amount of free space on the data diskette. At the bottom of the screen, you'll see the number of bytes free.

# Assigning a Password

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 start up the computer and load DeskMate. Every remote site user who calls 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 New password prompt, type **Fromage** [ENTER].

# Copying Files

Suppose you want two copies of the CUSTADDR file: one to use for customers and the other to edit for suppliers' 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.

# Deleting Files

Use the Delete function to erase a file. For example, move the selection marker to the SUPLADDR file, and press [F9] to delete it. The filename appears. Press [ENTER], and DeskMate erases the file from both the diskette and the DeskMate directory.

# TELECOM

Telecom enables your computer to communicate with a host computer, an information service, or another terminal. You can get ready to communicate by setting up communications settings that 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. You can save, print, or store information you receive 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. You'll need to modify the instructions to fit your situation. The instructions assume that you're using either a Modem II, a DC-1200, a DC-2212, the computer's 300-baud or 1200-baud internal modem board, or a Hayes-compatible modem.

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

## Getting Into Telecom

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

```
TELECOM-STATUS                                    02/25/87  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


 [F1]    [F2]    [F3]    [F4]   [F5]    [F6]    [F7]    [F8]   [F9]   [F10]
 Reset  Select Autolog Editlog Term   Clear   Save   Print  Load  Display
```

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 "Specifying Communications Settings."

# 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 screen appears on which you can define your modem's protocol.

```
DEFINE MODEM TYPE                                      02/25/87  10:30am

MODEM II          DC-1200          INTERNAL          DC-2212        HAYES










[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Voice   Comp   Answer                           Save            Load
```

2.   If your modem is one of those listed on the screen, use the
     arrow keys to move the marker to the correct modem. Press
     F9 and then ENTER to load that modem's voice dialing, com-
     puter dialing, and host answering modes. (If your modem
     does not appear on the screen, see the Reference part of this
     book for instructions on setting its Autodial Modem protocol.)

3.   Press F12 to return to the status screen.

# Specifying Communications Settings

After you load or supply the necessary technical information on
modem protocol, the status screen reappears. The communica-
tions parameters shown are preset to be compatible with
CompuServe and the Dow Jones Information services.

If you are using a different information service, consult your
user's guide to determine the settings it requires for communica-
tions, 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 origi-
nally busy. For this example, type 3 ENTER to have Telecom try to
connect at least three 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 appears on the current status screen of Telecom.)

1.  Press [F5] to go into Terminal mode. The screen shows:

```
┌────────────────────────────────────────────────────────────────┐
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                                                                  │
│ F1-Buff F2-Clear F3-Recv F4-Send F5-Print F6-Break F7-Disc F8-Call  Off Line │
└────────────────────────────────────────────────────────────────┘
```
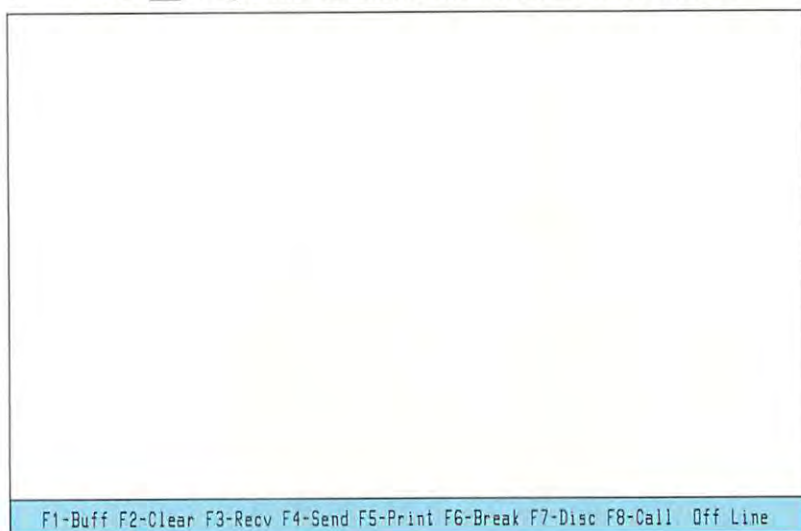
2.  If you are using an auto dialing modem, press [F8] for Call, and then type the telecommunications service phone number you received from that service. Finish by pressing [ENTER].

    If you are using a non-auto dialing modem, dial your service's phone number. When you hear a high-pitched tone, hang up the phone, or insert the receiver into the acoustic coupler.

    Once you enter or dial the phone number, you are connected but not yet logged on.

3.  Press [F1] to open the RAM buffer. From this point on, Telecom will save the information that appears between the top highlighted line and bottom highlighted lines in memory.

4. Type ^C if your service requires you to send a break.

5. Most services ask you to enter your user identification. Type the User ID you received with the package, and press ⌈ENTER⌋.

6. Services also usually ask for your password. Type your password, and press ⌈ENTER⌋. (To retain the secrecy of your password, it does not appear on the screen when you type it.)

7. You are now logged on and can begin using the telecommunications service.

## Logging Off

1. Press ⌈F1⌋ to close the RAM buffer. Next, log off, and then press ⌈F7⌋ to disconnect from the service. Later, after you create an autolog file, you will log on to your service again and use some of the Terminal mode functions.

2. Press ⌈F12⌋ to return to the original Telecom screen.

## Printing the Buffer's Contents

1. 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 have no printer, press ⌈F10⌋ to display the contents of the buffer.

2. Once you display or print 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 you should include in an autolog file. For example, certain special characters, such as ⌈ENTER⌋ and your password, do not print.

## Creating an Autolog File

1. Press ⌈F4⌋ for Editlog to create a file that lets you log on automatically to a host system. The screen shows:

```
AUTOLOG EDIT                                    02/25/87  10:30 am
```

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

Enter Log filename:

2.  The screen asks you to enter a name for the autolog file you are editing or creating. Type a filename convenient for you, and press (ENTER).

3.  Press [F1] for Status. Then, press [F12] to include in the autolog file the communications parameters you previously defined.

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, finishing by pressing (ENTER).

5.  Press [F5] for Pause, and type 2 to specify that Telecom should pause two seconds.

6.  Press [F4] for Send, and then type ˆC to tell Telecom to start the communication process with the service. (Type (SHIFT) [6] to produce ˆ.

7.  The logon sequence might require the User ID next. To tell the modem to wait for the response from the service, press [F3] for Receive. Then, type the prompt you usually receive from the service.

8. Press [F4] to tell Telecom to send your identification number to the service. For example, you might type **73333,221ˆM** [ENTER]. The ˆ**M** represents a carriage return ([CTRL] [M]).

9. Next, suppose that the service prompts you to enter your password. Press [F3] to specify that the text you're about to enter will be received from the service, and then type the prompt you usually receive.

10. The next item in the autolog file is your response to the previous request for your password. Press [F4] to tell Telecom to transmit your password. Type the password, and press [ENTER].

   If you're using an auto dialing modem, your screen should look something like this:

```
 AUTOLOG EDIT                                    02/25/87  10:30am
 STATUS: N,30,8,N,1,ON,OFF,OFF,OFF,0
 CALL: 5551212
 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  Break                Delete Insert
```

(If you're using a non-auto dialing modem, your screen should be similar, except that you won't include the phone number.)

11. To store the autolog file and return to the original Telecom screen, press [F12] and then [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, and then press [ENTER] to execute the auto-log file currently in memory. If you entered the logon sequence correctly, Telecom dials your local access number to the service and then executes the rest of the autolog file automatically.

- If you are using a non-auto dialing modem, press [F3] for Autolog, and then dial your service's phone number. When the service picks up the phone and you hear a high-pitched tone, hang up the phone or insert the telephone into the acoustic coupler. Then, press [ENTER] to execute the autolog file.

Once you log 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-Buff F2-Clear F3-Recv F4-Send F5-Print F6-Break F7-Disc F8-Call  Off Line
```

# Using the Terminal Mode Functions

You see the status of your connection to the right of the functions. If you lose your connection to the host, you see Off Line.

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 diskette.

1.  Make a selection from the service's menu.

2.  To save data in the RAM buffer, first open the buffer by pressing [F1], and then select and display the data you wish.

3.  After the data appears, press [F1] to close the buffer.

# Hints

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 alternate way of saving information is to press F3 while in Terminal mode to Receive a file, and 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, Telecom automatically adds .DOC to the end of the filename so that you can read the information later using Text.

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

Just as in Host, with which you'll experiment later, you can send and receive files between two 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 Desk-Mate user can go elsewhere, leaving the computer in Host mode to allow another user access to the DeskMate system and files.)

If you have two computers 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, and then use Send and Receive to transmit information back and forth.

# Exiting Telecom

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

# PHONE

## Accessing Phone Numbers

To select Phone, one of DeskMate's subfunctions, press [ALT] [F5]. The screen soon shows a list of phone numbers for customers and suppliers.

```
FIND:
ABC  ABC Exterminators............ 817-555-1212  ♦ .. ............  ...-...-....
AL   Arnold's Liquors............. 817-555-1892  ♦ .. ............  ...-...-....
CB.  Beauchamp, Cindy............. 817-555-1267  ♦ .. ............  ...-...-....
FD.  Davis, Frederick............. 817-555-9011  ♦ .. ............  ...-...-....
JH.  Helmer, John................. 817-555-8754  ♦ .. ............  ...-...-....
BJ.  Jones, Bill.................. 817-555-8060  ♦ .. ............  ...-...-....
LFB  LaFrance Bakery.............. 817-555-5766  ♦ .. ............  ...-...-....
RM.  Miller, Robert............... 214-555-4432  ♦ .. ............  ...-...-....
---  Mom.......................... 817-555-3188  ♦ .. ............  ...-...-....
LM.  Moore, Lisa (CPA)............ 817-555-3358  ♦ .. ............  ...-...-....
PLS  Petta Linen Service.......... 817-555-7371  ♦ .. ............  ...-...-....
RF.  Riverdale Florist............ 817-555-0906  ♦ .. ............  ...-...-....
LR.  Roach, Lewis................. 214-555-6680  ♦ .. ............  ...-...-....
CS.  Sims, Chris.................. 817-555-8442  ♦ .. ............  ...-...-....
S&P  Smith & Patterson............ 214-555-4285  ♦ .. ............  ...-...-....
EW.  Williams, Mrs- Eliot......... 817-555-7728  ♦ .. ............  ...-...-....
LW.  Wordsworth, Laura............ 817-555-8831  ♦ .. ............  ...-...-....
YFM  Young's Fish Market.......... 817-555-2199  ♦ .. ............  ...-...-....
---  ---------------------------   ...-...-....  ♦ .. ............  ...-...-....

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

You can enter as many as 78 phone entries, each consisting of three parts you can use for identification and information purposes. The first field of an entry can contain three characters. You can use it to enter 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 as many as 21 characters, is for the name. Enter the entry's actual phone number in the last field. The first three digits are for the area code, and the next three digits are for the local exchange, followed by the rest of the phone number.

# Looking Up Numbers

Suppose that you want to look up Lisa Moore's phone number.

1. 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, JH (John Helmer) entry. (The Find function treats upper- and lowercase characters the same.)

2. Press [F1] to find the next occurrence of LM. The selection marker is now on Lisa Moore's phone entry.

# Changing Numbers

1. To change Lisa's phone number, press [SHIFT] [→], [SHIFT] [→], and [→] until the cursor is on the first digit of the actual telephone number.

2. To change any previously entered information, all you need do is type over the existing characters. For Lisa's new number, type **5558522** [ENTER].

# Adding Numbers

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 one line so that you can insert an entry at the cursor's position.

3. Type **EM** [ENTER] as the initials for the entry.

4. In the Name field, type **McKinney, Ellen** [ENTER].

5. Type **8175558166** [ENTER] for the number.

6. Position the marker on 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 **8175555412** [ENTER] for the phone number.

# Putting Numbers in Order

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

To keep your phone list in alphabetical order, use the Sort function to let the program do it for you.

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 one line, so that now the last entry, Young's Fish Market, is the first entry in the second column.

# Deleting Numbers

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 his entry.

2.  Press F9 for Delete. The program deletes that entry, and all entries after it move up one line. Note that the Young's Fish Market entry moved back into the first column of phone numbers.

# Printing a List of Numbers

To print all phone number entries, first be sure that your printer is on-line and that you advance the paper so that printing will begin about an inch (six lines) from the top of the paper.

1.  Press F12 to exit Phone.

2.  Press ALT F6 to see the printer settings.

3.  Type 01 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 print in the same format in which you entered them.

# Using Prefixes and Dialing Numbers

At the bottom of the phone list and just above the label lines, you see a line containing three 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're 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're calling is different from the displayed ACODE, the program dials the area code plus the phone number.

You can enter as many as three prefix numbers to have the program automatically dial a prefix number before it dials the actual phone number. (Turn off the prefixes if you're calling a number containing fewer than seven digits.) For example, you can use PREFIX1 to dial 9 and get an outside line if you're calling from a business or dial 1 to precede a long distance phone number.

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

You can use one or more prefixes by pressing the appropriate function key(s). For example, suppose you want to call Cindy Beauchamp and then Lewis Roach. First, be sure that your phone is connected to an auto dialing modem and that your voice dialing protocol is correctly set in Telecom.

1.  Move the marker to the line containing the CB entry.

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 that the program will dial it before the number.)

3.  If you were to actually make the call now, you would press
    [F2] for Call. Next, the computer would dial 9, pause for a
    tone, and then dial 555-1267. 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] and then [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
    555-1290 (the local access number), pause for another tone,
    and then dial the code number, 8559012, followed by Lewis
    Roach's number, 214-555-6680.

7.  a.  If you are using tone dialing, pick up the phone a few
        seconds after you press [F2].

    b.  If you are using rotary dialing, don't pick up the phone
        until after 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 proto-
col that your modem uses. If you followed the instructions in the
"Telecom" chapter, you have already done this.) Enter the phone
numbers of some friends using the Add function, and then use
Call to try to reach them.

You might 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, and type over the
existing numbers and characters.

> **Note:** You can use Phone anytime by pressing [ALT] [F5]. The
> phone list replaces the current screen. Move the marker to
> the number you want to call, and then press [F2] for Call.
> When you finish using Phone, press [F12] to return to the
> application you were using. The screen is exactly the way
> you left it before using Phone.

# MAIL

In this chapter 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'd have separate mailboxes for individual persons. In this instance, John uses the default Mail file, MESSAGES, to hold the messages people send him. He has created specific files for all other persons accessing DeskMate as remote site users. In the next chapter, "Host," 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.

## Opening the Messages File

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]                                    02/25/87  10:30am
From      Date            Description

Laura     02/23/87  10:30am  FANTASTIC NEWS!
Dave      02/24/87  08:15am  Sales meeting, personnel problem
Richard   02/24/87  01:00pm  Tax problem
Laura     02/24/87  02:45pm  Trip to Tulsa













[F1]    [F2]    [F3]    [F4]    [F5]    [F6]    [F7]    [F8]    [F9]    [F10]
Find    Create  Display Print                                    Delete
```

A message consists of the date and time the message was created, a brief description of the main subject of the message, and the message itself.

The message also identifies the sender and receiver of each message. Because the messages listed were to John and placed in the default MESSAGES file, a To name was not needed.

# Finding Messages

1.  Press F1 to find a particular message. On the screen is 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 the sender, the date the message was sent, or any particular string in the description of the message.

2.  To find all messages from Laura, type **Laura** ENTER at the From prompt.

3.  Press ENTER twice to skip the Date and Description. The screen clears briefly, and then the summary listings of the two messages from Laura appear.

    **Note:** In this case, it wasn't really necessary to use Find, since all messages in the MESSAGES file can appear on one screen. However, if there are several messages and you are looking for a particular one, Find is a useful function.

4.  To display the first message from Laura (highlighted by the selection marker), press F3. The message appears on the screen:

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

    Laura

5.  To exit this screen, press SHIFT F12. A message asks whether you want to cancel the edit. You weren't editing, only reading, so press Y.

6.  To return to the original screen with all messages in the MESSAGES file displayed, press F12.

# Printing Messages

You can see the contents of a message without resorting to the procedure you just used 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 **05** [ENTER] for Left Margin and **70** [ENTER] for Printed Line Width.

4.  Press [F12] to return to Mail.

5.  Press [↓] to move the marker to the message from Dave, and press [F4]. The following message prints:

    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 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]. Mail erases the message from the screen and deletes it from the diskette.

7.  Print the other two messages, from Richard and Laura, one at a time. Move the marker to the message from Richard, be sure that the printer is ready, and press [F4].

8. After the printer stops, press ⬚ to move the cursor to the other message from Laura, and press ⬚ again. When you're finished, you should have printouts of these two messages:

```
I'm afraid you're going to have a problem with
trying to claim that 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,

Laura
```

# Creating Messages

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

> **Note:** If you want to change the date and time, press ⬚ ⬚ and change the date and/or time before you create a message.

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

```
 Create MAIL
 Date : 02/25/87 10:30am
 From :
 Description :
 To :




