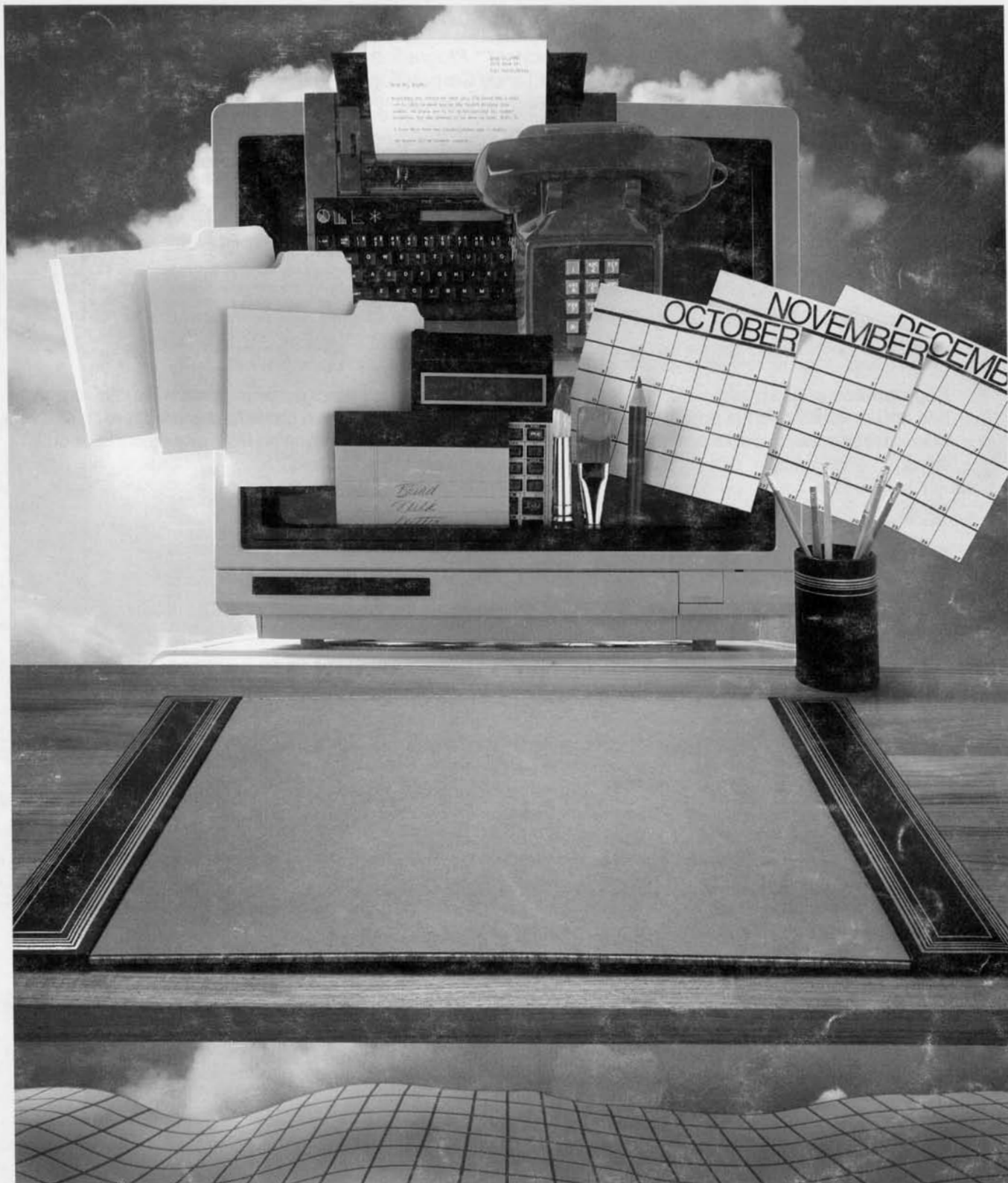


DeskMate

User's Reference



TANDY®

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DeskMate Spell Checker
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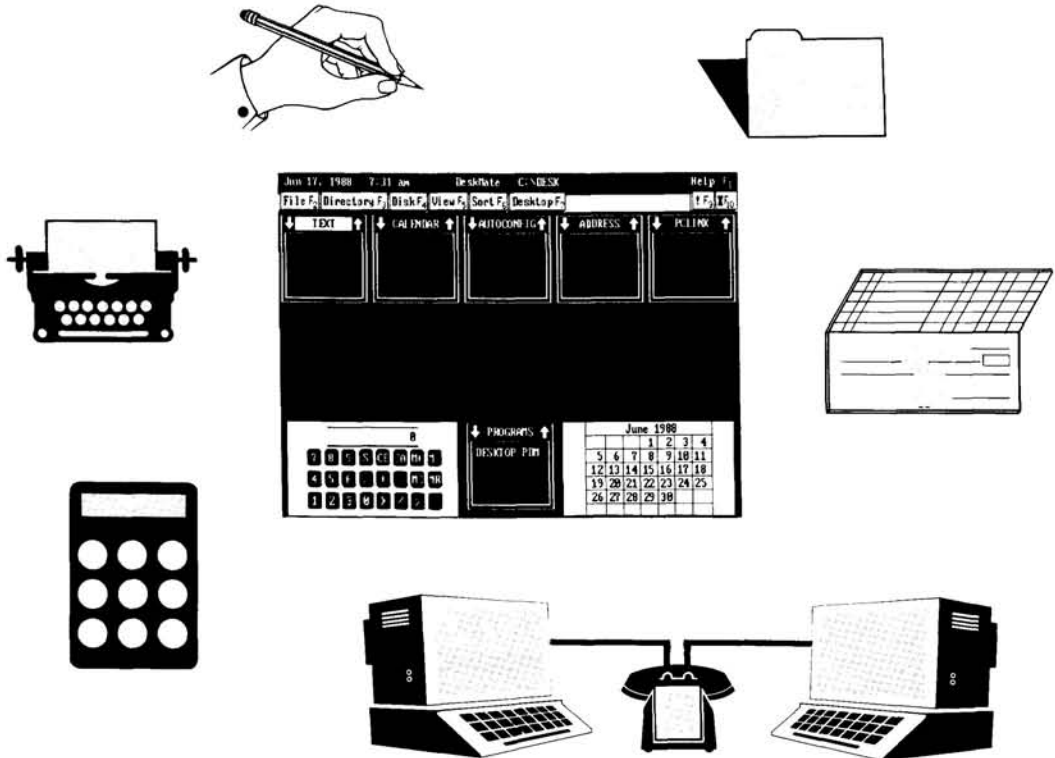
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What is DeskMate?

DeskMate is a simple, visual way to use your computer. DeskMate's graphic "environment" lets you **see** how information is organized and how to quickly choose what you want to use.

DeskMate is also a collection of programs. These easy-to-use programs will help you do such things as write letters or reports, keep budgets, and communicate with other computers.



And There is More

DeskMate has many other programs that help you manage your daily activities, such as:

An **address book** that lets you organize all your addresses in one convenient spot

A **calendar** that helps you keep track of all the special events in your life

A **phone list** that lets you organize all your phone numbers and even automatically calls a number for you (if you are using an auto-dial modem)

Plus...much more.

Because DeskMate is a computer environment and not just a collection of programs, you can use it as a "control center" for many of your PC-compatible programs. You can quickly run these programs from DeskMate and still have quick access to DeskMate's practical tools.

About this Manual

If you have not read DeskMate's *Getting Started*, do so now. *Getting Started* helps you understand and explore DeskMate.

Because DeskMate is such an easy program to use, you might not need much more information. But, if you do, this manual leads you step-by-step through all the tasks you can perform with DeskMate's many programs and functions.

Here is how this manual is organized:

I. The DeskMate Environment

Getting Started

- Setting Up Your System
- Starting DeskMate on a Diskette-Based System
- Starting DeskMate on a Hard-Disk System
- Exiting DeskMate

Exploring DeskMate's Elements

- The Desktop
- How DeskMate Works
 - List Boxes
 - Menus
 - Dialog Boxes

Moving Around in DeskMate

- Using the Keyboard
- Using the Mouse

Running DeskMate's Applications

- Diskette Users
- Hard Disk Users

Getting the Most out of DeskMate

- DeskMate's Built-In Help Information
- Additional Equipment and Software

II. DeskMate's Applications

Individual chapters for each application that provide information such as:

- The Application Screen
- The Menu Options
- Using the Application
- Tasks and Topics
- Questions and Answers

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I. The DeskMate Environment

Getting Started

Setting Up Your System

To use DeskMate, you must have:

- Any PC-compatible computer with at least one diskette drive and 384K RAM (random access memory). (We recommend 640K for better performance.)
- A color or monochrome monitor with the appropriate video adapter board. DeskMate supports CGA, EGA, and Hercules video. (Tandy 1000 series and 5000MC computers include built-in video support, so you do not need to purchase an adapter board.) (VGA video is not supported on the Tandy 1000 SL or TL computers. For VGA support, you must purchase *DeskMate* (Cat. No. 25-1250).)
- An MS-DOS operating system, Version 3.2 or later.

To use some of DeskMate's programs, you need optional equipment, such as:

Mouse

Modem

Printer

To enhance your use of DeskMate, consider adding optional software packages from the *DeskMate Companion* series:

Workgroup

Thesaurus

For more information about equipment and additional software for DeskMate, see "Getting the Most out of DeskMate."

Starting DeskMate on a Diskette-Based System

Before you use your DeskMate diskettes, be sure to make copies of them and use the copies as your working diskettes. Information on making copies is found in the Desktop chapter of this manual.

With a Tandy 1000 SL or TL Computer

The Tandy 1000 SL and the Tandy 1000 TL computers have much of DeskMate built in. This means that you can start DeskMate without a disk.

Simply turn on the computer and the monitor. DeskMate's *desktop* appears, and you are ready to begin using DeskMate.

Note: If you change your Tandy 1000 SL or TL computer's setup configuration so that DeskMate no longer starts automatically, you can still use DeskMate. Start your computer as you normally would, and then press F12.

With Any Other PC-Compatible Computer

Start your computer as usual. Be sure the system prompt `A>` is on the screen. Then, follow these instructions:

Your Startup diskette is Diskette 1.

- Insert your DeskMate Startup diskette in Drive A, and type:

```
desk
```

Then, press **ENTER**.

Note: If you see the question `Is this the first time you have used DeskMate`, press **ENTER** to select `YES`. You are then asked to insert the diskette that will store `Desktop.cfg`. Simply press **ENTER**. Information your particular computer needs each time you start DeskMate is now on the Startup diskette.

DeskMate's desktop appears.

Starting DeskMate on a Hard-Disk System

Follow these steps to install DeskMate on your hard disk:

1. Start your system with the hard disk.
2. Create a directory for DeskMate by typing the following when the system prompt (`C >`) appears:

```
mkdir \desk
```

Then, press **ENTER**.

3. When the system prompt returns, change to the newly created directory by typing:

```
cd \desk
```

Then, press **ENTER**.

4. Insert one of the DeskMate diskettes into Drive A, close the latch (if necessary), and type:

```
copy a:*.*
```

Then, press **ENTER**.

5. When the system prompt returns, replace the first DeskMate diskette with the second diskette. Repeat the command in the previous step with each DeskMate diskette to copy all of the DeskMate files to your hard disk.

You are now ready to start DeskMate.

6. To start the program, type:

desk

Then, press **ENTER**.

DeskMate's desktop appears.

Exiting DeskMate

When you are ready to exit DeskMate, exit the application you are working on. When the desktop reappears, press **ESC** and the system prompt returns to the screen.

If you have a diskette-based system, a screen message might ask you to place a diskette containing the Command.com file in Drive A. If this message appears, insert your MS-DOS diskette, and press **ENTER**. Your system prompt appears on the screen.

Note: Tandy 1000 SL and TL users can return to DeskMate from the system prompt by simply pressing **F12**.

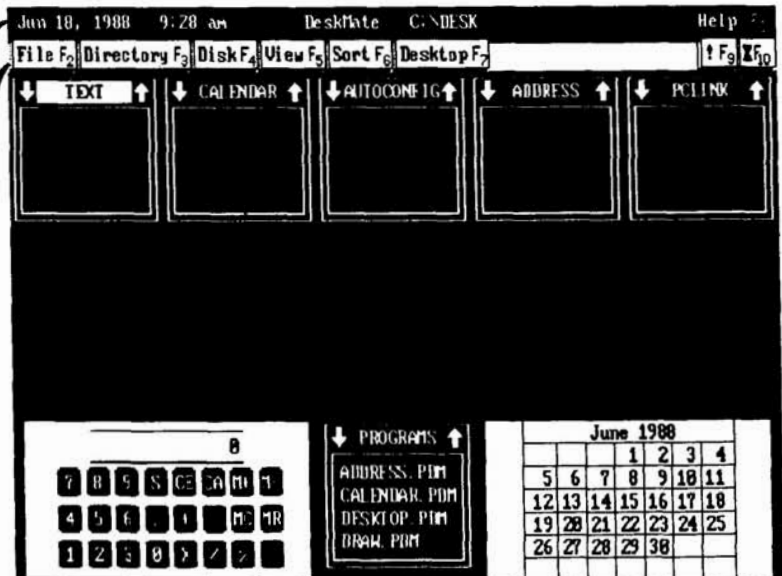
Exploring DeskMate's Elements

The Desktop

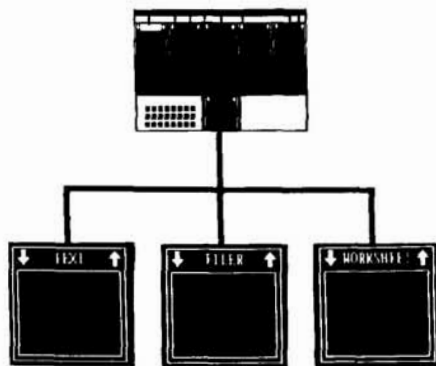
When you start DeskMate, the desktop appears. The desktop is DeskMate's central screen, which visually organizes all DeskMate's programs, files, and functions. There are two elements that appear on every DeskMate screen: the title bar and the menu bar.

Title bar. Gives the current date and time, the name of the program, and the name of the open file.

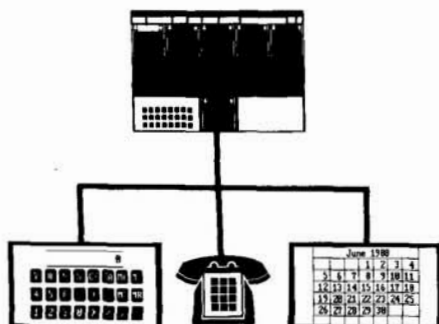
Menu bar. Indicates the keys you use to choose specific DeskMate menus.



What you see on the desktop is a collection of programs. DeskMate's programs fall into two categories: *applications* and *accessories*.



Applications. Applications are DeskMate's main programs. Using these applications, you can write a letter, calculate your budget, draw a picture, and much more. (Not all applications are shown on the screen. Refer to "Running DeskMate's Applications" later in this chapter for more information.)



Accessories. Accessories are handy little programs you can use while working in any DeskMate application — without exiting the application. For example, while working in Text, you can use the Calculator accessory to add some numbers or while working in Filer, you can use the Phone accessory to quickly find a telephone number. The accessories are listed on the Accessory Menu (F10), and you can access that menu from any DeskMate application.

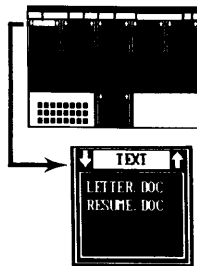
How DeskMate Works

You can install many of your PC-compatible programs in DeskMate. By installing them and including them on the desktop, you have access to everything you might possibly use from one central control area. Refer to the Desktop chapter for more information.

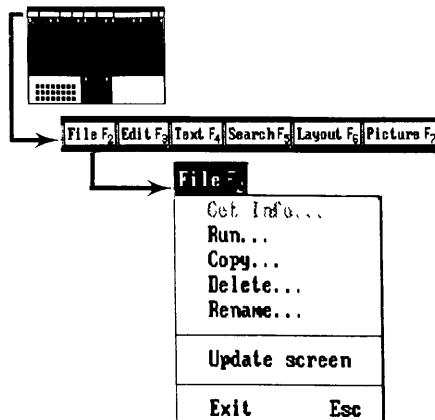
Using DeskMate is as simple as — 1, 2, 3:

1. Selecting an application to run.
2. Choosing options for that application.
3. Answering questions about the options you choose.

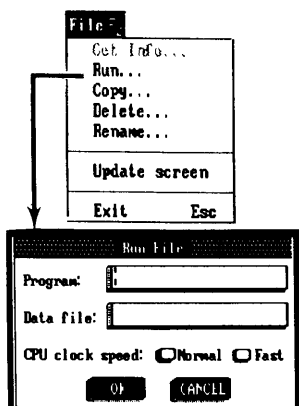
To help you easily perform these tasks, DeskMate uses three basic elements to communicate with you. These elements — list boxes, menus, and dialog boxes — graphically organize DeskMate's applications, files, and options.



List Box. List boxes display the name of an application and the items (usually files) associated with the application. You can add more list boxes to the desktop and customize the desktop so that all the applications you regularly use are right at your fingertips.



Menu. When you select a “button” on the menu bar, DeskMate displays a menu that shows you a list of options. You will find that some options in a menu might be *shadowed*. A shadowed option is an option that is not currently available.



Dialog Box. Sometimes DeskMate needs more information before it can continue a task. When it does, DeskMate displays a dialog box so that you can easily communicate with DeskMate.

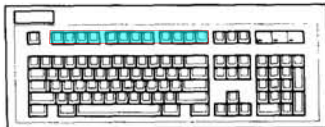
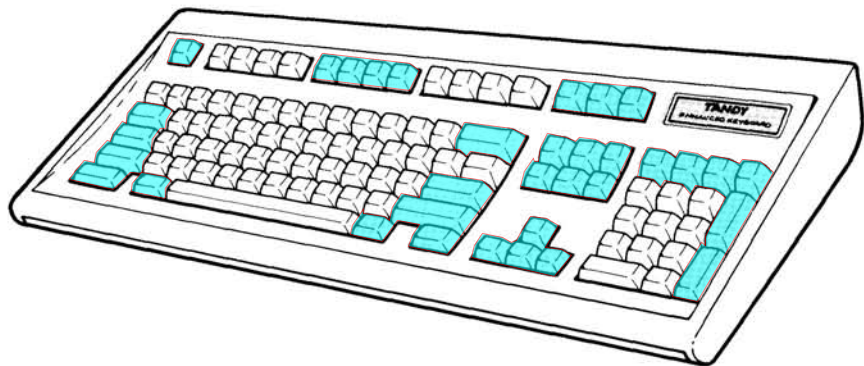
Moving Around in DeskMate

DeskMate has tutorials to help you learn to use the keyboard and the mouse. See the Getting the Most out of DeskMate chapter.

You can move through all DeskMate's screens and elements using either the keyboard or a mouse.

Using the Keyboard

This diagram shows some of the main keys you will use when running DeskMate. (Your keyboard might differ slightly from the one shown here.)



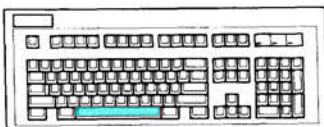
Function Keys. Use these keys to open a menu. Each DeskMate menu has an associated function key, and the function key number appears on the menu button.



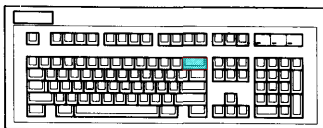
TAB and SHIFT-TAB. Use **TAB** to move the *cursor* between elements of a dialog box. (**TAB** skips individual options within an element.) **SHIFT-TAB** reverses the direction of the cursor.



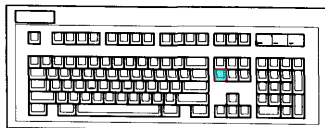
Arrow Keys. Use these keys to move the cursor around the screen. In a dialog box, the arrow keys move the cursor between individual options within an element.



Space Bar. Press the space bar to choose a button in a dialog box. You move the cursor to an individual button using the arrow keys. Then, when you press the space bar to choose the button, it appears to be pushed in.



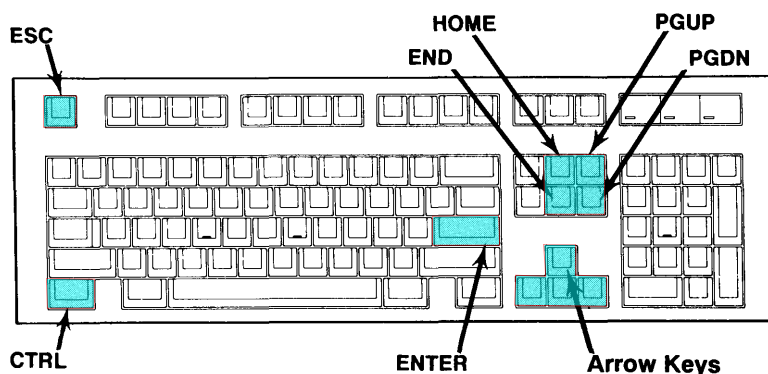
BACKSPACE. Press this key to erase the last character you typed.



DELETE. Press this key to erase the character the cursor is currently on.

Accelerator Keys

DeskMate uses many other keys on the keyboard as “accelerators.” These keys or key combinations help you quickly perform certain tasks.



Key(s)

CTRL- ↑ or PGUP

CTRL- ↓ or PGDN

CTRL- →

CTRL- ←

CTRL-HOME

CTRL-END

ESC

Action

Moves the cursor to the top of the current screen. If the cursor is already at the top of the screen, it moves to the top of the previous screen, if any.

Moves the cursor to the bottom of the current screen. If the cursor is already at the bottom of the screen, it moves to the bottom of the next screen, if any.

Moves the cursor to the end of the current line.

Moves the cursor to the beginning of the current line.

Moves the cursor to the beginning of a file.

Moves the cursor to the end of a file.

Closes the current application or menu. Also selects the **CANCEL** button in a dialog box. When you press **ESC** at the desktop, you exit DeskMate. (You can press **ESC** repeatedly to leave an application, return to the desktop, and then exit DeskMate.)

ENTER

Lets you immediately exit a dialog box. Pressing **ENTER** causes DeskMate to choose the **OK** button, exit the box, and complete the task. (Pressing **ENTER** to exit a dialog box also chooses any button on which the cursor is located.)

In addition to these keys, each application has its own accelerator keys. An application's accelerator keys appear on the application's menus.

General Keyboard Instructions

Each chapter in this reference manual contains a "Tasks and Topics" section that gives you step-by-step instructions on how to perform specific tasks. The instructions are general so that they apply to both keyboard and mouse users.

Typical wording for some of the instructions used throughout the "Tasks and Topics" sections is shown below, along with the method for performing the instructions using the keyboard.

Select an option from a menu

1. Press the associated function key to open a menu.
2. Press ↓ until you highlight the option you want.

or

Press the first letter of the option name until you highlight that option.

3. Press **ENTER**.

Select an application from its list box

1. Press **TAB** until you highlight the name of the application you want.
2. Press **ENTER**.

Select a file from a list box

1. Press **TAB** until you highlight the name of the application you want.
2. Press ↓ until you highlight the name of the specific file you want to open.

or

Press the first letter of the filename until you highlight the file you want to open.

3. Press **ENTER**.

Scroll through a menu or a list box

1. Move the cursor to the menu or list box.
2. Press ↑ or ↓ to scroll. (Use **CTRL-HOME** to jump to the beginning, and use **CTRL-END** to jump to the end of a list box.)

Highlight text

1. Position the cursor at the point where you want to begin highlighting.
2. Hold down **SHIFT** and use the arrow keys to move to the end of the text you want to highlight.

Choose a button option in a dialog box

1. Press **TAB**, **←**, **→**, **↑**, and/or **↓** as needed to move the cursor to the button.
2. Press the space bar.

Select the OK or CANCEL button in a dialog box

1. Press **TAB** to move the cursor to the OK/CANCEL button group.
2. Press **←** or **→** to move the cursor to the button you want.
3. Press **ENTER** or the space bar.

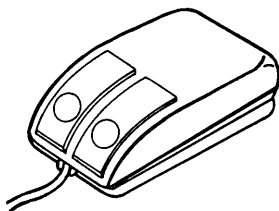
Note: When you exit an application, the program asks if you want to save your changes (if you have not saved them), and you see YES/NO/CANCEL instead of OK/CANCEL. Select YES to save the changes, select NO to exit but not save the changes, and select CANCEL to cancel the exit procedure.

Using the Mouse

A mouse lets you make DeskMate choices quickly and easily. In most cases, making a choice is as simple as moving the mouse pointer to the option you want and pressing the left button (clicking).

Before you can use a mouse, however, you must connect it and set it up.

Setting Up Your Mouse



1. Connect your mouse to your computer as explained in your mouse manual.
2. From the desktop, press **F10** to open the Accessory Menu.
3. Press **S** to select Setup. Then, press **ENTER**.

The Setup screen appears.

4. Press **F2** to open the Options Menu.
5. Press **M** to highlight the Mouse option. Then, press **ENTER**.

A dialog box appears.

6. Use the arrow keys to move the cursor to the type of mouse you have. Choose one of the following:

Serial mouse. Choose this option if you plan to use your mouse in DeskMate only.

Other mouse. Choose this option if you have previously installed a Microsoft-compatible mouse driver and you want to use that driver in DeskMate.

Joystick. Choose this option if you have a joystick or a Tandy Color Mouse.

None. Choose this option if you do not have a mouse (or if you have a mouse but do not want to use it).

7. Press the space bar to make your choice.

8. If you chose Serial mouse, choose either Com1 or Com2 at the Serial mouse port: prompt.

We recommend you use Com1.

9. At the Double Click Speed: prompt, choose a comfortable double click speed.

10. Point to the TEST button, and double click the mouse button.

The TEST button responds if your speed is in the range you set. If the button does not respond, repeat Steps 9 and 10 to change the speed.

11. Select OK to complete the task.

When the desktop reappears, your mouse pointer is on the screen. You can now use your mouse with DeskMate.

Mouse Terminology

There are a few standard terms that describe typical ways of using your mouse. These are described below:

Point	Move the mouse until the pointer rests on the option you want.
Click	Quickly press and release the left mouse button.
Double Click	Click the left mouse button twice in rapid succession.
Drag	Hold down the left button while moving the mouse.
SHIFT-Click	Hold down the SHIFT key and click the left mouse button.

General Mouse Instructions

Each chapter in this reference manual contains a "Tasks and Topics" section that gives you step-by-step instructions on how to perform specific tasks. The instructions are general so that they apply to both keyboard and mouse users.

Typical wording for some of the instructions used throughout the “Tasks and Topics” sections is shown below, along with the method for performing the instructions using the mouse.

Select an option from a menu

1. Point to the menu name and drag the pointer down to open the menu, highlighting each option as you go.
2. Stop at the option you want.
3. Release the button.

Select an application from its list box

1. Point to the application name.
2. Double click.

Select a file from a list box

1. Point to the file in the list box.
2. Double click.

Scroll through a list box

- Click on one of the scroll arrows at the top of the list box.

Highlight text

1. Point to the place where you want to begin highlighting.
2. Drag the pointer to the end of the information you want to highlight.
3. Release the button.

Choose a button option in a dialog box

1. Point to the button you want to choose.
2. Click the mouse button.

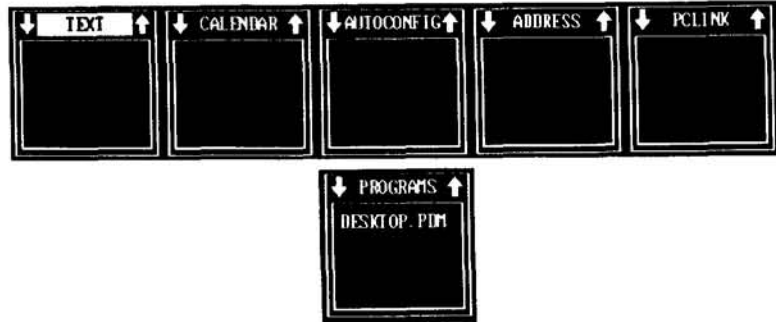
Select the OK or CANCEL button in a dialog box

1. Point to either the OK or CANCEL button.
2. Click the mouse button.

Note: When you exit an application, the program asks if you want to save your changes (if you have not saved them), and you see YES/NO/CANCEL instead of OK/CANCEL. Select YES to save the changes, select NO to exit but not save the changes, and select CANCEL to cancel the exit procedure.

Running DeskMate's Applications

When the desktop appears on the screen, you will usually see the following list boxes.



The list boxes at the top of the desktop contain some of the more popular applications. There is not, however, enough room on the desktop to include list boxes for each DeskMate application. So, the desktop also displays a Programs list box. This box shows all the applications on the diskette that is currently in the drive (or all DeskMate applications in the current sub-directory if you are using a hard disk).

Diskette Users

If you are not sure how to select applications and files from the desktop, see either "General Keyboard Instructions" or "General Mouse Instructions" in the Moving Around in DeskMate chapter.

Caution: If you are using the following applications/accessories, be sure that you never change diskettes while entering data:

- Address Book
- Calendar
- Filer
- Form Setup
- Phone List

There are three ways to run an application from the desktop:

- Select an application (or one of its associated files) from the application's list box.
- Select an application from the Programs list box. When you enter the application, you can use the Open option on the File Menu to access one of the application's files.
- Use the Run option on the File Menu to open an application and one of its associated files.

When opening an application, be sure that the diskette containing the application is in the drive. When you insert a new diskette, always use the File Menu's Update screen option to see the contents of the diskette.

Note: If you are storing a large number of files for a particular application, you might want to store these files on a data diskette. For information on using a separate data diskette, refer to the appendix, "Technical Considerations."

The list box in the middle of the desktop screen (Autoconfig) is a "changeable" list box. The application in this box changes when you change diskettes. Each diskette has an application that will automatically appear in that list box when you insert that diskette and update the screen. (For more information about autoconfig list boxes and their uses, see the Desktop chapter.)

Hard Disk Users

If you are not sure how to select applications and files from the desktop, see either "General Keyboard Instructions" or "General Mouse Instructions" in the Moving Around in DeskMate chapter.

There are three ways to run an application from the desktop:

- Select an application (or one of its associated files) from the application's list box.
- Select an application from the Programs list box. When you enter the application, you can use the Open option on the File Menu to access one of the application's associated files.
- Use the Run option on the File Menu to open an application and one of its associated files.

The list box in the middle of the desktop screen is a "changeable" list box (autoconfig). After you install DeskMate on your hard disk, a default application appears in this box. You can remove it, however, and use this box to display a PC-compatible program you have installed in DeskMate or display subdirectories of one of your DeskMate applications. (For more information about autoconfig list boxes and their uses, see the Desktop chapter.)

Getting the Most out of DeskMate

DeskMate's Built-In Help Function

Although DeskMate is easy to use, you might occasionally have questions that you want answered without going to the DeskMate manuals. DeskMate includes a built-in help function, "DeskMate Quick Reference," that provides helpful information about the basics of DeskMate.

Help is available whenever the message `Help F1` appears at the upper right of the screen. Simply press `F1` to use DeskMate's help.

The help function gives you an index of topics that includes such things as:

- What is DeskMate
- How to Use the Menu Bar
- Desktop List Boxes
- How to Select Information

There are also three tutorials that provide hands-on experience with some of DeskMate's basic concepts. These tutorials are:

- Keyboard Tutorial
- Dialog Box Tutorial
- Mouse Tutorial

Using DeskMate's help function is a fast method of getting information. Not only is it easy to get into, but it is also easy to get out of and right back to where you were. Simply press `ESC` until you exit Help.

Additional DeskMate Equipment and Software

Some of DeskMate's functions require additional equipment. This equipment can make DeskMate easier and more enjoyable to use.

Mouse

You can use a mouse (or joystick if you have a Tandy 1000 computer) to move more quickly around the screen and choose functions.

Printer

You can use a dot matrix, daisy wheel, or laser printer (Tandy emulation mode or IBM emulation mode) to print information from DeskMate's applications. To print illustrations from Draw, you need an IBMPRO or IBMGRAPHICS (or compatible) dot matrix printer or an HP Laserjet (or compatible) laser printer. The Setup accessory's Printer option provides a list of the printers supported by DeskMate.

Modem

To use PC-Link and Telecom, you must have a modem (either external or internal). If you have an auto-dial modem that is supported by DeskMate, you can use the Phone List accessory to make your phone calls. The Setup accessory's Communications option provides a list of the modems supported by DeskMate.

There are other programs from the *DeskMate Companion* series designed especially to run under the DeskMate environment. These include:

Workgroup

Workgroup is a group of programs especially designed for workgroup use, including workgroup linking, Shared Calendar, Mail, Forum, Telephone Central, and more.