                 Enter information or [BREAK] to cancel
```

Mail uses the date and time displayed as the date and time you create the message. (The time 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. Mail is creating a file called Dave on the diskette. (If you simply press ENTER at To, Mail automatically places the message in the default MESSAGES file.)

    After you enter a name at the To prompt, you see the Text screen that lets you enter the contents of the message.

4.  Type the following paragraph. If you make any typing mistakes, use the editing functions that you use in the Text application. (See the *Quick Reference Guide* to look up information.)

I've already talked to Ann and have decided that this 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 at the Holiday Inn. [ENTER]

5. After typing the message, press [F12] to exit the Text screen.

   Note that this message doesn't appear on the list 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 paragraphs.

    **Received your messages - congratulations on your raise! By the way, what was going on in Tulsa?** [ENTER]

    **I've got a sticky problem in Nacogdoches and am going directly there. Can you pick me up at the airport 2/27 at 10:30 pm?** [ENTER]

    **John** [ENTER]

11. After you type the message and everything is correct, press [F12] to exit the screen.

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

12. Press [F12] to return to the Main Menu. Note that under the Mail column, you can see the two new message files that you just created, DAVE and LAURA.

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

# HOST

The Host function lets a user access a computer running Desk-Mate 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 Desk-Mate 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 anyone else at the host site from using 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 parameters. For additional information, see the "Telecom" chapter and Appendix A 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 "Telecom" chapter, you've 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 two 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 that 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.

2. A message asks whether you want security. Press Ⓝ for this example.

If you set up the equipment properly and turned on Host, the host computer screen should show:

```
┌─────────────────────────────────────────────────────────┐
│ HOST ACTIVE                              02/25/87  10:30am│
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│ Press [F12] to exit Host Mode                             │
└─────────────────────────────────────────────────────────┘
```
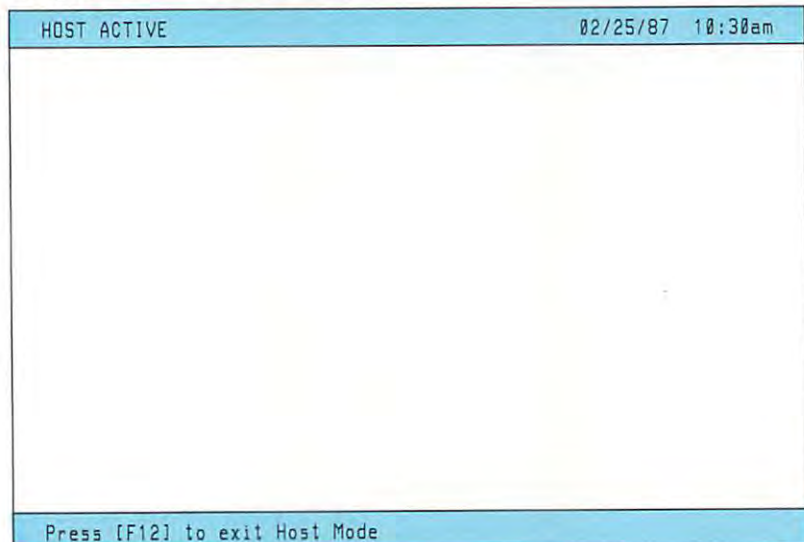
*Remote:*

1. Dial the telephone number of the host computer.

2. If you are not using an autodial modem, hang up the phone when the computer answers and you hear a tone, or insert the receiver in the acoustic coupler. If you **are** using an autodial modem, proceed to Step 3 after you hear two tones — yours and the host system's.

3. Press ⌈ENTER⌋ twice.

4. Type the password, **Fromage** ⌈ENTER⌋. The Remote Menu appears.

```
            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 those commands. 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 the session, the Remote user will disconnect from the Host after sending you, the Host, a message.

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      8) SWAP


       SELECT MENU OPTION >
```

Select Option 3 to see a list of the Text files currently in the DeskMate directory.

The screen shows:

```
   REMOTE DIRECTORY:
   CUSTADDR.DOC    LHEAD.DOC

   USE CONTROL Q TO CONTINUE
```

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

   The addresses you should see begin with Cindy Beauchamp's and end with Laura Wordsworth's. You can press [CTRL] [S] to temporarily stop the transmission and [CTRL] [Q] to restart the data transmission.

   You'll generally use the Read File from Host option 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 Host transmits the entire file and you've seen it, 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], and then type the following sentences to be contained in the Text file, TEST.

    **This test is for checking the Host function, 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. Host sends the file directly to the DeskMate directory and diskette (not to the host computer's screen) so that the Host user can later access the file from the Main Menu. (You can, instead of typing the above message, send a file to the Host by using the Telecom Send function, [F4].)

13. To read your messages, select Option 4 at the Remote Menu, and type **LAURA** [ENTER]. A list of messages in the LAURA Mail file appears.

14. Select [A]. The first message appears:

```
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. Press [CTRL] [C] to return to the Remote Menu.

16. To place a message in the default MESSAGES file that collects all messages for John, select Option 5 to send mail, and type **MESSAGES**.

17. Type **Laura** [ENTER] at the From prompt.

18. Type **Response to 2/25 message** [ENTER] as the subject. (The host computer automatically assigns the date and time to the message.)

19. Type the short message that follows, and when you finish, 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?** [ENTER]

20. To log off, select Option 6. You might 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 whether DeskMate received the TEST.DOC file, try to open that file using the Text application. Also check the MESSAGES Mail file to see whether DeskMate received the message 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 on and does not hang up the phone because it does not know when the remote site user finishes the call and disconnects.

# Chapter 14
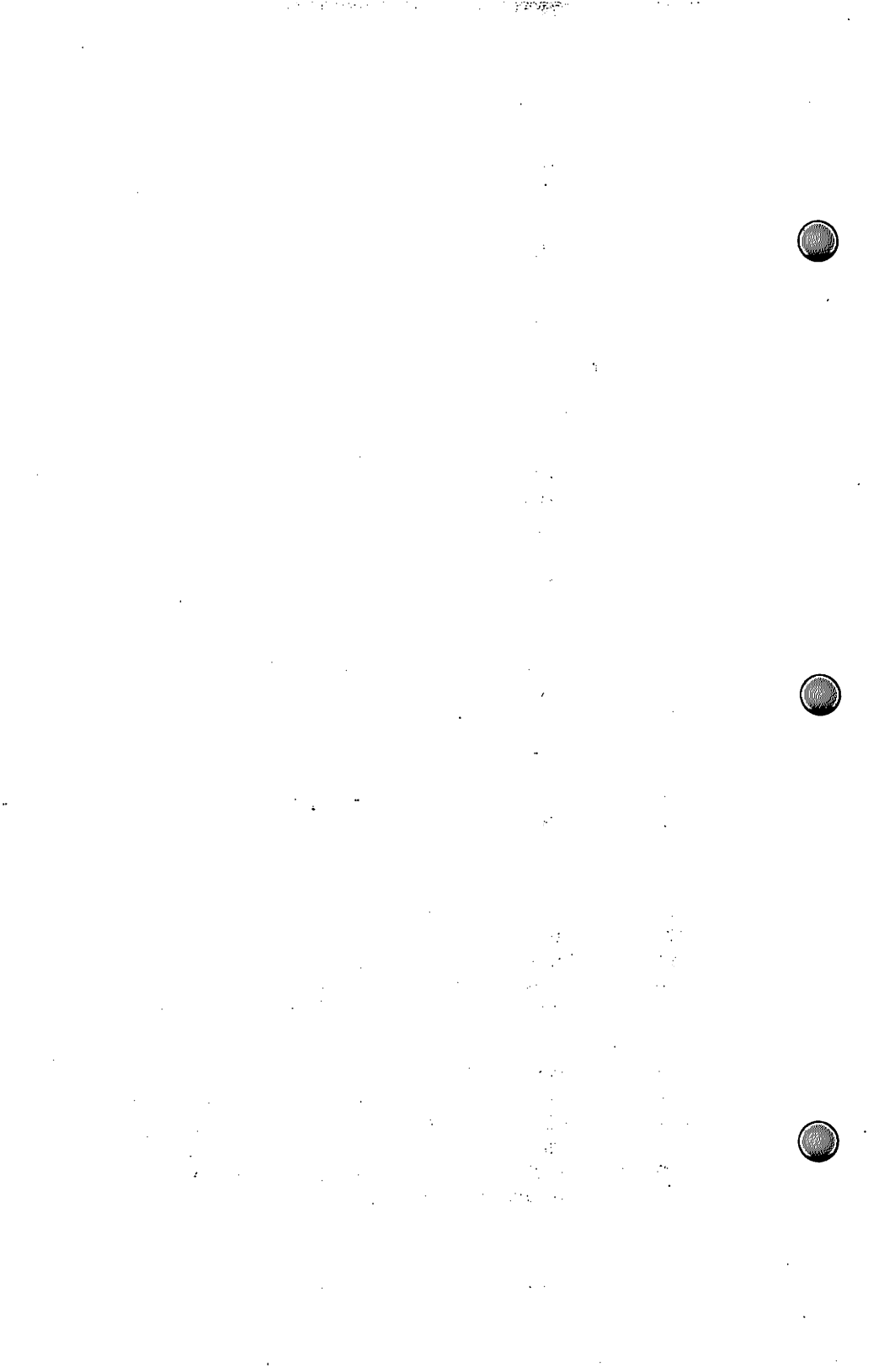
# ENDING THE SAMPLE SESSION

You are now finished with the Sample Session. You can continue 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 two 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 part of this book to look up information about the application and function you want to use.

When you're ready to start using DeskMate for your own purposes, create a new copy of your original DeskMate program diskette by following the instructions in the Introduction to this book. Create a new data diskette (if you want to store information on a diskette other than your program diskette) by formatting a blank diskette. Instructions for accomplishing this are also in the Introduction.

After you become thoroughly familiar with an application and no longer need the assistance of a help file, you can delete that file. We strongly recommend that you delete help files only from your copies. Leave the original diskette in its original form.

To delete a help file, press [F9] at the Main Menu, and type one of the following filenames:

| | |
|---|---|
| **TWTEXT.HLP** [ENTER] | for Text |
| **TWWORK.HLP** [ENTER] | for Worksheet |
| **TWFILER.HLP** [ENTER] | for Filer |
| **TWTELCOM.HLP** [ENTER] | for Telecom |
| **TWCALEND.HLP** [ENTER] | for Calendar |
| **TWMAIL.HLP** [ENTER] | for Mail |
| **TWALARM.HLP** [ENTER] | for Alarm |
| **TWMENU.HLP** [ENTER] | for the Main Menu |

Again, we recommend that you make copies 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.

If you performed the procedures in "Using DeskMate Plus" and "Text," when you exit DeskMate, the B> prompt will appear. To change back to using only Drive A, type **a:** [ENTER] at this prompt. The A> prompt then appears.

# Reference

Chapter 15

# LOADING, EXITING, AND GENERAL INFORMATION

## Loading DeskMate

You have several options as you load DeskMate. You can load DeskMate to run alone or load DeskMate Plus to run DeskMate in conjunction with another package. If you load DeskMate Plus, you have even more options from which to choose. The next few sections tell you all about loading either DeskMate or DeskMate Plus.

### Loading DeskMate to Run Alone

To use DeskMate by itself, insert a copy of your MS-DOS/BASIC diskette into Drive A, and press the RESET button. Type the date and time when the screen prompts you to do so, pressing ⏎ENTER after typing each response. At the A> prompt, insert a copy of the DeskMate program diskette in Drive A and a data diskette (if you like) in Drive B. (A data diskette is one that you've formatted and on which you aren't storing programs.) Type **desk** ⏎ENTER.

### Loading DeskMate Plus

DeskMate Plus is a feature that divides your computer's memory into two parts: one part runs DeskMate, and the other part can run DOS and other applications. (The "other" application can even be DeskMate if you have a need for using it, as you've seen in the Sample Session.)

To use DeskMate Plus, type this command at the system prompt:

**dmplus** [/m#] [/s] ⏎ENTER

The /m# option lets you allot the amount of memory in "K bytes" that you want DeskMate to use. For #, substitute a number from 90 through 256. If you don't use this option, DeskMate Plus uses 90K for DeskMate. MS-DOS and DeskMate itself take additional memory, using a total of 128K of your computer's memory. The rest of the memory is available for your use in running another package.

Why allot a special amount of memory instead of letting Desk-Mate Plus use the default 128K? If you wanted to work with large files, you could allot more than 128K for DeskMate Plus to use. The larger the amount you allot, the larger your data files can be.

DeskMate Plus allows you to use serial communications in either DeskMate's Telecom application or in another software package, but not in both. DeskMate Plus automatically assumes that you'll use Telecom for serial communications unless you include the /s option as you load DeskMate Plus. This option lets you use serial communications from your other software. Note that if you use this option, Telecom, Host, and all phone dialing functions in DeskMate will not be functional.

**Loading Your Other Software.** After you load DeskMate Plus, follow these steps to load your other software package:

1.  Press [ALT] [=].

2.  a. **Floppy-drive users:** A message instructs you to insert your COMMAND.COM diskette in Drive A. Remove your DeskMate diskette, insert a copy of your MS-DOS/BASIC diskette, and press [ENTER]. The system prompt appears.

    b. **Hard drive users:** COMMAND.COM loads automatically from the hard disk, and you see the system prompt on your screen.

3.  Insert the program diskette for your other software. If you've installed it on hard disk, change to the directory that contains it by typing:

    **cd** \\*subdirectory name* [ENTER]

    where *subdirectory name* is the subdirectory that contains the alternate program. Follow its loading instructions, and when it is on your screen, you can begin using it.

Whenever you can, run your alternate program in text mode rather than in graphic mode. Some programs running in graphic mode do not enable you to successfully switch between themselves and DeskMate.

If you try to switch between DeskMate and another program and get unexpected results, exit the secondary program if possible. Type **exit** [ENTER] to close the secondary memory partition and restore DeskMate II. If you cannot exit the other program, switch back to DeskMate, and return to the Main Menu. Then, restart your system.

## Switching Between DeskMate Plus and Other Software

To switch back and forth between your other software and DeskMate, press [ALT] [=]. When DeskMate is on the screen, your other software becomes inactive. When the other software is on the screen, DeskMate becomes inactive.

Note: The Tandy 2000 does not restore original colors on your screen in most cases when you switch between DeskMate and another program.

When you store information on diskette or access your floppy drives in any way, be sure that you have the correct diskette(s) in the drive(s) for the software you're currently using. For instance, be sure that the DeskMate program diskette is in Drive A and the DeskMate data diskette in Drive B when you save a document in the Text application. Likewise, be sure that your other software's program diskette is in Drive A and its data diskette (if there is one) in Drive B before you access the disk drives in any way.

If you return to DeskMate with a diskette for another program in a drive, a file from the diskette can be listed on the Desk-Mate Main Menu. This occurs if filename extensions in the alternate software match those employed in DeskMate. The result can be confusing because the non-DeskMate files appear on the menu but are not usable with DeskMate applications.

Do not switch between DeskMate and the other software while your drive is active (while diskette input/output is in progress). Wait until the drive is no longer running before you use [ALT] [=] to switch.

## Using DeskMate in Both Partitions

If you run DeskMate in both parts of the computer's memory, do not access the same data file from both DeskMates. You can use the same application in both partitions but not the same data file.

## A Hint About DeskMate Plus and ViaNet

When using ViaNet and DeskMate together, you can switch from ViaNet to DeskMate in the same way as you would any other package. However, when exiting ViaNet, do **not** turn off your network via the NONET command at the system prompt for the second partition. Exit DeskMate Plus completely before you exit the network.

# The Main Menu

After you load DeskMate, the Main Menu appears:

```
DeskMate                                              02/25/87  10:30am

                          Events for Today:
            FEB 1987           Make appointment with accountant
     1  2  3  4  5  6  7       Mom's birthday - call florist
     8  9 10 11 12 13 14       Write confirmation letter to Wilson
    15 16 17 18 19 20 21   05:30a  Shop at fish and produce wholesale markets
    22 23 24 25 26 27 28   07:30a  Meet Bill at gym
                           08:30a  Prepare food for Davis luncheon
                           11:15a  Luncheon at Riverdale Country Club

     Text        Worksheet      Filer      Telecom     Calendar       Mail




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

At the top left of the menu is a calendar for the current month. The date you entered when you started up the computer is highlighted on the calendar. In the Events for Today block are the next seven events for which the Remind@ time has not yet passed. The major part of the screen contains the names of the applications and their corresponding data files. The bottom two lines display the Main Menu functions and their corresponding function keys.

## Creating, Opening, and Exiting an Application File

To create a new file for an application, use the left and right arrow keys to place the marker over the application name on the Main Menu, and press ENTER.

The following prompt appears at the bottom of the screen for all applications except Telecom and Mail:

    Enter filename:

Type a name for the file, including a full pathname if you like, and press ENTER. (See "DeskMate Conventions" in this chapter.)

You can open the Telecom and Mail applications directly from the application name line. Mail uses data files, including a default file for general messages, MESSAGES, which appears when you select Mail from the applications.

To open an existing application data file, position the marker over the filename, and press ENTER. (Data files appear in the column under the application to which they correspond.)

The first screen in your chosen data file appears. Review, edit, or perform other available functions on the information in the data file.

> **Note:** If more than ten data files exist for an application, use SHIFT ↓ to scroll to the next screen of data file names.

To exit an application file, press F12. The screen displays the Main Menu. Exiting in this way *saves*, or stores on the disk, the current contents of the file.

In some applications, you can exit by pressing SHIFT F12. This command exits the file, but does not save the file in its amended form. It remains stored in its pre-edited form.

# DeskMate Conventions

Operations and key usage are very similar throughout Desk-Mate. You'll find a quick review of these DeskMate conventions helpful in using the system.

## Arrow Keys

Use the arrow keys, ⊤, ⊥, ←, and → (alone, with SHIFT, and with CTRL), to move the marker and display specific information throughout DeskMate. Arrow key usage varies slightly in each application. Refer to the tables in the corresponding application chapters for specific usage. General arrow key usage is:

| Arrow Key Usage | |
|---|---|
| Press: | To move the marker: |
| ⊤ | to the previous line |
| ⊥ | to the next line |
| ← | to the left one position |
| → | to the right one position |
| SHIFT ⊤ | to the top line on the screen |
| SHIFT ⊥ | to the bottom line on the screen |
| SHIFT ← | to the left margin on the screen |
| SHIFT → | to the right margin on the screen |
| CTRL ⊤ | to the first item in a file |
| CTRL ⊥ | to the last item in a file |
| CTRL ← | to the previous item in a file |
| CTRL → | to the next item in a file |

## Command Keys

Use command keys to perform functions that remain the same throughout DeskMate.

| | |
|---|---|
| BACKSPACE | Moves the cursor back over the previous character, erasing it. |
| HOLD | Toggles a pause in computer operation on and off. |
| BREAK | Cancels the current request, prompt, or command. |
| F11 | Toggles the subfunction label lines on and off. |
| F12 | Saves all data you enter and exits to the previous operation or menu. |
| SHIFT F12 | Cancels the current changes and exits to the previous operation or menu. |
| SHIFT PRINT | Prints everything currently on the screen. |

## Function Keys

Functions are specific to each application. Function keys (F1, F2, and so on) and their functions appear on the last two lines of an application screen. To select a function, press the appropriate function key.

## Control Keys

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

## Filenames

DeskMate does not distinguish between upper- and lowercase in filenames. It recognizes the names *FILE* and *file* as equal.

A valid filename begins with a letter, contains no spaces, punctuation, or other symbols, and is no longer than eight characters in length. Do not add a file extension (.DOC, and so on) when you create a new file. DeskMate automatically assigns the proper extension when it creates the file for you.

When DeskMate requests that you supply a filename, you can specify a file in a different directory or a file on a different disk altogether (in a different disk drive). To specify a different drive or directory, you need to indicate the full *pathname*. Along with the filename, the pathname includes the drive or the directory path (or both).

Suppose you want to copy a file from the Main Menu to a subdirectory of a diskette in Drive B. If Drive A is the current drive, you can specify the destination of the duplicate file as follows:

**b:\projects\proposal.doc** [ENTER]

This pathname designates a Text file in a subdirectory named projects on the diskette in Drive B.

# Exiting DeskMate

If you are using DeskMate by itself, press [F12] at the Main Menu to exit DeskMate and display the system prompt.

If you are using DeskMate Plus, exit your other package. Then, at the system prompt, type **exit** [ENTER] to deactivate the part of memory reserved for running the package.

DeskMate appears on the screen. Exit DeskMate by pressing [F12]. Note that you cannot exit DeskMate without first exiting your other software. If you try to exit DeskMate first, you see this message:

    Alternate program still running. Exit not allowed.

Switch to your other software, and use the procedure described earlier in this section to exit it. Then, return to DeskMate and exit it.

Chapter 16

# DeskMate SUBFUNCTIONS

The DeskMate subfunctions are handy, easy-to-use functions that are available to you throughout all applications and at the Main Menu. This chapter describes each subfunction in detail.

To display the subfunction label lines, press F11. The subfunction label lines replace the application or Main Menu label lines:

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

To restore the application or Main Menu label lines to the screen, press F11 again.

You do not have to display the subfunction label lines to access one of the subfunctions. To select a subfunction, hold down the ALT key, and press the appropriate function key.

Press F12 to exit a subfunction and return to the current application at the exact point at which you left it.

## Help

The Help subfunction displays quick reference information about the Main Menu or the application/function you are using.

Press ALT F1 to display the first help screen. If there is another help screen, the screen shows:

```
Press [ENTER] for next page of Help or
 [F12] to exit Help
```

Press ENTER to display each successive help screen. The following message appears at the bottom of the final help screen:

```
Press [F12] to exit Help
```

Press F12 to continue with the application or function you're using.

After you are thoroughly familiar with an application and no longer need assistance from a help screen, you can delete the help file. We strongly recommend that you delete help files only from your copies. 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 names:

| | |
|---|---|
| **TWTEXT.HLP** [ENTER] | for Text |
| **TWWORK.HLP** [ENTER] | for Worksheet |
| **TWFILER.HLP** [ENTER] | for Filer |
| **TWTELCOM.HLP** [ENTER] | for Telecom |
| **TWCALEND.HLP** [ENTER] | for Calendar |
| **TWMAIL.HLP** [ENTER] | for Mail |
| **TWALARM.HLP** [ENTER] | for Alarm |
| **TWMENU.HLP** [ENTER] | for Main Menu |

# Calculator

The Calculator subfunction lets you use your computer as a calculator. Calculator uses a ten-digit display (no commas) and a floating decimal point format. 9,999,999,999 is the largest number you can enter or accumulate, and 0.0000000001 is the smallest. If the accumulator *overflows* (when the accumulator tries to store a number greater than 9,999,999,999), the accumulator line displays asterisks.

Press [ALT] [F2] to select Calculator. The screen displays these label lines:

| [F1] | [F2] | [F3] | [F4] | [F5] | [F6] | [F7] | [F8] | 0.000000000 |
|------|------|------|------|---------|------|------|------|-------------|
| Add  | Sub  | Mul  | Div  | Percent | CA   | CE   | +/-  | +           |

To perform a calculation, type the first number, or operand, in the *entry* (bottom) line. Each digit pushes the digit you are typing one position to the left. (Press [F8] to reverse the sign of a number you type, for instance to change 10 to -10. A minus sign displays in front of a negative number.)

The default operator is + (Add). Press [ENTER] to add the amount you typed on the entry line to the amount in the *accumulator* (top) line.

To perform an operation other than Add, type a logical operator ( +, −, *, /), or an operator function key ([F1] - [F5]). The functions and operators are:

| | | | |
|---|---|---|---|
| [F1] | or | + | for addition |
| [F2] | or | − | for subtraction |
| [F3] | or | * | for multiplication |
| [F4] | or | / | for division |
| [F5] | or | % | for a percent |
| [F6] | | | to clear all amounts |
| [F7] | | | to clear the current entry (operand) |
| [F8] | | | to reverse the sign of the operand |

**Note:** A percent is the **accumulated amount** * (operand amount/100). For example, to calculate 20% of the accumulator, type **20** as the operand, press [F5] to display a percent sign, and then press [ENTER].

Type the logical operator or function key anytime before you press [ENTER] to calculate the result. The calculated result appears on the accumulator line.

Enter new operands, changing the operator when necessary, until you complete your calculations.

Press [F12] to exit Calculator and return to the application you were using.

## Show Alarm

The Show Alarm subfunction displays Alarm event information. See Alarm in the "Main Menu" reference chapter for information about putting events into the Alarm file.

Press [ALT] [F3] to select the Show Alarm subfunction and display Alarm event information. The last event for which an alarm sounded and the next Alarm event scheduled replace the label lines.

Press [F12] to exit the Show Alarm subfunction and continue with the current application.

# Alarm On/Off

Use Alarm On/Off to toggle the alarm on and off. Alarm On/Off must be on for the alarm to sound. When the Alarm is off, it gives you no signal of events in the Alarm file.

Press [ALT] [F4] to change the Alarm status. An @ appears next to the date and time on the Main Menu and application screens to let you know that the alarm is on.

# Phone

Use Phone to record and quickly look up phone numbers. If you have an auto-dialing modem, DeskMate can dial a number in the Phone file for you.

> **Note:** To automatically dial a number, you must have previously defined the Voice Dialing sequence in the Telecom application. See the "Telecom" chapter for details. If you're using DeskMate Plus, remember that you can use serial communications from either DeskMate or your other software, but not from both. If you're employing your other software for serial communications, the Call option, described below, is not functional.

To select Phone, press [ALT] [F5]. The screen shows:

```
Find:_                              ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
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  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....
  ... ..................... ...-...-....  ↑  ... ..................... ...-...-....

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

There are two screens of 39 lines each for typing entries in the Phone file. To access the second screen, press [CTRL] [↓]. To return to the top of the first screen, press [CTRL] [↑].

To begin entering phone numbers, move the cursor to the first blank line. Type a maximum of three characters to use as a quick look-up reference for a particular number, and press [ENTER].

Type a maximum of 21 characters for the name (last name, first name if you want to sort them alphabetically), and press [ENTER].

Type the area code and telephone number in *999-999-9999* format, and press [ENTER].

Use the arrow keys to move the cursor to the PREFIX and ACODE line at the bottom of the screen.

PREFIX1-PREFIX3 are for entering special codes that precede phone numbers when you auto-dial. Examples include numbers to get an outside line on a PBX system, long distance codes, or access codes to other phone networks. Be sure to indicate any required pauses for a dial tone in your codes by using the letter **P**. (Use **W** if you have a Hayes or Hayes-compatible modem.)

To select all or any of the PREFIX fields for dialing, press the appropriate function key. See "The Phone Functions" for details.

ACODE is for entering your local area code. When you auto-dial a number, Phone checks for an area code. If you entered no area code or if the listed area code matches the one you entered for ACODE, the modem will not dial the area code. The modem dials only area codes that do not match ACODE.

## The Phone Functions

To use the Phone functions at the bottom of the screen, press the appropriate function key. The Phone functions are:

**Find**
Use Find to search for a specific phone number. Press ⌈SHIFT⌉ ⌈↑⌉ to move the cursor to the Find line. Type the phone information for which you wish to search, and press ⌈F1⌉. If Phone finds the search information, the cursor moves to the matching line on the screen. Press ⌈F1⌉ again to find the next match.

**Call**
Press ⌈F2⌉ to call (dial) the telephone number on which the cursor rests. If you do not have an auto-dialing modem, or if the number is invalid, Phone ignores your request. The function dials any PREFIX codes you enter and select (using ⌈F3⌉, ⌈F4⌉, or ⌈F5⌉) in 1, 2, 3 order. Call dials the area code if it is different from ACODE.

**Prefix1**
Press ⌈F3⌉ to select Prefix1 for automatic dialing.

**Prefix2**
Press ⌈F4⌉ to select Prefix2 for automatic dialing.

**Prefix3**
Press ⌈F5⌉ to select Prefix3 for automatic dialing.

**Sort**
Press ⌈F6⌉ to sort all phone entries into alphabetical order by name.

**Print**  Press F7 to print a copy of the phone list. (To check printer settings first, see "Printer.")

**Delete**  Press F9 to delete the phone entry line on which the cursor rests.

**Add**  Press F10 to display a blank entry line at the current cursor location for adding a new phone number. Add new lines in the same way as you first entered numbers in the file.

Press F12 to exit Phone and continue with the application you were using.

## Printer

Use this subfunction to adjust printer settings for all DeskMate Print functions. Press ALT F6. The screen displays the current printer settings. Enter new values for each, or press ENTER to keep the current value. The settings are:

    Left Margin: 0

Enter the number of spaces you want from the left edge of the paper to the left margin.

    Printed Line Width: 80

Enter the number of characters that can print on one line of your paper. For example, although an 8 1/2-inch page is 85 characters wide (10 characters per inch), many printers can print only 80 columns. So, if you were using an 80-column printer, 80 would be the maximum line width you could use.

> **Note:** When printing data in Worksheet or Calendar files, do not set the Printed Line Width below 80. Lower values result in additional line feeds in the printed copy.

    Total Lines per Page: 66

Enter the length, in print lines, of the paper. Standard paper is 11 inches long; normal line spacing produces six lines per vertical inch. Therefore, 11-inch paper has 66 lines per page.

    Printed Lines per Page: 60

Enter the maximum number of lines you want to appear on one printed page. The built-in setting is 60, which leaves you six total lines for top and bottom margins.

```
Double Space (Y/N): N
```

Press [ENTER] to keep lines single spaced. Press [Y] to use double spacing.

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

Press [ENTER] if you use single-sheet forms. (You'll have to pause after each page to insert another sheet of paper.) Press [N] if you use continuous forms.

```
New Page after Print (Y/N): Y
```

Press [Y] or [ENTER] to advance the paper in your printer to the top of the next page automatically when each printing job finishes. Press [N] to advance the paper only when the the printer prints the number of lines you specify for Printed Lines per Page.

After you answer the last prompt, the application or Main Menu screen reappears. If you don't need to change all the settings, press [F12] when you finish changing settings to exit the subfunction and return to the application you were using.

# Date

Use Date to change the date and time shown on the screen. Press [ALT] [F7]. On the line provided, type the new date in *mm/dd/yyyy* format (for example, **09/22/1987** for September 22, 1987), and press [ENTER]. Do not enter a year greater than 1999. Type the new time in 12-hour, *hh:mmx* format (for example, **02:45p** for 2:45 p.m.), and press [ENTER].

# MAIN MENU FUNCTIONS

In addition to letting you access the DeskMate applications, the Main Menu gives you access to ten functions. This chapter describes each Main Menu function in detail.

To select a Main Menu function, press the appropriate function key at the Main Menu, as explained below.

## Date

Use Date to change the system date and/or time. Press F1 to display a line on which you can enter a new date and time. Type the new date in *mm/dd/yyyy* format, and press ENTER. Do not enter a year greater than 1999. Type the new time in 12-hour, *hh:mmx* format. Be sure to include an **a** or **p** for a.m. or p.m., and press ENTER.

## Name

Use Name to change the name of a data file. With the marker on the data file you want to rename, press F2. The screen shows:

```
Old filename:
New filename:
```

The name of the data file that you marked appears to the right of Old filename:. If you didn't place the marker on a filename, a blank appears. Type the correct filename, including its extension. The filename extensions are:

| | |
|---|---|
| .DOC | for Text |
| .WKS | for Worksheet |
| .FIL | for Filer |
| .CAL | for Calendar |
| .MSG | for Mail |

After you enter the correct filename, press ENTER. The cursor moves to New filename:.

The most recently changed filename appears to the right of this prompt. Type the correct filename and its extension. If you supply no extension, DeskMate uses the extension from the old filename. After you type the correct filename, press [ENTER]. The changed filename appears in its appropriate column on the Main Menu.

# Free

Press [F3] to display the amount of free space (in bytes) on the current diskette.

# Alarm

Use Alarm when you want the computer to remind you of important events. You must turn on the Alarm for it to sound a signal that indicates an event's occurrence. Alarm automatically turns itself off when you turn off the computer.

When the alarm is on, it sounds regardless of the application you're using. You can merge Calendar events into the Alarm file or add events directly to it. Alarm automatically sorts events in date/time order and deletes them when their occurrence time passes.

Press [F4] at the Main Menu to select Alarm.

When using Alarm, you are always in overstrike mode. Each character you type replaces the character at the cursor's position. Blank entry lines appear when you open the Alarm file for the first time. At this point, you can add an event by entering the appropriate information for each line.

After an Alarm file contains events, the screen displays those events (beginning with the current date) each time you open the file. To add an event to the Alarm file after it contains events, use the Add function. (See "The Alarm Functions.")

Enter all times in 12-hour, *hhmmx* format. Be sure to include an **a** or **p** for a.m. or p.m.. For example, type **1130a** [ENTER] to indicate 30 minutes before noon.

Enter dates in *mmddyyyy* format. For example, type **10221987** [ENTER] to indicate October 22, 1987.

Enter a description using a maximum of 44 characters. (Alarm does not distinguish between upper-/lowercase when it searches for events. *MEETING* and *meeting* are the same.)

## The Help Screen

The help screen for Alarm contains brief summaries of the functions and ways to use them.

To view the help screen, press [ALT] [F1] while you are using the Alarm function. Press [F12] to return to the Alarm screen.

## The Alarm Functions

The Alarm functions appear at the bottom of the screen. To select a function, press the appropriate function key.

**Merge**      Press [F6] to merge a specific Calendar file into the Alarm file. The following prompt appears:

Merge From:

Enter the name of the Calendar file that you want to merge into the Alarm file. Merging in process appears. After the merge finishes, copies of all events in the Calendar file you specified appear in the Alarm file. Alarm sets the Remind@ time for 30 minutes prior to the Begin time of each event you merged.