Thesaurus

The *Thesaurus* provides possible replacement words that you can insert into your text.

II. DeskMate's Applications

Accessories

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Introduction

The DeskMate accessories are several handy tools available to you anytime, anywhere in DeskMate. For example, you can use the Calculator while working in Text to add some numbers so that you can insert the total in your document. You can use the Corkboard accessory to jot a note to yourself while you are working in the Worksheet application.

We suggest that you begin with the Accessories article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Accessory Menu

To open the Accessory Menu, select it from the menu bar (F10).

The accessories are described below:

Setup — A multi-function accessory that lets you set up various DeskMate parameters. For example, you can adjust your screen colors and tell DeskMate what type of mouse, modem, and printer you are using.

Spell Checker — A built-in editor for your files. Spell Checker not only checks the spelling of a word or an entire document, but also offers suggested replacements for misspelled words.

Calculator — A five-function calculator that works like a desktop calculator.

Phone List — A quick way to find names and telephone numbers, and dial them if you have an auto-dial modem installed.

Corkboard — A way to write notes and display them on the desktop (like a note on the refrigerator) or store them in the Corkboard file.

Month — The current monthly calendar that you can use to quickly check dates. You can also look at other months in the same year or other years.

Clipboard — A special place in DeskMate that holds cut, copied, or pasted information for the applications.

Alarm — A way to audibly and visually remind yourself of important events.

Task Switch — A way to switch between two DeskMate applications or a DeskMate application and another software program.

The remainder of this chapter contains detailed explanations of each accessory (in alphabetical order).

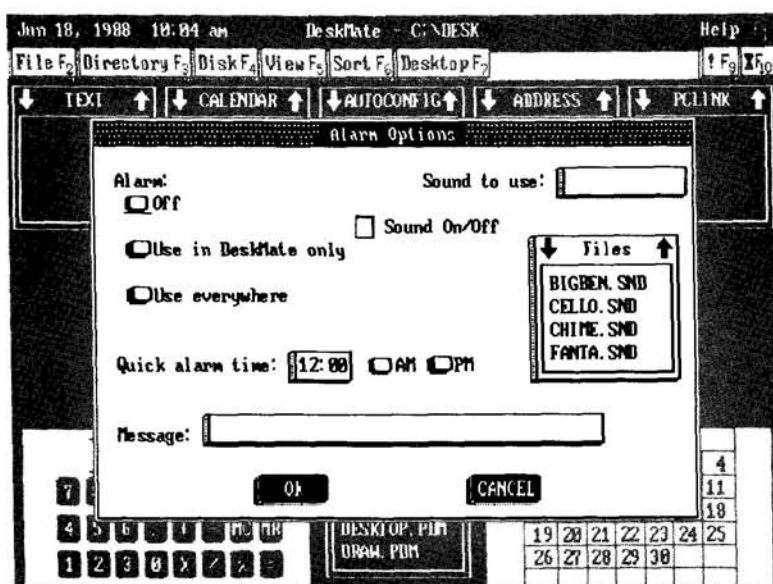
Alarm Accessory

You can use the Alarm accessory to remind you of meetings or special events. You can use it alone or with the Calendar application.

If you want to use the Alarm accessory with the Calendar application, you turn on the Alarm option when you add an event to your Calendar application. The alarm then operates as described in the "Using the Alarm" section, and you can change the alarm options shown on the Alarm screen.

The Alarm Screen

After you select Alarm from the Accessory Menu, you see:



Using Alarm

Use the Alarm option on the Accessory Menu to remind you of special events or meetings.

1. Select Alarm from the Accessory Menu.
2. Change any of the alarm options in the dialog box.
3. Select OK to complete the task.

The program displays the screen you were previously using.

When the alarm sounds, the F9 button on the menu bar flashes and is displayed in reverse highlight. Open the F9 Menu. Alarm appears on the menu. Select Alarm to display the alarm message you created when setting the alarm.

Following is a discussion of the options in the Alarm dialog box.

Accessories

If you choose Use everywhere, you must exit DeskMate, type Alarm, and press ENTER to activate the Alarm accessory.

If your machine does not support sound, this option is unavailable.

Alarm. This option lets you turn the alarm function on or off. When turned off, the alarm retains all time settings but just does not sound. When you start DeskMate, the alarm is off. Select **Use** in DeskMate only to use the alarm exclusively with DeskMate. Choose **Use everywhere** if you want to use the alarm with other software packages.

Sound On/Off. This setting lets you turn your alarm sound on or off. If you choose **On**, the sound is made before the event description is displayed.

Sound to use. This is the sound that is made each time the alarm goes off. This option is available only if your system gives you a choice of sounds. These sounds will appear in the Files list box. You can choose the sound you want from the Files list box below the Sound to use field. The current sound always appears in the Sound to use field.

Note: If there are no files in this box, disregard this prompt; the alarm will sound a short beep when activated.

Quick Alarm. Use this option if you want to enter an alarm time that is not associated with an event in the Calendar application. Enter the time and choose either **AM** or **PM**.

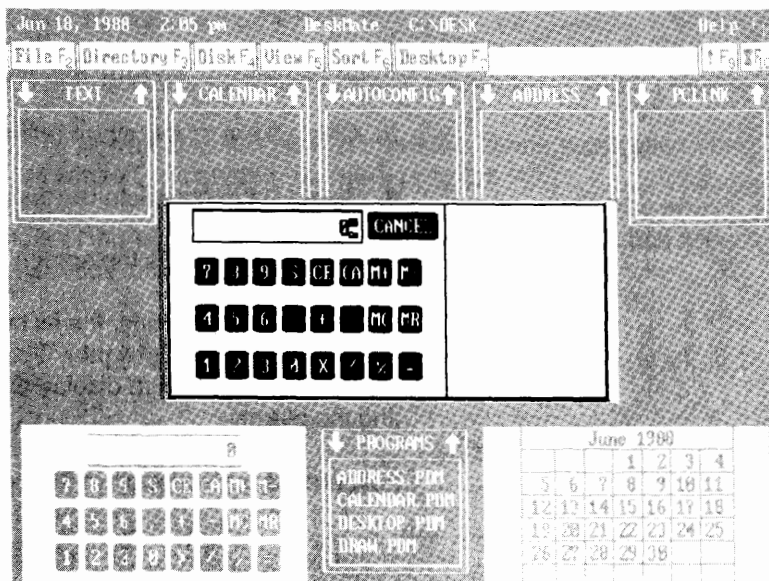
Message. This field lets you type a description of the event for which the alarm is set. When the alarm sounds, you can select **Alarm** from the F9 Menu and press **ENTER** to display the message.

Calculator Accessory

The Calculator accessory is a five-function calculator that has an internal memory. The display at the top of the Calculator shows each number and function as you enter it. The display on the right side of the calculator works like a tape, recording your calculations and their results.

The Calculator Screen

After you select Calculator from the Accessory Menu, you see:



Using Calculator

Use the Calculator option on the Accessory Menu to compute simple arithmetic equations.

1. Select **Calculator** from the Accessory Menu.

The calculator appears on the screen.

2. Type the numbers using the number keys on the keyboard, and type the functions as they appear on the calculator buttons. With a mouse, simply point to the number and function buttons on the display, and click.

If you make a mistake while typing, type **CE** (or point to **CE** and click) to clear the entry. If you make a calculation error, such as trying to divide by zero, you see the message **ERROR** on the calculator display. Use the **CA** function before you continue.

For example, to add $9 + 7$:

- a. Select **CA** to clear the calculator.
- b. Select **9**.
- c. Select **+**.
- d. Select **7**.
- e. Select **=**.

The result, 16, appears on the calculator's display.

3. Select **CANCEL** to exit the Calculator accessory.

The program displays the previous screen.

Calculator Functions

Following is a list of the Calculator accessory's functions and a brief explanation of each:

S	Changes the sign of a number.
CE	Clears the current entry.
CA	Clears all parts of the calculator, except memory.
+	Adds the displayed number to the next one you enter.
-	Subtracts the next number you enter from the one displayed.
x	Multiplies the displayed number by the next one you enter.
/	Divides the displayed number by the next one you enter.
%	Lets you use a percentage in a calculation. For example, entering $200 - 3\%$ produces the result of 200 minus 3 percent (194).
M+	Adds a number to the amount in the calculator's memory.

- M-** Subtracts a number from the amount in the calculator's memory.
- MC** Clears the calculator's memory.
- MR** Displays the calculator's memory.
- =** Displays the accumulated result of a calculation.

Clipboard Accessory

You use the clipboard in most applications to temporarily store information you are moving or duplicating. If you want to see what information is currently in the clipboard, you can use the Clipboard accessory.

The Clipboard Screen

After you select Clipboard from the Accessory Menu, you see:



Using Clipboard

Use the Clipboard accessory to view the current contents of the Clipboard.

1. Select Clipboard from the Accessory Menu.

If there is not anything currently stored in the clipboard (for example, if you just started DeskMate), you will see a message telling you that the clipboard is empty. Otherwise, the clipboard displays its contents or a message to let you know the type of information currently on the clipboard.

Some of the information you might store on the clipboard cannot be displayed using the Clipboard accessory because of the way DeskMate has to store the information. For example, if the clipboard information is from the Worksheet application, you see the message Clipboard contains

Worksheet data, instead of the data itself. The Clipboard accessory can display information that is either ASCII or high-resolution graphics.

2. Select CANCEL to exit the Clipboard accessory and return to the previous screen.

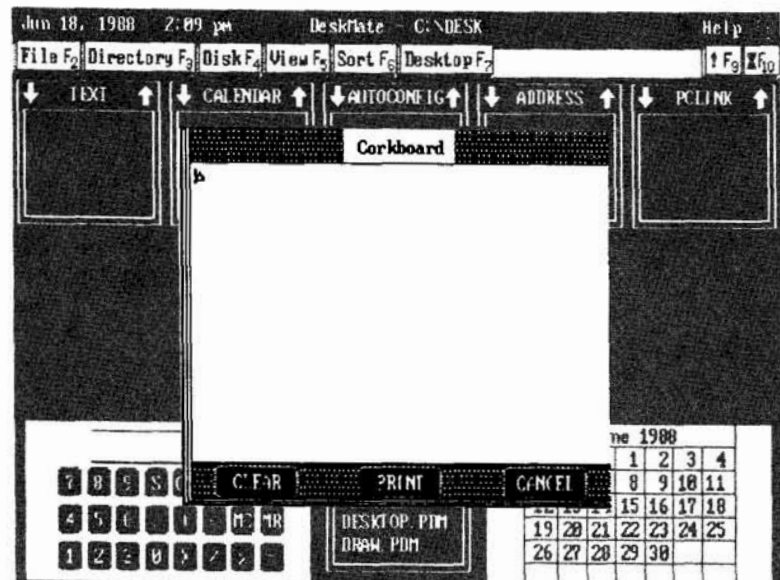
Corkboard Accessory

Use the Corkboard accessory as you would a note pad. Your notes are stored on disk so that you can refer to them whenever you need them. You might want to put the Corkboard accessory on the desktop so that you can see your notes any time you display the desktop. (See the Desktop chapter for more information.)

The first time you select the Corkboard accessory, you see a dialog box if your Corkboard data is on another diskette. A message in the dialog box asks you to switch diskettes and press the RETRY button. If you select CANCEL, another dialog box appears and you can create a Corkboard on the current diskette by selecting OK.

The Corkboard Screen

When the Corkboard accessory exists on your current diskette, the following Corkboard screen appears:



Using Corkboard

Use the Corkboard option on the Accessory Menu to jot down notes for yourself.

1. Select Corkboard from the Accessory Menu.

The cursor appears in the upper left corner of the corkboard screen so that you can begin typing.

2. Type your note on the corkboard.

As you type, the cursor moves to the right. If there are any characters to the right of the cursor, they move to the right to accommodate any additional characters you type.

If you make a mistake while typing, you can use the **DELETE** or **BACKSPACE** keys to remove characters. **BACKSPACE** removes the character to the left of the cursor, and **DELETE** removes the character the cursor is on. To delete a larger portion of the corkboard, highlight the section you want to delete by either using **SHIFT** and the arrow keys or dragging the mouse pointer. Then, press **DELETE**.

You can move the cursor around the screen using a mouse or the keyboard. If you are using a mouse, simply point and click. If you are using the keyboard, you can use the arrow keys or the indicated keys in the following chart:

Press:	To:
PGDN	Display subsequent notes
PGUP	Display previous notes
CTRL-HOME	Move the cursor to the beginning of the corkboard
HOME	Move the cursor to the beginning of the current line
END	Move the cursor to the end of the current line
CTRL-END	Move the cursor to the end of the corkboard
CLEAR	Delete the contents of the corkboard
PRINT	Print the contents of the corkboard

3. If you wish, select the PRINT button to print the corkboard's contents.**4. Select CANCEL to exit the Corkboard accessory .**

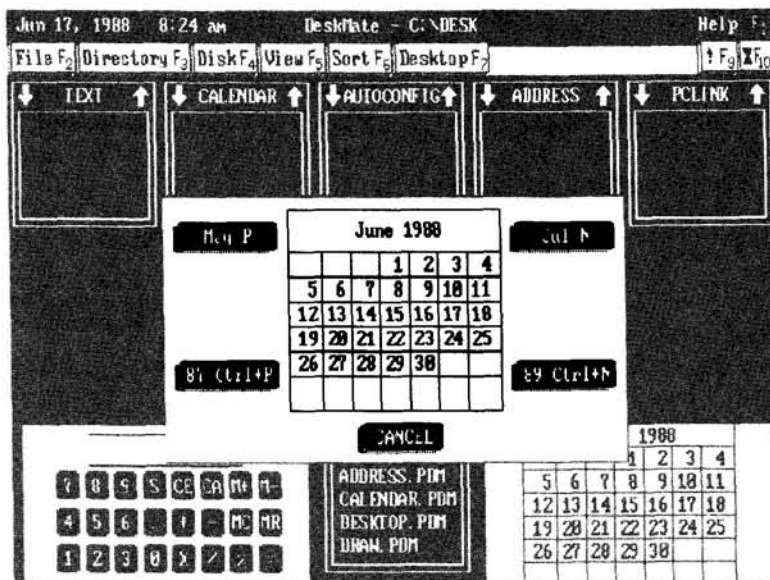
Your notes are stored in the Corkboard file, and the program displays the previous screen.

Month Accessory

The Month accessory displays the current monthly calendar so that you can quickly check a date.

The Month Screen

After you select Month from the Accessory Menu, you see:



The calendar you see is for the current month (based on the date you used when you turned on your computer). If you need to change the date and time, use the Date and Time option on the Accessory Menu's Setup screen. (See "Setup" in this chapter.)

Using Month

Use the Month option on the Accessory Menu to view a particular monthly calendar.

1. Select Month from the Accessory Menu.

The current monthly calendar appears on the screen.

2. View the desired monthly calendar.

You can look at not only the current month but also a previous month, the next month, the same month in the previous year, or the same month in the next year.

Press:	To see:
P	Previous month
N	Next month

CTRL-P Same month, previous year

CTRL-N Same month, next year

3. Select CANCEL to exit the Month accessory.

The program displays the previous screen.

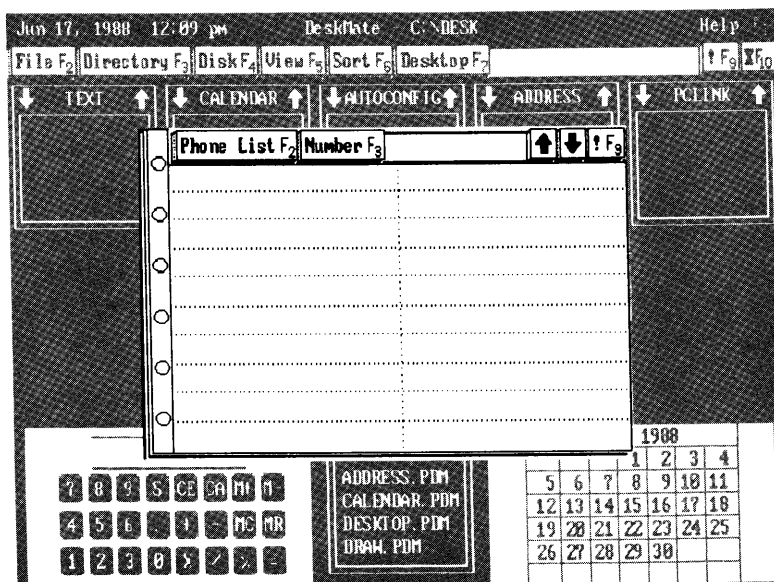
Phone List Accessory

The Phone List accessory provides you with a quick way to find names and telephone numbers. If you have an auto-dial modem, you can also use this accessory to dial the phone number for you.

The Phone List Screen

After you select the Phone List accessory, you see:

The Phone List accessory works with the Address Book application. You are asked to insert the diskette containing Personal.adr when you choose the Phone List accessory. Do not remove your Personal.adr diskette while working with the Phone List.



Using Phone List

The Phone List accessory has two menus that contain options you can use to perform various functions.

The following sections describe the menu options you can use in the Phone List accessory.

The Phone List Menu



Use the options on the Phone List Menu to print your phone list and exit the Phone List accessory.

Print. The Print option on the Phone List Menu lets you print a copy of your phone list.

1. Select Print from the Phone List Menu.

The program prints the first page of your phone list. The printer automatically pauses between pages, and you are prompted to reprint the current page.

2. Select YES or NO.

If you select NO, the program continues to print the rest of the phone list, or displays the Phone List screen. If you select YES, the program reprints the current page.

Note: You can select CANCEL at any time to quit printing.

Exit. Use the Exit option on the Phone List Menu to exit the Phone List accessory.

- Select Exit from the Phone List Menu.

The program displays the screen you were previously using.

The Number Menu

Number F_3	
Add	Ctrl+A
Edit	Ctrl+E
Delete	Ctrl+D
Call	Ctrl+C
<input checked="" type="checkbox"/> Work phone	
Home phone	

Use the options on the Number Menu to maintain your phone list information.

Add. The Add option on the Number Menu lets you add a new name/number to your phone list. Each time you add information to your phone list, you also update the Address Book application. Also, each time you add information to the Address Book, the Phone List accessory is updated.

1. Select Add from the Number Menu.

A dialog box is displayed.

2. Enter your phone list information in the dialog box.

Note: The options in this dialog box are explained in detail after the steps.

3. Select ADD to complete the task.

The Add dialog box remains on the screen so that you can add another entry.

Note: OK adds the entry to the list and removes the Add dialog box from the screen. CLEAR erases all data that you have added in the dialog box, and you can start over.

First. At this option, type your entry's first name, using 18 or fewer characters.

Last. Use this option to type a last name for your phone list entry, using 20 or fewer characters.

Work/Home. This option is either work: or Home:, depending on whether the Work phone or Home phone option is checked in the Number Menu. Type the appropriate phone number, using 20 or fewer digits.

Edit. Use the Edit option on the Number Menu to change a previous phone list entry.

1. Highlight the phone list entry you want to change.
2. Select **Edit** from the Number Menu.

The entry card for the highlighted entry is displayed.

3. Change the necessary options.
4. Select **OK** to complete the task.

The dialog box has **PREV** and **NEXT** buttons so that you can see other entry cards in your phone list.

The program displays the changes on the phone list.

Delete. The Delete option on the Number Menu lets you delete an entry from the phone list.

1. Highlight the entry you want to delete.
2. Select **Delete** from the Number Menu.

A dialog box appears.

3. Select **YES** to complete the task.

The program deletes the entry you highlighted from your phone list.

Call. Use the Call option on the Number Menu to automatically dial a highlighted number on the list if you have an auto-dial modem connected to your computer. Also have your telecommunications equipment defined using the Communications option in the Setup accessory.

1. Highlight the number you want to dial.
2. Select **Call** from the Number Menu.

A dialog box appears, and the number you chose is automatically dialed.

3. When the dialog box indicates that the number has been dialed, pick up your telephone receiver.

The phone list appears on your screen.

Work phone/Home phone. The Work phone/Home phone option on the Number Menu indicates which phone number is currently displayed on the phone list as well as which phone number you will add or change.

1. Select the unchecked option (Work phone/Home phone), from the Number Menu.
2. The specified number is displayed for all entries on the current phone list.

If you want your phone list to include both a work and home phone number for one person, you change the current Work/Home phone option and then add the second number. The number currently displayed depends on which Work/Home phone option is checked.

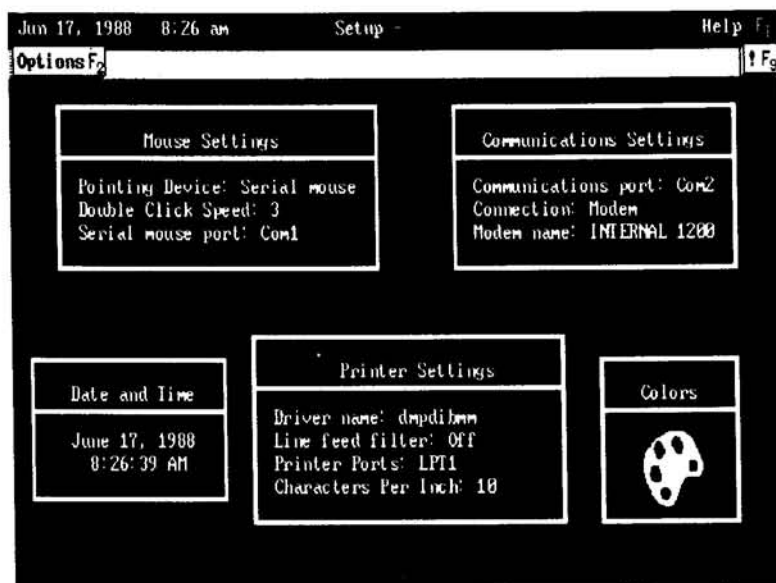
To display the number that is not currently shown, highlight either entry for the desired name, and select either the Work phone or Home phone option (whichever is not currently checked).

Setup Accessory

The Setup accessory lets you set up and/or change various DeskMate parameters. For example, you can change the color of your screen or choose a specific printer or modem.

The Setup Screen

After you select Setup from the Accessory Menu, you see:



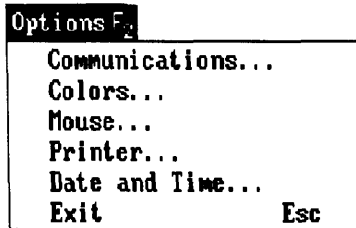
This screen gives you a quick view of all the Setup options and their current settings.

Using Setup

The Setup Accessory has an Option Menu that lets you select the option you want to change.

The following section describes the menu options you can use in the Setup accessory's option menu.

The Options Menu



Communications. The Communications option on the Options Menu lets you tell DeskMate about the telecommunications equipment you are using. Be sure your settings are correct before you use the Telecom application or the Phone List accessory to dial a number for you.

Note: This Setup option uses the MS-DOS dmconfig setting to locate configuration information. Be sure that dmconfig is set to a directory to which you can write information. You can check your dmconfig setting by typing `set` at the system prompt. Then, press **ENTER**. (Refer to the Technical Considerations appendix for details.)

1. Select Communications from the Options Menu.

A dialog box appears. The options in the dialog box are described after the steps.

2. Enter or change the information in the dialog box.
3. Select OK to complete the task.

The program saves the communications settings, and the Setup screen appears.

Communications Port. This option lets you tell DeskMate which communications port you are using to connect your telecommunications hardware (such as a modem). Choose either 1 or 2.

Note: If you have only one serial port and/or modem and have already used the Mouse accessory and chosen a serial mouse, you cannot use the Communications option.

Connection. This option lets you tell DeskMate whether you are directly connected (via a cable) to another computer or whether you are using a modem for communications. Choose either `Modem` or `Direct`.

Modems. This list box lists the modems that DeskMate supports. (This feature is not available if you chose the Direct connection type.) Highlight the modem you are using. The name appears at the `Modem name:` prompt.

Colors. The Colors option on the Options Menu lets you change the DeskMate screen colors. The colors available depend on the type of video card in your computer.

Note: This option uses the MS-DOS dmconfig setting to locate configuration information. Be sure that dmconfig is set to a directory to which you can write information. You can check your dmconfig setting by typing `set` at the system prompt. Then, press **ENTER**. (Refer to the Technical Considerations appendix for details.)

1. Select Colors from the Options Menu.

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Choose your desired color options.
3. Select OK to complete the task.

Note: If you want to return the colors to their original settings, select RESET.

The program saves the color settings and the Setup screen appears.

Experiment with the color settings until you find the colors you want to use with DeskMate.

Palettes. This option lets you choose the section of your screen (background or foreground) whose colors you want to change. The corresponding color is shown next to each palette name in the list box.

Note: If you have a CGA monitor that supports only one palette, the Palettes list box is not displayed.

Highlight the Palettes option you want to change. You can then use the Red, Green, Blue, and Brightness bars to adjust the colors and create the color you want. You can move the setting left to make the color lighter or right to make it darker. If your monitor can detect intensity settings, you can make all the colors brighter or dimmer by adjusting the Brightness setting.

Change Colors. After you set the colors, you can choose whether you want DeskMate to save them permanently or only use them until you exit the program. Choose either Permanent or Temporary.

Mouse. The Mouse option on the Options Menu lets you specify the type of pointing device you are using and also set a double click speed for your mouse that is comfortable for you. If you have a mouse (or joystick, if you are using a Tandy 1000) connected but do not plan to use it with DeskMate, use this accessory to tell DeskMate that you are using only the keyboard. DeskMate will then remove the pointer from your screen so that you will not be distracted by it.

Note: The Mouse function uses the dmconfig setting to locate configuration information. Be sure that dmconfig is set to a directory to which you can write information. You can check your dmconfig setting by typing `set` at the system prompt. Then, press ENTER. (Refer to the Technical Considerations appendix for details.)

1. Select Mouse from the Options Menu.

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Specify the appropriate information in the dialog box.
3. Select OK to complete the task.

The program saves the Mouse settings and the Setup screen appears.

Pointing Device. This option lets you specify the type of pointing device you are using. Choose one of the following four devices:

Serial mouse—Choose this setting if you plan to use your mouse in DeskMate only.

Joystick—Choose this option if you have a joystick or a Tandy color Mouse.

Other mouse—Choose this device if you have previously installed a Microsoft-compatible mouse driver and you want to use that driver in DeskMate.

None—Choose this option if you do not have a mouse or if you have a mouse connected but do not plan to use it with DeskMate.

Serial Mouse Port. You need to answer this option if you chose Serial mouse in the above option. This option lets you indicate which serial (communications) port your mouse is connected to. Choose either Com1 or Com2.

Note: Be sure you select the correct port if you have already installed a serial mouse. This ensures that Telecom does not interfere with the mouse function.

Double Click Speed. This option lets you choose a comfortable double click speed. Choose a speed, and then point to the TEST button and double click the mouse button.

The TEST button responds if your double click speed is in the range you chose. If the TEST button does not respond, try choosing another double click speed.

Printer. Use the Printer option on the Options Menu to tell DeskMate what type of printer you have connected to your computer. You can also use this option before you use the Print to File feature of each application. By specifying an ASCII printer before printing to a file, you convert the file into ASCII code, which you can then use in a variety of ways, such as sending information via Telecom to another computer.

Note: The Printer option uses the MS-DOS dmconfig setting to locate configuration information. Be sure that dmconfig is set to a directory to which you can write information. You can check your dmconfig setting by typing `set` at the system prompt. Then, press ENTER. (Refer to the Technical Considerations appendix for details.)

1. Select Printer from the Options Menu.

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Choose your desired options on the dialog box.

3. Select OK to complete the task.

The program saves the Printer settings and the Setup screen appears.

Note: DeskMate refers to this printer information each time you choose a printer option in DeskMate. If you change printers, be sure to use the Printer option in the Setup accessory to change the settings.

Printers. This list box displays the printers you can use with DeskMate. Highlight the printer you are using. (You must be using a daisy wheel, laser, Tandy emulation printer, or IBM emulation printer.)

Note: Choose OTHER if you have a special driver for your printer that is not on this list and the special driver was built specifically for use with DeskMate. Other application's printer drivers will not work.

Driver Name. If you chose OTHER as the printer you are using, type the name of the printer driver for your printer.

Line Feed Filter. The Line feed filter option is either on or off. If it is on, the box contains an x. If it is off, the box is empty. Check the CR switch on your printer. If it is set to CR=NL, be sure the line feed filter box contains an x. If the CR setting is CR=CR, be sure the box is empty. If your printer is double spacing or printing lines on top of each other, try changing this switch.

Characters Per Inch. This option lets you indicate how many characters per inch (10, 12, or 16.7) you want your printer to print.

Printer Ports. This option lets you tell DeskMate which port your printer is connected to. The default port is LPT1.

Date and Time. The Date and Time option on the Options Menu lets you change the current date and time in DeskMate without exiting to the system prompt.

1. Select Date and Time from the Options Menu.

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Choose your desired options on the dialog box.
3. Select OK to complete the task.

The program saves your changes and the Setup screen appears.

Date. To change the date, simply type a date, using the format mmddyyyy.

Note: mm indicates the month, 01 through 12. dd indicates the day of the month, 01 through 31. yyyy indicates the year. (The year cannot precede 1980.)

If you make a mistake in typing the numbers, delete the incorrect numbers by using the **BACKSPACE** or **DELETE** keys. **BACKSPACE** deletes the character to the left of the cursor, and **DELETE** deletes the character the cursor is on.

Time. To change the time, type the time, using the format hh:mm. Then, choose either AM or PM.

Note: You can also separate the hours and minutes with a space.

Exit. Use the Exit option on the Options Menu to exit the Setup accessory.

- Select **Exit** from the Options Menu.

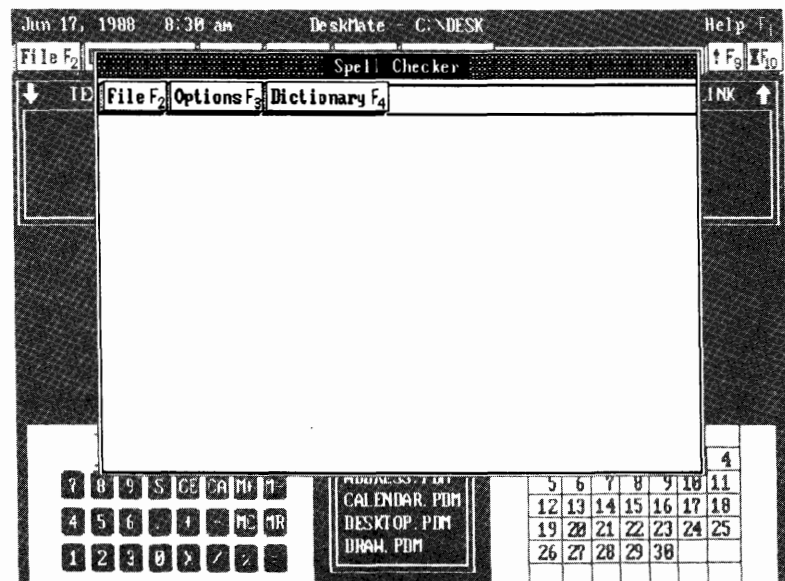
The program displays the screen you were previously using.

Spell Checker Accessory

The Spell Checker accessory uses a built-in main dictionary and a user-defined dictionary to check the spelling in a file or document.

The Spell Checker Screen

After you select **Spell Checker** from the Accessory Menu, you see:



This dialog box contains menus from which you can select various functions within the Spell Checker accessory.

Using Spell Checker

The Spell Checker accessory has three menus that contain options you can use to perform various functions.

The following section describes the options you can use in the Spell Checker accessory.

The File Menu



Use the options on the File Menu to open files and exit the Spell Checker accessory.

Open. The Open option on the File Menu lets you access the document files in the current directory and all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

1. Select Open from the File Menu.

A dialog box appears.

2. Highlight the file you want to open. (If the file you want to open is not in the list box, you can use the Open File: field to type the name of the desired file.)

Note: If the file you want to open does not have the extension .doc, the file type (ASCII or non-ASCII) is determined by the contents of the file. A message is displayed if the document is in non-ASCII format.

3. Select OK to open the file and begin the Spell Checker procedure.

A dialog box appears.

Spell Checker displays the first unknown word at the top of the box. The context in which the word appears is shown directly beneath the word. You can edit the word in the context area or scroll through the Replacements list box and highlight the word you want to use. Notice that the word currently highlighted in the Replacements list box appears in the context area.

4. If the unknown word is correct, select Add from the Options Menu.

The word is added to your user dictionary.

5. If you want to return to the original unknown word, select RESTORE from the Options Menu.

The unknown word reappears in the context area.