**Select**     Use Select to define an event or a block of events so that you can copy or delete it. Place the marker on the first event line you want to include in the block, and press [F7]. Use the arrow keys to place the marker on the last event you want to include in the block. All selected events become highlighted as you move the marker.

After you select the events, copy or delete them. Press [BREAK] before choosing Copy or Delete if you decide not to use the selected events. If you use another function or exit Alarm before you copy or delete the selected events, Alarm no longer treats them as selected.

**Copy**          Press ⌧ to copy the selected event block into a
                  document file that you can use with the Text
                  application. Press ⌧ again. Copy To: appears.

                  Enter the name of the file in which you wish to
                  store the selected events. The events copy into the
                  document file.

**Delete**        Press ⌧ to delete all selected events. Alarm
                  immediately deletes the events. If you selected no
                  events, pressing ⌧ deletes the event line on
                  which the marker rests.

**Add**           Press ⌧ to add a new event. A blank line
                  appears. Type the data (Remind@ time, Date,
                  Begin and End times, and Description) for the
                  event you are adding. Press ⌧ when you com-
                  plete each field.

## The Arrow Keys

The screen displays a maximum of 20 event lines at one time.
After you complete the twentieth line, the screen *scrolls*, or moves
up line by line, so that you can continue. To see a line after it
scrolls off the screen, press ⌧ until the line appears. Press ⌧ to
return to the line you were typing or editing.

You can use the arrow keys to move the marker a character or
line at a time. To move the marker more rapidly, you can press
⌧ or ⌧ along with the arrow keys. See the following table.

**Marker Movement Keys**

| Key | By Itself | With [SHIFT] | With [CTRL] |
|-----|-----------|--------------|-------------|
| | | Moves the Marker: | |
| [→] | one character to the right | to the beginning of the next field to the right | not used |
| [←] | one character to the left | to the beginning of the next field to the left | not used |
| [↑] | one line up in the current column | to the first event line on the screen or previous page | to the beginning of the file |
| [↓] | one line down in the current column | to the last event line on the screen or next page | to the end of the file |

# Host

When you execute the Host function, your computer operates as a host computer. In Host mode, your computer receives commands and data from another terminal (such as the TRS-80® Model 100 Portable Computer) rather than from your keyboard. Its output is displayed at the remote site — and "echoes" on your screen if you choose.

At the remote site, you can receive a file from the host Desk-Mate, create a file and send it to the host, and create and read messages in DeskMate Mail files.

Depending upon the capabilities of the remote terminal, you might be able to perform more sophisticated operations. Refer to your terminal's operating instructions. If your remote site is another DeskMate, you can perform any of the operations available in Telecom while you are in Host mode. (See "Telecom" for more information.)

> **Note:** If you're using DeskMate Plus, active telecommunications become inactive when you switch from DeskMate to another software package. Remember that you can use serial communications from either DeskMate or your other software, but not from both.

## Setting the Modem Status and Switches

Before you use Host, set the communication parameters on the status screen in the Telecom application. Also define the Answer Mode in Telecom. Refer to the "Telecom" chapter for details.

Generally speaking, at the host, set your modem switches as follows: POWER ON, ANSWER, AUTO (for auto-dialing), and TEST OFF. Refer to the more specific instructions for modems and modem settings in Appendix A.

## Local Operation

After you properly connect and set the host modem and the communication parameters, press F5 to enter Host mode from the Main Menu. The screen shows:

```
SECURITY??? (Yes/No)
```

In the normal Host mode, all remote activity echoes (displays) on the host DeskMate screen. When you activate the security option of Host, no remote activity echoes to the host. (To exit the security option, you must enter the system password if one exists.)

Press N to use normal Host mode or Y to use security Host mode. DeskMate is now ready for access by the remote site. Host allows no other local activity.

If you have problems entering Host mode (if the SECURITY??? prompt does not appear when you press F5), press BREAK. The prompt appears. Answer with Y or N, and then press F12. Next, using the Telecom application, be sure that all your communications settings are correct—especially that the baud rate is set to 300. Then, enter Host mode again. (For more information, see the "Telecom" reference chapter.)

To exit Host at the DeskMate site, press F12. If a system password exists and you are using security Host mode, enter the password. (Note that the password never echoes on the screen.) The Main Menu returns to the screen.

## Remote Site Setup

Properly connect the modem at the remote site. Next, set the remote site's modem status and communication parameters, using the remote site's terminal software and/or modem switches. Generally, all modem settings and parameters should be the same as the host except for the modem's ORIGINATE/ANSWER switch. Set this switch to ORIGINATE at the remote site.

For example, for a Model 100 using its own built-in modem, the settings are:

| | | |
|---|---|---|
| Baud Rate | = | M (built-in modem) |
| Word Length | = | (same as Host setting) |
| Parity | = | (same as Host setting) |
| Stop Bit | = | (same as Host setting) |
| Line Status | = | E (enable—XOFF) |
| Pulse Rate | = | 10pps |

Follow the instructions for the remote site's terminal software and modem. Also refer to the more specific instructions for modems and modem settings in Appendix A.

## Remote Site Operation

Enter the interactive terminal mode, or display the proper screen for connecting with a host computer. Dial (or auto-dial if so equipped) the number of the telephone line to which the host computer is connected.

For example, using a Model 100 at the Model 100 Telecom Entry screen, find (or type) the number, and then call it.

Press [ENTER] twice to establish communication between your remote terminal and the host, DeskMate.

> Note: [ENTER] in the previous paragraph refers to a carriage return. Some terminals use another label for this key, such as [RETURN] or [CR]. For the sake of simplicity, however, we use [ENTER] to refer to the carriage return key on both the host and remote terminals.

If a DeskMate password exists, Password: appears on the remote screen (and echoes to the host if not in security mode). Type the DeskMate password, and press [ENTER]. (The password you type does not echo at the host.) If, after three tries, you fail to enter the correct password, Host disconnects the remote site.

After you correctly enter the password, the DeskMate Remote
Menu appears:

```
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 >
```

Type the appropriate menu selection, and press (ENTER) to use a
remote function. To redisplay the Remote Menu at any time, from
any function, press (CTRL) (C). Press (CTRL) (S) to pause during any
remote function. Press (CTRL) (Q) to resume operation. The remote
functions are:

**Directory**     Select the first option to display a Directory Menu
of the DeskMate file types available:

```
            DIRECTORY MENU
1) MAIL          5) WORKSHEET
2) CALENDAR      6) AUTOLOG
3) TEXT          7) ALL
4) FILER         8) SWAP
       SELECT OPTION >
```

Enter the appropriate number to display a list of
all the DeskMate files for a particular applica-
tion. (Autolog displays the automatic logon files
created in Telecom.) The filenames appear on the
screen.

The ALL option displays all files in DeskMate, by
application, in the order in which they are listed
on the Directory Menu.

You can identify the files' corresponding applica-
tions by the filename extensions:

.MSG for Mail          .CAL for Calendar
.DOC for Text          .FIL for Filer
.WKS for Worksheet     .LOG for Autolog

The SWAP option lets you activate a drive or directory not currently in use. The Current Directory: prompt shows the drive and directory currently in use. You could, on the line beneath the prompt, type c: [ENTER] to use Drive C. To change directories, enter the desired directory name at the New Directory: prompt.

After displaying the files, press [CTRL] [C] to redisplay the DeskMate Remote Menu.

**Read File**
**From Host**

Select this option to read a host DeskMate file at the remote site. The screen shows:

```
READ FILE FUNCTION
ENTER HOST FILENAME >
```

Enter the filename exactly as it appears in the DeskMate directory, including the proper filename extension. (If you enter no extension, the program assumes .DOC.) The contents of the file display on the remote screen. The file displays one line at a time if you are not using automatic line feed at the remote terminal.

Generally, you'll use this function in conjunction with a printer or RAM buffer option at the remote terminal. Toggle the printer or open the RAM buffer before you receive the file. Consult your terminal's operating instructions for specific information.

[CTRL] [S] pauses receiving/displaying a file at any time. [CTRL] [Q] continues.

If your terminal software supports it, you can edit a file saved into the RAM buffer and send it back to DeskMate, using the Send File function. Note that if you do not choose a different name for the edited file, the following prompt appears:

```
OVERWRITE FILE? Y/N
```

Press [Y] to replace the old file with the new file. If you press [N], the screen prompts you to enter a NEW FILENAME.

**Send File**
**To Host**
Select this option to send a file from the remote site to DeskMate. The screen shows:

```
SEND FILE FUNCTION
ENTER HOST FILENAME >
```

Enter a filename for the file you are sending, including the proper filename extension. If the filename matches any existing filename in DeskMate, the OVERWRITE FILE ? prompt appears. Press Y or N, as appropriate.

Press F4, and enter the filename again. Be sure to include the extension as part of the filename.

CTRL S pauses sending/displaying a file at any time. CTRL Q continues. CTRL C ends the transmission.

**Read Mail**
Select this option to read DeskMate mail at the remote site. The screen shows:

```
READ MAIL FUNCTION
MAIL FOR >
```

Enter the name of the Mail file from which you want to read messages. You do not have to enter the .MSG extension. (For example, you can enter **MESSAGES** to read mail from the default file.)

The first screen of messages appears along with this prompt:

```
SELECT A-S, OR ENTER TO CONTINUE
```

Type the appropriate letter (A-S) to select a message. If there are more messages, press ENTER to view additional screens.

Press CTRL C to return to the DeskMate Remote Menu.

**Send Mail**
Select this option to send a message to DeskMate from the remote site. The screen shows:

```
SEND MAIL FUNCTION
TO >
```

Enter the name of the Mail file to which you want to send a message. You do not have to enter the .MSG extension. (For example, enter **MES-SAGES** to send mail to the default file.) The screen shows:

FROM >

Enter your name (using no more than eight characters). The screen shows:

SUBJECT >

Enter a description of the message (maximum 32 characters). The screen shows:

ENTER MESSAGE, USE CONTROL C
  TO END MESSAGE

Type the message, using a carriage return to start a new line as necessary. Backspace is the only editing feature available in message creation. Press CTRL C to end the message and send it to the host. The DeskMate Remote Menu then reappears.

**Log Off**    Use this option to disconnect from the host site. The screen shows:

REMOTE LOG OFF

(Press F12 at the Host screen in DeskMate after disconnecting communication from the remote site. The Main Menu reappears.)

## Password

Press F6 to assign a password that restricts access to DeskMate on initial entry into the system and on exiting the Host security mode. The screen shows:

Enter New Password

Type a password using a maximum of eight characters. A valid password begins with a letter and contains no punctuation, special symbols, or blanks. Press ENTER, and the Main Menu reappears.

# Select

Use Select to define more than one data file for deletion. Position the marker on the first file you want to select. Press F7. Then, position the marker on the last file you want to select (in the same application column only), and use the Delete function.

# Copy

Use Copy to duplicate a data file on diskette. Position the marker on the file you want to copy, and press F8. The screen shows:

```
From filename: XXXXX.XXX
To filename:
```

The From filename with its extension appears. If the filename is incorrect or blank, type the correct filename and extension. Press ENTER. Type a filename different from the original one as the To filename, and press ENTER.

# Delete

Press F9 to delete from the DeskMate diskette(s) the marked data file or all selected files in one application. The filename(s) of the marked data file(s) appears. Correct the filename(s) if needed, and press ENTER to continue. DeskMate deletes the file(s).

# Swap

Press F10 to change the current drive or current directory. The *current* drive or directory is the one currently active or in use. For example, at the Current: prompt, type **c:** ENTER to switch to using Drive C.

Likewise, you can change from the current directory to another existing directory by altering the pathname shown after the prompt. If, for example, the current directory is A:\, you can change to an existing subdirectory named projects by typing **a:\projects** ENTER at the Current: prompt.

# TEXT

The Text application is an easy to use, yet powerful text editor. Use Text to prepare everything from quick memos to letters, articles, and proposals.

You can rearrange, delete, and insert text, as well as change the format of your document. You can print documents, combine documents, and save all or a portion of a document in ASCII format.

## Using Text

To create a new document file, place the marker on Text, press ENTER, and enter a new filename. A blank screen appears so that you can start typing the document.

To open an existing document file, position the marker on the filename, and press ENTER. The first page of the document file you selected appears.

The first 22 lines of the screen hold your document. The Text functions appear on the next two lines. The bottom line indicates your location in a document by displaying the line number and page number.

After you fill the screen through the twenty-second line, the screen scrolls, or moves up line by line, to let you continue. To see a line after it scrolls off the screen, use the arrow keys as described in the marker movement table later in this chapter.

To end a page before you've typed a full page of text, type .N ENTER on a line by itself. The following line will begin the new page.

## The Help Screens

The two Text help screens contain brief summaries of the functions and ways to use them. Within the Text application, press ALT F1 to view the first help screen. To view the next help screen, press ENTER. Press F12 to return to the Text screen.

# The Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing [SHIFT] or [CTRL] along with an arrow key moves the marker more rapidly. Refer to the following table for exact marker movement.

**Marker Movement Keys**

| Key | By Itself | With [SHIFT] Moves the Marker: | With [CTRL] |
|---|---|---|---|
| [←] | one character to the right | one word to the right | to the right margin of the current line |
| [→] | one character to the left | one word to the left | to the left margin of the current line |
| [↑] | one line up in the current column | to the top of the screen in the current column, or to the top of the previous screen if already at the top or press [PG UP] | to the beginning of the document or press [HOME] |
| [↓] | one line down in the current column | to the bottom of the screen in the current column, or to the bottom of the next screen if already at the bottom or press [PG DN] | to the end of the document or press [END] |

# The Text Functions

Use the Text functions shown at the bottom of the Text screen to manipulate the text within your document and from document to document. To select a function, press the appropriate function key.

## Find

Press F1 to search for and find a *string* (a sequence of characters) of as many as 40 characters. The following prompt appears at the bottom of the screen:

```
Search string:
```

Type the string you want to find, and press ENTER. Find ignores upper-/lowercase distinctions. For example, *STRING* and *string* are equal. If the function finds the string, the line containing the string appears at the top of your screen. To find the next occurrence of the string, press F1 again, and then press ENTER to use the same search string.

## Substitute

Press F2 to search for a string and replace it with another string. The screen shows:

```
Search string:
```

Enter the string you want to replace. The screen shows:

```
Replacement string:
```

Enter the string you want to substitute. The first occurrence of the string appears. The screen shows:

```
Replace? (Y/N)
```

Press Y to replace this occurrence of the string. Press N to skip those occurrences you do not want to replace with the new string. Press BREAK anytime to cancel any further substitutions.

## Add/Replace

Press F3 to toggle between the Add and Replace modes. Add is the mode that Text automatically uses when you open a file. Everything you type is inserted (added) at the current marker position, and any text following the marker shifts to the right one space for each character you insert. In Add mode, BACKSPACE deletes the previous character, moves the cursor one space to the left, and closes up the text.

In Replace (overstrike) mode, each character you type overstrikes (replaces) the character under the marker. The text does not move. Note that you cannot replace a carriage return. You must skip over it when you use Replace mode, toggle to Add mode, and insert characters in front of it and/or use [DELETE] to remove it. In Replace mode, [BACKSPACE] erases the previous character, moves the cursor one space to the left, and leaves the space blank.

## Format

You can format the screen to display any line width you choose, from 21 characters per line to 79. For example, you might want to use the same width as you plan to print so that you can see how the printed document will look.

Press [F4] to specify the screen format you want to use for your document. This prompt appears:

```
Line Width = 79
```

Enter the number of characters you want to appear across each line on the screen. The next time you display the document, it will appear in the width to which you previously set it.

## Buffer

Press [F5] to place all selected text into a temporary storage area, or buffer. The Buffer function does not delete the text, but merely makes a duplicate of it. You can insert this duplicate elsewhere in your document as often as you like.

To insert duplicated text at another location, move the marker to the appropriate position, and press [F10]. The text then appears in that position (in addition to its original place).

## Merge

Press [F6] to merge (combine) a copy of another document with the document on which you are currently working. This prompt appears:

```
Enter merge filename:
```

Type the name of the document file that you want to merge into your document, and press [ENTER]. Merge checks the length of the document file, and if there is enough room, it copies the document into your current document at the marker position.

The Merge function inserts text without overwriting or erasing any existing text in your document. If your document does not contain enough room for the entire Merge document file, Text cancels the merge, and the screen displays:

```
Not enough memory ENTER to continue
```

## Select

Use Select to define a word or block of text so that you can use the Copy, Print, Buffer, or Delete functions on it. Position the marker on the first character you want to select, and press ⌈F7⌉. Then, use the arrow keys to place the marker on the last character you want to include in the block. Text selects all highlighted text between the first and current marker positions.

After you select your text, copy, print, buffer, or delete it, as appropriate. Press ⌈F7⌉ before choosing another function if you decide not to use the text you selected. If you use any other Text operation except Find, or if you exit the Text application before you copy, print, buffer, or delete, Text no longer treats the block as being selected.

You can use the Find function to display text for selecting. Use Find to search for the first character, word, or string you want to include in your block. Then, select the block as usual.