6. Select OK to accept the word currently in the context area and continue checking the document.

The word appears in the document when you next access it.

7. Select CANCEL to stop the spelling check.

The Spell Checker dialog box appears.

Exit. Use the Exit option on the File Menu to remove the Spell Checker dialog box from the screen and return to the screen you were previously using.

- Select **Exit** from the File Menu.

If you have added words to the user dictionary, you will be prompted to save the changes.

The Options Menu



If you are not using a Tandy 1000 SL or TL and you have only one diskette drive, you cannot use the AutoProof option.

Use the options on the Options Menu to automatically check each word as you type and check spelling for specific words.

AutoProof. When you use the AutoProof option on the Options Menu, the Spell Checker will check every word you type — whether you are typing in a file or typing information in a dialog box.

- Select **AutoProof** from the Options Menu.

A check mark appears by the option.

Each word you type is compared with the main and user dictionaries. If the word is not found, a beep sounds. You can then select the Spell Checker accessory and use the Check Word option on the Options Menu.

Check Word. Use the Check Word option on the Options Menu to check individual words while you type.

1. Select **Check Word** from the Options Menu.

A dialog box appears.

2. At the **word to check:** prompt, type the word whose spelling you want to check.
3. Select **OK**.

If the word is unknown, suggested alternatives are displayed. If the word is correctly spelled, a message is displayed.

4. Select **CANCEL** to return to the previous screen you were using.

The Dictionary Menu



Use the options on the Dictionary Menu to save and delete words in your user dictionary.

Edit. The Dictionary Menu's Edit option lets you remove words from your user dictionary.

1. Select **Edit** from the Dictionary Menu.

A dialog box appears, listing the words in your user dictionary. Like the pages of a dictionary, there are headings for the first and last word on the page.

2. Choose the word you would like to delete using the following keys:

PGUP	Displays the previous page of words.
PGDN	Displays the next page of words.
OK	Accepts the deletions (if any) you have made. You'll be prompted to save the dictionary on disk when you leave the Spell Checker accessory.
DELETE	Removes the currently selected word from the user dictionary.
CANCEL	Causes any deleted words to reappear and the user dictionary remains unchanged.

In addition to accessing the Spell Checker from the Accessory Menu, you can also access Spell Checker in the Text application, using the Proof option on the Edit Menu. You can select part or all of a Text document to check for spelling. See "Check for Mistakes with Spell Checker" in the Text chapter of this manual.

Save. The Dictionary Menu's Save option lets you save the changes you make to your user dictionary after you use the Edit option.

- Select Save from the Dictionary Menu.

Any changes you made to your user dictionary are saved.

Task Switch Accessory

This accessory lets you place DeskMate and another software package in memory at the same time so that you can quickly switch back and forth between the two "tasks."

Note: When you store information on diskette or access your disk drives in any way, be sure that you have the correct diskette(s) in the drive(s) for the software you are currently using.

Requirements for Using Task Switch

- You cannot use Task Switch at the same time you are running "always resident" programs, such as Microsoft Windows, Sidekick®, and other similar packages.
- You cannot use Task Switch with other software that requires you to reset the computer in order to load.
- You cannot task switch with BASIC, using a pointing device.

- You cannot task switch with programs that “take over” the keyboard. You will know if your program does this by pressing the ALT = key sequence. If nothing happens, your program controls the keyboard.

Using Task Switch

Use the Task Switch accessory to move directly between an application and the desktop or two applications.

- Select Task Switch from the Accessory Menu.

Note: You can also use the accelerator ALT= to choose Task Switch.

If you are in a DeskMate application, you return to the desktop. The desktop is now your second task. You can quickly move between the application and the desktop by pressing ALT=.

If you want to run another application or software program as a second task, you can choose it from the desktop in one of two ways.

First, you can choose an application as a second task by selecting it from its application box or the Programs list box.

Second, you can select the second task using the File Menu's Run option. To use Run, follow these steps:

1. Select Run from the File Menu.

A dialog box appears. The options in the dialog box are described after the steps.

2. Type the necessary information.
3. Select OK to complete the task.

The application (or program) you specified is now in memory, and you can switch between the two applications (programs) by selecting Task Switch from the Accessory Menu or simply pressing ALT=.

Program. Use this option to type the name of the program you want to switch to.

Data file. Use this option to type the name of the data file you want to use, or leave this prompt blank. If you leave this option blank, DeskMate runs the program without opening a corresponding data file.

CPU clock speed. This option lets you choose Normal or Fast.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to Fast, and we suggest that you use it to run DeskMate applications.

Notes:

You can switch between DeskMate applications or another software program. When you start a new task that is not a DeskMate application, you must also change to the directory that the new program uses.

- If you task switch to Command.com, you must type `exit` to return to the desktop.
- If you are using another program and graphics mode that DeskMate cannot properly restore, task switching will not occur.

To end a task, exit in the normal manner. You will return to the desktop. If you try to exit DeskMate from the desktop and there is still a task in memory, you return to that application. Exit the application normally and when you return to the desktop, you can then exit DeskMate.

Question and Answers

Question

What kind of printer can I use with DeskMate?

Answer

The type of printer you can use depends on what you want to do. If you are printing text, such as a Text document or a Filer report, you can use a laser printer, a daisy wheel printer, or a dot matrix printer (Tandy emulation mode or IBM emulation mode). If you have graphic images in the material you want to print, you need a laser printer or a dot matrix printer. Within these guidelines, you can use a PC-compatible or HP Laser Jet-compatible printer.

You can use other printers with DeskMate as long as you only print text. Select ASCII using the Printer option in the Setup accessory. When you select ASCII, you cannot print graphics and you cannot print boldface, underline, or italic characters.

Question

When I try to print from DeskMate, my printer does not work properly. What can I do?

Answer

Printer difficulties generally fall into three categories: simple mechanical problems, printer setup problems, and program setup problems. Following are some troubleshooting suggestions.

1. If your printer does not print at all, the most common suspect is the printer connections.
 - Make sure the printer is plugged in and turned on.
 - Make sure the printer is connected to the computer and is on line.
 - Make sure you are using the proper printer cable. Also, make sure the cable is plugged in properly (fully inserted at both ends and not connected upside down).
 - Make sure the printer is loaded with paper, has a print wheel installed, or does not need a new ribbon.
 - Check your printer manual to make sure your printer is set for parallel (centronics) operation.
 - If you have more than one printer port on your printer, make sure that DeskMate knows which port you are using.
 - Try leaving DeskMate and turning off your computer and your printer. Restart the computer and DeskMate and turn on your printer. Then, retry printing.
 - If, after checking the previous points, your printer still does not print, refer to your printer manual to see if your printer has a self-test function. If it does, try to make sure your printer is functional.

2. Some printer problems come from improper settings in the application you are using.
 - If the application from which you are trying to print lets you select a range of pages or text, make sure you have made a selection.
3. Check your page formats to make sure they are correct.
4. If your printer prints, but does not produce the proper characters, you probably have not made the correct settings to your printer.
 - If you are using an IBMPRO-compatible printer, check your printer manual to make sure you have made all the proper settings on your printer.
 - Recheck any other printer settings.
 - Try turning off your printer, and then turning it on again.
5. If your printer puts extra space between lines, or if it prints one line on top of another, reset the **Linefeed filter**: setting in DeskMate.
6. If your printer is a daisy wheel printer, make sure the proper print wheel is installed.
7. If your printer displays a message or error indicator, check your printer manual to determine the problem.

Address Book

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Introduction

Because the Address Book application is primarily a device for storing and retrieving addresses, the screen's work area looks much like a page from an address book you might have at home. The big difference is that **this** address book lets you group related addresses into *lists* and use them for printing as well as reference. For example, Address Book lets you print mailing labels for a specific group of customers or club members.

For your convenience, the Address Book application and the Phone List accessory access the same information. This means that anytime you are running DeskMate, you can find an Address Book phone number without having to exit the application you are in. All you have to do is use Phone List.

We suggest that you begin with the Address Book article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Address Book Screen

When you select the Address Book application from the desktop, the following screen appears:

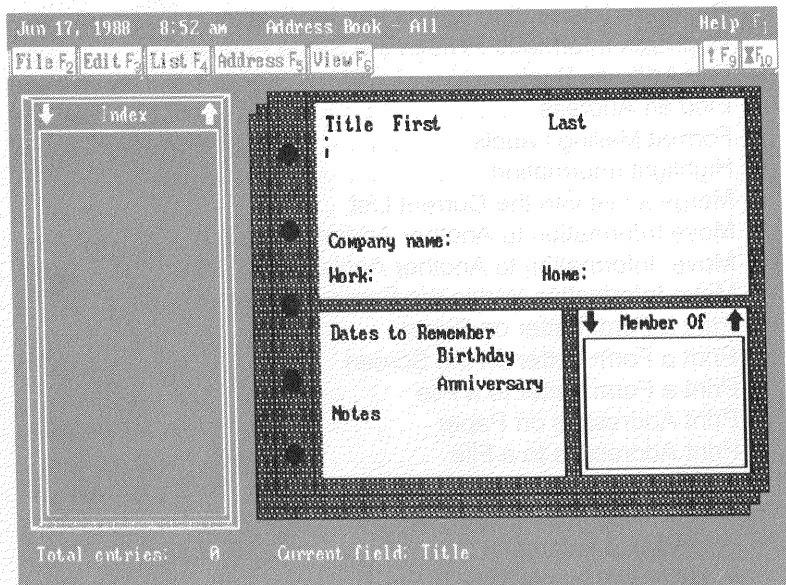
If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.

Helpful Signposts on the Address Book Screen

Title bar — displays the name of the current list (or All, if you are viewing all addresses)

Member Of list box — shows which lists the displayed address belongs to

Current field: indicator — shows which field you are in



The program is ready for you to begin adding addresses as described in "Using Address Book."

The Address Book Menus

Address Book has five menus, which appear on the left of the menu bar, that list the options you can use with Address Book. Notice that some options have accelerator keys listed next to them. These keys let you perform tasks without pulling down a menu. For example, when you are ready to exit Address Book, you can press **ESC** to select **Exit** from the **File** Menu.

File F_2 Format labels... Print labels Print document... Print form letter... <hr/> Exit Esc Run...	Edit F_3 Cut Shift+Del Copy Ctrl+Ins Paste Shift+Ins Clear Del <hr/> Undo	List F_4 New... Delete... Merge...
Address F_5 Add Ctrl+A Copy Delete Ctrl+D <hr/> Add to list... Delete from list... <hr/> Find... Ctrl+F Find next Ctrl+N <hr/> Call Ctrl+C	View F_6 All By list...	

Using the Menu Options

For your convenience, the reference section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on an Address Book menu. If you need a reminder about the tasks associated with a given menu option, refer to the "Address Book Menu Options" table.

The "Tasks and Topics" section might also contain topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Address Book Menu Options

File F2

Format labels

Format Mailing Labels

Print labels

Print Mailing Labels

Print Mailing Labels to a File

Print document

Print Addresses to a File

Print form letter

Print a Form Letter on Paper

Print a Form Letter on the Screen

Print a Form Letter to a File

Exit

Exit Address Book

Run

Run Another Application

Edlt F3

Cut

Move Information to Another Address

Move Information to Another Application

Move Information Within the Same Address

Copy

Duplicate Information to Another Address

Duplicate Information to Another Application

Duplicate Information Within the Same Address

Paste

Duplicate Information to Another Address

Duplicate Information to Another Application

Duplicate Information Within the Same Address

Move Information to Another Address

Move Information to Another Application

Move Information Within the Same Address

Clear

Delete Information from a Field

Undo

Undo Editing

List F4

New

Create a List

Delete

Delete a List

Merge

Merge a List into the Current List

Address F5

Add

Add an Address

Copy

Copy an Address

Delete

Delete an Address from the Entire Book

Add to list

Add an Address to Another List

Delete from list

Delete an Address from a List

Find

Find an Address

Find next

Find an Address

Call

Dial a Phone Number

View F6

All

View All Addresses

By list

View Addresses by List

Using Address Book

How to Display Any Address

1. Select All from the View Menu.
2. Select the person's name from the Index list box.

When you first start Address Book, the View Menu's All option is already selected for you. As long as you are using this view, you have access to all the addresses in your address book and can store addresses without putting them in specific lists.

The screen displays a blank *record* for the first address. This *record* is divided into several *fields* in which you can immediately begin entering the various parts of the address (courtesy title, first and last names, city, state, and so on).

You can immediately begin typing the address information, pressing **TAB** and **SHIFT-TAB** to move the cursor forward and backward through the fields. Or, if you have a mouse, simply point and click on the field you want to move to. The **Current field:** indicator at the bottom of the screen reminds you which field you are in.

Notes:

- You can enter addresses in any order because Address Book automatically sorts by last name. Just be sure to fill in the last name field or type a space in it.
- You can highlight and type over the words **Birthday** and **Anniversary** if you want the date fields to remind you of other special dates. If not, use **TAB** to skip the words, leaving them the same.

Here is a sample of how the address might look when completed:

Title	First	Last
Mr.	John	Doe
900 Oak Rd.		
Anytown		NE 68503
Company name: Doe's Drive-Up Doughnuts		
Work: (555) 555-2222 Home: (555) 555-3333		

Dates to Remember	
11/15/57	Birthday
06/14/80	Anniversary
Notes	
Needs computer table, red sweater.	

↓	Member Of	↑
<div></div>		

To add another address, select Add from the Address Menu. Address Book presents you with another blank form and stores the first address. Notice that the Index list box now contains a reference to the first address. Also, the Total entries: indicator shows that the book contains one address.

When you finish adding addresses, select any available option other than an Edit Menu option. Address Book stores the last address and performs the action you chose. To view any address, simply select the appropriate name from the Index list box.

Note: In addition to keeping a backup of the Address Book application, you should also keep an up-to-date backup of its data file, Personal.adr. This file is the actual "address book" in which the application stores all your addresses. If you delete it from your working disk, DeskMate will recreate it the next time you run Address Book. The new file will be empty, however, so you will need to copy your backup file to it to recover your addresses.

How to Display an Address in a List

1. View the list, using the By list option on the View Menu.

Note: When you select By list, a dialog box appears, listing the available address lists. You select the address list you want to view.

2. Select the person's name from the Index list box.

The List Menu's New option lets you create and open specific address *lists* within your address *book*. Once you create a list, you can add each address either by typing it directly (using Add) or by copying it from somewhere else in the book (using Add to list).

A Christmas card list is already created for you. You can open it by using the View Menu's By list option. Notice that when you use this option, the information in the Index list box changes. The box now lists only those addresses in the *current list*.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Address Book application.

Tasks and Topics

Add an Address

Use the Address Menu's Add option to add an address to the book or the current address list.

1. Select Add from the Address Menu.

A blank address record appears.

Note: When you first open the book or a list, the Add option is already selected and you do not need to do this step.

2. Type the information needed to complete each field of the record, pressing **TAB** and **SHIFT-TAB** to move forward and backward from field to field. All information is optional. The fields are discussed below.

Title. This field lets you enter a courtesy title of up to five characters, such as *Mr.*, *Mrs.*, or *Dr.*

Name. This field lets you enter a first name of up to 18 characters. You can press → or ← to scroll the name sideways.

Last. This field lets you enter a last name of up to 20 characters. Address Book sorts addresses alphabetically according to whatever information you enter in this field.

If you do not want to use a last name, you can leave the first name field blank and enter the first name, such as Dad or Mary, in the last name field. In this case, the address is grouped with those addresses for which you entered last names:

Anderson, Jane
Dad
Jones, Bob
Mary

Another option is to enter the first name in the first name field and a space in the last name field. In this case, the address appears **before** those for which you entered last names:

,Dad
,Mary
Anderson, Jane
Jones, Bob

If you enter nothing in the last name field, the message **A last name is required** appears when you try to select another option. Select **OK** to remove the message so that you can enter a name or a space.

Address Fields. The address fields are not labeled on the record, but their names appear in the status line at the bottom of the screen as you move through them. You can type a street address (up to 38 characters), city (up to 20 characters), state (up to eight characters) and zip code (up to ten characters).

Company Name. This field lets you enter a company name of up to 29 characters.

Work and Home. These fields let you enter work and home phone numbers in a format that suits you, such as 555-555-1000 or (555)555-1000. For searching purposes, you will probably want to use the same format for all phone numbers. You can enter up to 20 characters in each phone number field.

Dates to Remember. Two fields (Date One and Date Two) let you enter special dates in the format *MM-DD-YY*, *MM-DD-YYYY*, *MM/DD/YY*, or *MM/DD/YYYY*. The labels **Birthday** and **Anniversary** are provided as defaults, but you can highlight and type over these labels if you want to use the fields for other dates.

Notes. This field lets you type a note of up to 40 characters.

As you move among the fields, the name of the field you are in (the current field) appears in the status line at the bottom of the screen.

When you finish entering information in the fields in one address, use the Add option again to continue adding addresses. Or, select another Address Book option (other than an Edit Menu option). Addresses you add or update are immediately stored on disk when you display another blank record or

use another option. They are automatically stored alphabetically by last name.

Add an Address to Another List

Use the Add to list option on the Address Menu to add the currently displayed address to another list.

1. Select **Add to list** from the Address Menu.

A dialog box appears, listing all available address lists.

2. Highlight the list(s) to which you want to add the displayed address.

Note: To highlight consecutive lists, use **SHIFT-↓**. To highlight non-consecutive lists: highlight the first list, press **CTRL-↓** to move down the list box, and press **CTRL-SPACEBAR** on each list you want to highlight.

3. Select **OK** to complete the task.

The dialog box disappears, and the Member Of list box indicates that the displayed address is now a member of the chosen list(s).

Change an Address

Type over or erase highlighted information to change it.

1. Highlight the information you want to change.
2. Type over the information, or use the Edit Menu's **Clear** option to erase it.

When you save the changed address (by selecting any Address Book option other than an Edit Menu option) Address Book automatically makes the change everywhere that the address appears in the book.

Copy an Address

Use the Address Menu's **Copy** option to copy the currently displayed address to the same list. This option is handy if you want to add

an address whose information will vary only slightly from the information in an existing address.

1. Display the address you want to copy.
2. Select **Copy** from the Address Menu.

The address you now see is the copy, and it contains the same information as the original. Change the information as needed.

Correct an Error

If you make an error as you are typing information in a field, you can use either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on.

You can also use the Edit Menu's **Clear** and **Undo** options to correct errors. The **Clear** option erases highlighted information in a field. The **Undo** option undoes all changes made to the address since it was last stored on disk. Or, if the address is new, **Undo** erases all the information in all the fields.

Create a List

Use the List Menu's **New** option to create an address list. You can have as many as 25 lists.

1. Select **New** from the List Menu.

A dialog box appears.

2. At the **List name:** prompt, type a name for the new list, using no more than 20 characters.

3. Select **OK** to complete the task.

Address Book creates the new list and opens it so that you can begin adding addresses to it. The status line at the top of the screen changes to reflect the name of the new current list. The Member Of list box also displays the list name (up to 15 characters). See "Add an Address" or "Add an Address to Another List" to add addresses to the current list or another list.

Delete a List

Use the List Menu's Delete option to delete any address list from anywhere in the book.

Note: Deleting a list does not delete the addresses in that list. The addresses still appear in the Index list box when you use the View Menu's All option. To delete addresses, you need to use either Delete or Delete from list on the Address Menu.

1. Select **Delete** from the List Menu.

A dialog box appears, listing all available address lists, including the current list.

2. Highlight the list you want to delete.
3. Select **OK** to complete the task.

Address Book deletes the list. If the currently displayed address was a member of that list, you will notice that the list name no longer appears in the Member Of box.

Note: If you delete the current list, the application automatically selects the View Menu's All option so that you can view all addresses in the book.

Delete an Address from a List

Use the Delete from list option on the Address Menu to delete an address from a specific list or multiple lists.

Note: See "Delete an Address from the Entire Book" for information on deleting an address from all lists.

1. From within any list, display the address you want to delete.

The Member Of box shows which lists the displayed address belongs to.

2. Select **Delete from list** from the Address Menu.

A dialog box appears, listing all the address lists.

3. Highlight the list(s) from which you want to delete the specified address.

Note: To highlight consecutive lists, use **SHIFT-↓**. To highlight non-consecutive lists: highlight the first list, press **CTRL-↓** to move down the list box, and press **CTRL-SPACEBAR** on each list you want to highlight.

4. Select **OK** to complete the task.

The dialog box disappears, and the previously displayed address reappears (assuming you did not delete it from the current list). If you did delete the address from the current list, the screen displays the first address in the current list.

Delete an Address from the Entire Book

Use the Address Menu's Delete option to delete an address from the entire book. This option deletes the address from all lists.

Note: Use the Address Menu's Delete from list option if you want to delete an address from only one list.

1. From within any location in the address book, display the address you want to delete.
2. Select **Delete** from the Address Menu.

A dialog box appears, asking whether you are sure you want to delete the address.

3. Select **OK** to complete the task.

The address no longer exists anywhere in the address book. It disappears from the screen and the Index list box.

Delete Information from a Field

You can use the Edit Menu's Clear option to delete information from a field.

1. Highlight the information you want to delete.
2. Select **Clear** from the Edit Menu.

The information you highlighted disappears from the screen and is no longer part of the address. When you save the changed address (by selecting any Address Book option other than an Edit Menu option), Address Book automatically makes the change everywhere that the address appears in the book.

Dial a Phone Number

Use the Address Menu's Call option to dial a phone number.

Note: You must have an auto-dial modem connected to your computer to use this option.

1. Display the address containing the phone number you want to dial.
2. Place the cursor on the work or home phone number you want to call, or highlight a phone number in the Notes field.

3. Select **Call** from the Address Menu.

A dialog box appears, displaying the phone number you are calling.

4. When the person you are calling answers the phone, pick up the telephone receiver and select **CANCEL** to disconnect the modem from the line.

Duplicate Information to Another Address

Use the Copy and Paste options on the Edit Menu to duplicate information in a field and then insert it into another address record.

1. Highlight the information you want to copy.
2. Select **Copy** from the Edit Menu.

Address Book copies the highlighted information to the clipboard.

3. Display the address in which you want the information to appear.

Note: If this address is not a member of the current address list, select either

All or **By list** from the View Menu to change the view so that you can display the address.

4. Move the cursor to the field in which you want to place the information.
5. Select **Paste** from the Edit Menu.

Address Book inserts the clipboard information at the cursor location.

Notes:

- When inserting information into a field that already contains information, you must unhighlight the field before selecting **Paste**. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.
- Be sure to save the changed address by selecting any Address Book option other than an Edit Menu option.

Duplicate Information to Another Application

Use the Copy and Paste options on the Edit Menu to duplicate information in a field to a file in another application. Note that you cannot copy Address Book information to the Draw application.

1. Highlight the information you want to copy.
2. Select **Copy** from the Edit Menu.

Address Book copies the highlighted information to the clipboard.

3. Exit Address Book.
4. Enter another application, and open the file to receive the information.
5. Move the cursor to where you want to insert the information.
6. Select **Paste** from the Edit Menu.

Address Book inserts the clipboard information at the cursor location. Keep in mind that you might need to revise the

way the information appears on the screen (for instance, inserting or deleting spaces, or aligning text).

Duplicate Information Within the Same Address

Use the Copy and Paste options on the Edit Menu to duplicate information to another field in the same address record.

1. Highlight the information you want to copy.
2. Select **Copy** from the Edit Menu.

Address Book copies the highlighted information to the clipboard.

3. Move the cursor to where you want to place the information.
4. Select **Paste** from the Edit Menu.

Address Book inserts the clipboard information at the cursor location.

Notes:

- When inserting information into a field that already contains information, you must unhighlight the field before selecting **Paste**. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.
- Be sure to save the changed address by selecting any Address Book option other than an Edit Menu option.

Exit Address Book

Use the File Menu's Exit option to exit Address Book and return to the desktop.

- Select **Exit** from the File Menu.

If you are working on an address when you exit the application, Address Book displays a dialog box with a message asking if you want to save changes to the record before quitting. Select **OK** to save the changes and exit the program. Select **CANCEL** to exit without saving the changes.

The desktop screen appears.

Find an Address

Use the Find and Find next options on the Address Menu to find occurrences of specific address information.

1. Select **All** from the View Menu to view all addresses or **By list** from the View Menu to view a specific list of addresses.
2. Select **Find** from the Address Menu.

A dialog box appears.

3. At the **Search for:** prompt, type the characters that you want to find, using a maximum of 38 characters.
4. Select **OK** to begin the search procedure.

Address Book searches the entire list for the specified information, ignoring upper-/lowercase distinctions. For example, if you are searching for company, Address Book finds occurrences of company, COMPANY, Company, and any other upper-/lowercase variations of the word.

If the search is successful, the first address that contains the specified characters is displayed. If Address Book cannot find the characters, you see the message **There are no matching records in this list.** Select **OK** to remove the message from the screen.

To find subsequent occurrences of the same information:

5. Select **Find next** from the Address Menu.

Address Book displays the next address that contains the specified characters. If there are no other occurrences, you see the message **This is the last matching record in this list.** Select **OK** to remove the message from the screen.

Format Mailing Labels

Use the File Menu's Format labels option to choose a format for printing mailing labels.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using before you format and print the mailing labels.

Note: If you have a laser printer, Address Book takes into account the printer's *printable area*, which is smaller than the actual paper size.

1. Select Format labels from the File Menu.

A dialog box appears, listing sorting options and several label formats from which you can choose.

2. At the Sorted by prompt, choose Last name or Zip code to indicate the sort criterion.
3. Choose the format that matches your mailing labels.

Note: In addition to formats for standard Radio Shack mailing labels, an Other option is available. Use this option if your labels do not match any of the given formats or if you are not using a sheet-fed printer or any other printer that does not have a continuous page feed. If you select this option, a dialog box appears so that you can enter the following information about your labels:

- The number of labels across each page.
- The number of labels down each page.
- The page width (in inches).
- The page height (in inches).
- The label width (in inches)
- The top margin (the number of lines you want the printer to skip between the top of the page and the first line

printed). The default setting is 0 lines. You can try this setting and then change it if the addresses print too low.

4. Select OK to complete the task.

When you print the labels, they are formatted and sorted as specified. (See "Print Mailing Labels.") The format is saved on disk and used each time you print. If you change printer or label types, you should reformat the labels.

Highlight Information

When you move the cursor to any field that already contains information, Address Book automatically highlights all the information in the field. You can then type over the information or use an Edit Menu option to manipulate all of it.

You can also *reverse highlight* any part of the information for typing over or editing. To do this, use the arrow keys to move to the first character you want to affect. Then, use **SHIFT- →** or **SHIFT- ←** to reverse highlight as much as you want. Or, with the mouse, move the cursor to the first character you want to affect and then drag the mouse to reverse highlight.

To unhighlight information, press **→** or **←**.

Merge a List into the Current List

Use the List Menu's Merge option to insert all the addresses from another list into the current list.

1. Select **By list** from the View Menu to view the list into which you want to merge the addresses.

2. Select **Merge** from the List Menu.

A dialog box appears.

3. At the **Merge from** prompt, highlight the name of the list you want to merge into the current list.
4. Select OK to complete the task.

Address Book adds the addresses in the other list to the current list, alphabetizing the combined list automatically. The Index list box reflects the changes. Note that the list from which you merged addresses remains the same.

Move Information to Another Address

Use the Cut and Paste options on the Edit Menu to move information from a field to another address record.

1. Highlight the information you want to move.
2. Select **Cut** from the Edit Menu.

Address Book moves the highlighted information to the clipboard.

3. Display the address in which you want the information to appear.

Note: If this address is not a member of the current list, select either **All** or **By List** from the View Menu to change the view so that you can display the address.

4. Move the cursor to the field in which you want to place the information.
5. Select **Paste** from the Edit Menu.

Address Book inserts the clipboard information at the cursor location.

Notes:

- When inserting information into a field that already contains information, you must unhighlight the field before selecting **Paste**. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.
- Be sure to save the changed address by selecting any Address Book option other than an Edit Menu option.

Move Information to Another Application

Use the Cut and Paste options on the Edit Menu to move information from a field to a file in another application. Note that you cannot move Address Book information to the Draw application.

1. Highlight the information you want to move.
2. Select **Cut** from the Edit Menu.

Address Book moves the highlighted information to the clipboard.

3. Exit Address Book.
4. Enter another application, and open the file to receive the information.
5. Move the cursor to where you want to insert the information.
6. Select **Paste** from the Edit Menu.

Address Book inserts the clipboard information at the cursor location. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, or aligning text).

Move Information Within the Same Address

Use the Cut and Paste options on the Edit Menu to move information from a field to another field in the same address record.

1. Highlight the information you want to move.
2. Select **Cut** from the Edit Menu.

Address Book moves the highlighted information to the clipboard.

3. Move the cursor to where you want to place the information.
4. Select **Paste** from the Edit Menu.

Address Book inserts the clipboard information at the cursor location.

mation at the cursor location.

Notes:

- When inserting information into a field that already contains information, you must unhighlight the field before selecting Paste. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.
- Be sure to save the changed address by selecting any Address Book option other than an Edit Menu option.

Print a Form Letter on Paper

Use the File Menu's Print form letter option to print a form letter on paper to all the people in the current address list. (This option automatically runs the Mailmrge.pdm program to print form letters.)

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option in the Text application.

Note: If you are using a single-drive diskette-based system, the Text file containing the form letter must be on the same diskette as the Personal.adr file.

1. Use the Text application to create the form letter.
2. Use Text's Add field option to place the desired Address Book fields (Title, First, Last, and so on) in the document.
3. In Address Book, select All from the View Menu to view all addresses.
4. Select Print form letter from the File Menu.

A dialog box appears, listing all the available Text documents and subdirectories.

5. At the Open file: prompt, highlight the

Text file you want to use.

6. Select OK.

Another dialog box appears, listing all the address lists.

7. Highlight the list to which you want to send the form letter, or highlight All to send the letter to all addresses.

Note: When sending a form letter to a specific address list, you can take a shortcut by using the View Menu's By list option instead of the All option in Step 3. In this case, the application prints the form letter based on the current list and does not display a dialog box listing the available address lists.

8. Select OK.

Another dialog box appears.

9. At the Print to: prompt, choose the Printer button.

10. Select OK to begin printing.

The form letter begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the Text document's page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

Print a Form Letter on the Screen

Use the File Menu's Print form letter option

to print a form letter on the screen. This option lets you see how the letter will look on paper, showing page breaks, margins, and so on.

Note: If you are using a single-drive diskette-based system, the Text file containing the form letter must be on the same diskette as the Personal.adr file.

1. Use the Text application to create the form letter.
2. Use Text's Add field option to place the desired Address Book fields (Title, First, Last, and so on) in the document.
3. In Address Book, select All from the View Menu to view all addresses.
4. Select Print form letter from the File Menu.

A dialog box appears, listing all the available Text documents and subdirectories.

5. At the Open File: prompt, highlight the Text file you want to use.
6. Select OK.

Another dialog box appears, listing all the address lists.

7. Highlight the list to which you want to send the form letter, or highlight All to send the letter to all addresses.

Note: When sending a form letter to a specific address list, you can take a shortcut by using the View Menu's By list option instead of the All option in Step 3. In this case, the application prints the form letter based on the current list and does not display a dialog box listing the available address lists.

8. Select OK.

Another dialog box appears.

9. At the Print to: prompt, choose the Screen button.

10. Select OK to complete the task.

The form letter appears on the screen. You can scroll through it or use the Next page option on the Options Menu to view the next page.

11. When you finish viewing the letter on the screen, select Exit from the Options Menu.

Print a Form Letter to a File

Use the Print form letter option on the File Menu to print a form letter to another file, using all the addresses in the current list. Printing the letter to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application. (This option automatically runs the Mailmrge.pdm program to print form letters.)

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option in the Setup accessory). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

Note: If you are using a single-drive diskette-based system, the Text file containing the form letter must be on the same diskette as the Personal.adr file.

1. Use the Text application to create the form letter.
2. Use Text's Add field option to place the desired Address Book fields (Title, First, Last, and so on) in the document.
3. In Address Book, select All from the View Menu to view all addresses.
4. Select Print form letter from the File Menu.

A dialog box appears, listing all the available Text documents and subdirectories.

5. At the **Open File:** prompt, highlight the Text file you want to use.
6. Select **OK**.

Another dialog box appears, listing all the address lists.

7. Highlight the list to which you want to send the form letter, or highlight **All** to send the letter to all addresses.

Note: When sending a form letter to a specific address list, you can take a shortcut by using the View Menu's **By list** option instead of the **All** option in Step 3. In this case, the application prints the form letter based on the current list and does not display a dialog box listing the available address lists.

8. Select **OK**.

Another dialog box appears.

9. At the **Print to:** prompt, choose the **File** button.
10. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

11. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Tree View.

Print Addresses on Paper

Use the File Menu's **Print labels** option to print addresses (excluding phone numbers and notes information) on paper. See "Print

Mailing Labels" for more information.

Print Addresses to a File

Use the **Print document** option on the File Menu to print an address list or all addresses to another file. Printing to a file stores the file on disk as an ASCII file, using the name you give plus the extension .doc. You can then use the MS-DOS **Print** command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the **Printer** option in the Setup accessory). If you want to transmit the file using DeskMate's Telecom application, choose **ASCII** as the printer type.

1. Select **All** from the View Menu to view all addresses, or **By list** from the View Menu to view a specific list of addresses that you want to print to a file.
2. Select **Print document** from the File Menu.

A dialog box appears.

3. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. At the **Field delimiter:** prompt, type any delimiter required by the application that will use the new file. (A delimiter is a character, such as a comma, that the application uses to mark the boundaries between fields.) Leave the prompt blank if you want to use a space as the delimiter.

5. Select **OK** to complete the task.

Note that when you return to the desktop, you will see the .doc file listed in the Text

application's list box.

Print Mailing Labels

Use the Print labels option on the File Menu to print mailing labels on a printer.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using before you format and print the mailing labels. (See "Format Mailing Labels" for information on formatting the labels.)

1. Select **All** from the View Menu to view all addresses or **By list** from the View Menu to view a specific list of addresses for which you want to print mailing labels.
2. Feed the printing labels into the printer.

If you are not using a continuous feed printer, align the top of the page with the print head. The application uses the Top margin setting (specified when you formatted the mailing labels) to determine where to begin printing.

If you are using a continuous feed printer, do not worry about the vertical alignment of the labels. The application lets you choose the line on which to begin printing.

3. Select the **Print labels** option from the File Menu.

A dialog box appears.

4. At the **Print to:** prompt, choose the **Printer** button.

If you are not using a continuous feed printer, the labels begin to print. A dialog box appears, containing information about the print operation. You can select **CANCEL** at any time to stop the operation. If the addresses print too low, stop the operation and reformat the labels, changing the Top margin setting.

If you are using a continuous feed printer, a dialog box appears, displaying the message **Are the labels correctly aligned?** Continue with Steps 5-10.

5. Choose **NO** so that you can test the alignment of the labels.

The printer prints:

0	
1	
2	XXXXXXX
3	XXXXXXX
4	XXXXXXX
5	
6	

and repeats the X's for each label in the row.

When this first test is finished, a dialog box appears.

6. At the **Line number where first line should begin:** prompt, enter a number in the range 0-6, specifying which line the address had to begin on to be properly aligned.
 7. Select **OK**.
- The printer again prints X's to let you see the new alignment. Then, it moves to the next row of labels.
8. Repeat Steps 5-7 as needed to adjust the vertical alignment.
 9. If necessary, adjust the horizontal alignment by hand.
 10. When ready to print, choose **YES** at the **Are the labels correctly aligned?** prompt.

The labels begin to print, and a dialog box appears, containing information about the print operation. You can select **CANCEL** at any time to stop the operation.

Print Mailing Labels to a File

Use the **Print labels** option on the File Menu to print mailing labels to another file. Printing to a file stores the file on disk, using the name you give plus the extension **.prn**. You can then use the MS-DOS **Print** command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the **Telecom** application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option in the Setup accessory). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

1. Select **All** from the View Menu to view all addresses, or **By list** from the View Menu to view a specific list of addresses for which you want to "print" mailing labels.
2. Select the **Print labels** option from the File Menu.

A dialog box appears.

3. At the **Print to:** prompt, choose the **File** button.
4. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

5. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Tree View.

Print Phone Numbers

Use the Phone List accessory to print telephone information for each person in your address book (the person's name, work or home phone number, and any information in the Notes field). See the Accessories chapter for more information.

Note: You cannot print phone information by list.

Run Another Application

Use the **Run** option on the File Menu to open

another DeskMate application file or run another software package without returning to the desktop.

1. Select **Run** from the File Menu.

A dialog box appears.

2. At the **Program:** prompt, type the name of the application you want to run.
3. At the **Data file:** prompt, either type the name of the file you want to use with the chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding file.

4. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

5. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the Desktop.pdm file. After you do, you return to the desktop.

Undo Editing

Use the Edit Menu's Undo option to undo all changes made to an address since it was last stored on disk.

- Select **Undo** from the Edit Menu.

Address Book undoes the changes. Or, if the address was new, Address Book clears all the fields and places the cursor in the title field.

View Addresses by List

Use the **By list** option on the View Menu to view the addresses in any list.

1. Select **By list** from the View Menu.

A dialog box appears.

2. Highlight the name of the list you want to view.
3. Select **OK** to complete the task.

Address Book displays the first address in the specified list. You can now use the Index list box, as described in "View an Address," to display other addresses in the list.

Note: When you exit Address Book, the application "remembers" what you were viewing last (all addresses or a particular list) and returns to that view when you next run the application.

View All Addresses

Use the View Menu's **All** option to view all the addresses in the address book.

- Select **All** from the View Menu.

Address Book displays the first address in the book. You can now use the Index list box, as described in "View an Address," to display other addresses.

Note: When you exit Address Book, the application "remembers" what you were viewing last (all addresses or a particular list) and returns to that view when you next run the application.

View an Address

Use the Index list box on the left side of the screen to display any address in the current list.

- Select the name, either by using the arrow keys or by pointing and clicking with a mouse.

To scroll in the list, you can use the scroll arrows, or you can type the initial letter of the name you seek.

Calendar

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Introduction

*The first time you run this application, it automatically creates the file **Personal.cal** and a calendar within it named **Personal**.*

Calendar is a versatile application that helps you organize your personal schedule. Using Calendar, you can schedule activities, enter annual events, and record daily reminders for all dates from January 1, 1980 through December 31, 2040.

We suggest that you begin with the Calendar article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

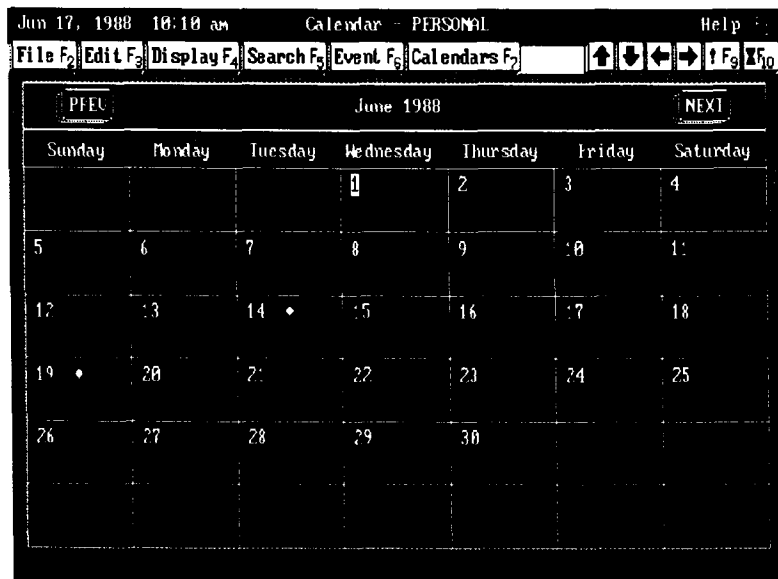
The Calendar Screen

When you select the Calendar application from the desktop, the following screen appears.

If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.

*You can create additional calendars within **Personal.cal** using the New option on the Calendars Menu. You can then open one of these calendars using the Open option on the Calendars Menu.*

(Note: Individual calendar names will not appear in the Calendar list box when you return to the desktop. Only the filename **Personal.cal** will appear.)



The Calendar screen displays a calendar for the month you entered when you started your computer. (If you did not enter a date, the screen displays a monthly calendar for January, 1980.) Any major holidays that fall in the displayed month are marked with a special icon (◆).

You can easily change the current calendar display from monthly to weekly, daily, or yearly.

The Calendar Menus

Calendar has six menus, which appear on the left of the menu bar, that list the options you can use with Calendar. Notice that some options have accelerator keys listed next to them. These keys let you perform the tasks without pulling down a menu. For example, to display a daily calendar, you can press **CTRL-D** to select Daily from the Display Menu.

File F₁ Page setup... Print... Exit Esc Run...	Edit F₂ Cut Shift+Del Copy Ctrl+Ins Paste Shift+Ins Clear Del	Display F₃ Daily Ctrl+D Weekly Ctrl+W ✓Monthly Ctrl+M Yearly Ctrl+Y
Search F₅ Find... Find next Find date... Today's date	Event F₄ Add... Ctrl+A Change... Ctrl+C Remove... Ctrl+R Annual occasion... Reminder...	Calendars F₆ New... Open... Delete...

Using the Calendar Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a Calendar menu. If you need a reminder about the tasks associated with a given option refer to the "Calendar Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable task for that topic.

Calendar Menu Options**File F2****Page setup**

Format a Page Layout

Print

Print a Calendar on Paper

Print a Calendar on the Screen

Print a Calendar to Another File

Exit

Exit Calendar

Run

Run Another Application

Edit F3**Cut**Move Information to Another
CalendarMove Information Within the
Same Calendar**Copy**Duplicate Information in Another
CalendarDuplicate Information Within the
Same Calendar**Paste**Duplicate Information in Another
CalendarDuplicate Information Within the
Same CalendarMove Information to Another
CalendarMove Information Within the Same
Calendar**Clear**

Delete an Event

Display F4**Daily**

Display a Daily Calendar

Weekly

Display a Weekly Calendar

Monthly

Display a Monthly Calendar

Yearly

Display a Yearly Calendar

Search F5**Find**

Find Text

Find next

Find Text

Find date

Find a Date

Today's date

Find Today's Date

Event F6**Add**

Add an Event

Set the Alarm

Change

Change a Reminder

Change an Annual Occasion

Change an Event

Remove

Delete a Reminder

Delete an Annual Occasion

Delete an Event

Annual occasion

Add an Annual Occasion

Change an Annual Occasion

Delete an Annual Occasion

Reminder

Add a Reminder

Change a Reminder

Delete a Reminder

Calendars F7**New**

Create a New Calendar

OpenOpen an Existing Calendar from
Within a Calendar**Delete**

Delete a Calendar

Using Calendar

Calendar helps you keep track of all your activities. You can view your activities using a daily, weekly, monthly, or yearly calendar. To add an activity or event, choose one of these calendars, and use the Event Menu's Add option. You enter information about the event, and the program adds the activity to all screens (daily, weekly, monthly, and yearly) for that calendar. You can add a useful alarm that sounds according to your Alarm accessory instructions.

You can also enter annual events, such as birthdays and anniversaries, by using the Annual occasion option on the Event Menu. These events are added to your calendar for not only the current year but all subsequent years.

You can use other Calendar options to do such things as search through your calendar for a specific activity, move information between calendars, print a copy of your calendar, create new calendars, and so on.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Calendar application.

Tasks and Topics

Add a Reminder

Use the Reminder option on the Event Menu to help you remember an event. After you add a reminder, it appears every day on each date's daily calendar until it is deleted.

1. Select **Reminder** from the Event Menu.

A dialog box appears.

2. At the **Description:** prompt, type a reminder, using 60 characters or fewer.
3. Select **OK** to complete the task.

Add an Annual Occasion

Use the Event Menu's Annual occasion option to add an event to your calendar that occurs yearly, such as birthdays and holidays.

1. Highlight the event date in the year the event begins.
2. Select **Annual occasion** from the Event Menu.

A dialog box appears, and the displayed date is the highlighted date on the current calendar. (If you need to change the date, move the cursor to that field, and type a new date in the format mmdd.)

3. At the **Description:** prompt, type the description, using 30 characters or fewer.
4. Select **OK** to complete the task.

The annual occasion you enter can be read on the daily or the weekly calendar for that date. A diamond (♦) appears on the monthly calendar on the date. The date for the annual occasion appears in a different color on the yearly calendar.

Add an Event

Use the Event Menu's Add option to schedule activities and events. If you are ad-

ding an event using a daily, monthly, or yearly calendar, skip Step 2 below. If you are using a weekly calendar, perform Step 2 so that you can highlight the time slot for your event. You can select the beginning and ending times for the event before you add the event.

1. Highlight the event date on a calendar.
2. If you are using a weekly calendar, highlight the time slot for the event.
3. Select **Add** from the Event Menu.

A dialog box appears, and the displayed date is the highlighted date on the current calendar. (If you need to change the date, move the cursor to the field, and type a new date in the format mmddyyyy.)

4. At the **Start time:** prompt, type the time in the format hhmm.
5. Choose the **AM** or **PM** button.
6. At the **End time:** prompt, type the time in the format hhmm.
7. Choose the **AM** or **PM** button.
8. At the **Description:** prompt, type the description in 120 characters or fewer.

You can set an alarm to sound at the time of the event. When an "X" is in the Alarm check box, an alarm goes off at the time you set the event. It is recommended that you set the time earlier than the actual event.

9. Choose the Alarm check box to set the alarm.
10. Select **OK** to complete the task.

The program adds the event, and it can be viewed by displaying the daily or weekly calendar for the indicated date.

Note: Calendar rounds start times and end times to the quarter hour, (back for start times, forward for end times).

Change a Reminder

Use the Change option on the Event Menu to change a reminder.

1. Highlight **Reminder** on any daily calendar.
2. Select **Change** from the Event Menu.

A dialog box appears.
3. At the **Description:** prompt, type the new description in 60 characters or fewer.
4. Select **OK** to complete the task.

The program changes the reminder, and it appears on all daily calendars.

Change an Annual Occasion

Use the Change option on the Event Menu to change an annual occasion's date and/or description.

1. Highlight the **Annual Occasion** on the daily calendar that contains the event.

Remember that an annual occasion appears on the specified date in each year.
2. Select **Change** from the Event Menu.

A dialog box appears.
3. At the **Date:** prompt, change the date, if necessary, using the format mmdd.
4. At the **Description:** prompt, type a new description, if necessary, in 30 characters or fewer.
5. Select **OK** to complete the task.

The change appears in all yearly references to this annual occasion.

Change an Event

Use the Event Menu's Change option to change the date, time, and/or description of an event you have already scheduled.

You can change an event from the daily or weekly calendar.

1. Highlight the event on either the daily or weekly calendar.

Note: If a time is not specified for the event, **Note** appears in the left column of the daily calendar.

2. Select **Change** from the Event Menu.

A dialog box appears.

3. At the **Event date:** prompt, type a new date, if necessary, using the format mmddyyyy.
4. At the **Start time:** prompt, type a new time, if necessary, in the format hhmm.
5. Choose the **AM** or **PM** button.
6. At the **End time:** prompt, type a new time, if necessary, in the format hhmm.
7. Choose the **AM** or **PM** button.
8. At the **Description:** prompt, type a new description, if necessary, in 120 characters or fewer.

You can set an alarm to sound at the time of the event. When an "X" is in the Alarm check box, an alarm goes off at the time you set the event. It is recommended that you set the time earlier than the actual event.
9. Choose the Alarm check box to set the alarm.
10. Select **OK** to complete the task.

The program changes as you specified.

Create a New Calendar

Use the New option on the Calendars Menu to create a new calendar. You can create up to 20 calendars, each of which appears in the calendars list box.

Note: You must be in an existing

Calendar before you use the New option to create a new calendar.

1. Select **New** from the Calendars Menu.

A dialog box appears.

2. At the **Name:** prompt, type a calendar name, using 15 characters or fewer.
3. Select **OK** to complete the task.

The program displays the new calendar.

Delete a Calendar

Use the **Delete** option on the Calendars Menu to delete an existing calendar.

1. Select **Delete** from the Calendars Menu.

A dialog box appears, listing all calendars you have created.

2. Highlight the name of the calendar you want to delete.
3. Select **OK** to complete the task.

The program deletes the calendar.

Delete a Reminder

Use the Event Menu's **Remove** option to delete a reminder.

1. Highlight the Reminder you want to delete on any daily calendar.
2. Select **Remove** from the Event Menu.

A dialog box appears.

3. Choose the **This event only** button.
4. Select **OK** to complete the task.

The program deletes the reminder from all daily calendars.

Delete an Annual Occasion

Use the Event Menu's **Remove** option to

delete an annual occasion from a calendar.

1. Highlight the Annual Occasion on the daily calendar that contains the event.

Remember that an annual occasion appears on a specified date in each year.

2. Select **Remove** from the Event Menu.

A dialog box appears.

3. Choose the **This event only** button.
4. Select **OK** to complete the task.

The program deletes the annual occasion from the calendar.

Delete an Event

There are two methods to delete events you have already scheduled. One method is to use the Edit Menu's **Clear** option. The other method is to use the Event Menu's **Remove** option. Choose the method you want to use, and follow the appropriate instructions.

To delete using the Edit Menu:

1. Highlight the event on the daily calendar.
2. Select **Clear** from the Edit Menu.

The program automatically deletes the event.

To delete using the Event Menu:

1. Highlight the event on the daily or weekly calendar.
2. Select **Remove** from the Event Menu.

A dialog box appears. You choose between deleting only the event you highlighted or deleting all events prior to a date you specify. The date that appears in the box is the date of the highlighted event.

3. Choose either the **This event only** or the **All events prior to** button.

4. If you chose All events prior to, type a new date, if necessary, in the format mmddyyyy.
5. Select OK to complete the task.

The program deletes the event you highlighted (or all events scheduled before the date you specified) from the calendar.

Display a Daily Calendar

You can use the Daily option on the Display Menu to display a daily calendar from a weekly, monthly, or yearly calendar.

1. Highlight the date you want to display.
2. Select Daily from the Display Menu.

The program displays the daily calendar for the date you highlighted. This calendar shows the day of the week, the month, and the year, as well as a notation if the day is a holiday. Your scheduled events appear in chronological order on the screen, complete with their descriptions.

Note that you cannot change or delete holiday notations. Whenever you move the cursor to a holiday, you see only a blinking underline instead of the normal highlight.

Display a Monthly Calendar

You can use the Monthly option on the Display Menu to display a monthly calendar from a weekly, daily, or yearly calendar.

1. Highlight a date in the month you want to display.
2. Select Monthly from the Display Menu.

The program displays the monthly calendar for the date you highlighted.

Diamond markers appear to indicate holidays and annual occasions.

A bar graph indicates activity level for a 12-hour day. The 12 vertical graph lines correspond to the time slot information currently scheduled on the weekly calendar.

Each vertical line can be up to four segments in length with each segment representing 15 minutes. For each time slot occupied, a vertical segment is added to the bar graph.

Display a Weekly Calendar

Use the Weekly option on the Display Menu to display a weekly calendar from a daily, monthly, or yearly calendar.

1. Highlight a date in the week you want to display.
2. Select Weekly from the Display Menu.

The program displays a calendar for the week you specified.

The calendar is in "grid" form. The days of the week and their dates appear down the left side of the grid, and the times of the day appear across the top of the grid.

Each day on the weekly calendar is a 24-hour period. You can scroll continuously through a 24-hour day by pointing to and clicking on the arrow buttons or pressing the keyboard's arrow keys.

Holidays are marked with the diamond indicator and appear in a box at the bottom of the screen when the appropriate day is highlighted.

Each section of the grid represents a time slot of 15 minutes. Time slots that are already scheduled appear shaded so that you can quickly see how busy your schedule is for the week.

Events that overlap appear in a solid fill or darker color so that you can clearly see schedule conflicts.

Display a Yearly Calendar

You can use the Yearly option on the Display Menu to display a yearly calendar from a daily, weekly, or monthly calendar.

- Select Yearly from the Display Menu.

A calendar for the current year appears.

Days with special occasions and/or holidays appear with dates that are a different color. You see only six months of the year at one time. To see the remaining months, use the arrow keys to scroll the screen, or point to the scroll arrow buttons and click.

Duplicate Information in Another Calendar

Use the Copy and Paste options on the Edit Menu to duplicate daily or weekly calendar information and then insert the information into another daily or weekly calendar.

1. Highlight the event you want to copy.
2. Select Copy from the Edit Menu.

Calendar copies the highlighted event to the clipboard.

3. Select Open from the Calendars Menu.

A dialog box appears, listing all of the calendars you can open.

4. Highlight the name of the calendar you want to open.
5. Select OK to complete the task.
6. Display the daily calendar or weekly calendar for the date on which you want the event to appear.
7. If you are inserting the event in a weekly calendar, move the cursor to the time slot where you want to insert the event.
8. Select Paste from the Edit Menu.

The program inserts the clipboard information on both calendars.

Duplicate Information Within the Same Calendar

Use the Copy and Paste options on the Edit Menu to duplicate an event in a daily or weekly calendar in another place within the same calendar.

1. Highlight the event you want to copy.

2. Select Copy from the Edit Menu.

Calendar copies the highlighted event to the clipboard.

3. Move the cursor to where you want the information to appear.
4. Select Paste from the Edit Menu.

The program inserts the clipboard information at the cursor location.

Exit Calendar

Use the File Menu's Exit option to exit Calendar.

- Select Exit from the File Menu.

The desktop screen appears.

Find a Date

Use the Find date option on the Search Menu to find a specific date on a calendar.

1. Select Find date from the Search Menu.

A dialog box appears.

2. At the Date: prompt, type the date you want to find in the format mmddyyyy.
3. Select OK to complete the task.

The program displays the calendar for the date you chose.

Find Text

Use the Search Menu's Find and Find next options to find occurrences of a specific sequence of text characters. Calendar displays the daily calendar that contains the characters you are searching for.

Note: You can search for description only. The Find option does not locate notations, such as Annual Occasion, Reminder and so on.

1. Select Find from the Search Menu.

A dialog box appears.

2. At the **Search for:** prompt, type the characters you want to find, using a maximum of 25 characters.

The characters you type are automatically surrounded by brackets.

3. At the **Start date:** prompt, change the displayed date if you want to start the search at a different date.
4. At the **End date:** prompt, change the displayed date if you want to end the search at a different date.
5. Select **OK** to complete the task.

Calendar begins searching for the specified text. If Calendar finds them, the daily calendar that contains those characters appears on the screen, and the event time is highlighted. If Calendar cannot find the characters you specified, you see the message **No occurrences of the search string were found**. Select **OK** to remove this message from the screen.

To find subsequent occurrences of the same text:

6. Select **Find next** from the **Search** Menu.

The next occurrence is highlighted.

If there are no other occurrences, you see the **No occurrences of the search string were found** message. Select **OK** to remove the message from the screen.

Find Today's Date

Use this **Search** Menu option to quickly return to the current date after completing work on a future or past scheduling task.

- Select **Today's date** from the **Search** Menu.

The calendar you are currently using is updated to reflect the current date.

Format a Page Layout

Use the **File** Menu's **Page setup** option to specify that you need the printer to pause between pages. This feature is helpful if you are not using continuous form paper. All other **Calendar** **Page setup** fields are preset.

1. Select **Page setup** from the **File** Menu.
2. Choose the **Pause between pages** check box.
3. Select **OK** to complete the task.

Highlight Events

You can manipulate the information on the daily or weekly calendar (for example, move, copy, and delete) by highlighting it and then choosing the appropriate option. The following instructions explain how to highlight events.

There are different techniques for highlighting information you want to manipulate — move, copy, delete, and so on. Follow the instructions below to highlight scheduled events on a daily or weekly calendar.

Daily Calendar

- If you are using the keyboard to move the cursor, use the up and down arrow keys to move the cursor to the event you want to highlight.
- If you are using a mouse, point to the event you want to highlight, and click.

Only the left column is highlighted, but when you move or copy the information, for example, all the information for the event is moved or copied.

Weekly Calendar

- If you are using the keyboard to move the cursor and you are selecting an existing event, use the arrow keys to move the cursor to any time slot in the scheduled event. Then, press the space bar.
- To select a new time period, move the cursor to the first time slot, and then hold

or to the first time slot, and then hold down **SHIFT** and press the left or right arrow key until the desired time period is highlighted.

- If you are using a mouse and you are selecting an existing event, point to any time slot in the scheduled event, and click.
- If you are selecting a new event, point to the first time slot and hold down the button. Drag the mouse to the left or right until the desired time period is highlighted. Then, release the button.

Note: If more than one event is listed in the same time slot, you must press the space bar to select one event before you select a function. A dialog box appears with the descriptions of multiple events. Use the arrow keys or point and click to select an event. Select **OK** to complete the selection.

Move Information to Another Calendar

Use the Edit Menu's Cut and Paste options to move information from one daily or weekly calendar to another daily or weekly Calendar.

1. Highlight the event you want to move.
2. Select **Cut** from the Edit Menu.

Calendar moves the highlighted event to the clipboard.

3. Select **Open** from the Calendars Menu.

A dialog box appears, listing all of the calendars you can open.

4. Highlight the name of the calendar you want to open.
5. Select **OK** to complete the task.
6. Display the daily or weekly calendar for the date on which you want the event to appear.
7. If you are inserting the event in a week-

ly calendar, move the cursor to the time slot where you want to insert the event.

8. Select **Paste** from the Edit Menu.

The program inserts the clipboard information at the cursor location.

Move Information Within the Same Calendar

Use the Cut and Paste options on the Edit Menu to move information from one place in a daily or weekly calendar to another place within the same calendar.

1. Highlight the event you want to copy.

2. Select **Cut** from the Edit Menu.

Calendar moves the highlighted event to the clipboard.

3. Move the cursor to where you want the information to appear.

4. Select **Paste** from the Edit Menu.

The program inserts the clipboard information at the cursor location.

Move the Cursor

The techniques explained in this section will help you move the cursor around the screen.

Keyboard. If you are working in a daily calendar, pressing an arrow key moves the cursor one event up or down on the list.

On a weekly calendar, pressing **↑** or **↓** moves the cursor to the previous or next day of the week. Pressing **←** or **→** moves the cursor backward or forward through the time slots (15-minutes).

On a monthly calendar, pressing **↑** or **↓** moves the cursor to the same day of the previous or next week. Pressing **←** or **→** moves the cursor backward or forward one day.

On a yearly calendar, pressing **↑** or **↓** moves the cursor to the same day of the

Pressing ← or → moves the cursor to the same date of the next or previous month.

You can also use these keys to move to specific places:

Key(s):	Moves the Cursor:
ALT-N	To the next day, week, month, or year
ALT-P	To the previous day, week, month, or year
CTRL-HOME	To the beginning of a daily calendar
CTRL-END	To the end of a daily calendar

Mouse. Position the cursor anywhere on a calendar by pointing to the desired location and clicking. To display information not currently on the screen, point and click on the scroll arrow icons on the menu bar. The following chart provides more information on moving the cursor with a mouse.

Point and Click on:	To Move the Cursor:
NEXT	To the next day, week, month, or year
PREV	To the previous day, week, month, or year

To scroll more than one line or character at a time, point to the appropriate arrow button, and hold down the button. The screen scrolls continuously until the button is released.

You can also scroll through a weekly schedule grid. Move the cursor to the farthest point on the grid in the direction you want to move, and then use the appropriate arrow key to scroll the grid.

Open an Existing Calendar from Within a Calendar

Use the Open option on the Calendars Menu to open an existing calendar without returning to the desktop.

1. Select Open from the Calendars Menu.

A dialog box appears, listing all the calendars you can open.

2. Highlight the name of the calendar you want to open.

3. Select OK to complete the task.

Your new calendar opens to the same calendar type that you were working with.

Print a Calendar on Paper

Use the File Menu's Print option to print the currently displayed calendar on paper. To see how the calendar will look on the page before you print it, see "Print a Calendar on the Screen."

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, if you are not using continuous form paper, be sure to turn on the Pause between pages option using the File Menu's Page setup option. (All other Page setup options are preset.)

1. Select Print from the File Menu.

A dialog box appears.

2. At the Start date: prompt, change the date, if necessary, and type the earliest date you want to print.
3. At the End date: prompt, change this date, if necessary, and type the last date you want to print.

4. Select OK to complete the task.

Another dialog box appears so that you can specify the device you want to use to print this calendar.

5. At the Print to: prompt, choose the

Printer button.

6. Select OK.

The document begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

Print a Calendar on the Screen

Use the File Menu's Print option to print the currently displayed daily, monthly, or yearly calendar on the screen. Printing on the screen lets you see how the calendar will look on paper.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to turn on the Pause between pages option, if you are not using continuous feed paper, using the File Menu's Page setup option.

1. Select Print from the File Menu.

A dialog box appears.

2. At the Start date: prompt, change this date, if necessary, and type the earliest date you want to print.

3. At the End date: prompt, change this date, if necessary, and type the last date

you want to print.

4. Select OK.

Another dialog box appears so that you can specify the device you want to use to print this calendar.

5. Choose the Screen button.

6. Select OK to complete the task.

The calendar prints on the screen. You can scroll through it or use the Next page option on the Options Menu to view the next page.

7. When you finish viewing the calendar on the screen, select Exit on the Options Menu.

Print a Calendar to Another File

Use the Print option on the File Menu to print the currently displayed daily, monthly, or yearly calendar to another file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or you might send the file to another computer, using the Telecom application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option in the Setup accessory). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

1. Select Print from the File Menu.

A dialog box appears.

2. At the Start date: prompt, change the date, if necessary, and type the earliest date you want to print.

3. At the End date: prompt, type the last date you want to print.

4. Select OK to complete the command.

Another dialog box appears so that you

can specify the device you want to use to print this calendar.

5. At the **Print to:** prompt, choose the **File** button.
6. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight characters or fewer.

Note: Be sure to type a complete pathname of up to 64 characters if you want to save the file on a different drive or in a different directory.

7. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on disk. You can view it from the desktop's Tree View.

Note: The printed monthly calendar does not include the bar graphs that indicate the level of activity for a given day.

Run Another Application

Use the **Run** option on the **File** Menu to open another application file or run another software package without returning to the desktop.

1. Select **Run** from the **File** Menu.

A dialog box appears.

2. At the **Program:** prompt, type the name of the application you want to run.
3. At the **Data file:** prompt, either type the name of the data file you want to use with your chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program without opening a corresponding data file.

4. At the **CPU clock speed** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require that you run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

5. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the **Desktop.pdm** file. After you do, you return to the desktop.

Set the Alarm

You can set the alarm for an event. Use the **Add** or **Change** option on the **Event** Menu to set an alarm. See "Add an Event" for instructions on adding the event. Use the following instructions to set the alarm.

- Choose the **Alarm** check box

When an "X" is in the check box, the alarm sounds at the event time. For this reason, if you plan to use the **Alarm** accessory it is recommended that you set the starting time earlier than the actual event.

Store Updates

The program stores additions, deletions, and changes you make to a calendar automatically. You do not have to perform a special procedure to store your information on disk.

Questions and Answers

Question

I started the Calendar application but can neither add events to the current calendar nor create a new calendar. Why not?

Answer

You are running the application without its data file, Personal.cal. In this state, all you can do is view empty calendar displays. (Perhaps you used the Run option to start the application and you did not enter Personal.cal at the Data file: prompt.) Select Open from the Calendars Menu. The application automatically opens Personal.cal. If DeskMate cannot find Personal.cal, it prompts you to insert a diskette containing the file.

Question

I tried to add an event to a calendar, and the screen displayed a Disk full error. But when I checked the disk space, the system indicated that I still have space available. Why do I get this error?

Answer

Although you still have disk space available, the file Personal.cal has reached the maximum allowable size of 340 kilobytes (348,160 bytes). This size is the limit for any data file created by a database application or accessory (Address Book, Calendar, Filer, Form Setup, or Phone List). You can reduce the file size by deleting any calendars or events that you do not need.

Desktop

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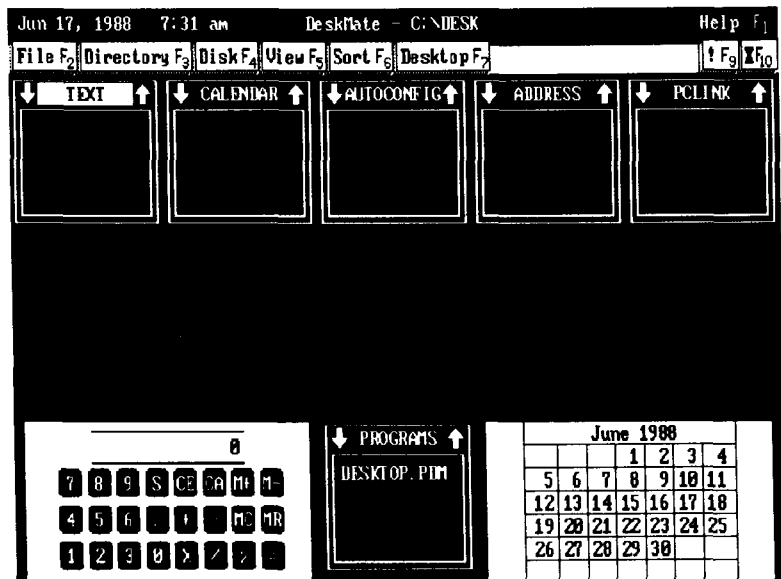
Introduction

DeskMate helps you manage your computer and resources. That is, without ever leaving DeskMate, you can run programs, prepare diskettes for storing information, copy information, copy entire diskettes, add list boxes to the desktop, remove list boxes from the desktop, and so on. With DeskMate, you can perform these tasks without memorizing complicated commands.