## Copy

Press ⌈F8⌉ to save a copy of your entire document or a selected block of text. The Copy function saves data in ASCII format in a new or existing Text file. After you choose the function, the following prompt appears:

```
Enter copy filename:
```

Enter the name of the file to which you wish to copy this document or block, and press ⌈ENTER⌉. If you enter the name of an existing Text file, the Copy function overwrites the existing file contents.

If you do not enter a filename, Text uses the current document name and copies the file or block onto the diskette in Drive A or any drive you specify via the Main Menu Swap function. A block you copy remains part of the current document.

You can load a document file you copy into other MS-DOS appli-
cations, such as SCRIPSIT®, in ASCII format. See the user's
manual for the application with which you wish to use a Desk-
Mate document file for instructions on loading ASCII files.

## Delete

Press ⌷F9⌷ or ⌷DELETE⌷ to delete all selected text. Text immediately
deletes the selected block. If you select no text, Text deletes the
character beneath the cursor.

## Insert

Press ⌷F10⌷ or ⌷INSERT⌷ to insert text you previously buffered at the
current marker position.

## Print

Press ⌷PRINT⌷ to print the entire document. Be sure that you check
the printer settings via the Printer subfunction (⌷ALT⌷ ⌷F6⌷) and
that your printer is ready to print.

> **Note:** To print part of a document, you can use one of two
> methods. Use the Find function or the arrow keys to display
> the text you want to print. Then, use the ⌷SHIFT⌷ ⌷PRINT⌷ com-
> mand to print everything currently on the screen.

> You can print a selected block of text by pressing ⌷PRINT⌷ after
> you select the block.

# WORKSHEET

Using Worksheet, you can easily perform complex calculations for budgeting, forecasting, statistical analysis, engineering, and many other previously tedious tasks on a spreadsheet that you customize to meet your specific needs. You can find data quickly by either the cell location or contents. Using Worksheet functions, you can change column widths, insert or delete columns and rows, and define areas of the spreadsheet for text entry. Use the Print function to print all or part of a spreadsheet.

Other functions enable you to duplicate data from one file to another. The Merge function moves data from one Worksheet file into another. Using Copy, you can save selected data in a Text file in ASCII format.

## Using Worksheet

To create a new Worksheet file, place the marker on Worksheet, press (ENTER), and type a name for the new file. An empty worksheet screen appears.

To open an existing worksheet file, place the marker on the filename, and press (ENTER). The first worksheet screen for that file appears.

```
WORKSHEET [FILENAME]                                    00/00/00 00:00xx

        1        2        3        4        5        6        7

   1
   2
   3
   4
   5
   6
   7
   8
   9
  10
  11
  12
  13
  14
  15
  16
  17

  Enter filename
  R 4 C 2                                            Free Memory xxxx

  [F1]  [SHIFT F1] [F2] [F3]    [F4]    [F5]  [F6]   [F7]  [F8]  [F9]   [F10]
  Find   Calc         Text Formula Format  Buffer Merge  Select Copy  Delete Insert
```

If you use the default column width (ten characters), no setup procedures are necessary. You can begin entering your worksheet data right away. There are four types of data you can enter: numeric data, formulas, cell text, and block text. See "The Worksheet Functions."

① Row numbers appear down the left side of the screen in the Row Label area.

② Column numbers appear across the top of the screen in the Column Label area.

Worksheet can display a *window* consisting of 17 rows and seven columns (more or less, depending upon the column width you set) on the screen at one time. You can use as many as 99 rows and 99 columns in each worksheet. To move from window to window in a worksheet, use the arrow keys or the Find function.

③ Each intersection of a row and a column is a *cell*.

④ The highlighted rectangle is the entry marker. Use the entry marker to select a cell for data entry.

⑤ To add data to the worksheet, position the entry marker on the correct cell, type the data on the data entry line, and press [ENTER]. The entry appears in the cell simultaneously.

⑥ The command line either prompts you to select a function or displays the function you are currently using. Error messages and warnings also appear on this line.

⑦ The cell status line shows the location of the cell that the entry marker is currently highlighting, in row number, column number format. The data contained in that cell appears to the right of the cell number.

⑧ The amount of free memory appears at the right end of the cell status line.

⑨ The Worksheet functions are on the last two lines of the screen.

To exit Worksheet, press [F12] (to save changes or new data) or [SHIFT] [F12] (to cancel changes). Press [Y] at the prompt to confirm the command.

# The Help Screens

The Worksheet help screens contain brief summaries of the functions and ways to use them. Within the Worksheet application, press [ALT] [F1] to display the help screens. The screen most appropriate to your current situation on the worksheet appears. Press [F12] to return to the worksheet.

# The Arrow Keys

Use the arrow keys to move the entry marker from cell to cell and to the row and column labels. The arrow keys move the marker a cell at a time, in the direction of the arrow. Press [SHIFT] or [CTRL] along with an arrow key to move the marker more rapidly. See the following table.

## Marker Movement Keys

| Key | By Itself | With [SHIFT] | With [CTRL] |
|---|---|---|---|
| | | Moves the Marker: | |
| [→] | one cell (or column label) to the right | to the last column on the screen, or to the last column on the next screen if the entry marker is in the last column | to Column 99 in the current row |
| [←] | one cell (or column label) to the left | to the first column on the screen, or to the first column on the previous screen if the entry marker is in the first column | to Column 1, or to the row label if the entry marker is in Column 1 |
| [↑] | one cell (or row label) up | to the first row on the screen, or to the first row on the previous screen if the entry marker is in the last row | to Row 1, or to the column label if the entry marker is in Row 1 |
| [↓] | one cell (or row label) down | to the last row on the screen, or to the last row on the next screen if the entry marker is in the last row | to Row 99 in the current column |

# The Worksheet Functions

The Worksheet functions appear at the bottom of the screen. To select a function, press the appropriate function key.

## Find

Press F1 to search for and find a string of characters or a specific cell. The following prompt appears:

```
Specify string or cell
```

Enter the cell contents that you want to find. The window containing that cell appears. The entry marker highlights the cell.

When searching for a specific cell, Worksheet recognizes only valid cell numbers. Type **R**, the row number, **C**, and the column number. The window containing that cell appears with the entry marker highlighting the cell. If you omit a row or column number, Worksheet uses the row or column number corresponding to the location of the entry marker.

Note that you cannot search for a string you entered using the Text function. Find searches for data by cell and therefore disregards text typed via the Text function (because the text is not cell oriented).

To find the next occurrence of the same search string, press F1 again.

## Calc

Press SHIFT F1 to calculate the worksheet you set up. Also use Calc to recalculate a worksheet in which you make changes. Worksheet calculates data according to cell contents, from left to right and top to bottom, skipping any non-numeric data. Results of the calculations appear in cells in which you entered formulas.

## Text

If you require more space for text than a single cell, or if you want a more formal worksheet, you can select a block of cells in which to enter text. The text boundaries are defined by the selected block as a whole, rather than by each individual cell in the block. The program creates a window for writing, editing, and manipulating text.

Press F2 to enter (or edit existing) text in a selected area. (See "Select.") Word wrapping is automatic, and you can use limited editing features. If the block you choose does not currently appear on the screen, it comes into view as soon as you begin editing. When you finish, the block returns to its original position.

As you edit text on the data entry line, press [BACKSPACE] to delete the text character preceding the cursor. [DELETE] deletes the character highlighted by the cursor. [CTRL] [W] deletes text from the cursor to the start of the next word. [CTRL] [L] deletes text from the cursor to the next carriage return. [CTRL] [D] deletes text from the entry marker to the end of the text block.

You can reformat existing text blocks into larger or different shaped blocks in the same or slightly altered location. To do so, select a block of cells including at least one cell of the existing text block that you wish to reformat. Press [F2]. The text block reformats into the newly selected block.

To exit the Text function with current changes intact, press [ENTER] or [F12]. To restore the text to its pre-edited condition, or to cancel a new block selection for text, press [SHIFT] [F12].

## Formula

To type a formula in a cell, position the entry marker on that cell. Press [F3] to mark the cell for formula entry, and then enter the formula on the data entry line. As you enter the formula, you can move the marker to any cell in the worksheet whose coordinates you want to use in the formula. The cell's location appears on the data entry line. Type an operator or press [ENTER] to use the displayed coordinates.

To enter one formula that you want several cells to use in calculations, select the cells (using [F7] and the arrow keys). Next, mark them for formula entry, and then enter the formula.

To erase values in formula cells while leaving the formula intact, press [CTRL] [F].

You can edit an existing formula after you press [F3]. At the data entry line, use the features described in the "Text" section of this chapter to edit the formula. To stop editing and cancel any changes you made to the formula, press [BREAK] or [SHIFT] [F12]. To end editing and save the changes, press [ENTER] or [F12].

Within a formula, Worksheet performs mathematical operations left to right, performing parenthetical operations first, followed by multiplication and division, with addition and subtraction last. When you nest parentheses, Worksheet calculates the innermost operations first. The operations available for your use are in the following table.

## Formula Operations

| Between two cells: | | | |
|---|---|---|---|
| + | Addition | * | Multiplication |
| − | Subtraction | / | Division |
| | | ! | Power |

| For a row, column, or selected block: | | | |
|---|---|---|---|
| AVG | Average (mean of the values) | MIN | Minimum value |
| CMT | Cumulative sum of the column | RMT | Cumulative sum of the row |
| MAX | Maximum value | SUM | Sum of the values |

| For a cell: | | | |
|---|---|---|---|
| ABS | Absolute value | LOG | Logarithm |
| ATN | Arctangent | SGN | Sign |
| COS | Cosine | SIN | Sine |
| EXP | Exponential | SQR | Square root |
| INT | Integer truncation | TAN | Tangent |

You can also use two special characters in a formula. A question mark (?) indicates a constant that you enter at the time of calculation, and a number sign (#) indicates a cell in a formula that Worksheet does not adjust for each successive row or column, but that remains constant. You must use the number sign in CMT and RMT formulas, but you'll find it useful in other formulas as well.

Following are examples of formulas using some of these operations.

| | |
|---|---|
| **? CONST A** | Sets a cell up to receive a constant (labelled CONST A) to be entered at the time of calculation. |
| **(R1 + R2)** | Adds two cells in the same column. |
| **(C3) − (R1C4)** | Subtracts the value of the cell in Row 1, Column 4 from the value of the cell in Column 3 of the current row. |
| **C1∗C2** | Multiplies two cells in the same row. |
| **(R1C2)/100** | Divides the value of the cell in Row 1, Column 2 by 100. |
| **C6R3!3** | Calculates the cube of the value of the cell in Row 3, Column 6. |
| **ABS(R2C3)** | Multiplies the value of the cell in Row 2, Column 3 by -1 if, and only if, it is a negative number (absolute value). |
| **ATN(R3C5)** | Displays the arctangent of the value of cell R3C5—the angle that has its tangent equal to the values of cell R3C5. (The result displays in radians; use **ATN(R3C5)∗57.29578** to display the arctangent in degrees.) |
| **AVG(C1)** | Adds all the values in the current row, beginning with Column 1, over to the current cell, skipping any non-numeric data, and divides by the number of numeric cells added. |

CMT(#R4C3)    Gives a cumulative total for Column 3, beginning with Row 4. For example:

```
          [   3   ]   [   4   ]
[   4   ]     5.00
[   5   ]    10.00
[   6   ]    20.00
```

If you select cells 4, 5, and 6 of Column 4 and enter the above formula, calculation produces these results:

```
          [   3   ]   [   4   ]
[   4   ]     5.00       5.00
[   5   ]    10.00      15.00
[   6   ]    20.00      35.00
```

COS(R3C5)    Displays the cosine of the value of cell R3C5. (Use **COS((R3C5)*.01745329)** if the value in cell R3C5 is in degrees instead of radians.)

EXP(R4C3)    Displays *e* raised to the power of the value of cell R4C3 (Napierian, or natural exponential $e^x$). Do not raise a negative number to a fractional power.

INT(R4C2)    Displays the truncated value of cell R4C2.

LOG(R2C4)    Displays the logarithm to the base 10 of the value of cell R2C4.

MAX(C4)    Displays the maximum value of the current row, beginning with Column 4, over to the current cell, skipping any non-numeric data.

MIN(R1)    Displays the minimum value in the current column, beginning with Row 1, down to the current cell, skipping any non-numeric data.

**RMT(#R4C3)**   Gives a cumulative total for Row 4, beginning with Column 3. For example:

```
          [  3  ] [  4  ] [  5  ]
[  4  ]    5.00   10.00   20.00
[  5  ]
```

If you select cells 3, 4, and 5 of Row 5 and enter the above formula, calculation produces the following results:

```
          [  3  ] [  4  ] [  5  ]
[  4  ]    5.00   10.00   20.00
[  5  ]    5.00   15.00   35.00
```

**SGN(R3C4)**   Displays the sign of the value in cell R3C4 (1.00 if the argument is positive or zero and -1.00 if the argument is negative).

**SIN(R2C1)**   Displays the sine of the value of cell R2C1. (Use **SIN((R2C1)*.01745329)** if the value in cell R2C1 is in degrees instead of radians.)

**SQR(R5C1)**   Displays the square root of the value of cell R5C1.

**SUM(R5)**   Displays the sum of the value in the current column, beginning with Row 5, down to the current cell, skipping any non-numeric data.

**TAN(R2C3)**   Displays the tangent of the value of cell R2C3. (Use **TAN((R2C3)*.01745329)** if the value of cell R2C3 is in degrees instead of radians.)

## Format

Use Format to change column width, number, or alphanumeric data format. Press CTRL ↑ with the entry marker in Row 1. The marker moves up into the column label area. Move the marker onto a column label whose width you want to change, or position the marker on any column label to change the width of all columns. Then, press F4 for Format. The following message appears on the command line:

```
    Specify ALL, width or width
```

To change the width of all columns (1-99), type **ALL**, and the new width. Type only the new width to change the width of the current column.

To use Format to specify a certain type of format that you want existing cell data to follow, place the entry marker on the cell whose format type you want to change, or use the Select function to mark a group of cells for reformatting. Then, press [F4]. The screen shows:

```
Specify format types
```

At the data entry line, enter the letter for the format type you wish to use, as follows:

**L** = left-justified
**R** = right-justified
**D** = decimal (up to seven decimal places)
**I** = integer (whole number)
**$** = dollar format (two digits after the decimal)

(When using the decimal format, you can enter more than seven digits after a decimal, but precision is lost after seven.)

> **Note to Color Monitor Users:** You can designate a special color for a particular cell or text block while using Format (not available on the Tandy 2000). Type ,C = and one of the following: **BLU, GRN, CYN, RED,** or **MAG.** Type **NOR** (normal) to reset to the original color arrangement. Worksheet saves the special color designation on diskette.

## Buffer

Press [F5] to place a selected area in a temporary storage area, or buffer. If Worksheet encounters a text block (or a maximum of ten blocks) but you did not include the entire text block in your selection, Worksheet copies the text as individual cells. Use the Insert function to place the contents of the buffer in another area on the worksheet.

Each use of the Buffer function replaces (rather than adds to) the contents of the copy buffer. Pressing [SHIFT] [F5] clears the buffer, as does exiting the file.

## Merge

Press [F6] to save a selected block on diskette or to insert data from a diskette file at the current marker position. If you selected nothing, only the second prompt appears:

```
SAVE: Enter filename.
```

or

```
LOAD: Enter filename.
```

At the data entry line, enter the name of the file in which you wish to save the selected block or from which you wish to load and insert at the current marker position. (If Worksheet encounters text but you did not include the entire text block in your selection, Worksheet copies the text as individual cells.)

## Select

Use Select to highlight and define a block of the worksheet so that you can perform another function on it. Position the entry marker on the first cell you want to include, and press [F7]. Move the marker to the last cell you want to select. Worksheet highlights all the cells you selected.

After you select the block, use Formula, Text, Format, Merge, Buffer, Copy, Delete, or Print, as appropriate.

## Copy

The Copy function enables you to save a copy of selected cells in an ASCII file. By saving selected cells in ASCII format, you can use the data in other MS-DOS applications. In most cases, however, the alternate application must provide a conversion process for adapting ASCII files.

First, use the Select function to specify the cells you want to copy. Then, press [F8]. You see this prompt:

```
ASCII SAVE: Enter filename
```

Enter a valid name for a Text application file. If you enter an existing Text filename, the function stores the currently selected data in place of the data already in the Text file. The cells you copy to the new file also remain on the screen as part of the current worksheet.

## Delete

To delete an entire row or column, position the marker in a row or column label, and press ⌷F9⌷. Worksheet adjusts all formulas to correctly reflect the row or column deletion. Text blocks do not shift. If the row/column deletion would cause a text block to "overlay" existing data, a message asks whether you want to delete that data or not. Press ⌷Y⌷ to delete or any other key to cancel the row/column deletion.

On the worksheet, press ⌷F9⌷ to delete the data in the current cell or all selected cells. If Worksheet encounters text (a maximum of ten blocks) but you did not include the entire block in your selection, the function skips the block, and deletion continues with the next non-text cell.