DeskMate's central control area is the desktop. The functions and options you use to manage DeskMate and your computer are located in the desktop's menus.

The Desktop Screen

The desktop is the first screen you see when you start DeskMate.



The Desktop Menus

The desktop has six menus, which appear on the left of the menu bar, that list the options you can use with the desktop. Notice that the File Menu has an accelerator key listed next to the Exit option. Pressing this key lets you exit DeskMate without pulling down the File Menu.

File F2 Get Info... Run... Copy... Delete... Rename... <hr/> Update screen <hr/> Exit Esc	Directory F3 Change... Create... Delete...	View F5 ✓ Menus Tree	Desktop F7 Install Createauto... <hr/> Create... Redefine... Delete... <hr/> Display... Remove
	Disk F4 Get Info... Format... Diskcopy...	Sort F6 ✓ By name By type By date By size	

Using the Menu Options

For your convenience, the “Tasks and Topics” section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a desktop menu. If you need a reminder about the tasks associated with a given menu option, refer to the “Desktop Menu Options” table.

The “Tasks and Topics” section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Using the Desktop

The desktop lets you do more than run applications and their data files. You use the desktop menus to manage your files, directories, and disks. For example, you can use the menu options to copy, delete, and rename files; change, create, and delete directories; and format your disks.

You can also control how the desktop looks by creating, removing, and renaming the list boxes.

Desktop Menu Options

File F2

Get Info
Check File Size and Modification Date

Run
Run an Application

Copy
Copy a File

Delete
Delete a File

Rename
Rename a File

Update screen
Update the Screen

Exit
Exit DeskMate

Directory F3

Change
Change to a Different Drive or Directory

Create
Create a Directory

Delete
Delete a Directory

Disk F4

Get Info
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Redefine a List Box

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Delete a List Box from DeskMate

Display
Display a List Box on the Desktop

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Remove a List Box from the Desktop

DeskMate lets you look at your files in two ways—the Menus View (desktop), which is the screen shown at the beginning of the chapter, and the Tree View, which you can access from the View Menu. The Tree View shows you a tree structure of your disk, which includes the drives and directories. You can then select a directory and display all the files in the directory. This listing of the files provides information such as name, extension, size, and so on. You also have the option of sorting these files by name, type, date, and size.

Refer to the “Tasks and Topics” section for a complete list of all the features and options available from the desktop.

Tasks and Topics

Change to a Different Drive or Directory

The change option on the Directory Menu lets you change DeskMate's current disk, directory, or both to access different files or use a new diskette. Using this option lets you store the files created by different applications in different directories or on different disks.

1. Select Change from the Directory Menu.

A dialog box appears.

2. At the Path: prompt, type the new path-name.

For example, to change to a directory named Letters on Drive B, type `b:\letters`.

3. Select OK to complete the task.

Change the Desktop View

DeskMate has two ways of viewing the information on your disk drives. One way uses the Menus View (the screen you see the first time you start DeskMate), and the other way uses the Tree View. The Menus View shows applications and their associated files in list boxes. The Tree View shows the directories on the current drive.

To change from the Menus View to the Tree View:

- Select Tree from the View Menu.

To change from the Tree View to the Menus View:

- Select Menus from the View Menu.

The Menus View is also referred to as the desktop.

The Tree View displays the directories on the current disk. To see the files in the directories, select a directory (highlight the directory name and press **ENTER**). A list box appears displaying all the files in the direc-

tory. If there are more files than can fit in the box, use **PGUP** and **PGDN** to view other files. You can also select a specific file by pressing the first letter of the filename until you highlight the file.

To run DeskMate applications from the Tree View, select the application name from the list box, or select a data file that displays the application name in the Program column.

Check Disk Storage Space

Use the Get Info option on the Disk Menu to view the amount of available free space on the current disk, along with the volume name.

1. Select Get Info from the Disk Menu.

A dialog box containing the information appears.

2. Select OK to remove the box from the screen.

Check File Size and Modification Date

You can use the File Menu Get Info option to see the size of a selected file and the date and time you last changed it.

1. Highlight a specific file in a list box.
2. Select Get Info from the File Menu.

A dialog box appears.

3. Select OK to remove the box from the screen.

Copy a Disk

Use the Diskcopy option on the Disk Menu to make one or more copies of a diskette.

1. Select Diskcopy from the Disk Menu.

A dialog box appears.

2. At the From: prompt, type the name of the drive that will contain the diskette you want to copy.

3. At the **To:** prompt, type the name of the drive that will contain the blank, formatted diskette.

You can type **b** at the **To:** prompt, even if you have only one diskette drive. The program tells you when to switch diskettes.

4. Select **OK** to begin the copy procedure.

A screen message prompts you to insert diskettes. When Diskcopy is finished, a screen prompt asks if you want to copy another diskette. If you do, press **Y** and follow the same process. If you do not, press **N**. Diskcopy ends and the desktop returns.

Copy a File

Use the Copy option on the File Menu to copy a file to any directory on any disk. If you want, you can also give the copy a new name.

1. If the file you want to copy appears in a list box, highlight it.

If you are using a diskette-based system, be sure the diskette containing the file to copy is in a diskette drive.

2. Select **Copy** from the File Menu

A dialog box appears.

3. At the **Copy to:** prompt, type the name you want to give the copy, including the drive and directory name as necessary.

If you did not highlight the file to copy, type the name of the file you want to copy at the **Copy from:** prompt, including the drive and directory name as necessary.

4. Select **OK** to complete the task.

If you want the copy to have the same name as the original file, you only need to type a drive and directory name.

If you are copying to a new filename but in the same drive and directory, you only need to include the new filename.

If you have only one drive but are copying between two diskettes, you can still specify

Drive A at the **Copy from:** prompt and Drive B at the **Copy to:** prompt. A screen message tells you when to switch diskettes.

You can use ***** or **?** wildcards to represent any number of characters. For instance, ***.doc** copies all files that have the extension **.doc**. You can restrict a wildcard by beginning with specific characters. For example, **ab*.doc** copies all files beginning with **ab** that have the extension **.doc**.

You can also select multiple files from a list box on the desktop before selecting **Copy**. To do so, hold down the **SHIFT** key while highlighting the files. Then, follow the copy procedure as previously given. Instead of copying one file, DeskMate copies all the highlighted files.

Correct an Error

If you make an error as you are typing information in a field, you can use either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on.

Create a Directory

Use the Directory Menu **Create** option to create additional directories on any disk. You might want to create a different directory to hold the files created by each of your DeskMate applications.

1. Select **Create** from the Directory Menu.

A dialog box appears.

2. At the **Path:** prompt, type the name of the directory you want to create.

If the directory is on a disk other than the current disk or in a directory other than the current directory, type the full path for the new directory, up to 64 characters. For instance, to create a directory named **Letters** on Drive B, at the **Path:** prompt, type **b:\letters**.

3. Select **OK** to complete the task.

Create a List Box

When you start DeskMate for the first time, several list boxes appear on the desktop, such as Text, Address, and PC-Link. DeskMate also has several other list boxes, but they do not appear on the screen until you choose to display them. (See "Display a List Box on the Desktop.")

In addition, you can create your own list boxes.

1. Select **Create** from the Desktop Menu.

A dialog box appears.

2. At the **Menu title:** prompt, type the name you want to display at the top of the list box.
3. At the **Programs** list box, highlight the program for which you want to create the new list box, or type another program name at the **Program name:** prompt.
4. At the **Data file extension:** prompt, type the extension of the data files you want to display in the new list box (the extension of the files you will create when using the program you have selected).
5. At the **Start-up directory:** prompt, type the name of the directory you want DeskMate to select before running the chosen program.

If you type the name of another directory at this prompt, the program will store its files in that directory. When you return to the desktop after running the chosen program, DeskMate returns to the original directory.

If you do not want to change directories when running this application, do not make an entry at the **Start-up directory:** prompt.

6. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages

such as games and speed-sensitive programs, require that you run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate programs.

7. Select **OK** to complete the task.

A dialog box appears.

8. Choose the desired list box size.

9. Select **OK**.

The desktop returns and a dotted box appears.

10. Move the dotted box to where you want the list box to appear on the desktop.

11. Press **ENTER** or double click the mouse button.

Create an Autoconfig List Box

An Autoconfig list box is a list box that can change its name and contents, depending on the current drive or directory. For instance, you might create an Autoconfig list box that:

- Is titled **Worksheet** when you are in the **Worksheet** directory and displays all files with the extensions **.wks**.
- Is titled **Letters** when you are in the **Text** directory and displays all files with the extension **.txt**.
- Is titled **Games** when you are in the **Games** directory and shows all files with the extension **.com**.

You must use an existing list box. If you do not want to use an existing list box as an Autoconfig list box, create a new list box as described in "Create a List Box." Then, follow these steps:

1. Select **Createauto** from the Desktop Menu.

A dialog box appears.

2. Highlight the name of the list box you want to convert to an Autoconfig list box.
3. Select OK to complete the task.

If the autoconfig list box is not currently on the desktop, choose the size for the list box you want to create, and then select OK again. A dotted box automatically appears on the desktop, and you can move the box to the desired position. You can now select other list boxes in other directories to display in the Autoconfig list box.

4. Select Change from the Directory Menu to choose a new current directory.

A dialog box appears.

5. At the Path: prompt, type a new path-name.

The Autoconfig list box displays the name Autoconfig.

6. If you want, create a new list box to display the program and files you want to include in the Autoconfig list box for this directory. (See "Create a List Box.")

7. Select Createauto from the Desktop Menu.

A dialog box appears.

8. Highlight the title of the list box you want to use.

9. Select OK to complete the task.

The name of the Autoconfig list box changes to match the name you selected.

Repeat the previous steps to add autoconfig applications to other directories.

You can create only one Autoconfig list box per directory or disk, and it can have only one selection from any directory or disk.

Delete a Directory

Use the delete option on the Directory Menu to delete directories that you no longer need.

1. Before you can delete a directory, you must delete all the files from the directory. (See "Delete a File.")
2. Select Delete from the Directory Menu.

A dialog box appears.

3. At the Path: prompt, type the name of the directory you want to delete including the drive name and any other directory names in the path.

For instance, to delete the directory Letters from the Text directory of Drive B, type b:\text\letters.

4. Select OK to complete the task.

If you specify a directory that does not exist, or if you make a typing error, a screen message tells you that Delete could not find the indicated path. You can either retype the path name or select CANCEL to close the dialog box without making a deletion.

Delete a File

Use the Delete option on the File Menu to delete duplicate or unwanted files from a disk to create additional storage space.

1. Change to the directory containing the file you want to delete. (See "Change Directories.")
2. If the file you want to delete appears in a list box, highlight it.
3. Select Delete from the File Menu.

A dialog box appears, displaying the name of the file you highlighted.

4. If you did not highlight a file, type the filename at the Filename: prompt.
5. Select OK to complete the task.

Instead of changing directories before delet-

ing a file, you can type a full pathname at the **Filename:** prompt, including the drive and directory path, for the file you want to delete.

You can use wildcard characters to delete more than one file. For instance, to delete all files in the selected directory that have the extension .doc, type:

*.doc

Then, select the **OK** button.

To delete **all** the files in the selected directory, type:

.

Then, select **OK**.

Be very careful when using wildcard characters. Make sure that any filenames you want to keep are not included in the wildcards you type.

You can select more than one file from a list box for deletion. To do so, hold down the **SHIFT** key and highlight multiple files. You can then select **ALL** instead of **OK**.

Delete a List Box from DeskMate

The **Delete** option on the Desktop Menu erases a DeskMate list box. That is, it no longer exists, and you can no longer display it. If you only want to remove a list box from the desktop screen, see "Remove a List Box from the Desktop."

1. Select **Delete** from the Desktop Menu.

A dialog box appears, listing all the list boxes.

2. Highlight the name of the list box you want to delete.
3. Select **OK** to complete the task.

Display a List Box on the Desktop

DeskMate has more list boxes than it can display at one time. Also, you can create list boxes of your own. For these reasons, you might want to use the **Display** option on the

Desktop Menu to display other list boxes on the screen.

1. If necessary, remove one or more list boxes from the desktop to make room for the list box you want to display. (See "Remove a List Box from the Desktop.")
2. Select **Display** from the Desktop Menu.

A dialog box appears, listing all the list boxes.
3. Highlight the name of the list box you want to display.
4. Change the default box size if necessary.
5. Select **OK** to complete the task.

The desktop returns and a dotted box appears.

6. Move the dotted box to where you want the list box to appear on the desktop.
7. Press **ENTER** or double click the mouse button.

Exit DeskMate

You use the File Menu's **Exit** option to leave DeskMate and access the functions of your computer's MS-DOS operating system.

1. Exit any application or program you are using.
2. At the desktop, select **Exit** from the File Menu.

Format a Diskette

Before you can store data on a diskette, you must prepare it using the **Format** command on the Disk Menu.

1. Select **Format** from the Disk Menu.

A dialog box appears.
2. At the **Drive:** prompt, type the letter of the drive in which you will put the disk-

ette to format.

3. If you are formatting a standard diskette in a high-capacity drive, type the appropriate options at the Options: prompt:
 - To format a 720K, 3 1/2-inch diskette in a high-capacity drive, type /n:9/t:80.
 - To format a 360K, 5 1/4-inch diskette in a high-capacity drive, type /4.
4. If you want to make the diskette a system diskette, choose Install Operating system.
5. Select OK to complete the task.

A screen message asks you to insert a diskette and press **ENTER**. When formatting is complete, a screen message asks if you want to format another diskette. Press **Y** to continue formatting, and follow the screen messages that appear. Press **N** to end the formatting session. You return to the desktop.

Install a DeskMate Program Package

Tandy and other companies have programs especially written to use with DeskMate's environment. These program packages have special files that make installing them easy.

1. Place the new program diskette in a diskette drive.
2. Select **Install** from the Desktop Menu.

A dialog box appears.

3. Change the default box size if necessary.
4. Select **OK** to complete the task.

The desktop returns and a dotted box appears.

5. Move the dotted box to where you want the list box to appear on the desktop.

6. Press **ENTER** or double click the mouse button.

The installation process is automatic. If you need to insert additional diskettes, a screen message will tell you.

Now you can run the new application from its list box. In addition, you can execute the program using the File Menu's Run option, or you can select the file from DeskMate's Tree View to execute it.

See the manual that comes with your new program for more specific information.

Redefine a List Box

When you create a list box, you specify options such as the menu title, the program name, the data file extension, and so on. Using the Desktop Menu's Redefine option, you can change any of these options.

1. Select **Redefine** from the Desktop Menu.

A dialog box appears, listing all of DeskMate's applications.

2. Highlight the name of the list box you want to change.

Another dialog box appears.

3. If you want a new menu title, type the new title at the Menu title: prompt.
4. If you want the list box to contain a new program, choose it from the list box or type the new program name at the Program name: prompt.
5. If you want the list box to contain different files, type the new file extension at the Data file extension: prompt.
6. If you want to indicate a new startup directory, type the new name at the Start-up directory: prompt.
7. If you want to change the CPU clock speed, choose **Normal** or **Fast**.

Normal runs the program at the normal

CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it for DeskMate programs.

8. Select **OK** to complete the task.

Remove a List Box from the Desktop

Use the Desktop Menu's **Remove** option to remove a list box from the desktop. Removing a list box does not erase it from the DeskMate environment—you can choose to redisplay the list box later. (See the section "Display a List Box on the Desktop.")

1. Highlight the name of the list box you want to remove.
2. Select **Remove** from the Desktop Menu.

Rename a File

Use the **Rename** option on the File Menu to change the name of a file. You might want to change the name to avoid filename conflicts or to make the name more descriptive of its contents.

1. Be sure you are in the directory where the file you want to rename resides.
2. If the file you want to rename appears in a list box, highlight it.
3. Select **Rename** from the File Menu.

A dialog box appears, displaying the name of the file you highlighted.

4. If you did not highlight a file, type the name of the file you want to rename at the **From:** prompt.
5. At the **To:** prompt, type the new filename.
6. Select **OK** to complete the task.

The filename is changed on the desktop.

Run an Application

DeskMate offers several ways to run programs: You can activate a program by selecting its list box title, you can activate a program by selecting an associated file from its list box, or you can select a program from the Programs list box.

You can also activate a program using the **Run** option on the File Menu.

1. Select **Run** from the File Menu.

A dialog box appears.

2. At the **Program:** prompt, type the name of the program you want to run.

If the program is not a DeskMate application (does not have the extension **.pdm**), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.

3. At the **Data file:** prompt, either type the name of the data file you want to use with your chosen program, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the specified program without opening a corresponding data file.

4. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

5. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or program you specified. Insert the appropriate diskette, and run the program normally. When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the file Desktop.pdm. After you do, you return to the desktop.

Sort Filenames in the Tree View

The options on the Sort Menu operate only in the Tree View. (See "Change the Desktop View.") You can use a sort option to reorder the files that appear in a Tree View list box.

1. Open a directory in the Tree View.

A dialog box appears, listing all the files in the directory.

2. Select the desired sort function from the Sort Menu. The options are:
 - Sort by name, alphabetically in descending order
 - Sort by date, from earliest to latest
 - Sort by type, alphabetically by extension name
 - Sort by size, smallest to largest

The files in the directory are reordered according to the sort order you chose.

Update the Screen

You can use the File Menu's Update screen option to have DeskMate re-read the disk (diskette) files (for example, after you switch diskettes). If you are at the desktop, DeskMate updates the screen, showing the files on the current disk. If you are at the Tree screen, DeskMate redraws the tree, displaying the files on the current disk.

Question and Answers

Question

What exactly are files and directories?

Answer

A *file* is simply a division of a disk that contains specific information—perhaps an application program, a DeskMate accessory, information needed to “drive” a certain printer or monitor, just about anything. In DeskMate, the files you will be most aware of are those you will create to store data such as letters, reports, and graphics.

A *directory* is a larger division that can contain files, other directories, or both. It is not necessary to create directories on a diskette-based system. Instead, you might choose to use a different diskette for each group of files you create. However, if you use a hard disk, you have much more disk space and will need to create directories to keep your files organized.

Question

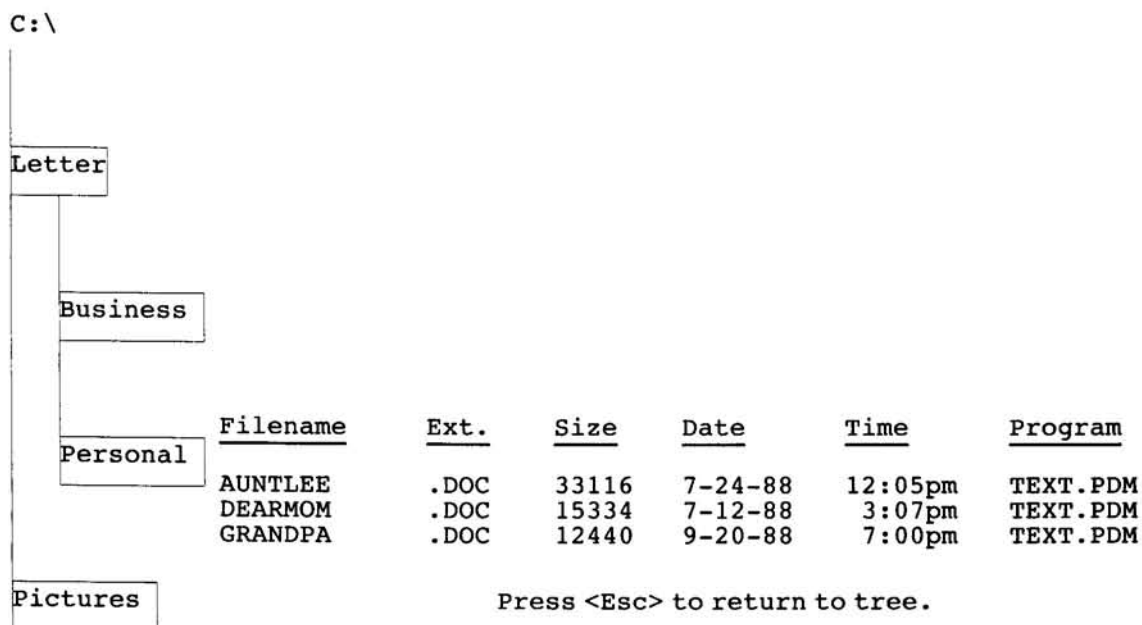
How can I see the files and directories on my system?

Answer

The desktop Tree View provides a graphic representation of the current disk's contents, showing the relative locations of the various directories.

The following are samples of four directories you might have created: the directory Letters, its subdirectories Business and Personal, and the directory Pictures. Letters is the *parent directory* of Business and Personal.

Below is a sample of what you see when you view a directory's files—in this case, the files in the Personal subdirectory. See “Change the Desktop View” in this chapter for details on viewing files.



Question

What is a *path*?

Answer

A path is a name you type—or, actually a series of names you type together—to tell DeskMate where to create or find a file or directory. At each point that you add a directory or file name to the path, you type a backslash. For instance, the path to Grandpa.doc in the previous illustration is:

`\letters\personal\grandpa.doc`

When typing a path to a directory or file that is not in the current drive, be sure to begin the path with the appropriate drive letter:

`c:\letters\personal\grandpa.doc`

When typing a path for a file that is in the current directory, simply type the filename, specifying the drive as necessary:

`grandpa.doc`

or

`b:\grandpa.doc.`

Question

I tried to rename a file, and the screen displayed a dialog box containing the message *Invalid file or directory name*. What are DeskMate's rules about filenames?

Answer

Each filename can be a maximum of eight characters plus a three-character extension. `Invntory.fil`, for example, is valid, but `Inventory.fil` is not.

You do not need to include an extension when creating a file. In fact, most DeskMate applications have default extensions that they use if you omit the extension. For example, Form Setup uses `.fil`.

The names you use can include any characters except the following, which have special meanings to the operating system:

`~ ^ * + [] | \ / ?`

Suggestion: Make your filenames as informative as possible. For example, if you are using Worksheet to create a series of budgets, you might use filenames that include the date (`BudJan1.wks` `BudMay5.wks`, `Bud-Oct12.wks`, and so on).

Question

Should I include an operating system when formatting a diskette?

Answer

Not necessarily. You need to include the operating system only if you want to be able to use that diskette to start your computer. Also, the operating system takes up a lot of space on a diskette, so you should omit it if you want to use the diskette strictly for storing information you create using an application (letters, worksheets, reports, and so on). See the Technical Considerations appendix for information on using *data diskettes* on diskette-based systems with either one or two diskette drives. You can also use data diskettes on hard-disk systems.

Draw

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Introduction

The Draw application is a graphics program that lets you assemble basic shapes, designs, and different styles of text to create brochures, ads, memo pads, custom forms, small signs, letterheads, charts, and so on.

Draw also features clip art—predrawn artwork that you can move and adjust just like any other graphic shapes in Draw.

If you are planning to use a printer with Draw, use a graphics printer, such as a dot matrix printer or a laser printer.

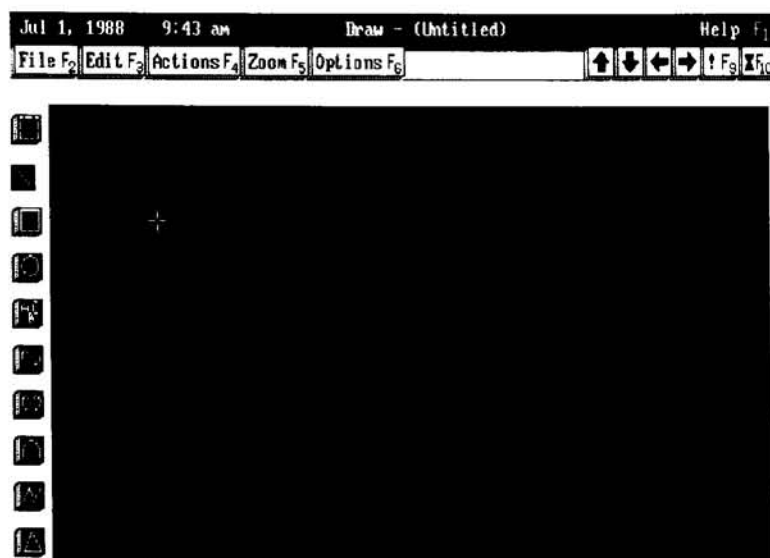
We suggest that you begin with the Draw article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Draw Screen

If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.

If the Draw list box does not appear on the desktop, you can access the application by selecting DRAW .PDM from the Programs list box.

After you select DRAW .PDM, you see the following screen:



The Draw Menus

Draw has five menus, which appear on the left of the menu bar, that list the options you can use with Draw. Notice that some options have accelerator keys listed next to them. These keys let you perform a task without pulling down a menu. For example, when you want to exit Draw, you can press ESC to select **Exit** from the **File** Menu.

File F2 <hr/> New Open... Save Save as... Page setup... Print... Exit Esc Run...	Edit F3 <hr/> Clip art... <hr/> Cut Shift+Del Copy Ctrl+Ins Paste Shift+Ins Clear Del <hr/> Select all <hr/> Move Resize	Actions F4 <hr/> Duplicate <hr/> Move to top Move to bottom <hr/> Flip horizontal Flip vertical Rotate <hr/> Make object Break object
Zoom F5 <hr/> ✓ Normal Two times Four times Half Quarter	Options F6 <hr/> Patterns Colors Line Brush Text	

Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you want to accomplish, rather than according to an option name listed on a Draw menu. If you need a reminder about the tasks associated with a given option, refer to the "Draw Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable task for that topic.

Draw Menu Options

File F2

New

Create a New Draw File from Within a Picture
Store Updates to a New Picture

Open

Open an Existing Draw File from Within a Picture
Open an Existing Draw File in Another Drive or Directory

Save

Store Updates to an Existing Picture

Save as

Store Updates to a New Picture

Page setup

Format a Page Layout

Print

Print a Picture on Paper
Print a Picture on the Screen
Print a Picture to Another File

Exit

Exit Draw

Run

Run Another Application

Edit F3

Clip art

Insert Clip Art

Cut

Move a Picture to Another Application
Move a Picture to Another Picture

Copy

Duplicate a Picture into Another Application
Duplicate a Picture into Another Picture File

Paste

Duplicate a Picture into Another Application
Duplicate a Picture into Another Picture File
Move a Picture to Another Application
Move a Picture to Another Picture

Clear

Delete Part of a Picture

Select all

Select Everything on the Canvas

Move

Move Part of a Picture Using the Keyboard

Resize

Resize a Picture Using the Keyboard

Actions F4

Duplicate

Duplicate Part of a Picture on the Same Canvas

Move to top

Move to Top

Move to bottom

Move to Bottom

Flip horizontal

Flip an Area Horizontally

Flip vertical

Flip an Area Vertically

Rotate

Rotate a Picture

Make object

Make an Object

Break object

Break an Object

Zoom F5

Normal

Two Times

Four Times

Half

Quarter

Change the View of the Canvas

Options F6

Patterns

Choose a Fill Pattern

Colors

Change Colors

Line

Choose the Line Weight and Style

Brush

Paint Fill Tool
Paint Tool

Text

Choose the Typestyle and Text Attributes

Using Draw

The screen is your *canvas*. The length and width of your screen canvas is determined by settings in the File Menu's Page setup option. If your Page setup margins give you a canvas that is bigger than the screen can display at one time, you can scroll to another part of the canvas, or change the view.

The tools you use to draw the picture appear down the left side of the screen. You can only select one tool at a time.

If you are using a keyboard, move between the tools and the canvas by pressing **TAB**. Use the arrow keys to move between tools and the space bar to select a tool. On the canvas, use the arrow keys to move. To draw, position the marker where you want, and then press the space bar. Use the

arrow keys to draw the element. Then, press the space bar again to finish the element.

Note: Keyboard movements are not available on the canvas unless None is chosen for the Mouse option in the Setup accessory.

If you are using a mouse, point and click to choose a tool. To draw, position the marker and hold down the button. Drag the marker to draw the element. Then, release the button to finish the element.

To begin drawing, first use the Options Menu. This menu lets you customize the tools, for things such as the width and style of lines or the typestyle of text. (The Options Menu also lets you select fill colors and fill patterns for enclosed shapes.)

After you customize your tools, choose a tool. Each time you draw something with a tool, you create an *element*. You can pull a group of elements together to form larger elements or *objects*. Objects and elements together on one canvas form a picture. Each new canvas you create can be stored as a *file* on disk.

The “select” tool is one of your most useful tools, because it lets you select elements, objects, and pictures for moving, editing, and adjusting. By using the Edit Menu and Actions Menu options, you can flip a picture horizontally or vertically, rotate it 90 degrees, move it to another location, make a copy for use elsewhere, or delete it.

After you create a picture, you can save it on disk and also print it.

Refer to the “Tasks and Topics” section for a complete list of all the features and options available when you are using the Draw application.

Tasks and Topics

Arc Tool

Draw arcs and irregular curves using the arc tool.

1. Select the arc tool.
2. Indicate the first endpoint of the curve.
3. Indicate the second endpoint of the curve.

Draw connects the endpoints with a straight line.

4. Select the line and stretch it into the desired curve pattern.

Break an Object

You can break an object into its basic elements by using the Break object option on the Actions Menu. If you have used the Make object option, and you decide that you need to change one of the object's elements, you will need to break it first.

1. Select the object.
2. Select Break object from the Actions Menu.

The selected object is broken into its elements.

Note: To reverse the process, see "Make an Object."

Center Lines

When you create or open a picture, you will notice a vertical and a horizontal dotted line that divide the canvas into four equal parts. These are the center lines, which mark the exact midpoint of the canvas. Whenever you adjust the width of the canvas, the center line automatically moves to the new center position. For information about adjusting the width of the canvas, see "Format a Page Layout."

Change Colors

Draw uses four colors at one time that you select from a palette of 16 colors. Use the Colors option on the Options Menu to change to the colors you want to use.

1. Select Colors from the Options Menu.

A dialog box appears.

2. Choose one of the four attributes that you want to change (Line, Text, Pattern Foreground, or Pattern Background).
3. Choose one of the colors.

Note: There are 16 colors for EGA, 4 for the Tandy 1000, and 2 for Hercules, CGA, and B/W EGA.

4. Select OK to complete the task.

Draw assigns the colors to the attributes you chose.

Change the Size of an Object

When you select an element with the select tool, a border will appear around the element. Attached to this border are *handles*. You can *grab* these handles and use them to change the size of the selected element. For example, you can grab the end of a line and lengthen it, or you can grab a corner or a side of a rectangle and enlarge it.

You can adjust the size of any element, object, or picture. For easier selection of an entire picture, use Select all from the Edit Menu.

Note: You cannot change the size of System typestyle text. You can, however, change the size of Modern or Roman typestyle text.

1. Choose the select tool.
2. Outline the part of the picture you want to change.

Handles will appear around the element.

3. Move the cursor onto the desired handle.

4. Pull or push the handles. If you are using the keyboard, press the space bar and then use the arrow keys to move the selected area. Then press the space bar again. If you are using a mouse, simply drag the selected handle and then release the button.

Draw changes the size of the object.

Change the View of the Canvas

The Zoom Menu allows you to view your pictures close-up for detail work, or at a distance for a better view of the whole canvas.

1. Select **Two times** or **Four times** from the Zoom Menu for a magnified view, or select **Half** or **Quarter** for a full view of the canvas.
2. Select **Normal** from the Zoom Menu to return to the normal view.

Choose a Fill Pattern

Use the Patterns option on the Options Menu to choose patterns for filling enclosed shapes.

1. Select **Patterns** from the Options Menu.

A dialog box appears.

2. Choose the fill pattern you want to use.

Note: The empty option lets you draw an outline with no fill pattern.

3. Select **OK** to complete the task.

Each time you use a tool that draws an enclosed shape, Draw fills the shape with the pattern you chose. If you choose a new fill pattern, subsequent enclosed shapes will be filled with that new pattern.

To change the fill pattern of an enclosed shape or to insert a fill pattern in an empty shape, simply use the select tool to select the shape and then choose a new fill pattern.