## Insert

Press ⌷F10⌷ within a row or column label to insert a blank row or column at the current position. All formulas and text blocks adjust to correctly reflect the row or column width. Text blocks shift with the other information on the screen.

If the insertion would cause existing cells to fall beyond Row or Column 99 (and delete them), a message asks whether you want those cells to be deleted. Press ⌷Y⌷ to continue the insertion or any other key to cancel.

On the worksheet, press ⌷F10⌷ to insert the contents of the buffer at the current entry marker position. You can insert row data only into another row and column data only into another column.

If the destination area contains any text cells, or if the contents of the buffer will not fit, Worksheet ignores the command.

## Print

Press ⌷PRINT⌷ to print a selected area of the worksheet or the current window if you've selected no cells. Be sure that the printer settings are correct (via the Printer subfunction) before you use the Print function. If you line width is less than 80 and you want single spacing, you must first select the area of the worksheet to be printed using the Select function, ⌷F7⌷. Then, press ⌷PRINT⌷.

Chapter 20

# FILER

The Filer application provides information storage and retrieval. Filer is easy to set up, maintain, and access. You can refer to the files you set up at any time.

Filer's flexibility enables you to set up a custom data entry form for each file so that you can include any information in any desired format. You can sort or search for a record using criteria from any of the fields that you set up on the Filer form. You can also automatically dial a phone number listed in your file, print records or list them to the screen, and add or delete records from the file.

The Merge and Copy functions enable you to transfer data from one file to another. Use Merge to combine the records of two files with identical forms. Using Copy, you can save selected data in ASCII format in a Text file.

## Using Filer

To create a new file, place the marker on Filer, and press [ENTER]. Then, enter the new filename.

To open an existing file, position the marker on the filename, and press [ENTER].

When you first create a file, no format is set up, and no records exist. A blank screen appears. Before you enter records into a file, you must set up a form for that file. Set up the labels and fields you want to include in your file. (See "The Filer Functions—Form" for more information.)

When you open an existing file (one for which you have defined a format), the first record appears. A blank Filer entry screen appears if a format exists but you haven't added records yet.

You can examine or change the displayed record or press [CTRL] [→] and display the next record. If no records are in the file, you can enter the data for your first record. (See "Adding Records.")

> Note: If you ever have trouble using Filer, review the CON-FIG.SYS file to see if it contains ANSI.SYS or LPDRVR.SYS. If it does, remove them. Ideally, boot up using a diskette that contains no CONFIG.SYS file.

# The Help Screens

The Filer help screens contain brief summaries of the functions and ways to use them. The first two screens contain general information. The remaining screens deal with specific information concerning Find, Form, and Display.

Within the Filer application, press ALT F1 to display the first help screen. After the first help screen appears, press ENTER to see the first of two remaining screens. Press F12 to return to the main Filer screen.

To see help screens for Find, Form, and Display, press the function key that lets you access one of these functions, and then press ALT F1. Press F12 to return to the appropriate function screen.

# The Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Press SHIFT or CTRL along with the arrow keys to move the marker more rapidly. See the following table.

**Marker Movement Keys**

| Key | By Itself | With [SHIFT] | With [CTRL] |
|---|---|---|---|
| | | Moves the Marker: | |
| [→] | one character to the right | to the field area in Form | to the next Find match or to the next record |
| [←] | one character to the left | to the label area in Form | to the previous Find match or to the previous record |
| [↑] | one line up in the current column or to the first character in the previous field | to the first field on the screen | to the first Find match or to the last record on the file |
| [↓] | one line down in the current column or to the first character in the next field | to the last field on the screen | to the last Find match or to the last record on file |

# The Filer Functions

The Filer functions appear at the bottom of the screen. To select a function, press the appropriate function key.

## Find

Press [F1] to search for and find a record or group of records. The Find function screen displays a blank form with the special Find functions (Equal, Greater, Less, Reset, Mark) at the bottom of the screen. The marker is on the primary key field (the first field by which Filer sorts and arranges records).

Type the search data for each field. You can include * and **?** as *wildcard* indicators. Use wildcard indicators only if you use "equal" as the Find operator. Type * before or after data in a field to disregard all characters that appear before or after the data, respectively. The use of **?** is similar, except that it causes Filer to ignore only one character. Press ENTER or ↓ to skip any field.

Press a function key, F1, F2, or F3, to set the Find criteria Equal To, Greater Than or Equal To, or Less Than or Equal To the information you typed in that field. The default is Equal. (Choose the function anytime the marker is on the appropriate field—before, during, or after you enter the data.)

Press F12 to begin the search. If search criteria exist for more than one field, Find searches for records that match all the criteria. Filer finds all records that match the criteria and displays the first one. Use CTRL with the → and ← keys to scroll forward or backward through the records.

Special Find functions are:

**Reset**      Press F5 to reset (clear) the Find criteria. Press F12 to return to the main Filer screen.

**Mark**       Press F7 to *mark* or *unmark* fields. When you use the Display and Print functions, marked fields are visible—displayable or printable. An asterisk appears in the label area of all visible fields. Invisible fields do not display or print. The default is visible.

## Call

Define Voice dialing using Telecom. See the "Telecom" reference chapter in this book for instructions. Press F2 to dial any phone number currently highlighted. If you highlighted a valid sequence of numbers, Filer dials the number. Pick up the receiver for normal conversation. Filer operation resumes at the point at which you made the request.

> **Note:** If you're using DeskMate Plus, remember that you can use serial communications from either DeskMate or from your other software, but not from both. If you employ your other software for communications, the Call function is not operational.

## Display

Press [F3] to display a list of all records that match the Find criteria.

A label line and your file's name appear at the top of the screen. The data for the records chosen appears horizontally. The data for each field appears under its corresponding label. The length of each field is determined by the longest item of data entered for that field. Filer inserts two spaces between each field on the list.

**Wrapping.** If the records take more than 80 characters across the screen, label lines and data lines wrap to the next line, indented five spaces.

**Eliminating Fields from the Display.** If you don't want to display certain fields, unmark those fields via the Find function.

**Scrolling Through the Records.** If Filer finds more records to display than can fit on one screen, use the arrow keys to scroll through the records. (See "The Arrow Keys" in this chapter.)

Press [F12] to return to the main Filer screen.

## Print

Press [F4] to print a list of all records that match Find criteria. Be sure that you first set the printer settings by using the Printer subfunction.

The record list prints. A label line appears across the top of the paper. The data for the chosen records prints horizontally across the page. Each field appears under its corresponding label. The length of each field is determined by the longest item of data entered for that field. Filer inserts two spaces between each field on the list.

**Wrapping.** If the records take more characters than area available on one line, label lines and data lines wrap to the next line, indented five spaces.

**Eliminating Fields from the Display.** If you don't want to print certain fields, unmark those fields via the Find function.

> Note: To print only one record, use the Print command, [SHIFT] [PRINT], and print everything currently on the screen, including the label line. Use the Find function or the arrow keys to display the record you want to print.

## Form

Press ⌑F5⌑ to display the Form screen. For each field you want to include in your records, you must set up a field using the Form function. One field on a form comprises a label and a field area. You can define a format using a maximum of 21 fields.

**Defining a Label.** Form reserves the left side of the screen for field labels. A label always begins at the left margin. Type one or more characters (a maximum of 15) on a line in this area to create a new field on that line. Press ⌑ENTER⌑ when you complete the label. The unused label area fills with a line of dots and a colon. The marker moves to a position farther right on the line to let you set up the data area.

> **Note:** To leave blank lines between field lines, press ⌑ENTER⌑ or ⌑↓⌑ before you enter any characters in the label area.

**Defining a Data Area.** Press ⌑ENTER⌑ in the first position of the data area to display a line of *insert dots* that give you a maximum of 59 alphanumeric characters for data on this line. (See "Number" to set up a numeric field.) Press ⌑ENTER⌑ again to move to the next line.

You can enter a maximum of 255 insert dots. Press ⌑ENTER⌑ at the beginning of a line to fill the line with insert dots. If the field length is greater than 59, it wraps to the field area on the next line. The label area on that line remains blank.

You can enter fewer than 59 insert dots in a line or combine them with *edit characters*. To enter insert dots one-by-one, press ⌑F10⌑ to add each dot.

Edit characters convey a certain type of required entry in either alphanumeric or numeric data fields. A common use of edit characters is for formatting telephone numbers, for example:

    ( . . . )  . . . - . . . .

The parentheses, the space, and the dash are edit characters. The cursor skips over them when you are entering data. To use edit characters, first display the total number of insert dots you want, and then use the arrow keys to back up and type the edit characters where you want them to appear.

When you set up your form, consider field lengths carefully before you proceed to enter your data. If you should later shorten any fields and the corresponding data, your printed report retains the original field size.

At the prompt, enter the name of the file to which you want to copy the selected data. Filer copies the data to the new Text file. If you specify an existing Text file, the Copy function overwrites its current contents.

## Delete

Press [F9] to delete the record currently on the screen.

## Add

After you set up a format, a blank form appears. (If you are opening an existing file, the first record in the file appears. You can edit the record or press [F10] to display a blank form.)

You always type in overstrike mode on an entry screen. Each character you type replaces the character at the marker position. Type the appropriate data for each field. Filer left-aligns alphanumeric fields. It aligns numeric fields around the decimal point or right-aligns data if there is no decimal point.

Press [ENTER] after you complete each field's entry. Use the arrow keys to move through the data fields as desired.

Press [F10] to add the record and display another blank form. Pressing [F12] adds the record and returns you to the main Filer screen.

As you add records, Filer automatically sorts them according to the primary key field. If you used the Order function in Form, records sort by the key fields first, then by the rest of the fields in descending order. Records sort correctly, regardless of the order in which you add them.

Chapter 21

# TELECOM

Telecom is a telecommunications application designed for communication between the DeskMate computer and another computer running a host program such as XENIX®. Telecom can transmit and receive any DeskMate type file. You can connect to the host computer directly or over telephone lines.

> **Note:** If you're using DeskMate Plus, remember that you can use serial communications from either DeskMate or your other software, but not from both. If you use your other software for communications, Telecom is not functional.

Active telecommunications become inactive when you switch from DeskMate to another software package.

## The Help Screens

Telecom has several help screens. They contain brief summaries of the functions and ways to use them. Within the Telecom application, press ⌈ALT⌉ ⌈F1⌉ to see a help screen appropriate to your situation. After a help screen appears, press ⌈ENTER⌉ to see any succeeding help screens. ⌈F12⌉ returns you to the appropriate Telecom screen.

## Setting the Status

The first step in communicating with a host computer is connecting a modem to the DeskMate computer. Refer to your modem's operating instructions for details.

After you properly connect and set up the modem, place the marker on Telecom, and press ⌈ENTER⌉. The screen shows the current Telecom status settings. The default settings are:

```
┌──────────────────────────────────────────────────────────────────────┐
│ TELECOM STATUS                                       00/00/00 00:00xx  │
│                                                                        │
│ 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   │
├──────────────────────────────────────────────────────────────────────┤
│ [F1]    [F2]    [F3]    [F4]    [F5]   [F6]   [F7]   [F8]   [F9]  [F10] │
│ Reset  Select  Autolog Editlog  Term  Clear  Save  Print  Load Display │
└──────────────────────────────────────────────────────────────────────┘
```

To change a setting, use the arrow keys to move the marker to the value you want to use, and press [ENTER] or [F2] (Select). Telecom highlights the new setting.

If you are using an auto-dialing modem, change the status on the Autodial Modem line to YES.

> Note: If you are directly connecting DeskMate as host to another computer, the Autodial Modem status **must** be NO.

The screen that lets you define modem types appears, listing modems whose protocols have been pre-defined for you. The functions that let you define voice dialing, computer dialing, and host answering mode are at the bottom of the screen, along with the Save and Load functions.

If the modem you're using appears on the screen, you can move the marker to it and use the Load function to automatically load pre-defined settings for voice dialing, computer dialing, and host answering mode. (See "Load.")

If your modem does not appear on the list, use the following instructions to set up voice dialing, computer dialing, and host answering mode.

**Voice**

Voice dialing definition defines the dialing sequence that your modem uses when auto dialing phone numbers in the Phone and Filer applications. Determine the specific sequence for your modem, and then press [F1] to display the voice dialing definition functions.

Press [F1] to indicate that you want to send the phone number to the DeskMate modem.

Press [F2] to indicate text received from the modem. At the prompt, type the text you expect to receive from the modem, and press [ENTER].

Press [F3] to indicate that you want to send text to the modem. At the prompt, type the text to send, and press [ENTER].

Press [F4] to pause during a command sequence. The message, PAUSE:, appears on the screen. Type the number of seconds to pause, and press [ENTER].

Press [F5] (WaitNC) to wait for no carrier detected before continuing. WAITNC appears.

Press [F6] (WaitC) to wait for a carrier detected before continuing. WAITC appears.

Press [F7] to set a new delay time for transmitting programming data to your modem.

Press [F9] to delete the line beneath the marker.

Press [F10] to insert a blank line at the current marker position.

Press [F12] to save the completed voice dialing sequence and return to the Define Modem Type screen.

**Comp**

Computer dialing definition defines the dialing sequence your modem uses when executing auto logon sequences in terminal mode (the **dialing** sequence, not the **logon** sequence). Determine the specific dialing sequence for your modem, and press [F2] to display the computer dialing definition functions. These functions are the same as those described previously for voice dialing.

Press ⌈F12⌉ to save the completed computer dialing sequence and return to the Define Modem Type screen.

**Answer**     Answer Mode Definition defines the answer sequence your modem uses for answering the remote site when DeskMate is in Host mode. Determine the specific answer sequence for your modem, and then press ⌈F3⌉ to display the answer mode definition functions.

Press ⌈F2⌉ to indicate that you'll receive text from the remote modem. A RECEIVE: prompt appears. Type the text you expect to receive from the modem, and press ⌈ENTER⌉.

Press ⌈F3⌉ to indicate that you want to send text to the remote modem. SEND: appears on the screen. Type the text to send, and press ⌈ENTER⌉.

Press ⌈F4⌉ to pause during a command sequence. PAUSE: appears on the screen. Type the number of seconds to pause, and press ⌈ENTER⌉.

Press ⌈F5⌉ (WaitNC) to wait for no carrier detected before continuing. WAITNC appears.

Press ⌈F6⌉ (WaitC) to wait for a carrier detected before continuing. WAITC appears on the screen.

Press ⌈F7⌉ to set a new delay time for the transmission of programming data to the modem.

Press ⌈F9⌉ to delete the line under the marker.

Press ⌈F10⌉ to insert a blank line at the current marker position.

Press ⌈F12⌉ to save the completed answer sequence and return to the Define Modem Type screen.

**Save**     Press ⌈F7⌉ to save the settings you entered for Voice, Comp, and Answer in a special .mdm file. The screen asks you for a filename. Type an appropriate name containing eight or fewer characters, and press ⌈ENTER⌉. (Do **not** include the .mdm extension as part of the name.) Telecom saves the file, and it will appear as one of the modems listed on the Define Modem Type screen from now on.

**Load**  Press ⟨F9⟩ to load the Voice, Comp, and Answer set-
tings for the highlighted modem. These settings will
remain in effect until you change them. At the
prompt that asks for a filename, either press ⟨ENTER⟩
to accept the displayed name, or type the name of
another modem on the screen, and press ⟨ENTER⟩.

Press ⟨F12⟩ to return to the status screen.

Refer to the host's requirements for baud rate, word length, par-
ity, and number of stop bits settings. In most cases, you can use
the default values for these parameters. Also check your modem's
operating instructions for its maximum baud rate. (The 4800 and
9600 baud rates are for transmission between computers that are
directly connected.) If you use XON/XOFF flow control, transmis-
sion to a host computer stops when the host sends an XOFF.

Transmission resumes when the host sends an XON. Telecom
sends an XOFF to pause transmission from the host computer
when data is coming in too fast for the input buffer. Telecom sends
an XON to resume transmission.

The ASCII filter strips out all characters over 80 Hex and con-
trol characters except backspace, horizontal tab, line feed, form
feed, carriage return, and escape.

Turn on the Line Feed Filter to add a line feed (0AH) to all car-
riage returns (0DH) received. Turn off the option to accept line
feeds and carriage returns "as is."

Use the Echo (half duplex) option if the host does not echo the text
you send. If the host echoes the text (full duplex), turn off the
Echo.

The Redial option lets you enter the number of retries you want
when you are dialing a computer phone number or executing an
automatic logon dialing sequence.

# The Telecom Functions

The Telecom status functions appear at the bottom of the screen. To select a function, press the appropriate function key.

## Reset

Press [F1] to reset the Telecom parameters to the default settings. Current settings always appear highlighted.

## Select

To select a setting on the status screen, position the marker on the correct value, and press [F2] (or [ENTER]).

## Autolog

Press [F3] to execute an automatic logon sequence. The name of the auto logon file currently in RAM (if any) appears at the bottom of the screen. Press [ENTER] to use the current file, or enter the filename for the auto logon you wish to use. If you are using a manual-dial modem, the Telecom status setting is automatically used instead of the Autolog status setting.