Choose the Line Weight and Style

When you draw elements, you can make the outlines appear in one of five weights, and one of four styles by selecting the Line option from the Options Menu.

1. Select **Line** from the Options Menu.

A dialog box appears.

2. At the **Weight:** prompt, choose the line weight you want to use.

Note: Use the invisible line weight if you want to fill an enclosed shape with a pattern, and you do not want the shape's border to appear.

3. At the **Style:** prompt, choose the type of line you want to use.

4. Select **OK** to complete the task.

The program applies the line specifications you chose to the next line(s) you draw.

Choose the Typestyle and Text Attributes

Use the Text option on the Options Menu to choose attributes for the text you type on the canvas.

1. Select **Text** from the Options Menu.

A dialog box appears.

2. At the **Style:** prompt, choose your text style.

3. At the **Size:** prompt, choose the size you want to use.

4. At the **Justify:** prompt, choose the justification you want to use.

5. At the **Attributes:** prompt, choose bold on and/or underline on when available.

Note: If you choose bold on, you can go to the **Boldness:** prompt at the top of the dialog box and choose any available degree of boldness.

6. Select **OK** to complete the task.

Draw applies the typestyle and text attributes you chose to the text you type.

Circle Tool

The Circle tool enables you to draw a circle of any size. You can choose the type of line to outline the circle and the type of pattern to fill the circle. (For information on changing the line weight, line style, and fill pattern, see "Choose a Fill Pattern" and "Choose the Line Weight and Style.")

1. Choose the circle tool.
2. Position the marker on the canvas where you want the center of the circle.
3. By using the arrow keys or dragging the mouse, draw the circle.
4. When the circle is the desired size, press **ENTER** or release the mouse button

Correct an Error

When you type text in a picture, you are in Insert mode. In this mode, use the **BACKSPACE** key to delete the character directly to the left of the marker. To completely erase all the text you have typed, use the select tool to select the text you want to erase, and then use the Edit Menu's Clear option to delete the text. (For information on using the Clear option, see "Delete Part of a Picture.")

Create a New Draw File from Within a Picture

Use the New option on the File Menu to quit working on one picture and begin work on another picture without returning to the desktop.

1. Select **New** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, a new document screen appears.

2. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as :** appears. Continue with Step 3. If the document is titled, a new document screen appears.

3. Type a filename of eight or fewer characters.
4. Select **SAVE** to complete the task.

Draw displays a new, untitled picture.

Delete Part of a Picture

Use the Clear option on the Edit Menu to delete an object or element from your picture.

1. Use the select tool to outline the object or element you want to delete.
2. Select **Clear** from the Edit Menu.

The selected object or element disappears from the canvas.

Duplicate a Picture into Another Application

Use the Copy and Paste options on the Edit Menu to duplicate a picture in another application. Note that you cannot make a copy of a picture and use it in any application other than Text, Draw, or Form Setup.

1. Select the picture, object, or element you want to copy.
2. Select **Copy** from the Edit Menu.

Draw copies the selected picture to the clipboard.
3. Exit Draw.
4. Enter another application, and open the file to receive the picture.
5. Move the cursor to where you want to insert the clipboard information.

Note: Be sure to position the cursor so that the picture fits within the margins of the file into which you are inserting it. You might need to adjust the page

margins to accommodate the picture. See "Format a Page Layout" in the appropriate application's chapter.

6. Select **Paste** from the **Edit** Menu.

Draw inserts the clipboard information at the cursor location.

Duplicate a Picture into Another Picture File

Use the **Copy** and **Paste** options on the **Edit** Menu to duplicate pictures, objects, and elements and then insert them into another picture.

1. Select the picture, object, or element you want to copy.
2. Select **Copy** from the **Edit** Menu.

Draw copies the selected information to the clipboard.

3. Select **Open** from the **File** Menu.

If you made changes, **Save changes?** appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as :** appears. Continue with Step 5. If the document is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

Draw automatically adds the extension **.fig**, unless you specify otherwise.

6. Select **SAVE** to complete the task.

A dialog box appears, listing all the Draw files you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol **[.]** indicates the parent directory.)

7. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing Picture in Another Drive or Directory."

8. Select **OK** to complete the task.

9. Select **Paste** from the **Edit** Menu.

The picture appears in the upper left corner of the canvas.

10. Use the select tool to move the picture to where you want it on the canvas.

Duplicate Part of a Picture on the Same Canvas

Use the **Duplicate** option on the **Actions** Menu to duplicate pictures, objects, and elements on the same canvas.

1. Select the picture, object, or element you want to copy.

2. Select **Duplicate** from the **Edit** Menu.

The new picture, object, or element appears in the upper left corner of the canvas.

3. Use the select tool to move the picture to where you want it on the canvas.

Exit Draw

You can exit the Draw application by selecting the **Exit** option from the **File** Menu.

1. Select **Exit** from the **File** Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes and the picture already has a filename, you will return to the desktop.

2. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as :** appears. Continue with Step 3. If the document is titled, you will return to the desktop.

3. Type a filename of eight characters or fewer.

Draw automatically adds the extension .fig unless you specify otherwise.

4. Select **SAVE** to complete the task.

Flip an Area Horizontally

Use the Flip horizontal option on the Actions Menu to flip a picture, object, or element from left to right.

1. Select the picture, object, or element you want to flip.
2. Select **Flip horizontal** from the Actions Menu.

After you flip a picture, object, or element, it occupies the same space as the original, *unflipped* picture, object, or element.

Flip an Area Vertically

Use the Flip vertical option on the Actions Menu to flip a picture, object, or element from top to bottom.

1. Select the picture, object, or element you want to flip.
2. Select **Flip vertical** from the Actions Menu.

After you flip part of a picture, object, or element, it occupies the same space as the original, *unflipped* picture, object, or element.

Format a Page Layout

Use the File Menu's Page setup option to design the physical page layout for your printed picture.

1. Select **Page setup** from the File Menu.

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.

3. Select **OK** to complete the task.

Format. This option determines how the picture is placed on the page. You can choose from the "portrait" (up and down) format and the elongated "landscape" (sideways) format.

Note: When printing in landscape format, DeskMate only prints ten characters per inch.

Left margin. This option lets you set the number of blank spaces you want for the left margin.

Printed line width. Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the entries for Left margin and Printed line width settings does not exceed the width of your paper.

Note: Laser printers, such as the Tandy LP 1000, have a *printable area* that is smaller than the actual paper size. If you are using a laser printer and the portrait format, be sure the sum of the Left margin plus the Printed line width does not exceed 80. If you are using a laser printer and the landscape format, be sure the total does not exceed 100.

When printing in landscape format, DeskMate only prints ten characters per inch.

Total lines per page. Use this option to specify the total number of lines on each sheet of paper. For example, 8 1/2-by 11-inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch.

Note: If you are using a laser printer, you can set a maximum of 61 lines per page.

Printed lines per page. Use this option to enter the total number of lines you want to print on one page. For example, if the Total lines per page setting is 66 and you want top and bottom margins of six lines each, subtract the total of the top and bottom margins from the Total lines per page setting (66-12=54). The total number of printed lines per page is 54.

Double space. Disregard this option, which appears shadowed in the dialog box. Draw does not allow you to change this setting.

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Insert Clip Art

Clip Art is predrawn art that you can paste on your canvas and edit.

1. Select **Clip art** from the Edit Menu.

Note: If a dialog box appears and asks if you want to search the system for the default file, select **OK**.

A dialog box with clip art appears. You can either insert one of these pictures onto your canvas with **Paste** or use **Load** to display other clip art files. You can then open the display file.

2. Choose the picture you want to insert.
3. Select **Paste**.

The picture appears in the upper left corner of the canvas.

4. Use the select tool to move the art to where you want it on the canvas.

Jointed Line Tool

The jointed line tool lets you easily draw a jointed line.

1. Select the jointed line tool.
2. Indicate the first endpoint for the first line.
3. Indicate the second endpoint.
4. Indicate the next endpoint.
5. Continue to indicate new lines until you form the desired line.
6. Press **ENTER** or double click the mouse to finish the line.

Line Tool

The Line tool lets you draw straight lines on the canvas. To set the line's attributes, see "Choose the Line Weight and Style."

1. Select the line tool.
2. Indicate the line's first endpoint on the canvas.
3. Indicate the line's second endpoint.

The lines you draw appear in the currently chosen line weight and style.

Make an Object

You can use the Make object option on the Actions Menu to group elements together into an object, which can be manipulated as a single element.

1. Select all the elements you want to include in an object.
2. Select **Make object** from the Actions Menu.

The selected elements are now an object.

Note: To reverse the process, see "Break an Object."

Move a Picture to Another Application

Use the Cut and Paste options on the Edit Menu to move pictures, objects, and elements in your file into another application.

Note that you cannot move a picture from a document to any application other than Text, Draw, or Form Setup.

1. Select the picture you want to move.
2. Select **Cut** from the Edit Menu.

Draw moves the selected picture to the clipboard.
3. Exit Draw.
4. Enter another application and open the file to receive the information.
5. Move the cursor to where you want to insert the clipboard information.

Note: Be sure to position the cursor so that the picture fits within the margins of the file into which you are inserting it. You might need to adjust the page margins to accommodate the picture. See "Format a Page Layout" in the appropriate application's chapter.

6. Select **Paste** from the Edit Menu.

The picture that was on the clipboard now appears at the location you chose. Keep in mind that you might need to revise the way that the information appears on the screen (for instance, inserting or deleting spaces, or aligning text).

Move a Picture to Another Picture

Use the **Cut** and **Paste** options on the Edit Menu to move pictures, objects, and elements into another picture.

1. Select the picture, object, or element you want to move.
2. Select **Cut** from the Edit Menu.

Draw moves the selected area to the clipboard.

3. Select **Open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 4. If you have not made changes, continue with

Step 7.

4. Select **YES**, **NO**, or **CANCEL**.

If the picture is untitled, **Save as:** appears. Continue with Step 5. If the picture is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.
6. Select **SAVE** to complete the task.

A dialog box appears, listing all the Draw files you can open in the current directory. In addition, the box lists all the available subdirectories and drives. (The symbol [...] indicates the parent directory.)

7. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing Draw File in Another Drive or Directory."

8. Select **OK** to complete the task.
9. Select **Paste** from the Edit Menu.

Draw inserts the picture in the upper left corner of the canvas.

10. Position the selected picture where you want it to appear on the canvas.

Move Part of a Picture Using the Keyboard

If you are drawing with the keyboard, you can move a picture, object, or element by using the **Move** option on the Edit Menu.

1. Select the picture, object, or element you want to move.
2. Select **Move** from the Edit Menu.

Draw outlines the selected area.

3. Use the arrow keys to move the outline.
4. Press the space bar to place the selected area on the canvas.

Move the Marker

Moving the marker around the screen in Draw is usually a matter of pressing arrow keys or pointing and clicking with a mouse. These additional tips will help you maneuver the marker farther and faster.

Keyboard. Pressing an arrow key moves the marker one position (eight pixels or eight scans) in the indicated direction. Pressing **PG UP**, **PG DN**, **CTRL-PG UP**, or **CTRL-PG DN** moves you to the top, bottom, left, or right edge of the canvas respectively. To move a smaller or larger number of pixels, type the number of pixels you want to move, and then press the arrow key.

To move from the canvas to the tools and back again, press **TAB**.

Press **CTRL-HOME** to move the marker to the upper left corner of the screen. Press **CTRL-END** to move the marker to the bottom right corner of the screen.

You can scroll through the canvas by holding down the arrow key for the direction in which you want to move. Release the key when you reach the desired point on the canvas.

Mouse. Position the marker anywhere on the screen, either in the canvas or tool section, by pointing to the desired location and clicking. To display parts of the canvas not currently on the screen, point to one of the scroll arrows, and click. This scrolls the screen two characters in the direction indicated by the arrow. Pointing to one of the arrows and holding down the mouse button scrolls the screen continuously until you release the button.

Move to Bottom

If you draw an element on top of another element, you can easily have the elements trade places by using the Move to bottom option on the Actions Menu.

1. Select the element you want to move.
2. Select Move to bottom from the Actions Menu.

The selected element moves to the bottom.

Move to Top

If you draw an element below another element, you can easily have the elements trade places by using the Move to top option on the Actions Menu.

1. Select the element you want to move.
2. Select Move to top from the Actions Menu.

The selected element moves to the top.

Open an Existing Draw File from Within a Picture

Use the Open option on the File Menu to open an existing file without returning to the desktop.

1. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the picture is untitled, Save as: appears. Continue with Step 3. If the picture is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Draw automatically adds the extension .fig, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol [...] indicates the parent directory.)

5. Highlight the file you want to open.

If the picture you want to open is in another drive or directory, see "Open an Existing Draw File in Another Drive or

Directory.”

6. Select OK to complete the task.

Open an Existing Draw File in Another Drive or Directory

Use the File Menu's Open option to open a file in another drive or directory without returning to the desktop.

1. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the picture is untitled, Save as: appears. Continue with Step 3. If the picture is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Draw automatically adds the extension .fig, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

5. Highlight the drive or directory in which the desired file is located.
6. Select OK to display the directories and the files in the highlighted drive or directory.

Other available drives appear in the list box as well.

7. Repeat Steps 5 and 6 until the list box displays the name of the file you want to open.
8. Highlight the Draw file you want to open.
9. Select OK to complete the task.

Note: When you open a file in a different drive or directory, subsequent “open” operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Draw, the desktop displays a list of files from the directory you were in when you accessed Draw.

Paint Fill Tool

The paint fill tool allows you to paint enclosed shapes that automatically fill with the selected fill pattern.

1. Select Brush from the Options Menu if you want to change brush size and shape.
2. Select the paint fill tool.
3. Draw an enclosed shape.
4. Fill the new element by pressing the space bar if you are using a keyboard, or by double clicking if you are using a mouse.

Note: See “Choose a Fill Pattern” for more information on filling an empty shape or changing a fill pattern.

Paint Tool

The paint tool enables you to paint lines and fill patterns.

1. Select Brush from the Options Menu if you want to change brush size and shape.
2. Select the paint tool.

Print a Picture on Paper

Use the File Menu's Print option to print the currently displayed picture on paper. To see how the picture will look on the page before you print it, see “Print a Picture on the Screen.”

Note: You can print a picture on paper only if you are using a printer

capable of printing graphics characters.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Printer** button.
3. Select **OK** to begin printing.

The picture begins to print, and a dialog box appears, containing information about the print operation. You can select **CANCEL** at any time to stop the operation.

Print a Picture on the Screen

Use the File Menu's **Print** option to print the currently displayed picture on the screen. Printing on the screen lets you see how your file will look on paper.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Screen** button.
3. Select **OK** to complete the task.

The picture appears on the screen.

4. When you finish viewing the screen, select **Exit** from the Options Menu.

Print a Picture to a File

Use the **Print** option on the File Menu to print a picture to another file. Printing to a file stores the picture on disk, using the name

you give plus the extension **.prn**. You can then use the **MS-DOS Print** command to print the file from another computer that is not running DeskMate.

The printer used to print the file from **MS-DOS** must be the same type as the one you are currently using with DeskMate (the one you assigned with the printer option in the Setup accessory).

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **File** button.
3. At the **Filename:** prompt, type the name you want to give the printed file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the **.prn** file listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's **Tree View**.

Rectangle Tool

The rectangle tool enables you to draw squares and rectangles using the current line weight, line style, and fill pattern. For information on choosing line weight/style and a fill pattern, see "Choose the Line Weight and Style" and "Choose a Fill Pattern."

1. Select the rectangle tool.
2. Point to the desired location for the first corner.
3. Expand the rectangle, using the keyboard's arrow keys or by dragging the mouse.

The rectangle now appears on the canvas at the location you chose.

Resize a Picture Using the Keyboard

If you are drawing with a keyboard, you can use the **Resize** option on the **Edit** Menu to change the size of a selected area.

1. Select the picture, object, or element.
2. Select **Resize** from the **Edit** Menu.
3. Use the arrow keys to resize the object.
4. Press the space bar when you are finished.

The picture appears in its rescaled size.

Rotate a Picture

Use the **Rotate** option on the **Actions** Menu to rotate a picture, object, or element 90 degrees. By rotating the area once, you turn the selected area *on its side* and to the right. You can rotate the same area twice or three times to turn it upside down or on its side to the left. The rotated area occupies the same space as it did before you rotated it.

1. Select the picture, object, or element you want to rotate.
2. Select **Rotate** from the **Actions** Menu.

The area you selected rotates 90 degrees to the right and appears in the same location as it did before you rotated it.

Run Another Application

Use the **Run** option on the **File** Menu to open another application file or run another software package without returning to the desktop.

1. Select **Run** from the **File** Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the picture is untitled, **Save as:** ap-

pears. Continue with Step 3. If the document is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Draw automatically adds the extension **.fig**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears.

5. At the **Program:** prompt, type the name of the application you want to run.
6. At the **Data file:** prompt, either type the name of the data file you want to use with the chosen application, or leave the prompt blank.

If you leave the prompt blank, **DeskMate** runs the application or program you specify without opening a corresponding data file.

7. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest that you use it to run **DeskMate** applications.

8. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the **Desktop.pdm** file. After you do so, you return to the desktop.

Select Everything on the Canvas

Use the Select all option on the Edit Menu to select everything on a canvas.

- Select **Select all** from the Edit Menu.

Select Tool

Use the select tool to select pictures, objects, and elements. The select tool allows you to manipulate the picture. For example, you can flip, rotate, move, copy, or delete the picture.

1. Select the select tool.
2. Position the cursor outside the corner of the area you want to select.
3. Using the arrow keys or dragging the mouse, pull the select border until it surrounds the picture you want to select.

The picture you want to manipulate now appears surrounded by a box with handles.

If you are using a mouse and you want to move the picture, object, or element, point to the center of the selected area and drag it to the desired area on the canvas.

If you are using a mouse and you want to resize a picture, object, or element, point to one of the handles of the selected area, and drag it to the desired size. If you want to resize a picture, object, or element using the keyboard, see "Resize a Picture Using the Keyboard."

Store Updates to a New Picture

You can use the Save as option on the File Menu to title and store a new file without exiting the file.

1. Select **Save as** from the File Menu.

A dialog box appears.

2. At the **Save as :** prompt, type the name you want to give the document, using eight or fewer characters.

Draw automatically adds the .fig, unless

you specify otherwise.

3. Select **SAVE** to complete the task.

The new file and its name are stored on disk, and the picture remains on the screen. The new filename appears at the top of the screen.

Store Updates to an Existing Picture

You can store changes you have made in an existing picture without returning to the desktop. Store changes to pictures periodically to help prevent loss of information. (If you have not yet named the file, use the Save as option.)

- Select **Save** from the File Menu.

Draw stores the changes you have made, and the picture remains on the screen.

Text Tool

Use the text tool to type text on the canvas. The text attributes are set using the Options Menu's Text option.

1. Select the text tool.
2. Position the cursor where you want the text to begin.
3. Type the text you want to include in the picture, and press **ENTER** when you are finished typing.

The text you typed appears in the picture.

Tools

The tools you use in Draw appear along the left edge of the canvas.

The tools are listed below in the order they appear on the canvas:

Select—lets you select an area or element of your picture to manipulate

Line—lets you draw lines of various lengths

Rectangle—lets you draw squares or rectangles of different sizes

Circle—lets you draw circles and ellipses of different sizes

Text—lets you insert text anywhere on a picture

Paint—lets you paint with different brush types

Paint Fill—lets you paint an enclosed shape that automatically fills with a preselected pattern.

Arc—lets you draw arcs

Jointed Line—lets you draw connected lines

Triangle—lets you draw a triangle

Triangle Tool

The triangle tool lets you draw a triangle or a polygon that automatically fills using the currently selected pattern.

1. Select the triangle tool.
2. Indicate the first endpoint for the first line.
3. Expand the line to its second endpoint.
4. Expand the line to its next endpoint.
5. Continue to expand new lines until you form the desired enclosed shape.
6. Press **ENTER**, or double click the mouse button, to fill the new element with the selected pattern.

Filer

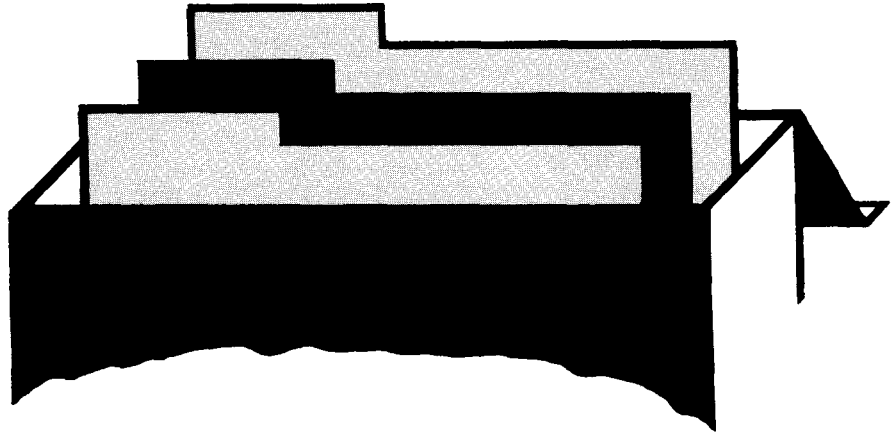
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Introduction

The Filer application is an all-purpose information storage and retrieval system. You can use it to keep track of medical records, club membership and attendance records, recipes, household inventories, tax-deductible contributions, and so on.

Using Filer, you "write" your information on *records*, which you can think of as electronic index cards. You store related records in the same *file*, just as you might gather a group of index cards in an index card file box.



Filer includes a sample file called *Invntory.fil*. You can create other files by copying this file's record layout. Then, all you have to do is enter your information. Or, if *Invntory.fil*'s record layout does not fit your needs, you can create files with custom-designed record layouts. (See the Form Setup chapter.)

Invntory.fil's record layout is illustrated in "Using Filer."

We suggest that you begin with the Filer article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Filer Screen

If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.

If the Filer list box does not appear on the desktop when you first start DeskMate, you can access the application by selecting `FILER.PDM` from the Programs list box.

When you select `FILER.PDM`, an Open File list box appears. You can now start Filer by selecting an existing file from this list box.

You can also enter Filer by selecting the Filer option from the Form Setup application's File Menu.

When you start Filer, you see the following screen, with the first record of the file displayed:



The Filer Menus

Filer has three menus, which appear on the left of the menu bar, that list the options you can use with Filer. Notice that some options have accelerator keys listed next to them. These keys let you perform a task without pulling down a menu. For example, when you are ready to add records, you can press **CTRL-A** to select Add from the Records Menu.

File F ₁	Edit F ₂	Records F ₄
Open...	Cut Shift+Del	Add Ctrl+A
Copy layouts...	Copy Ctrl+Ins	Delete... Ctrl+D
Page setup...	Paste Shift+Ins	Copy Ctrl+C
Form setup	Clear Del	
Print record...		First Ctrl+F
Print report...		Next Ctrl+N
Exit Esc		Previous Ctrl+P
Run...		Last Ctrl+L
		Find...
		Sort...
		Count

Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option

Filer Menu Options

File F2

Open

Open an Existing File from Within Filer
Open an Existing File in Another Drive or Directory

Copy layouts

Copy a Layout

Page setup

Format a Page Layout for a Report

Form setup

Switch to Form Setup from Filer

Print record

Print One or All Records on Paper
Print One or All Records on the Screen
Print One or All Records to a File

Print report

Print a Report on Paper
Print a Report on the Screen
Print a Report to a File

Exit

Exit Filer

Run

Run Another Application

Edit F3

Cut

Move Information to Another Application
Move Information to Another File
Move Information Within the Same File

Copy

Duplicate Information in Another Application
Duplicate Information in Another File
Duplicate Information Within the Same File

Paste

Duplicate Information in Another Application
Duplicate Information in Another File
Duplicate Information Within the Same File
Move Information to Another Application
Move Information to Another File
Move Information Within the Same File

Clear

Delete Information from a Field

Records F4

Add

Add a Record

Delete

Delete a Record

Copy

Copy a Record

First

Display a Record

Next

Display a Record

Previous

Display a Record

Last

Display a Record

Find

Find a Group of Records

Sort

Sort Records

Count

Count Records in a File

name listed on a Filer menu. If you need a reminder about the tasks associated with a given option, refer to the "Filer Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Using Filer

The file you use to open Filer can be any of the following:

- *Inventory.fil*
- A file you create by copying *Inventory.fil*'s layouts
- A file you create using the Form Setup application

When you open a file, Filer automatically displays the file's first record. Each record is divided into several *fields* in which you enter the various items of information.

You can immediately begin adding records. Simply select Add from the Records Menu. A new, blank record appears. You can then type the information needed for each field. Press **TAB** and **SHIFT-TAB** to move the highlight forward and backward through the fields. Or, if you have a mouse, simply point and click on the field you want to move to.

To add another record, select Add from the Records Menu again. DeskMate stores the record currently on the screen and presents you with another blank form.

When you finish adding records, select any available option other than an Edit Menu option. Filer stores the record and performs the action you chose.

Note: By default, Filer sorts from oldest entries to newest entries. Therefore, each time you add or change a record, that record goes to the end of the file. If you want to change the sort order, see "Sort Records" in the "Tasks and Topics" section. (*Inventory.fil* is sorted by the first field.)

You can move through the records in your file and display a specific one by using the First, Last, Next, and Previous buttons (or the corresponding options on the Records Menu).

First

Displays the first record

Last

Displays the last record

Next

Displays the next record

Previous

Displays the previous record

After adding records in your file, you can use the Print record option on the File Menu to make a *hard copy* on paper of either the current record or all the records in the displayed file. You can also print the records to the screen or another file.

Filer also lets you print a *report* containing specific information from your file. You can use *Inventory.fil*'s report layout, which is copied automatically with the record layout. Or, if you want, you can select the report information yourself by designing your own report layout with the Form Setup application.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Filer application.

Tasks and Topics

Add a Record

Use the Records Menu's Add option to add records to your file.

1. Select Add from the Records Menu.

A blank record appears.

2. Type the information needed to complete each field on the record. Press **TAB** and **SHIFT-TAB** to move forward and backward from field to field.

When you finish entering information in the fields in one record, use the Add option again to continue adding records. Or, select another Filer option (other than an Edit Menu option). Records you add are immediately stored on disk when you display another blank record or use another option.

Alphabetize Records

Use the Sort option on the Records Menu to put your records in alphabetical or numerical order or in any other order you choose. See "Sort Records" for detailed instructions.

Copy a Layout

Use Copy layouts on the File Menu to create a new file by copying the layout of an existing file. Existing files are listed on the desktop and in the dialog box that appears if you use the Open option from within a file.

Note: You cannot copy layouts to another diskette in the same drive.

1. Open the file whose layout you want to copy.

The first record of the file appears on the screen.

2. Select Copy layouts from the File Menu.

A dialog box appears.

3. At the Copy to: prompt, type a

filename of eight or fewer characters for the new file. If you do not include a filename extension, Filer automatically adds the extension .fil.

Note: Be sure to type a complete pathname of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select OK to complete the task.

Once you select OK, Filer creates the new file, using the currently displayed layout. You are still in the original file, however. To enter information in the new file, open the file by selecting Open from the File Menu.

Copy a Record

Use the Records Menu's Copy option to copy a record. This option is handy if you want to add a record whose information will vary only slightly from the information in an existing record.

1. Display the record you want to copy.
2. Select Copy from the Records Menu.

The original record stays on the screen but is duplicated in the file.

3. Select Next from the Records Menu.

The record you now see is the copy, and it contains the same information as the original. Change the information as needed.

Correct an Error

If you make an error as you are typing information in a field, you can use either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on.

You can also use the Edit Menu's Clear option to erase highlighted information in a field.

Count Records in a File

Use the Records Menu's Count option to see the number of records selected for displaying, as well as the total number of records in the file.

1. Select Count from the Records Menu.

The total number of records selected for display and the total number of records in the file appear on the screen.

2. Select OK to remove the message from the screen.

See "Find a Group of Records" for information on limiting the number of records to be displayed.

Create a New File

To create a new file, you can either copy layout information from an existing file or use the Form Setup application to design your own layout. Then, you can open the new file and begin entering information in it. See the "Copy a Layout" task and the Form Setup chapter for detailed information on modifying and creating layouts.

You can enter Form Setup from Filer without returning to the desktop by selecting Form setup from the File Menu.

Create a New Record or Report Layout

To create a new file layout instead of using an existing layout, you can do either of the following:

- Copy an existing layout (using Filer's Copy layouts option) and then modify it (using the Form Setup application)
- Use the Form Setup application to design a new file layout

Details are in the Form Setup chapter.

Delete a Record

Use the Records Menu's Delete option to

delete a record.

1. Display the record you want to delete.
2. Select Delete from the Records Menu.

A dialog box appears, asking whether you want to delete the record.

3. Select OK to complete the task.

Filer deletes the record from the screen and from the disk, and the next record in the file appears.

Delete Information from a Field

You can use the Edit Menu's Clear option to delete information from a field.

Note: You cannot use the Clear option to delete information that is part of the form, only information that you have typed in a field. See the Form Setup chapter for details on deleting part of the form.

1. Highlight the information you want to delete.
2. Select Clear from the Edit Menu.

The information you highlighted disappears from the screen and is no longer part of the record.

Design a Record or Report Layout

To design a "custom" layout instead of copying an existing layout, you need to use the Form Setup application. To enter Form Setup from Filer without returning to the desktop, select Form setup from the File Menu. See the Form Setup chapter for detailed information.

Display a Record

Use the First, Last, Next, and Previous options on the Records Menu (or the corresponding buttons on the screen) to move through an open file's records and display a specific one.

1. Select the Records Menu's option or the button that displays the record you want to see (or a record close to it).
2. Continue moving through the records as needed until the desired record is displayed.

When you display the first record, the First and Previous options (and buttons) appear shadowed to indicate that they are not available. When you display the last record, the Last and Next options (and buttons) appear shadowed.

Duplicate Information in Another Application

Use the Copy and Paste options on the Edit Menu to duplicate information in a field to a file in another application. Note that you cannot copy Filer information to the Draw application.

Note: You cannot copy information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to copy.
2. Select Copy from the Edit Menu.

Filer copies the highlighted information to the clipboard.

3. Exit Filer.
4. Enter another application, and open the file to receive the information.
5. Move the cursor to where you want to insert the information.
6. Select Paste from the Edit Menu.

Filer inserts the clipboard information at the cursor location. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces or aligning text).

Duplicate Information in Another File

Use the Copy and Paste options on the Edit Menu to duplicate information in a field and then insert it into another Filer file.

Note: You cannot copy information that is part of the record layout (such as field names), only information you typed in a field.

1. Highlight the information you want to copy.
2. Select Copy from the Edit Menu.

Filer copies the highlighted information to the clipboard.

3. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

4. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

5. Select OK to complete the task.
6. In the newly opened file, display the record in which you want to place the information from the clipboard.
7. Move the cursor to where you want to place the information.
8. Select Paste from the Edit Menu.

Filer inserts the clipboard information at the cursor location.

Note: When inserting information into a field that already contains information, you must unhighlight the field before selecting Paste. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.

Duplicate Information Within the Same File

Use the Copy and Paste options on the Edit Menu to duplicate information in a field to another record in the same file.

Note: You cannot copy information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to copy.
2. Select Copy from the Edit Menu.

Filer copies the highlighted information to the clipboard.

3. Display the record in which you want to use the information.
4. Move the cursor to where you want to place the information.
5. Select Paste from the Edit Menu.

Filer inserts the clipboard information at the cursor location.

Note: When inserting information into a field that already contains information, you must unhighlight the field before selecting Paste. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.

Exit Filer

Use the File Menu's Exit option to quit Filer and return to the desktop.

- Select Exit from the File Menu.

The desktop screen appears.

Find a Group of Records

The Records Menu's Find option lets you search for specific records to display, change, or include in a report.

You limit the number of records by estab-

lishing standards that the records must meet in order to be included in the group. For example, suppose you have a recipe file in which you want to find all the Mexican entrees that have from 250 to 350 calories per serving. Assume the file has the same layout as Inventory.fil and you are using:

- The Label field for the food category
- Field 1 for the national origin
- Field 2 for the recipe name
- Field 3 for the calorie count
- The Comments field for the recipe

To find those Mexican recipes, you need to tell Filer to find all the records where the information item in:

- The Label field is equal to Entrees
- Field 1 is equal to Mexican
- Field 3 is from 250 to 350

Note: Label, Field 1, Field 2, Field 3, and Comments are generic field names used in Inventory.fil. If you created your recipe file using Form Setup, you might have assigned specific field names such as Category, National Origin, Recipe Name, Calories, and Recipe.