If Telecom detects a carrier, it executes the auto logon sequence and goes into the interactive Terminal mode. If Telecom detects no carrier, it waits 5-10 seconds, then redials (retries if the Retries setting is greater than 0).

## Editlog

Press [F4] to create or edit an automatic logon sequence. The name of the auto logon file currently in RAM (if any) displays at the bottom of the screen. Press [ENTER] to use the current file, or enter a filename for the auto logon you want to create or edit. To include embedded control characters in a logon sequence, precede the command with the ^ character. Special Editlog functions are:

**Status**     Press ⏹F1⏺ to place the current status in the autolog sequence. The status screen appears. Set the parameters, and press ⏹F12⏺. A summary of the status appears on the screen.

**Call**       Press ⏹F2⏺ to place a dialing sequence in the autolog sequence. Type the dialing sequence, and press ⏹ENTER⏺.

**Recv**       Press ⏹F3⏺ to receive text from the host computer. At the prompt, type the text you expect to receive from the host, and press ⏹ENTER⏺.

**Send**       Press ⏹F4⏺ to send text to the host computer. At the prompt, type the text to send, and press ⏹ENTER⏺.

**Pause**      Press ⏹F5⏺ to pause during a command sequence. Type the number of seconds to pause, and press ⏹ENTER⏺.

**Break**      Press ⏹F6⏺ to send a break sequence from within your auto logon file.

**Delete**     Press ⏹F9⏺ to delete the line beneath the marker.

**Insert**     Press ⏹F10⏺ to insert a blank line at the current marker position.

Press ⏹F12⏺ to save the completed auto logon sequence and return to the status screen.

## Terminal

Press ⏹F5⏺ to enter the interactive Terminal mode. In this mode, Telecom sends characters you type to the host program. Incoming characters appear as you receive them. If the host program echoes your transmissions, they appear as well. (If the host does not echo, you can use the self-echo option on the status screen to display your keyboard input.) Special Terminal mode functions are:

**Buffer**    Press ⎡F1⎤ to open or close the RAM buffer for capturing the text of the Terminal session. You can examine the text later, using the Display or print function on the status screen. When you open the buffer, incoming text appends to the current buffer contents.

**Clear**    Press ⎡F2⎤ to clear the contents of the RAM buffer. All data in the buffer is lost when you use this function.

**Recv**    Press ⎡F3⎤ to receive a file from the host computer. At the prompt, type the filename, and press ⎡ENTER⎤. Note that you cannot receive binary data.

**Send**    Press ⎡F4⎤ to send (transmit) a file to the host computer. At the prompt, type the name of the diskette file you want to send, and press ⎡ENTER⎤.

**Printer**    Press ⎡F5⎤ to turn the printer option on or off. When the option is on, Telecom sends the text of the Terminal session to the printer as it receives and displays it. (If the ASCII character filter is on, only codes 20-7F Hex, 08, 09, 0A, 0C, 0D, and 1B are sent.)

When the printer option is on, transmission is much slower. If you are transmitting at a baud rate greater than the maximum character input rate of your printer, Telecom loses some characters as it sends them to the printer. Check your printer's specifications for its maximum character input rate.

**Break**    Press ⎡F6⎤ to generate a break sequence (250ms null).

**Disc**    Press ⎡F7⎤ to disconnect communication with the host.

**Call**    Press ⎡F8⎤ to auto dial a phone number (for example, an information service number). At the prompt, type the dialing sequence, and press ⎡ENTER⎤.

Press ⎡F12⎤ to return to the status screen.

### Clear

Press [F6] to clear the RAM buffer. All buffer contents are lost when you clear the buffer.

### Save

Press [F7] to save the contents of the RAM buffer on diskette as a Text application file. Enter a filename for the document. The status screen reappears after Telecom saves the file on diskette.

### Print

Press [F8] to print the contents of the RAM buffer. The status screen reappears when the buffer print is complete.

### Load

Press [F9] to load a file from diskette to the RAM buffer. Enter the name of the file you want to load. The status screen reappears after Telecom loads the file.

### Display

Press [F10] to display the contents of the RAM buffer. Press [HOLD] to pause the display. Press any key to continue. Press any key to return to the status screen after you see the buffer contents.

## Telecom and XENIX

You can use your computer as a terminal of a XENIX system via Telecom. If you are using Tandy XENIX, Telecom supports an existing termcap entry of dmterm, which includes the following functions: ten function keys, inserting/deleting characters and lines, the [HOME] key, the arrow keys, reverse video, and graphics characters. Have your system administrator set up your communications port to use this termcap entry.

To use one of the function keys in a XENIX application, press [CTRL] and then the function key.

Appendix B outlines the sequences generated by each special key on a Telecom terminal.

Chapter 22

# CALENDAR

The Calendar application is an event scheduler. You can use it as a general purpose calendar and planner to replace your desk calendar and date book. It records important events, their dates, and their times so that you can refer to them at any time. Beginning with the current day, Calendar provides you with a week-at-a-glance schedule.

You can search for an event by date, time, and description, print a list of entries, and set the alarm for selected events. Other functions enable you to add and delete events from the calendar.

Use the Copy and Merge functions to move data from file to file. Using Merge, you can add selected events to another Calendar file. Using Copy, you can save entries in ASCII format in a Text file.

## Using Calendar

To create a new file, place the marker on Calendar, press ENTER, and enter a filename for the new file. A blank Calendar entry/edit screen appears.

To open an existing file, place the marker on the appropriate filename, and press ENTER. The entry/edit screen for that file appears.

In the upper left corner of the screen is the Weekly Time Chart. The days of the week appear down the left side of this area. The week depicted on the chart runs from Sunday through Saturday and includes the date indicated by the marker in the adjoining Monthly calendar. The times of day, beginning with 12:00 a.m., appear across the top.

Any events for the week in which the Calendar marker appears are marked with asterisks in their corresponding day and time slots. Wherever event times conflict with each other, exclamation points appear. Calendar updates the Time Chart whenever you move the marker in the Monthly calendar to a new week.

In the upper right corner of the screen is the Monthly Calendar, similar to a standard desk calendar. A small rectangle highlights the current date. You can determine the current date using your arrow keys.

In the bottom section of the screen is the Daily Events Calendar, in which you enter and display events. When you use Calendar, you are always in overstrike mode. Each character you type replaces the character at the current marker position.

Calendar automatically sorts events in date/time order, regardless of the order in which you add them to the file.

Using Calendar, you can define sections, or blocks, of events, duplicate them, and save them to a Text application file via the Copy function. You can merge events with another Calendar or Alarm file, or use the Delete function to erase them. Read the explanation of the Copy function in this chapter for details.

## The Help Screens

The Calendar help screens contain brief summaries of the functions and ways to use them. Within the Calendar application, press ⌜ALT⌟ ⌜F1⌟ to see the help screens. After the first help screen appears, press ⌜ENTER⌟ to see the second screen. Press ⌜F12⌟ to return to the main Calendar screen.

## The Arrow Keys

The marker moves in either of two regions, the Monthly Calendar or the Events List. Press ⌜F3⌟ to transfer the marker back and forth between the two areas.

In the Events List twelve event lines can appear on the screen at one time. After you complete the twelfth line, the events scroll, or move up line by line, to let you continue. To see a line after it scrolls off the screen, press ⌜↑⌟ until the line appears. Press ⌜↓⌟ to return to the last line you were typing or editing.

Use the arrow keys to move the marker a character or line at a time. Press ⌜SHIFT⌟ or ⌜CTRL⌟ along with the arrow keys to move the marker more rapidly. See the two tables that follow.

## Marker Movement Keys—Events List

| Key | By Itself | With SHIFT | With CTRL |
|-----|-----------|------------|-----------|
| | | Moves the Marker: | |
| → | one character to the right | to the beginning of the first field to the right | not used |
| ← | one character to the left | to the beginning of the first field to the left | not used |
| ↑ | one line up in the current column | to the first entry on the current screen or previous page | to the first event on the list |
| ↓ | one line down in the current column | to the last entry on the current screen or next page | to the last event on the list |

## Marker Movement Keys—Calendar Area

| Key | By Itself | With SHIFT | With CTRL |
|-----|-----------|------------|-----------|
| | | Moves the Marker: | |
| → | one day to the right | to Saturday of the same week | not used |
| ← | one day to the left | to Saturday of the same week | not used |
| ↑ | to the same day of the previous week | to the same day of the week in the first week of the month | to the same date in the previous month |
| ↓ | to the same day of the next week | to the same day of the week in the last week of the month | to the same date in the next month |

# The Calendar Functions

The Calendar functions appear at the bottom of the screen. To use a function, press the appropriate function key.

## Find

Press ⌜F1⌝ to search for and find an event. An event line containing the current (built-in) Find settings appears. (A blank line appears if you have never entered search criteria.) The Find functions, Equal, Greater, Less, and Reset, appear at the bottom of the screen.

To use the default settings, press ⌜F12⌝. Calendar finds all events that match the criteria and displays the first twelve. If more than twelve events match the criteria, use the arrow keys to scroll forward or backward through the events.

If you enter no criteria or if you want to change the search criteria, enter the new search data.

* and ? are wildcard indicators. Type * before or after specific data you want Calendar to ignore. The function then disregards all characters that occur before or after the data (respectively). ? is similar to * except that Calendar disregards only one character.

Type the search data for each field, including wildcard characters if you like, and press ⌜ENTER⌝. Press the appropriate function key—⌜F1⌝ for Equal To, ⌜F2⌝ for Greater Than or Equal To, or ⌜F3⌝ for Less Than or Equal To—to set the Find criteria for the information you typed in that field. (You can choose the function anytime the marker is in the appropriate field, before, during, or after you enter the data.)

Press ⌜F12⌝ to begin the search. Calendar finds all events that match the criteria and displays the first twelve. If more than twelve events match the criteria, use the arrow keys to scroll forward or backward through the events.

**Exiting Find Mode.** To exit Find mode press ⌜F1⌝ to redisplay the Find functions. Press ⌜F4⌝ to reset the Find criteria. All fields return to their original settings. Then, press ⌜F12⌝ to display the complete events list again.

## Date

Press [F2] to search for and display events that match a certain date. The screen shows:

```
>Enter Date (mm/dd/yyyy):
```

Type a new date in the displayed format, and press [ENTER]. Calendar finds all events scheduled on the date you specified and displays the first twelve. If more than twelve events match the date, use the arrow keys to scroll forward and backward through the events.

## Calendar/Events

Press [F3] to transfer the marker from the Calendar area of the screen to the Events area. When the label line displays Calendar, the marker is in the Events area, ready to return to the Calendar area when you next press [F3]. Similarly, when the label line shows Events, the marker is in the Calendar area, ready to move to the Events area.

## Print

To print a list of all events found via the Find or Date functions, check the printer settings, and then press [F4]. Notice that the printer settings enable you to choose single or double spacing for your printed list of events. If, however, you indicate a Printed Line Width less than 72, the Print function inserts an additional line feed.

> **Note:** To print only a few events on the screen, use the [SHIFT] [PRINT] command to print the current screen contents. Use the Find, Date, or Select functions or the arrow keys to display the events you want to print.

## Alarm

Press [F5] to put selected events into the Alarm file. If you select no events, Calendar inserts the event on which the marker rests. Calendar sets the alarm for each event at 30 minutes prior to the event's scheduled Begin time. If the Begin time of an event is 00:00, Calendar does not set an alarm for that event. See the "Alarm" chapter in this manual for more information.

## Merge

Press [F6] to merge all selected events into another Calendar file or to merge another Calendar file into this current one.

**Merging Selected Events into Another File.** If you've selected events, the screen shows:

```
Merge to:
```

Enter the name of the event file into which you wish to merge the selected events. Copies of all selected events in the current file merge into the file you specified.

**Merging Another File into the Current File.** If you've selected no events, the screen shows:

```
Merge from:
```

Enter the name of the event file that you want to merge into this file. Copies of all events in the file you specified merge into the current file.

## Select

Use Select to define an event or a block of events on which you want to perform another function. Position the marker on the first event line you want to select, and press [F7]. (You can also use Find to search for events you want to select.) Use the arrow keys to place the marker on the last event you want to include in the block. All selected events become highlighted as you move the marker.

After you select the events, you can merge, copy, or delete them, or you can place them in the Alarm file. If you use any other function or exit the Calendar application before you perform one of these functions, Calendar no longer considers the events to be selected.

## Copy

Use the Copy function to copy all selected events into a Text application file. The new file stores the events in ASCII format. You can use the file in other MS-DOS applications, although in most cases, the alternate application must provide a conversion process for adapting ASCII files.

First, highlight a block of events using the Select function. Then, press ⌈F8⌉. The following prompt appears:

    Copy to:

Enter the name of the file to which you want to copy the events. Calendar then copies the events to the Text file. If the file exists already, the Copy function overwrites its current contents.

## Delete

Press ⌈F9⌉ or ⌈DELETE⌉ to delete all selected events. Calendar immediately deletes the events. If you select no events, Calendar deletes the event line on which the marker rests. (Note that, unlike Alarm, Calendar does not automatically delete events that are past. You must delete the events yourself.)

## Add

Press ⌈F10⌉ with the marker in either the Calendar or Events area to add a new event. A blank event line appears. Type the date of the event in *mm/dd/yyyy* format if it is different from the date highlighted in the Calendar area, and press ⌈ENTER⌉.

Type the time (in 12-hour, *hhmmx* format) that the event begins, and press ⌈ENTER⌉. For example, you would type **730a** ⌈ENTER⌉ for 7:30 a.m.

Enter the time (in 12-hour, *hhmmx* format) at which the event ends, and press ⌈ENTER⌉.

Enter a description of the event using a maximum of 44 characters, and press ⌈ENTER⌉. (Calendar makes no distinction between upper- and lowercase when searching for events.)

**Day Events.** If you do not enter beginning and ending times for an event, Calendar considers it to be a *day* event (an event covering the entire day, such as a birthday) and does not put it into the Weekly Time Chart.

# MAIL

The Mail application is a simple message handler. It records important messages along with their dates, times, and authors. You can write or read a message at any time, delete messages, or print a list of messages.

## Using Mail

To open the default Mail file, MESSAGES, place the marker on Mail, and press [ENTER].

To open an existing file, position the marker on the filename, and press [ENTER]. A list of the messages in that file appears in ascending date/time order.

Each line in the list includes the author's name, the date and time of the message, and a brief description of it. Use the arrow keys to scroll through the list if more than 20 messages are in the file.

To add a message to a Mail file or to create a new Mail file, use the Create function. (See "The Mail Functions" for information.)

## The Help Screen

The Mail help screen contains brief summaries of the functions and ways to use them. Within the Mail application, press [ALT] [F1] to display the help screen. Pressing [F12] returns you to the Mail screen.

## The Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing [SHIFT] or [CTRL] along with an arrow key moves the marker more rapidly. See the following table.

Note that when you are typing or editing a message, the arrow keys work in exactly the same way as they do in the Text application.

**Marker Movement Keys**

| Key | By Itself | With [SHIFT] | With [CTRL] |
|---|---|---|---|
| | | Moves the Marker: | |
| [→] | not used | not used | to the next message |
| [←] | not used | not used | to the previous message |
| [↑] | one line up in the current column | to the top of the screen | to the beginning of the file |
| [↓] | one line down in the current column | to the bottom of the screen | to the end of the file |

# The Mail Functions

The Mail functions appear at the bottom of the message list screen. To select a function, press the appropriate function key.

## Find

Press [F1] to search for a particular message. Type the author, date, or description of the message you want to find in the appropriate field. A list of all messages that match your specified criteria appears on the screen. Display, print, or delete the messages. (See the explanations of these functions later in this chapter.) Press [F12] to return to the complete message list.

## Create

Press [F2] to create a message. The Create Mail screen appears. The date you entered when you started up the computer automatically determines the date on the message you create. Enter the name of the author at the From prompt. Next, enter a brief description of the message, using no more than 32 characters.

The last prompt, To, is for typing the name of the intended receiver of the message. The name you enter here is the name of the data file in which you want to store this message. You can specify a full pathname if you like. If you enter no filename, Mail places the message in the currently open file.

After you complete the entries on this screen, a new screen appears on which you can type the actual message. Type the message, using the same functions and features of the Text application. The Text functions appear at the bottom of the screen. Use these functions as you type your message. See the "Text" reference chapter for information about using these functions.

You begin in Add (insertion) mode. Everything you type is inserted at the current marker position. Any text following the marker shifts to the right one space for every character you type.

The first 22 lines on the screen are for typing and editing your message. When you complete the twenty-second line, the screen scrolls up line by line to let you continue typing. Use the arrow keys to display lines already scrolled off the screen.

Press [F12] to save the message in the file you specified at the To prompt. The list of messages reappears, now displaying your newly created message if you specified that you wanted to save it in the current file.

## Display

With the message list on the screen, move the marker to the message you want to display, and press [F3]. The entry/edit screen for that message appears. Change the contents of the message if you like, and then press [F12] to end the display. The screen asks whether you want to save changes. Press [Y] or [N], as appropriate. To return to the list of messages without saving changes at all, press [SHIFT] [F12].

Note that after you save an edited message, Mail stores the edited version as a separate message. To eliminate the old version, use the Delete function.

## Print

Press [F4] to print the message. Be sure that you set the printer settings to the parameters you want before you print (using the Printer subfunction).

**Note:** You can also print a message you're creating or editing by using the Text application's Print function. See the "Text" reference chapter for instructions.

To print part of a message, use the [SHIFT] [PRINT] command while you are using the Display function. This prints everything currently on the screen.

## Delete

With the message list on the screen, move the marker to the message you want to delete, and press [F9] or [DELETE]. Mail immediately deletes the message.

# Appendices

# MODEM INFORMATION

Following are modem definitions for the Modem II, DC-1200, DC-2212, 300-Baud Modem Board, and Hayes modems, including Hayes-compatible modems, such as the 1200-Baud Modem Board.

**Note:** If you are using a rotary phone, omit **T** wherever it appears in the definition for your modem.

## Modem II

| Computer Dialing | | Voice Dialing | | Answer Mode | |
|---|---|---|---|---|---|
| Press: | Enter: | Press: | Enter: | Press: | Enter: |
| DELAY | 2 | DELAY | 2 | DELAY | 2 |
| SEND | **ODT | SEND | **ODT | | |
| RECEIVE | T | RECEIVE | T | | |
| NUMBER | | NUMBER | | | |
| SEND | X | SEND | PPPPX | SEND | **C |
| RECEIVE | X | RECEIVE | X | RECEIVE | C |
| WAITNC | | WAITNC | | | |
| WAITC | | | | | |

## DC-1200

| Computer Dialing | | Voice Dialing | | Answer Mode | |
|---|---|---|---|---|---|
| Press: | Enter: | Press: | Enter: | Press: | Enter: |
| DELAY | 2 | DELAY | 2 | | |
| SEND | *FD | SEND | *FD | No definition | |
| RECEIVE | READY | RECEIVE | READY | required— | |
| SEND | T | SEND | T | always in | |
| RECEIVE | T | RECEIVE | T | answer mode | |
| NUMBER | | NUMBER | | | |
| SEND | X | SEND | PPPPX | | |
| RECEIVE | X | RECEIVE | X | | |
| RECEIVE | ON LINE | PAUSE | 4 | | |

# DC-2212

| Computer Dialing | | Voice Dialing | | Answer Mode | |
|---|---|---|---|---|---|
| Press: | Enter: | Press: | Enter: | Press: | Enter: |
| DELAY | 2 | DELAY | 2 | DELAY | 2 |
| SEND | *.C*.G@^\FTD | SEND | *.C*.G@^\FTD | SEND | *.C*.G@^\AX |
| RECEIVE | D | RECEIVE | D | RECEIVE | AUTO |
| NUMBER | | NUMBER | | | ANSWER |
| SEND | X | SEND | PPPPX | | |
| RECEIVE | X | | | | |
| RECEIVE | ON LINE ORIG | RECEIVE | X | | |
| | | PAUSE | 4 | | |
| | | SEND | * | | |

# Internal (300-Baud) Modem Board

| Computer Dialing | | Voice Dialing | | Answer Mode | |
|---|---|---|---|---|---|
| Press: | Enter: | Press: | Enter: | Press: | Enter: |
| DELAY | 2 | DELAY | 2 | DELAY | 2 |
| SEND | *C*GM@^\DT | SEND | *C*GM@^\DT | SEND | *C*MG |
| | | | | | ^\AX |
| RECEIVE | T | RECEIVE | T | RECEIVE | X |
| NUMBER | | NUMBER | | | |
| SEND | X | SEND | PPX | | |
| RECEIVE | X | RECEIVE | X | | |
| WAITC | | PAUSE | 2 | | |
| | | SEND | * | | |

(If you are using rotary dialing, replace each **T** with an **R**.)

# Hayes Modems (and Compatible Modems such as the 1200-Baud Modem Board)

| Computer Dialing | | Voice Dialing | | Answer Mode | |
|---|---|---|---|---|---|
| Press: | Enter: | Press: | Enter: | Press: | Enter: |
| DELAY | 0 | DELAY | 0 | DELAY | 0 |
| SEND | ATDT | SEND | ATDT | SEND | AT S0 = 1^M |
| NUMBER | | NUMBER | | | |
| SEND | ^M | SEND | ^M | | |
| RECEIVE | CONNECT | PAUSE | 4 | | |
| | | SEND | + + + | | |
| | | PAUSE | 1 | | |
| | | SEND | ATH^M | | |

# TELECOM TERMINAL SEQUENCES

Telecom sends certain escape sequences generated from its keyboard and interprets certain incoming escape sequences as specific video commands. Following are the escape sequences Telecom generates and the way it interprets incoming sequences for your information when you're using your computer as a XENIX terminal.

On computers using Tandy XENIX, the system provides the dmterm termcap entry for use with Telecom. Have your system administrator set up your communications port to use this termcap entry.

## Keyboard Escape Sequences

| Escape Sequence | Sent by This Key |
|---|---|
| ESC A | ↑ |
| ESC B | ↓ |
| ESC C | → |
| ESC D | ← |
| | |
| ESC E | END |
| ESC H | HOME |
| ESC Q | INSERT |
| ESC S | DELETE |
| ESC W | PG UP |
| ESC X | PG DN |
| | |
| ESC 1 | CTRL F1 |
| ESC 2 | CTRL F2 |
| ESC 3 | CTRL F3 |
| ESC 4 | CTRL F4 |
| ESC 5 | CTRL F5 |
| ESC 6 | CTRL F6 |
| ESC 7 | CTRL F7 |
| ESC 8 | CTRL F8 |
| ESC 9 | CTRL F9 |
| ESC 0 | CTRL F10 |
| ESC - | CTRL F11 |
| ESC + | CTRL F12 |

# Video Escape Sequences

| Escape Sequence | Function |
|---|---|
| ESC J | clear to end of display |
| ESC K | clear to end of line |
| ESC j | clear screen |
| | |
| ESC Y % + % + | position cursor (first 2 digits indicate row, last 2 indicate column) |
| ESC A | move cursor up one line |
| ESC B | move cursor down one line |
| ESC C | move cursor right one column |
| ESC D | move cursor left one column |
| ESC E | move cursor to lower left corner |
| ESC H | home cursor |
| | |
| ESC P | insert line |
| ESC Q | insert character |
| ESC R | delete line |
| ESC S | delete character |
| | |
| ESC G 5 | cursor off |
| ESC G 6 | cursor on |
| | |
| ESC G 4 | start reverse video |
| ESC G 0 | end reverse video |
| | |
| ESC G 1 | start graphics mode |

In graphics mode:

| | |
|---|---|
| ⒟ | horizontal bar (bottom or top of box) |
| ③ | vertical bar (side of box) |
| ⑦ | upper right (corner of box) |
| ⓩ | upper left (corner of box) |
| ⓨ | lower right (corner of box) |
| ⓐ | lower left (corner of box) |
| ⒠ | cross (four corners superimposed) |
| Ⓐ | up-facing "T" (both lower corners superimposed) |
| Ⓑ | down-facing "T" (both upper corners superimposed) |
| ④ | left-facing "T" (both right corners superimposed) |
| Ⓒ | right-facing "T" (both left corners superimposed) |
| Ⓩ | end of field marker (dot) |
| ⎋ESC Ⓖ ② | end graphics mode |
| ⎋ESC Ⓣ | turn on local print |
| ⎋ESC ⓡ | turn off local print |

# USING A HARD-DISK SETUP

If your setup includes a hard disk, you will probably find it convenient to install the DeskMate program on the hard disk. The benefits of doing so are numerous. You have easy access to files and can operate programs without inserting or changing diskettes in the diskette drive. In addition, your computer will function more rapidly than it does using the diskette drive.

Before beginning the procedure, you need to set up your computer, format the hard disk, and install MS-DOS. Instructions for the setup are included in your computer owner's manual. Format your hard disk according to the instructions supplied with your hard disk controller board. The documentation for your operating system contains installation instructions for MS-DOS.

## Installing DeskMate

Using the procedure that follows, create a subdirectory within your root directory using the MKDIR command. Then, designate the new directory as the current directory. Finally, copy the application files from your diskettes to the hard disk.

1.  Power up your system under hard disk control.

2.  When the system prompt, c>, appears on the screen, type the following command:

    **mkdir** \\*subdirectory name* ENTER

    In place of *subdirectory name* in the command above, type any series of characters that meets requirements of a filename. The name **desk** would be a suitable choice. (For a more detailed explanation of creating and using subdirectories, see your MS-DOS documentation.

3.  When the system prompt returns, change the current directory to the directory you created by typing:

    **cd** \\*subdirectory name* ENTER

4.  Insert the DeskMate program diskette in Drive A and close the drive latch. At the system prompt, type:

    **copy a:*.*** ENTER

5.  When the system prompt returns, insert the second DeskMate diskette (containing sample data files) in Drive A in place of the program diskette. Repeat the command in the previous step to copy the files to your hard disk.

    When the C> prompt reappears, the transfer of files is complete.

6.  Before you begin the Sample Session, enter one additional command to prepare your files for the DeskMate Plus Tutorial. At the system prompt, type:

    **copy \*.dmp \*.exe** [ENTER]

    When the system prompt returns, you are ready to begin the Sample Session.

# Starting Up: Hard Disk

With DeskMate installed on your hard disk, the procedure for starting up differs somewhat from the one described in the manual for floppy-based setups. To begin a session using DeskMate, follow these steps.

1.  Power up your computer as outlined in your owner's manual.

2.  When the system prompt, C>, is displayed, type:

    **cd** \\*subdirectory name* [ENTER]

    where *subdirectory name* is the subdirectory in which you chose to install the DeskMate files.

3.  When the system prompt returns, display the Main Menu for DeskMate by typing:

    **desk** [ENTER]

If you are following the Sample Session, rejoin the directions in Chapter 2 of the manual at the Main Menu depicted there.

# Using DeskMate Plus in the Sample Session

Task switching on your hard-disk setup is often simpler than it is on a floppy-based setup. If both DeskMate and the alternate program are installed on your hard disk, you can use DeskMate Plus without exchanging diskettes as you switch back and forth between tasks.

To use the DeskMate Plus Tutorial in the Sample Session, you will switch in and out of DeskMate a couple times as directed in the manual. With DeskMate on your hard disk, you do not need to exchange diskettes when instructed to do so in the Sample Session.

# Making Backups Onto Diskette

When you use DeskMate programs, you accumulate and store data on the hard disk. To guard against damage or loss of important data due to power failure or equipment malfunction, make periodic backups of your DeskMate files.

Refer to your MS-DOS documentation for instructions on backing up your hard disk. You can back up the contents of your entire DeskMate subdirectory or an individual file.

# USING A SINGLE-DRIVE SETUP

This manual is written for a two-drive system. To use DeskMate with your computer, you'll follow some procedures that differ from the ones presented in the manual. Your DeskMate software is provided on two diskettes—a program diskette and a data diskette. To begin, use the instructions in this appendix for the DISKCOPY procedure to make two copies of the program diskette. One is for your routine operations. Label this copy as your working diskette. Label the second copy "For Sample Session." Then, put the master program diskette aside, and use it only to make additional copies.

## Using DISKCOPY

1.  If your computer is off, turn it on, and boot MS-DOS.

2.  At the system prompt, type:

    **diskcopy** [ENTER]

3.  The screen displays this prompt:

    ```
    Insert SOURCE diskette in Drive A:
    Press any key when ready
    ```

    Insert the program diskette for your computer in Drive A, and press [ENTER].

4.  The screen shows:

    ```
    Copying 9 sectors per track, 2 side(s)
    ```

    This message might differ, depending on the diskette you're copying. In a few moments, the screen shows:

    ```
    Insert TARGET diskette in Drive A:
    Press any key when ready . . .
    ```

    Remove the program diskette. Be sure that the target diskette is not write-protected. Insert the target diskette in Drive A, and press [ENTER].

    MS-DOS requests that you swap the source and target diskettes several times before DISKCOPY is complete. Swap the diskettes each time the screen message prompts you to do so.

DISKCOPY formats the target diskette and copies the information from the source diskette to it. When DISK-COPY is complete, this message appears:

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

5.  To create more copies, press Y, and again follow the prompts.

    After you finish making copies, press N at the Copy another diskette (Y/N) ? prompt. The DISKCOPY procedure ends, and the system prompt reappears. Be sure to label one copy of the program diskette "For Sample Session."

# Preparing a Program Diskette for the Sample Session

This procedure frees up enough space on the Sample Session diskette to complete the tasks in the Sample Session. The procedure requires that you delete files storing modem definitions as well as the file that stores DeskMate Plus.

Remember that your master program diskette contains all the files you'll be deleting—you can restore them if you need them at another time.

1.  Boot MS-DOS using a copy of your MS-DOS system diskette.

2.  Replace the system diskette with the Sample Session diskette you created earlier. At the system prompt, type:

    **dir \*.mdm** [ENTER]

    The screen lists the modem definition files.

3.  If you aren't using a modem, delete all these files by typing:

    **del \*.mdm** [ENTER]

4. If you are planning to use a modem, determine which of the files listed corresponds to your modem, and delete all other modem files. If, for example, you purchased the 300-Baud PC Modem, you should delete all files except INTER-NAL.MDM. Note that the HAYES.MDM file applies to any Hayes-compatible modem. To delete the unnecessary modem definition files, type:

**del *filename* ENTER**

Type this command for each file you want to delete, substituting the name of the file you want to delete for *filename* in each case. For example, to delete the Modem-II definition file, type:

**del modem_ii.mdm ENTER**

5. After you delete the unnecessary modem definition files, type the following command to delete the DeskMate Plus file from this diskette:

**del dmplus.com ENTER**

When the system prompt reappears, continue with the next procedure.

## Copying Data Files to the Program Diskette

The second DeskMate diskette provided with your computer contains the Sample Session data. Follow these steps to copy the sample data files to your Sample Session diskette:

1. If you have not already done so, place a write-protect tab over the notch on your master data diskette. Then, remove the Sample Session diskette from Drive A, and replace it with the master data diskette.

2. Copy all the sample files from the data diskette to your Sample Session program diskette by typing:

**copy a:*.* b: ENTER**

The computer copies one file at a time. The screen displays the name of the first file and prompts you to insert the Drive B diskette (the Sample Session program diskette).

3.  Replace the data diskette with the Sample Session diskette, and press any key to continue. After the first data file is copied to the Sample Session program diskette, the screen prompts you to insert the Drive A diskette (the data diskette).

4.  Replace the Sample Session program diskette with the data diskette, and press any key. Continue switching diskettes until all files are copied. The screen shows the total number of files copied, and the system prompt reappears.

5.  Now, delete the DeskMate Plus data file from the Sample Session program diskette. With the program diskette in Drive A, type:

    **del *.dmp** [ENTER]

The Sample Session program diskette is now ready for your use. You can complete the Sample Session as the manual instructs you with a few differences. One difference is in your startup instructions.

# Starting Up DeskMate

To get started with the Sample Session, follow these steps:

1.  Insert a copy of the MS-DOS system diskette in Drive A, and press the computer's reset button. Enter the date as **02/25/87** and the time as **10:30.**

2.  When the system prompt appears, replace the system diskette with the Sample Session program diskette you created. Then, type:

    **desk** [ENTER]

The Main Menu appears after DeskMate loads.

# Performing the Sample Session

As you progress through the Sample Session, you'll skip the directions in Chapter 3 for switching software and using Deskmate Plus because you are working with one disk drive rather than two. This does not, however, prevent you from completing any of the tasks in Chapter 4, "Text." At the end of Chapter 4, you can simply skip the instructions for returning to the initial DeskMate software.

As you create files in the Sample Session, you'll soon fill the remainder of the storage space on your program diskette. To maintain enough space to complete the tasks in each chapter, you need to delete any new files you've created when you reach the end of each Sample Session chapter.

After you conclude the tasks for a given application, you always return to the DeskMate Main Menu. Before you proceed to the next chapter, use the Delete function to remove any files you create.

Using the arrow keys, position the marker on the name of the file you want to delete. Press [F9] to choose the Delete function. At the bottom of the screen, Delete file: and the filename appear. Press [ENTER] to confirm that this is the file you want to delete.

> Note: If, for some reason, you want to save the Sample Session files you create, you can exit to MS-DOS and use the Copy command to copy the files to another formatted diskette. For example, if you wanted to keep a copy of the file letter.doc, you could exit DeskMate and type, at the system prompt:
>
> **copy a:letter.doc b:letter.doc** [ENTER]
>
> When prompted for the diskette for Drive B, you would replace your Sample Session diskette with the formatted diskette and then press [ENTER] to complete the copy.

## Using DeskMate

Be aware as you use DeskMate that any references to storing files on a data diskette in Drive B do not apply to you. You can use the procedure explained in the note above to save a data file on a separate diskette, first storing the file on your program diskette, then copying the file to a formatted diskette, and finally deleting the data file from your program diskette.

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