1. Select Find from the Records Menu.

A dialog box containing several elements appears on the screen. You use all these elements to set the search criteria. The first element, the Fields list box, lists all the field labels in the file.

2. In the Fields list box, highlight the first field you want to use to limit the search (Label, in the above example).

Notice that the field name you highlight appears after the Find records where: prompt at the bottom of the box. Each time you add a search element, it appears here.

3. Choose the Operators: button that

lets you define the relationship between the field and the value you will add (Equal to, in the above example).

Note: When you work with alphabetic characters, the Operators: buttons mean "alphabetically equal to," "alphabetically less than or equal to," "alphabetically greater than or equal to," and so on, using alphabetic order.

4. In the Value: field, type the value (up to 20 characters) against which you want the information in the selected field to be judged (Entrees, in the above example).

Note: If you choose the From... to... button, you need to enter both the starting and ending values for the range. Type the smaller value. Then, press **TAB** to move to the final field to type the larger value.

For more information on typing values in the Find Records dialog box, see "Wildcard Characters."

5. To establish each additional criterion, press **SHIFT-TAB** twice to return to the Fields list box so that you can repeat Steps 2-4. (You can have up to five criteria.)
6. After establishing the criteria for the records, select **OK** to complete the task.

Note: Selecting **CLEAR** erases all the criteria so that you can begin again. Selecting a field name and then the **None** button erases a single criterion. Selecting **CANCEL** terminates the Find option, restoring any previous Find criteria.

Filer immediately limits the displayed records to those that meet the standards you set. The search criteria remain in effect until you change them or exit the file.

Format a Page Layout for a Report

Use the File Menu's Page setup option to design the page layout for your printed reports.

Note: The page layout for *records* is pre-defined, using the "portrait" format. You cannot change this layout.

1. Select Page setup from the File Menu.

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.
3. Select **OK** to complete the task.

Format. This option determines how the text is placed on the page. You can choose from the "portrait" (up and down) format and the elongated "landscape" (sideways) format.

Note: When printing in landscape format, DeskMate only prints ten characters per inch.

Left margin. This option lets you set the number of blank spaces you want for the left margin.

Printed line width. Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the entries for the Left margin and Printed line width settings does not exceed the width of your paper.

Note: Laser printers, such as the Tandy LP 1000, have a *printable area* that is smaller than the actual paper size. If you are using a laser printer and the portrait format, be sure the sum of the Left margin plus the Printed line width does not ex-

ceed 80. If you are using a laser printer and the landscape format, be sure the total does not exceed 100.

When printing in landscape format, DeskMate only prints ten characters per inch.

Total lines per page. Use this option to specify the total number of lines on each sheet of paper. For example, 8 1/2- x 11-inch paper contains 66 lines in the portrait format when figured at six lines per vertical inch.

Note: If you are using a laser printer, you can set a maximum of 61 lines per page.

Printed lines per page. Use this option to enter the total number of lines you want to print on one page. For example, if the Total lines per page setting is 66 and you want top and bottom margins of six lines each, subtract the total of the top and bottom margins from the Total lines per page setting (66-12=54). The number of printed lines per page is 54.

Note: Be sure to include the lines used by headers and footers in your line count.

Double space. Disregard the Double Space option, which appears shadowed in the dialog box. Filer does not let you change this setting.

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Highlight Information for Editing

When you move the cursor to any field in a record, Filer automatically highlights all the information in the field. You can then type over the information or use an Edit Menu option to manipulate all of it.

You can also *reverse highlight* any part of the information for typing over or editing. To do this, use the arrow keys to move to the

first character you want to change. Then, use **SHIFT- →** or **SHIFT- ←** to reverse highlight as much as you want. Or, with the mouse, move the cursor to the first character you want to change and then drag the mouse to reverse highlight.

To unhighlight a field, press **→** or **←**.

Layouts

Filer includes a sample file, *Inventory.fil*, (listed in the Filer list box if you display the box on the desktop). You can copy this file's layouts to create other files, or you can use the Form Setup application to create files with custom layouts. Once you create new files, their names also appear in the Filer list box. For more information, see "Copy a Layout," "Open an Existing File from Within Filer," and the Form Setup chapter.

Move Information to Another Application

Use the Cut and Paste options on the Edit Menu to move information from a field to a file in another application. Note that you cannot move Filer information to the Draw application.

Note: You cannot move information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to move.
2. Select **Cut** from the Edit Menu.

Filer moves the highlighted information to the clipboard.
3. Exit Filer.
4. Enter another application, and open the file to receive the information.
5. Move the cursor to where you want to insert the information.
6. Select **Paste** from the Edit Menu.

The Filer information that was on the

clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, or aligning text).

Move Information to Another File

Use the Cut and Paste options on the Edit Menu to move information from a field to another file in the application.

Note: You cannot move information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to move.
2. Select **Cut** from the Edit Menu.

Filer moves the highlighted information to the clipboard.

3. Select **Open** from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

4. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

5. Select **OK** to complete the task.
6. In the newly opened file, display the record in which you want to insert the information from the clipboard.
7. Move the cursor to where you want to place the information.
8. Select **Paste** from the Edit Menu.

Filer inserts the clipboard information at the cursor location.

Note: When inserting information into

a field that already contains information, you must unhighlight the field before selecting **Paste**. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.

Move Information Within the Same File

Use the Cut and Paste options on the Edit Menu to move information from a field to another record in the same file.

Note: You cannot move information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to move.
2. Select **Cut** from the Edit Menu.

Filer moves the highlighted information to the clipboard.

3. Display the record in which you want to insert the information from the clipboard.
4. Move the cursor to where you want to place the information.
5. Select **Paste** from the Edit Menu.

Filer inserts the clipboard information at the cursor location.

Note: When inserting information into a field that already contains information, you must unhighlight the field before selecting **Paste**. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.

Open an Existing File from Within Filer

Use the Open option on the File Menu to open an existing file without returning to the desktop.

1. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

2. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

3. Select OK to complete the task.

The first record in the requested file appears.

Open an Existing File in Another Drive or Directory

Use the File Menu's Open option to open a file in another drive or directory without returning to the desktop.

1. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

2. Highlight the appropriate drive or directory.
3. Select OK to display the directories and files in the highlighted drive or directory.

Other available drives appear in the list box as well.

4. Repeat Steps 2 and 3 until the list box displays the name of the file you want to open.
5. Highlight the file you want to open.

6. Select OK to complete the task.

The first record in the requested file appears.

Note: When you open a file from a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Filer, the desktop displays a list of files from the directory you were in when you accessed the Filer application.

Print a Report on Paper

Use the File Menu's Print report option to print a report about your file's records on paper. To see how the report will look on the page before you print it, see "Print a Report on the Screen."

Unless you have used the Records Menu's Find option to limit the number of records to include, Filer prints information about all the records in the file.

The information on the report will appear in the order in which the records are sorted in your file. To put your records in a particular order, see "Sort Records."

The number of lines printed per page depends on whether the report contains graphics. Filer prints fewer lines per page if the report contains graphics.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Some report layouts cannot be printed if you have specified a certain type of printer. Also, be sure to set up your page layout using the File Menu's Page setup option.

1. Select Print report from the File Menu.

A dialog box appears.

2. At the Print to: prompt, choose the Printer button.

3. Select OK to begin printing.

The report begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

Print a Report on the Screen

Use the File Menu's Print report option to print a report about your file's records on the screen. Printing on the screen lets you see how your report will look on paper, showing page breaks, margins, and so on.

Unless you have used the Records Menu's Find option to limit the number of records to include, Filer prints information about all the records in the file.

The information on the report will appear in the order in which the records are sorted in your file. To put your records in a particular order, see "Sort Records."

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

1. Select Print report from the File Menu.

A dialog box appears.

2. At the Print to: prompt, choose the Screen button.

3. Select OK to complete the task.

The report appears on the screen. You can scroll through it or use the Next page option on the Options Menu to view the next page.

4. When you finish viewing the report on the screen, select Exit from the Options Menu.

Print a Report to a File

Use the Print report option on the File Menu to print a report to another file. Printing the report to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option in the Setup accessory). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

Unless you have used the Records Menu's Find option to limit the number of records to include, Filer prints information about all the records in the file.

1. Select Print report from the File Menu.

A dialog box appears.

2. At the Print to: prompt, choose the File button.
3. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Tree View.

Print One or All Records on Paper

Use the File Menu's Print record option to print the current record or all the records in the current file on paper. To see how the records will look on the page before you print them, see "Print One or All Records on the Screen."

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

1. Select Print record from the File Menu.

A dialog box appears.

2. Choose either Print current record or Print all records.

Note: If you have used the Records Menu's Find option to limit the number of records to print, the Print all records option will print only the selected records.

3. Select OK.

Another dialog box appears.

4. At the Print to: prompt, choose the Printer button.

5. Select OK to begin printing.

The records begin to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer

stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

Print One or All Records on the Screen

Use the File Menu's Print record option to print the current record or all records in the current file on the screen. Printing on the screen lets you see how the records will look if printed on paper.

Note: The screen representation might differ from the printed form. For example, if you are using a daisy wheel printer or ASCII format, only the **text** of the record is printed on a hard copy.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

1. Select Print record from the File Menu.

A dialog box appears.

2. Choose either Print current record or Print all records.

Note: If you have used the Records Menu's Find option to limit the number of records to print, the Print all records option will print only those records selected.

3. Select OK.

Another dialog box appears.

4. At the **Print to:** prompt, choose the **Screen** button.
5. Select **OK** to complete the task.

The current record or the first record of the report appears on the screen.

If you are printing all the records, you can scroll through it or use the **Next page** option on the **Options Menu** to view the next record.

6. When you finish viewing the record(s) on the screen, select **Exit** from the **Options Menu**.

The screen returns to the normal record display.

Print One or All Records to a File

Use the **Print record** option on the **File Menu** to print the current record or all records to another file. Printing records to a file stores the file on disk, using the name you give plus the extension **.prn**. You can then use the **MS-DOS Print** command to print the file from another computer that is not running **DeskMate**. Or, you might send the file to another computer, using the **Telecom** application.

The printer used to print the file from **MS-DOS** must be the same type as the one you are using with **DeskMate** (the one you assigned with the **Printer** option in the **Setup** accessory). If you want to transmit the file using **DeskMate's Telecom** application, choose **ASCII** as the printer type.

1. Select **Print record** from the **File Menu**.

A dialog box appears.

2. Choose either **Print current record** or **Print all records**.

Note: If you have used the **Records Menu's Find** option to limit the number of records to print, the **Print all records** option will print only those records

selected.

3. Select **OK**.

Another dialog box appears.

4. At the **Print to:** prompt, choose the **File** button.
5. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

6. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the **.prn** file listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's **Tree View**.

Run Another Application

Use the **Run** option on the **File Menu** to open another **DeskMate** application file or run another software package without returning to the desktop.

1. Select **Run** from the **File Menu**.

A dialog box appears on the screen.

2. At the **Program:** prompt, type the name of the application you want to run.
3. At the **Data file:** prompt, either type the name of the file you want to use with the chosen application, or leave the prompt blank.

If you leave the prompt blank, **DeskMate** runs the application or program without opening a corresponding data file.

4. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal

CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

5. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software program you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the file `Desktop.pdm`. After you do, you return to the desktop.

Sort Records

The Records Menu's **Sort** option enables you to decide the order your records will appear in when displayed or printed. You establish the order by choosing the field(s) on which Filer is to base the sort and, if you choose more than one, by indicating their relative priority. For instance, if you have a recipe file, you might want to display the recipes in order of category, national origin, and recipe name. Setting up your sort order like this would display all dessert recipes before all entrees, all Italian entrees before all Mexican entrees, and a recipe for enchiladas before a recipe for fajitas. Within each sort level, Filer automatically sorts according to alphabetic or numeric order.

Note: If you do not have a sort order, Filer sorts from oldest entries to newest entries. Therefore, each time you add or change a record, that record goes to the end of the file.

1. Select **Sort** from the Records Menu.

A dialog box appears on the screen to let you assign sorting priorities to the various fields in your record. The Fields

list box contains a list of all field names in the file. The information you enter in these fields then determines the order in which records will appear when you display them or list them in a report.

Note: `Inventory.fil` uses the generic field names **Label**, **Field 1**, **Field 2**, **Field 3**, and **Comments**. If you created your recipe file using **Form Setup**, you might have assigned specific field names such as **Category**, **National Origin**, **Recipe Name**, **Calories**, and **Recipe**.

2. Highlight the field you wish to assign the highest priority.
3. Select the **Add to Sort** button at the bottom of the dialog box, or press **ALT-A**.

The cursor returns to the Fields list box.

4. Repeat Steps 2 and 3 to assign the second, third, fourth, and fifth priorities to other fields as needed.
5. When you finish assigning priorities, select **OK** to complete the task.

Note: Selecting **CLEAR** erases all priorities so that you can begin again. Selecting **CLEAR** and then leaving the priorities blank displays the records in the default order (the order in which they were added or modified). Selecting **CANCEL** terminates the **Sort** option, restoring any previous **Sort** priorities.

Store a Completed Record

Records you add or change are immediately stored on disk when you display another blank record or use another Filer option.

Switch to Form Setup from Filer

The **Form setup** option on the File Menu lets you switch to the **Form Setup** application without exiting Filer.

If you created a layout file using the **Form Setup** application, you can use it to develop a file. If, as you add records, you decide to change the record or report layout, you can

switch quickly to Form Setup, make the changes, and return to Filer to continue adding records to the same file.

- Select Form setup from the File Menu.

The record layout appears on the screen. To change the layout, refer to the Form Setup chapter. When you finish changing the layout file, return to Filer, by following the instructions in the Form Setup chapter. The first record in the file appears, reflecting the changes you made in the Form Setup application.

Note: If you used Form Setup to shorten any fields in which you had already typed information using Filer, the final characters are dropped to accommodate the new, shorter field length. If you deleted any fields, the information previously entered in those fields is lost.

Wildcard Characters

When using Find to search for a particular group of records, you can include *wildcard* characters (* and ?) in your search value. (See the Value: field under "Find a Group of Records.") A wildcard broadens the search because it symbolizes an open space that can be filled in by any character.

The ? wildcard tells Filer that you do not care what the character at the ? position is. For example, typing O'Ne?l finds both *O'Neal* and *O'Neil*.

The * wildcard tells Filer that any character at the * position and all subsequent characters can be considered a match. For example, typing O'N* finds all words that begin with *O'N*, including *O'Neal* and *O'Neil*.

Questions and Answers

Question I am working on a record and cannot use the Previous option to view the record that precedes it. Why not?

Answer The record you are working on does not technically exist yet. It is added/updated only when you select another option (other than an Edit Menu option). Therefore, the Next and Previous options are unavailable while you are working on a record.

Question I am trying to move or duplicate information to another field. I either cannot paste it at all, or the information is shortened in the new field. What do I do?

Answer Ask yourself these questions:

- Are you trying to paste text in a numeric field?

Filer does not let you do this. See the Form Setup chapter for information on text and numeric fields and ways you can change a field type.

- Are you trying to paste more information than the field can hold?

If you try to paste too much information in a single-line field, Filer truncates (shortens) the information to fit. But, if you try to paste too much information in a multi-line field, Filer will not let you do it. See the Form Setup chapter if you want information on resizing fields.

- Are you trying to paste to a field that already contains information?

With text fields, Filer inserts the new information within the old information. Combining the old and new might yield more information than the field can hold. You might need to delete some or all of the old information. (With numeric fields, Filer pastes the new information over the old.)

Form Setup

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Introduction

The Form Setup application lets you create custom-made files for use with the Filer application. With Form Setup, you control every aspect of your file layouts—for example, the size of the fields and their location on the screen.

We suggest that you begin with the Form Setup article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Form Setup Screen

If you are running Desk-Mate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.

You can also access Form Setup from Filer. Once you are in Form Setup, be sure to use the File Menu's New option to create a new file. Otherwise, any changes you make will affect the file you were using when you entered Form Setup.

A filename can contain a maximum of eight characters. Form Setup automatically adds the .fil extension to filenames unless you specify otherwise.

The Form Setup list box does not appear on the desktop. You can, however, access the application by selecting FORMSET.PDM from the Programs list box.

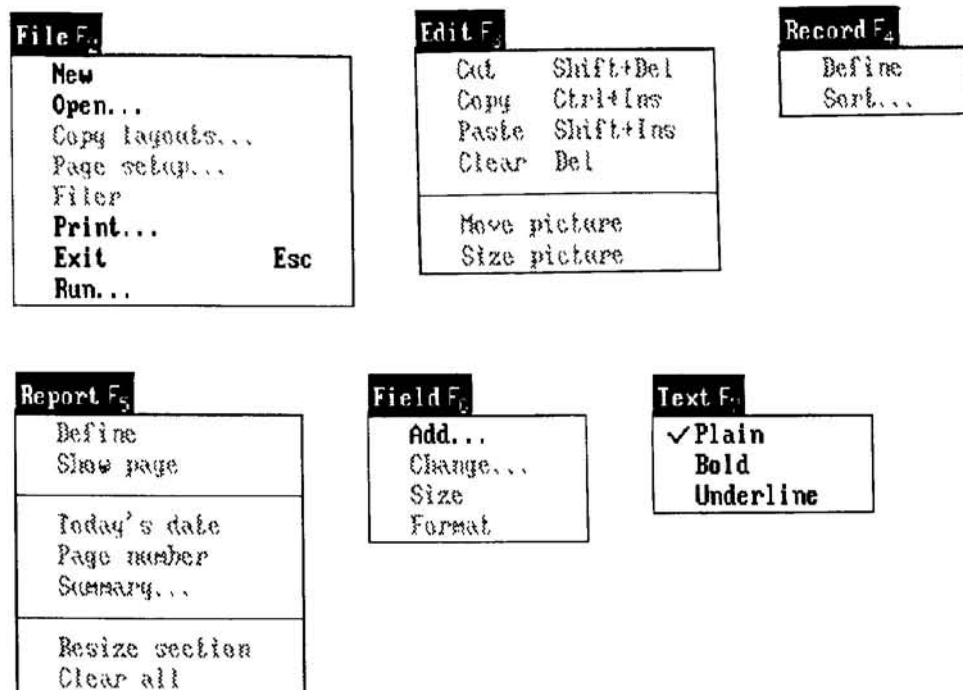
When you select FORMSET.PDM, you see the following screen:



Select YES, type a filename for the new file, and select OK. Form Setup opens the new file and displays a blank work area. This is the record layout screen on which you will create the file's *record layout*. A sample layout is provided in "Using Form Setup."

The Form Setup Menus

Form Setup has six menus, which appear on the left of the menu bar, that list the options you can use with Form Setup. Notice that some options have accelerator keys listed next to them. These keys let you perform the tasks without pulling down a menu. For example, when you are ready to exit Form Setup, you can press **ESC** to select **Exit** from the **File** Menu.



Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a Form Setup menu. If you need a reminder about the tasks associated with a given option, refer to the "Form Setup Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Using Form Setup

Whenever you open a file in Form Setup, the application displays that file's record layout screen. The **Record** Menu's **Define** option is already selected so that you can immediately create or modify the layout.

For example, if you wanted your file's records to look like this:

Charitable Contributions - 1988

Date: / /

Amount: \$.00

Organization:

Payment Method:

Receipt?:

Comments

You would create the following record layout:

Cosmetic Text

Character Slot

Format Character

Charitable Contributions - 1988

Date: / /

Amount: \$.00

Organization:

Payment Method:

Receipt?:

Comments

Field Labels

Single-Line Fields

Multi-Line Field with Outline

Creating a record layout can be as simple as using one option. It all depends on what you want to include on the layout. If you want only fields and labels, all you need to use is the Field Menu's Add option. On the other hand, if you want to include graphics and cosmetic text, Form Setup has several other easy-to-use options you can employ.

The "Tasks and Topics" section gives a complete list of all these options. For general guidelines to get you started, you might want to refer to the "Record Layouts" topic.

Form Setup Menu Options

File F2

New

Create a New File from Within a File

Open

Open an Existing File from Within a File

Open an Existing File in Another Drive or Directory

Copy layouts

Copy a File's Layouts

Page setup

Format a Page Layout for a Report

Filer

Switch to Filer from Form Setup

Print

Print a Layout on Paper

Print a Layout on the Screen

Print a Layout to a File

Exit

Exit Form Setup

Run

Run Another Application

Edit F3

Cut

Move Information Within the Same Layout

Copy

Duplicate Information Within the Same Layout

Paste

Duplicate Information Within the Same Layout

Move Information Within the Same Layout

Clear

Delete Information from a Layout

Move picture

Move a Picture Within the Same Layout

Size picture

Resize a Picture

Record F4

Define

Record Layouts

Switch Between Layouts

Sort

Sort Records

Report F5

Define

Report Layouts

Switch Between Layouts

Show page

Test a Report Layout

Today's date

Insert a Date on a Report

Page number

Insert Page Numbers on a Report

Summary

Add a Summary Field to a Report Layout

Resize section

Change the Size of a Report Layout Section

Clear all

Cancel a Report Layout

Field F6

Add

Add a Field to a Record Layout

Add a Field to a Report Layout

Change

Change Field Attributes on a Record Layout

Change Field Attributes on a Report Layout

Size

Change the Size of a Field

Format

Add Format Characters

Format Characters

Text F7

Plain

Cancel Boldface or Underline

Bold

Boldface Text

Underline

Underline Text

Once you create the record layout, you can immediately go into the Filer application and begin entering information in your records. Or, you can create an optional *report layout* that lets you print a file report. The main advantages of a report are:

- It contains information from **only** the fields you specify.
- It can include a summary that can perform a simple calculation based on selected information.

Form Setup

To switch from the record layout screen to the report layout screen, select **Define** from the Report Menu. (To switch back to the record layout, select **Define** from the Record Menu.)

Suppose you had created the Charitable Contributions file shown earlier, and you wanted to print a report with this format:

Filer's Find option lets you limit the report to March contributions.

The report covers only three of the six fields from the file.

The last page contains a summary section that calculates a total based on information in the Amount field.

MARCH CONTRIBUTIONS			Jun 18, 1988
Date	Organization	Amount	
		\$.00
Total Contributions: \$.0
			1

To format your information, you would create the following report layout:

Selected Fields from Records

Date Code

Cosmetic Text (Title and Headings)

MARCH CONTRIBUTIONS			MM DD, YYYY
Date	Organization	Amount	
		\$	
Total Contributions: \$			

Page Code

Summary Field

Notice that, in creating the report layout, you place information in the different screen sections according to where you want the information to appear on the report.

- Header—top of each page.
- Body—body of the report; includes the fields you specify.
- Summary (optional)—end of the report.
- Footer—bottom of each page.

When changing a report or record layout in Form Setup, you highlight information (fields, blocks of text, or pieces of art) differently than you do in most other DeskMate applications. With the keyboard, position the cursor anywhere on the item and press the space bar. Or, with a mouse, point to the item and click the mouse button. Note that you cannot highlight individual characters.

For helpful hints on creating a report layout, refer to the “Report Layouts” topic.

Note: At any time, you can use Form Setup to change the record or report layout of an open file. Be careful, however, about changing the layouts of files whose records already contain information. You automatically lose the information in any field that you delete, and you might truncate items in fields you resize.

Refer to the “Tasks and Topics” section for a complete list of all the features and options available when you are using the Form Setup application.

Tasks and Topics

Add a Field to a Record Layout

Use the Field Menu's Add option to create each new field on a record layout. (See "Record Layouts" for help in designing record layouts.)

1. Be sure the Record Menu's Define option is selected. (The application automatically selects this option when you enter Form Setup.)
2. Position the cursor where you want the field (not the field name) to begin. Be sure to leave enough room for a field label and outlining, if desired.
3. Select Add from the Field Menu. (Or, press **ENTER** or double click the mouse button. These work as accelerators for the Add option.)

The field's first character slot appears on the screen.

4. Add character slots until the field is the desired size. If you are using the keyboard, use the arrow keys and then press **ENTER**. If you are using a mouse, point to the cursor, drag it, and then release the mouse button.

Note: Moving the cursor down and up adds and deletes whole rows of character slots. Moving the cursor right and left adds and deletes whole columns of character slots. Every tenth character is shaded to aid you in counting the character slots.

A dialog box appears, containing several options that let you specify information about the field.

5. At the **Name:** prompt, type the name you want to give the field, using no more than 20 characters.

Choose a name that you might want to appear beside or above the field to remind you of the kind of information to be typed into that field (last name, ad-

dress, phone number, and so on). Also, if you want to include a colon (:) following a field name, be sure to type it with the name. Form Setup does not add a colon automatically.

6. At the **Outlined:** prompt, choose either **yes** or **no** to indicate whether you want the field to appear with or without a "box" outline.

Note: Outlining fields can make your records easier to read and can call attention to a specific field. However, you must have a graphics printer to print outlines. Also, outlining makes a field take up more space. Therefore, you cannot place outlined fields right next to each other.

7. At the **Data type:** prompt, choose either **text** or **number** to indicate the type of information the field will hold (text or numerical).

Choosing **text** lets you enter any type of character in the field. Choosing **number** lets you enter only numeric characters (0-9) and the symbols + and - (to indicate whether a number is positive or negative). Therefore, a good rule of thumb is to choose **number** only if you want a report summary to perform a calculation based on the numbers in the field. (See "Add a Summary Field to a Report Layout.") Also, a field cannot be numeric if it contains more than 39 character slots or more than one line of character slots.

Note: If you choose **number**, be sure to include a decimal point format character if you want to enter decimal numbers in the field. Otherwise, **Filer** lets you enter only whole numbers. (See "Format Characters" for more information.)

8. At the **Label:** prompt, choose **left**, **above**, or **hidden** to indicate the location of the field name.

9. Select **OK** to complete the task.

Repeat the procedure for any other fields you want to include on the record.

Notes:

- As long as the cursor is on a field, that field is selected and the Add option is unavailable. Move the cursor to the location for the next field before trying to use Add again.
- If you reach the maximum number of character slots, the Add option becomes unavailable and appears shadowed.

Add a Field to a Report Layout

Use the Field Menu's Add option to indicate that you want information from a certain field to appear on the file's report. Note that you must create a field on the record layout before you can add that field to the report layout. (See "Report Layouts" for help in designing report layouts.)

1. Select **Define** from the Report Menu.

A report layout screen appears.

2. In the layout's body section, move the cursor to where you want the field's information to appear.

Note: The title bar of the section you are in is unhighlighted.

3. Select **Add** from the Field Menu.

A dialog box appears, listing all the fields whose information can appear on the report.

4. Highlight the name of the field you want at the chosen location.

The field name appears in the edit field.

5. Select **OK** to complete the task.

The field is added at the chosen location. Repeat the procedure for any other fields you want to include in the report.

Note: If there is not enough room for a field, you see a dialog box containing the message **Field too big, will truncate**. Select **OK** if you want to keep the field at its

current location, with any extra characters truncated. Otherwise, select **CANCEL**.

Add a Summary Field to a Report Layout

The Report Menu's Summary option lets you add a summary field to a report layout. (See "Report Layouts" for help in designing report layouts.)

A summary field displays summary information about all the records in the report. For instance, suppose your record layout contained a field called **Units Bought by Customer**. You could create a summary field to report the total number of units purchased (based on all the records that appear on the report), the average number of units purchased, or simply a count of the records that had any number entered in the **Units Bought** field.

Note: You can have more than one summary field in a report.

1. Select **Define** from the Report Menu.

A report layout screen appears.

2. In the layout's summary section, move the cursor to where you want the summary field to appear.

Note: The title bar of the section you are in is unhighlighted.

3. Select **Summary** from the Report Menu.

A dialog box appears, containing several attributes that you can set to define the summary field.

4. In the Fields list box, highlight the field on which you want to base the summary.

Note: If the highlighted field is a text field, the **total** and **avg** buttons that follow the **Data type:** prompt become shadowed. The **total** and **avg** options are available only for numeric fields.

5. At the **Name:** prompt, type a name you want to give the summary field, using no more than 20 characters.
6. At the **Outlined:** prompt, choose either **yes** or **no** to indicate whether you want the field to appear with or without a "box" outline.

Note: Outlining a field makes it take up more space. Also, you must have a graphics printer to print outlines.

7. At the **Data type:** prompt, choose **total**, **avg**, or **count** to specify the type of summary information you want (a total or average of information in a numeric field or a count of the number of records appearing in the report).
8. At the **Label:** prompt, choose **left**, **above**, or **hidden** to indicate the location of the field name.
9. Select **OK** to complete the task.

The screen shows the summary field in the location you chose. The summary field is five characters long if you chose to see a count. If you chose to make the field a total or an average, the summary field is the same length as the field whose information it is totaling or averaging.

You can resize a summary field or change its attributes. See "Change the Size of a Field" and "Change Field Attributes on a Report Layout" for more information.

Add Cosmetic Text

Cosmetic text is any text that you place **directly** on a record or report layout—as opposed to field labels, report dates, and page numbers, which you generate using various Form Setup options.

One way to produce cosmetic text is to simply type it in where you want it and then press **ENTER**.

Note: To move the cursor to where you want the text to begin, simply use the arrow keys. Or, if you have a mouse, move the mouse pointer

and then click the mouse button.

When you press **ENTER**, the text is automatically highlighted so that you can boldface and/or underline it if desired, using the appropriate Text Menu option(s).

If you would like to use a variety of type styles and sizes, you can use the Draw application to create cosmetic text. Then you can copy the text to your record or report layout. See "Place Graphics on a Layout" for more information.

Add Format Characters

Use the Field Menu's Format option to add format characters to any field in a record layout or to a summary field in a report layout.

Note: You must create the field before you can insert format characters in it. See "Add a Field to a Record Layout," "Add a Summary Field to a Report Layout," and "Format Characters" for more information.

1. Highlight the field in which you want to place format characters.
2. Select **Format** from the Field Menu.

The cursor appears in the field's first character position.

3. Move the cursor to any slot where you want a format character to appear. Then, type the character.

Note: You can use **BACKSPACE** or **DELETE** to remove a format character.

4. Repeat Step 3 for any other format characters in that field.
5. Press **ENTER** (or click the mouse button anywhere outside the field) to complete the task.

The format characters are now part of the field and will automatically appear in the file's empty records when you enter information from Filer.

Boldface Text

To make cosmetic text on the screen appear and print boldfaced, use the Text Menu's Bold option. You can boldface either plain or underlined cosmetic text.

1. Highlight the text you want to boldface.
2. Select **Bold** from the Text Menu.

The text you highlighted now appears in a different color or intensity. (See "Cancel Boldface or Underline" to make boldfaced text appear plain again.)

Cancel a Report Layout

To clear the screen when you are setting up a report layout, follow the instructions below. Be sure that the report layout you want to cancel is on the screen before you begin this procedure.

1. Select **Clear all** from the Report Menu.

A dialog box appears, containing the message **Clear all fields from report?**

2. Select **OK** to return the report layout screen to its original default state so that you can set up the report layout again.

Cancel Boldface or Underline

Use the Text Menu's Plain option to return boldfaced and/or underlined cosmetic text to plain text.

1. Highlight the text that you want to return to plain type.
2. Select **Plain** from the Text Menu.

The highlighted text now appears in plain type.

Change Cosmetic Text

Use the Edit Menu's Clear option to delete cosmetic text so that you can replace it.

1. Highlight the block of text.
2. Select **Clear** from the Edit Menu.

The block of text disappears.
3. Type the new text.

Change Field Attributes on a Record Layout

Use the Field Menu's Change option to change the attributes assigned to a record field.

Note: You might need to change a field's size or location to accommodate intended changes in field attributes. See "Change the Size of a Field" and "Move Information Within the Same Layout."

1. Be sure the Record Menu's Define option is selected. (The application automatically selects this option when you enter Form Setup.)
2. Highlight the field whose attributes you want to change.
3. Select **Change** from the Field Menu.

A dialog box appears, containing several field options that you can change.

4. At the **Name:** prompt, you can type a new field name of up to 20 characters.
5. At the **Outlined:** prompt, choose either **yes** or **no** to indicate whether you want the field to appear with or without a "box" outline.
6. At the **Data type:** prompt, choose either **text** or **number** to indicate the type of information the field will hold (text or numerical).

Note: You cannot change text fields to numeric fields. If you must do this, you can use the Edit Menu's Clear option to delete the field so that you can recreate it. Be aware, however, that deleting a field removes that field from

your records, automatically erasing any information in that field.

7. At the **Label:** prompt, choose **left**, **above**, or **hidden** to indicate the location of the field name.
8. Select **OK** to complete the task.

Change Field Attributes on a Report Layout

Use the Field Menu's **Change** option to change the attributes of a report layout's summary field.

1. Select **Define** from the Report Menu.

The report layout screen appears.

2. Highlight the field whose attributes you want to change.
3. Select **Change** from the Field Menu.

A dialog box appears, containing several summary field options you can change.

4. At the **Name:** prompt, you can type a new summary field name of up to 20 characters.
5. At the **Outlined:** prompt, choose either **yes** or **no** to indicate whether you want the summary field to appear with or without a "box" outline.
6. At the **Data type:** prompt, choose **total**, **avg**, or **count** to indicate the type of summary information you want to see on the report (a total of the numeric information in the chosen field, an average of the numeric information in the chosen field, or a count of the number of records appearing on the report).

Note: If the field you are changing is a text field, the **total** and **avg** options appear shadowed to indicate that they are not available.

7. At the **Label:** prompt, choose **left**, **above**, or **hidden** to indicate the loca-

tion of the summary field name.

8. If you chose **total** or **avg**, use the Fields list box to choose the numeric field you want to use for the summary.
9. Select **OK** to complete the task.

Change the Size of a Field

Use the Field Menu's **Size** option to change the size of a field on a record layout or a summary field on a report layout.

Notes:

- You cannot make a numeric field more than one line long or more than 39 character slots long.
- If you decrease the size of a field after adding information to your file's records through the Filer application, the information is shortened to accommodate the new, shorter field length.

1. Highlight the field whose size you want to change.

2. Select **Size** from the Field Menu.

The cursor appears to the right of the field's final character slot.

3. Make the field larger or smaller.

To do this with the keyboard, use the arrow keys and then press **ENTER** when the field is the desired length. With the mouse, drag the cursor and then release the mouse button.

If you are resizing a field on a record layout, the field's size changes only on that layout. It does not change on the report layout. You can change the size on the report layout, however, by redefining the field on that layout.

Change the Size of a Report Layout Section

Use the Report Menu's **Resize section** option to enlarge or shrink any report layout section. Shrinking a section gives you more

room in the other sections.

1. Select **Define** from the Report Menu.
2. Move the cursor anywhere in the section you want to resize.
3. Select **Resize** section from the Report Menu.

The cursor moves to the title bar of the section you are resizing.

4. Resize the section.

If you are using the keyboard, press ↓ to add lines (or ↑ to delete lines), one at a time. Then, press **ENTER** to finish the procedure.

If you are using a mouse, point to the flashing cursor on the title bar of the section. Then, hold down the mouse button and drag the cursor down to add lines (or up to delete lines). Release the button to finish the procedure.

Note: Enlarging a section does not affect the size of the other sections as long as unused space appears below the footer section. When all the space is used, continuing to enlarge a section shrinks the section immediately beneath it.

The section now occupies the size you specified on the layout.

Copy a File's Layouts

Use the Copy layouts option on the File Menu to make a copy of the open file's layouts and save them under a different name.

Note: You cannot copy layouts to another diskette in the same drive.

1. Select **Copy layouts** from the File Menu.

A dialog box appears so that you can specify a name to give the copy of the file whose layouts you are copying.

2. At the Copy to: prompt, type a filename under which you want to save the layout, using eight or fewer characters. If you do not include a filename extension, Form Setup automatically adds the extension .fil.

Note: Be sure to type a complete pathname of up to 64 characters if you want to save the layouts on a different drive or in a different directory.

3. Select **OK** to complete the task.

The file you were using remains on the screen.

Correct an Error

If you make an error while typing information in a dialog box edit field, you can use either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on.

On a layout, you can use the Edit Menu's Clear option to erase a highlighted field, cosmetic text, or graphics.

Caution: Erasing a field on a record layout automatically deletes the field from your records and, therefore, deletes any information in that field from all records.

Create a New File from Within a File

Use the File Menu's New option to create a new file without returning to the desktop.

1. Select **New** from the File Menu.

A dialog box appears so that you can name the new file.

2. Type a name for the new file, using eight or fewer characters. If you do not include a filename extension, Form Setup automatically adds the extension .fil.

Note: Be sure to type a complete pathname of up to 64 characters if you

want to save the file on a different drive or in a different directory.

3. Select **OK** to complete the task.

Form Setup opens the new file and selects the Record Menu's Define option.

Delete Information from a Layout

Use the Edit Menu's Clear option to delete any item of information (a field, cosmetic text, a date or page code, or art) from a record or report layout.

1. Highlight the information you want to delete.
2. Select **Clear** from the Edit Menu.

The information you highlighted disappears from the screen and is no longer part of your record or report layout.

Duplicate Information Within the Same Layout

Use the Copy and Paste options on the Edit Menu to duplicate a piece of art or cosmetic text in another place on the same layout.

Note: Each field can appear only once in a layout, so you cannot use Copy to duplicate fields.

1. Highlight the item you want to copy.
2. Select **Copy** from the Edit Menu.

Form Setup copies the highlighted information to the clipboard.

3. Move the cursor to where you want to insert the information.
4. Select **Paste** from the Edit Menu.

Form Setup inserts the clipboard information at the cursor location.

Exit Form Setup

Use the File Menu's Exit option to exit Form Setup and return to the desktop.

- Select **Exit** from the File Menu.

The desktop screen appears.

Format a Page Layout for a Report

Use the File Menu's Page setup option to design the page layout you will use to print reports.

Note: The page layout for **records** is pre-defined, using the "portrait" format. You cannot change this layout.

1. Select **Define** from the Report Menu.
2. Select **Page setup** from the File Menu.

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

3. Change the desired options.
4. Select **OK** to complete the task.

Format. This option determines how the text is placed on the page. You can choose from the "portrait" (up and down) format and the elongated "landscape" (sideways) format.

Note: When printing in landscape format, DeskMate only prints ten characters per inch.

Left margin. This option lets you set the number of blank spaces you want for the left margin.

Printed line width. Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of

60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the entries for the Left margin and Printed line width settings does not exceed the width of your paper.

Note: Laser printers, such as the Tandy LP 1000, have a *printable area* that is smaller than the actual paper size. If you are using a laser printer and the portrait format, be sure the sum of the Left margin plus the Printed line width does not exceed 80. If you are using a laser printer and the landscape format, be sure the total does not exceed 100.

When printing in landscape format, DeskMate only prints ten characters per inch.

Total lines per page. Use this option to specify the total number of lines on each sheet of paper. For example, 8 1/2-x 11-inch paper contains 66 lines in the "portrait" mode when figured at six lines per vertical inch.

Note: If you are using a laser printer, you can set a maximum of 61 lines per page.

Printed lines per page. Use this option to enter the total number of lines you want to print on one page. For example, if the Total lines per page setting is 66 and you want top and bottom margins of six lines each, subtract the total of the top and bottom margins from the Total lines per page setting (66-12=54). The total number of printed lines per page is 54.

Double space. Disregard the Double space option, which appears shadowed in the dialog box. Form Setup does not allow you to change this setting.

Pause between pages. If you are not using continuous form paper, choose *Pause between pages* so that you can insert a new sheet of paper after each page prints.

After you select OK, your report layout returns to the screen. Note that a vertical line appears on the report to let you see the page

width you defined. This helps you place the information on the layout so that it does not fall outside the margins.

The page layout settings you chose are stored with the file and are used when you print the report from the Filer application. You do not need to use the Page setup option again in Filer.

Format Characters

Form Setup gives you the option of adding *format characters* to any field in a record layout or to a summary field in a report layout.

Format characters are field characters that remain constant, such as:

- Hyphens in telephone numbers (555-3434)
- Slashes in dates (04/02/88)
- Decimal points in numbers (\$25.50)

Once added to a field in Form Setup, these characters automatically appear in that field in your Filer records. There, they:

- Remind you of the format in which to enter information.
- Save you the trouble of entering them on each record. For example, to enter the sample date, you would type only 040288.

You will probably want to include a decimal point format character in most numeric fields. If you do not include this format character, Filer will let you type only whole numbers in the given field. Once you do include the decimal point, Filer automatically inserts .00 in the field and you can type over the zeroes. (See "Add a Field to a Record Layout" for information on numeric fields and text fields.)

Note: When entering the numbers in Filer, you must type a period or press → to move to the right of the decimal point so that you can type over the zeroes.

You can add format characters at any time after adding a field. However, each format character takes up one space, so be sure to include the format characters when calculating the length of the field. (See "Add a Field to a Record Layout," "Add a Summary Field to a Report Layout," and "Add Format Characters" for specific information.)

Highlight Information

To highlight a layout item with the keyboard, position the cursor anywhere on the item and then press the space bar. To highlight a layout item with a mouse, point to the item and click the mouse button. Form Setup lets you highlight only one item at a time and does not let you highlight partial items (such as individual characters in cosmetic text).

Insert a Date on a Report

The Today's date option on the Report Menu lets you place a code on a report layout that will show the date when the report is printed. You can place the date code in the header or footer section of the layout. When you print a report using this layout, the date will appear on each page of the report, at the location you specify. You can use a date only once on a report layout.

1. Move the cursor to the place in either the header or footer section where you want to place the date.
2. Select Today's date from the Report Menu.

MMM DD, YYYY appears, showing you where the date will appear when you print the report.

Insert Page Numbers on a Report

The Report Menu's Page number option lets you place a page code in the header or footer section of a report layout. When you print a report using this layout, the page number will appear on each page of the report, at the location you specify. You can use the Page number option only once on a report layout.

1. Move the cursor to the location in either the header or footer section where you want to place the page number.
2. Select Page number from the Report Menu.

The ### code appears on the layout, showing where the page numbers will appear when you print the report.

Move a Picture Within the Same Layout

Use the Edit Menu's Move picture option to move a picture to another location on the same layout. This option works the same as the Edit Menu's Cut option in the Draw application.

1. Highlight the art to be moved.

A handle box appears around the art.
2. Select Move picture from the Edit Menu.
3. Move the art as you would in the Draw application.

Move Information Within the Same Layout

Use the Cut and Paste options on the Edit Menu to move any item of information (a field, cosmetic text, a picture, or a page or date code) to another location on the same layout.

1. Highlight the information you want to move.

Note: You can highlight one item at a time.

2. Select Cut from the Edit Menu.

Form Setup moves the highlighted information to the clipboard.

3. Move the cursor to where you want to insert the information.
4. Select Paste from the Edit Menu.

Form Setup inserts the clipboard information at the cursor location.

Note: Because a field can appear only once in a record, any field in the clipboard is automatically deleted from the clipboard as soon as you paste it. This is not true for art or cosmetic text. They remain in the clipboard so that you can continue to paste them at other locations if you wish.

Open an Existing File from Within a File

Use the Open option on the File Menu to open an existing file without returning to the desktop.

1. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

2. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

3. Select OK to complete the task.

The record layout screen for the file you requested appears, with the Record Menu's Define option already selected.

Open an Existing File in Another Drive or Directory

Use the File Menu's Open option to open a file in another drive or directory without returning to the desktop.

1. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

2. Highlight the appropriate drive or directory.

3. Select OK to display the files in the highlighted drive or directory.

Other available drives appear in the list box as well.

4. Repeat Steps 2 and 3 until the box displays the name of the file you want to open.

5. Highlight the file you want to open.

6. Select OK to complete the task.

The record layout screen for the file you requested appears, with the Record Menu's Define option already selected.

Note: When you open a file from a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Form Setup, the desktop displays a list of files from the directory you were in when you accessed the Form Setup application.

Place Graphics on a Layout

Form Setup lets you include pictures, borders, cosmetic text, and other graphics created with Draw on your record and report layouts. It is a good idea to place such graphics first, using the following general procedure. Then, when you are finished, you can arrange your fields around the graphics.

Note: To print the graphics when you print your layouts, records, and report, you must use a graphics printer.

1. Using the Draw application, create the art you want to use on the layout.
2. Copy the art to the clipboard.

Note: We recommend that you al-

ways copy the art rather than move it. This way, you always have the original in your Draw file, available for editing, or as a backup in case you accidentally delete the clipboard copy.

3. Start Form Setup, and create or open the file in which you want to use the art.

Note: You can use the Run option on Draw's File Menu to start Form Setup without returning to the desktop.

The record layout screen appears. If you are creating a new file, the screen is blank.

4. If you want to put the art on the record layout, continue with Step 5. If you want to put the art on the report layout, first select Define from the Report Menu to display the report layout, and then continue with Step 5.
5. Move the cursor to where you want the art to appear.
6. Select Paste from the Edit Menu.

Form Setup inserts the clipboard art at the cursor location. Once you select the art, which you do as you would in Draw, it appears with a handle box around it.

7. If necessary, use the Edit Menu's Move picture and Size picture options to move or resize the art. These options work the same way as the Move and Resize options on Draw's Edit Menu. See "Move a Picture Within the Same Layout" and "Resize a Picture."

Notes:

- You can size or move your graphics in Form Setup, but if you wish to edit them in any other way, you need to do so from the Draw application.
- Form Setup does not "care" where your graphics come from as long as the art was originally created with Draw. For example, you can copy graphics from Text that were originally created in Draw.

- If you receive a Graphics form full error when pasting graphics, return to Draw and try making your art less complex.

Print a Layout on Paper

Use the File Menu's Print option to print a record or report layout on paper. Record layouts always print in "portrait" format with pre-defined page margins. To see how your record or report layout will look on the page before you print it, see "Print a Layout on the Screen."

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option. Remember, you must have a graphics printer if you want graphics and field outlines to print.

1. Display the record or report layout you want to print, using the Define option from the Record Menu or the Report Menu.
2. Select Print from the File Menu.

A dialog box appears.

3. At the Print to: prompt, choose the Printer button.
4. Select OK to begin printing.

Your layout begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change sheets of paper when the layout page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

If you want to reprint the layout page, insert a new sheet of paper and select

YES. Select NO if you do not want to reprint the layout page.

Print a Layout on the Screen

Use the File Menu's Print option to print a record or report layout on the screen. Printing on the screen, lets you see how your file will look on paper. A report layout printed on the screen appears in the layout you define using the File Menu's Page setup option.

1. Display the record or report layout you want to print, using the Define option from the Record Menu or the Report Menu.

2. Select Print from the File Menu.

A dialog box appears.

3. At the Print to: prompt, choose the Screen button.
4. Select OK to complete the task.

The record or report layout appears on the screen.

5. When you finish viewing the layout on the screen, select Exit from the File Menu.

Print a Layout to a File

Use the Print option on the File Menu to print a layout file to another file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option in the Setup accessory). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

1. Display the record or report layout you want to print, using the Define option

from the Record Menu or the Report Menu.

2. Select Print from the File Menu.

A dialog box appears.

3. At the Print to: prompt, choose the File button.
4. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

5. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's Tree View.

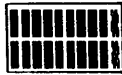
Record Layouts

Use the Define option from the Record Menu to create a layout for records in which you will later store information using the Filer application. A sample layout appears in the "Using Form Setup" section of the "Introduction."

It is a good idea to design the record layout on paper before creating it with Form Setup. Here are some things to keep in mind:

- You have 79 character spaces and 19 lines to work with on the screen.
- You can make your records look sharper by having all the fields (not the field names) start at the same column position, on different lines.
- You can have multiple-line text fields because Form Setup lets you add character slots by rows as well as by columns. Example:

Comments:



You cannot have multiple-line numeric fields. (See “Add a Field to a Record Layout” for more information.)

- Each field name can appear above the field, to the left of the field, or not at all (hidden).
- The Filer application’s Find option can search for a maximum of 20 characters. Therefore, if you think you will ever search for the information in a particular field, you might want to size that field accordingly.
- A field name that appears above a field can be only as long as the field itself, so you might want to size the field accordingly.
- If you plan to include format characters in a field, you must count them when calculating the field length. (See “Format Characters” for more information.)
- You must have a graphics printer if you want graphics and field outlines to print.
- Outlining increases the size of the field, reducing the space available for other layout items.

After designing the layout on paper, you might use several tasks to create it on the screen. The following list provides a guide to these tasks:

- **Adding Graphics**—It is a good idea to position graphics first so that you can arrange your fields around them. See “Place Graphics on a Layout” for information on copying graphics from Draw to Form Setup.
- **Adding Fields**—The Field Menu’s Add option lets you select each field’s location, size, name, label position, outlining, and data type. See “Add a Field to a Record Layout.”
- **Adding Cosmetic Text**—See “Add Cosmetic Text” and “Change Cosmetic Text.”
- **Editing the Layout**—See “Duplicate Infor-

mation Within the Same Layout,” “Move Information Within the Same Layout,” “Delete Information from a Layout,” “Move a Picture Within the Same Layout,” and “Resize a Picture.”

After you create your record layout, you can select the File Menu’s Filer option to immediately enter Filer and begin entering information into your file’s records. Or, you can design a report layout to work in conjunction with the record layout. (See “Report Layouts.”) You can also specify the order in which you want records displayed. (See “Sort Records.”)

Report Layouts

Once you create a record layout, you can use the Report Menu’s Define option to create a report layout for the file.

The report layout lets you select the fields whose information will appear on the file report. This layout is optional, but without it you cannot print a file report. A sample report layout appears in the “Using Form Setup” section of the “Introduction.”

Note: Because the report layout works with existing fields, you must create the record layout before the report layout.

When you select the Report Menu’s Define option, the report layout screen appears. It consists of header, body, summary, and footer sections. Each section appears **above** its title bar, and the title bar becomes **unhighlighted** when you move the cursor into that section. The vertical line on the right side of the screen indicates where the right margin will be.

You place information in the sections, according to where you want it to appear in the printed report:

- **Header**—Any information that you want to appear at the top of each page of the report, including: cosmetic text (such as titles and column headings to go above the fields), graphics (from Draw), a date code (to make the current date appear),

and a page code (to generate page numbers).

- **Body**—The fields whose information you want included in the body of the report. Also cosmetic text and graphics.
- **Summary**—Summary information to appear once, at the end of the report (optional). Also cosmetic text.
- **Footer**—Any information that you want to appear at the bottom of each report page, including: cosmetic text, graphics, a date code, and a page code.

Note: The date and page codes can appear only once on a layout.

It is a good idea to design the report on paper before creating it with Form Setup. Here are some things to keep in mind:

- Because you usually print reports, you need to decide how wide you want the report to be, and set your page margins accordingly. Use the File Menu's Page setup option to do this. Form Setup lets you create report layouts of up to 132 columns in width. Page setup also lets you decide the top and bottom margins, which determine the number of records that will fit on one page of the report.
- A summary field can perform a simple calculation based on a selected field.
- You can resize sections to make more room where needed. See "Change the Size of a Report Layout Section."
- You can use the Report Menu's Show page option to see the way the report might look. See "Test a Report Layout" for details on displaying a facsimile of the report you are creating.
- Because the size of the fields is already set (by the record format), you should position the fields in the body before you position the column headings in the header. In this way, you can ensure that the headings will align with the information below them.

The following list provides a guide to the

tasks you use to create the report layout on the screen:

- **Adding Fields to the Body**—See "Add a Field to a Report Layout."
- **Adding Cosmetic Text and Graphics**—You add these elements in the same way as on a record layout. See "Add Cosmetic Text" and "Place Graphics on a Layout."
- **Printing the Date and Page Numbers**—See "Insert a Date on a Report" and "Insert Page Numbers on a Report."
- **Adding a Summary Field**—See "Add a Summary Field to a Report Layout."
- **Editing the Layout**—See "Duplicate Information Within the Same Layout," "Move Information Within the Same Layout," "Delete Information from a Layout," "Move a Picture Within the Same Layout," and "Resize a Picture."

When you finish creating the report layout, use the File Menu's Filer option if you want to enter Filer and begin entering information in your records. Otherwise, select Exit or Run from the File Menu.

Resize a Picture

Use the Edit Menu's Size picture option to resize a picture. This option works the same as the Size option on Draw's Edit Menu.

1. Highlight the art to resize

A handle box appears around the art.

2. Select Size picture from the Edit Menu.
3. Resize the box as you would in the Draw application.

Run Another Application

Use the Run option on the File Menu to open another application file or run another software package without returning to the desktop.

Note: To run the Filer application without returning to the desktop, see "Switch to Filer from Form Setup."

1. Select **Run** from the File Menu.

A dialog box appears on the screen.

2. At the **Program:** prompt, type the name of the application you want to run.
3. At the **Data file:** prompt, either type the name of the file you want to use with your chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

4. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

5. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the file **Desktop.pdm**. After you do, you return to the desktop.

Sort Records

Use the Record Menu's **Sort** option to establish the order in which you want records to appear later, in the Filer application, when

you add information in them. (Filer also lets you set up a sorting order. Setting up the order in Form Setup simply assures that the records will be sorted immediately when you start adding them using the Filer application.)

You set the order by choosing the field(s) on which Filer is to base the sort and, if you choose more than one, by indicating their relative priority. For instance, if you have a recipe file, you might want to display the recipes in order of category, national origin, and recipe name. Setting up your sort order like this would display all dessert recipes before all entrees, all Italian entrees before all Mexican entrees, and a recipe for enchiladas before a recipe for fajitas. Within each sort level, Filer automatically sorts according to alphabetic or numeric order.

Note: If you do not have a sort order, Filer sorts from oldest entries to newest entries. Therefore, each time you add or change a record, that record goes to the end of the file.

1. Select **Sort** from the Record Menu.

A dialog box appears on the screen to let you assign sorting priorities to the various fields in your record layout. The **Fields** list box contains a list of all the field names in your file. The information you enter in these fields in Filer then determines the order in which the records will appear when you display them or list them in a report.

Note: **Inventory.fil** uses the generic field names **Label**, **Field 1**, **Field 2**, **Field 3**, and **Comments**. If you created your recipe file using Form Setup, you might have assigned specific field names such as **Category**, **National Origin**, **Recipe Name**, **Calories**, and **Recipe**.

2. Highlight the field to which you wish to assign the highest priority.
3. Select the **Add to Sort** button at the bottom of the dialog box, or press **ALT-A**.

The field is added to the sort order, and the cursor returns to the Fields list box.

4. Repeat Steps 2 and 3 to assign the second, third, fourth, and fifth priorities to the other fields as needed.
5. When you finish assigning priorities, select OK to complete the task.

Note: Selecting **CLEAR** erases all priorities so that you can begin again. Selecting **CLEAR** and then leaving the priorities blank displays the records in the order in which they were added or modified. Selecting **CANCEL** terminates the Sort option, restoring any previous Sort priorities.

Switch Between Layouts

Use the Report Menu's Define option to switch from the record layout screen to the report layout screen.

- Select **Define** from the Report Menu.

Use the Record Menu's Define option to switch back to the record layout.

- Select **Define** from the Record Menu.

Switch to Filer from Form Setup

Use the File Menu's Filer option to switch from Form Setup to Filer so that you can add or update records in the file.

- Select **Filer** from the File Menu.

You enter the Filer application, and the file's first record appears. If your records already contain information and you changed the record layout in Form Setup, the records now reflect those changes. For example, any fields deleted in Form Setup are deleted from the records. If you print a report, the report also reflects any changes made to its layout in Form Setup.

For information on using Filer, see the Filer reference chapter in this manual.

Note: If you want to leave Form Setup without entering Filer, use

the File Menu's Exit or Run option.

Test a Report Layout

As you create a report layout, you can use the Report Menu's Show page option to see the effects of any fields you add or any changes you make. When you select this option, you see a template of the report that reflects the page margins and parameters put into effect with the File Menu's Page setup option.

Anywhere that you have added a field to the layout, you see rectangles representing the actual information that would print on the report if your records contained data. The body section displays as many lines of rectangles as it can, given your Page setup parameters.

1. Select **Show page** from the Report Menu.

The template appears on the screen.

2. When you finish reviewing the template, select **OK** to return to the previously displayed screen.

Underline Text

To make cosmetic text on the screen appear and print underlined, use the Text Menu's Underline option. You can underline either plain or boldfaced text.

1. Highlight the text you want to underline.
2. Select **Underline** from the Text Menu.

The text you highlighted now appears underlined. (See "Cancel Boldface or Underline" to make underlined text appear plain again.)

Questions and Answers

Question

I accidentally positioned a field so that its label overlaps another field. Now, I cannot move the field that is underneath because I cannot highlight it. What should I do?

Answer

When fields overlap, Form Setup gives precedence to the more recently added field. You have two choices:

- Highlight the field with the overlapping label, and move that field. Then, you can either leave it in the new position or move the other field to make room for it where it was.
- Highlight the field with the overlapping label and use the Field Menu's Change option to reposition or hide the label so that it no longer overlaps.

Question

I notice that a label above a field can be no longer than the field itself. If I make the label too long, Form Setup shortens it. What can I do about this?

Answer

There are a couple of easy solutions. The simpler one is to resize the field, making it as long as the label. Your other choice is to "hide" the label and replace it with cosmetic text. To hide the label, select the Field Menu's Change option and choose the hidden button in the dialog box that appears. See "Add Cosmetic Text" for information on typing cosmetic text or creating it with the Draw application.

Question

A dialog box containing the message Cannot paste/add over an existing item is displayed on my screen. Why? And what should I do?

Answer

You are trying to paste or add an item over an existing item. Form Setup will not let you do this. Perhaps you inadvertently pressed **ENTER** or double clicked the mouse button. Both of these actions are accelerators for adding a field. Select **OK** to remove the Cannot paste message from the screen.

Question

When I try to highlight a graphics item to move or resize, Form Setup highlights a field instead. What should I do?

Answer

Highlight again. Form Setup gives precedence to fields.

Hangman

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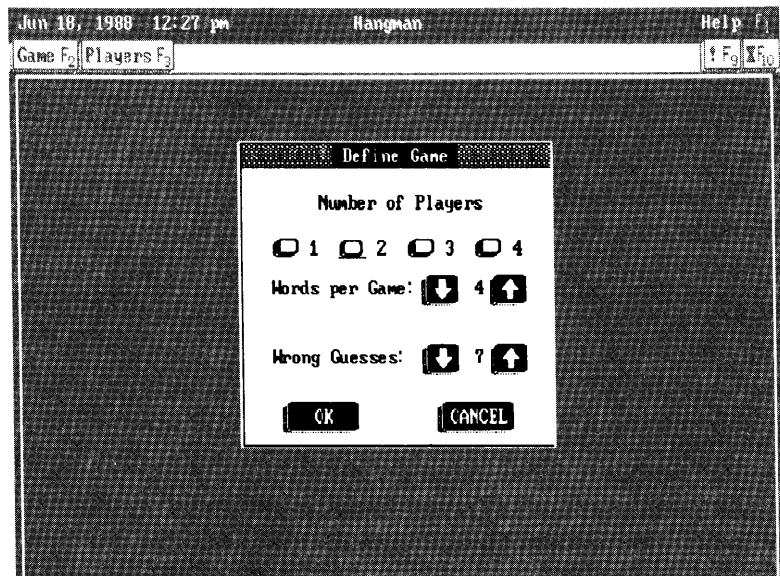
Introduction

Hangman is a popular word game that has been computerized especially for DeskMate. It is included in this package as a fun activity for your entire family. We suggest you start with the Hangman article in *Getting Started* and then use this reference chapter if you need help with a particular function.

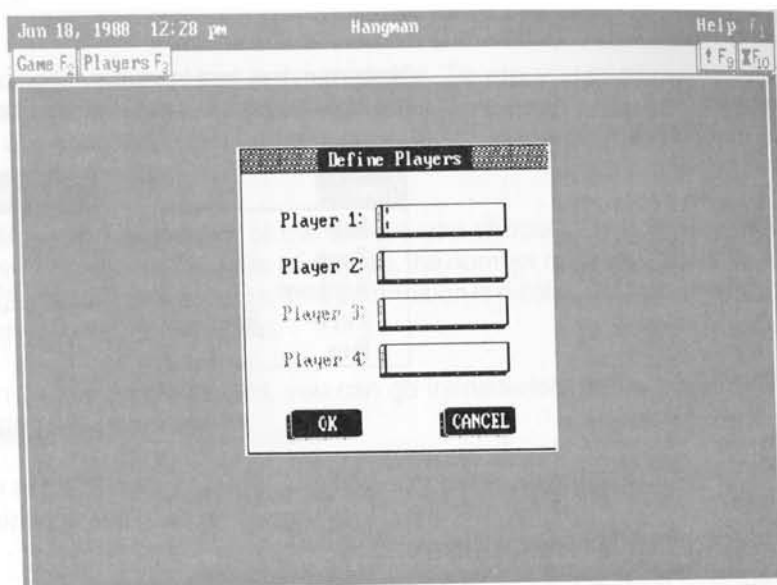
The Hangman Screens

To play Hangman, select HANGMAN . PDM from the Programs list box. Before you see the Hangman screen, the following dialog box appears.

If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.



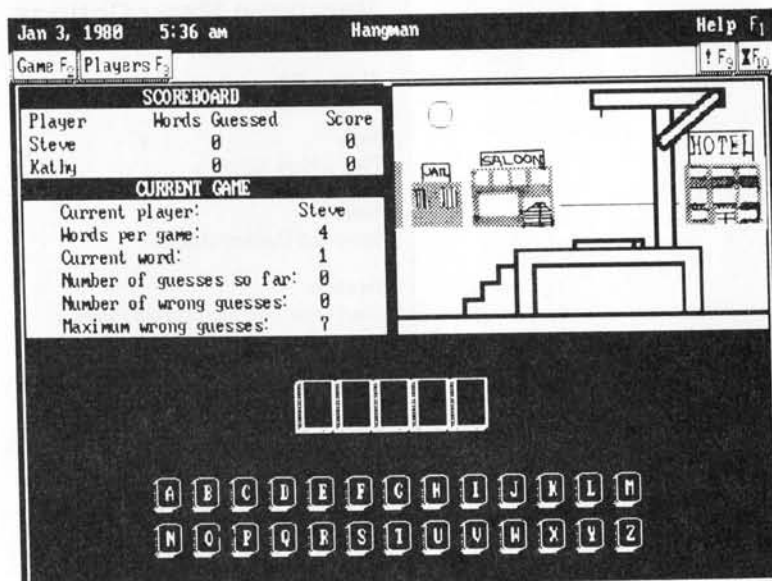
Answer the prompts in the dialog box to define how you want to play the game. After you enter this information, another dialog box appears asking you to define player name(s) for the game.



If you do not know how to enter information in these boxes, see "Define the Options for Your Game."

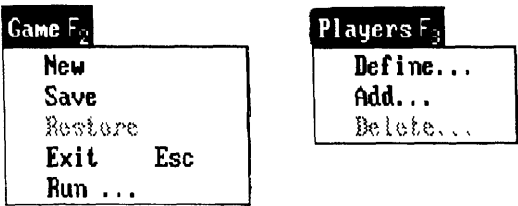
After you enter the name(s), the Hangman screen appears.

The main area of the screen consists of the scoreboard, the status of the current game, the hangman area, the unknown word, and the letters you can use to guess the word.



The Hangman Menus

Hangman has two menus, which appear on the left of the menu bar, that list the options you can use with Hangman.



Using the Menu Options

For your convenience, the “Tasks and Topics” section of this chapter uses a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a Hangman menu. If you need a reminder about the tasks that a given option lets you perform, you can look at the cross-reference list below.

Hangman Menu Options	
<u>Game F2</u>	<u>Players F3</u>
New Play a New Game	Define Change the Players
Save Save the Current Game	Add Add a Player
Restore Start Over with the Current Player	Delete Remove a Player
Exit Exit Hangman	
Run Run Another Application	

Playing the Game

The rules for playing Hangman are simple. To win, you must guess all the letters for the unknown word. You can choose letters by typing the desired letter using the keyboard, or by pointing to and clicking on the desired letter using the mouse.

The program keeps track of the options you choose (such as how many words in a game, the number of players, the number of wrong guesses, and so on) and the game's status. This information is displayed on the Hangman screen for your convenience.

When you complete a word, you can go immediately to the next word by pressing the space bar.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are playing Hangman.

Tasks and Topics

Add a Player

Use the Add option on the Players Menu to add a new player to your game. The maximum number of players is four.

1. Select Add from the Players Menu.

A dialog box appears.

2. At the New Player Name: prompt, type the name of the new player.
3. Select OK to complete the task.

Hangman displays the new player's name on the SCOREBOARD.

Change the Players

Use the Define option on the Players Menu to change any player's name.

1. Select Define from the Players Menu.

A dialog box appears.

2. Change the names of any or all of the players for the current game.
3. Select OK when all the names are entered correctly.

Hangman displays the change on the SCOREBOARD.

Define the Options for Your Game

You set your options for Hangman using the dialog boxes that are displayed when you access Hangman. Follow the instructions below to choose the options you want for your game.

1. Select HANGMAN.PDM from the Programs list box.

A dialog box appears.

2. At the Number of Players prompt, choose the number of players for the game.

3. At the Words per Game prompt, choose the number of words per game.

4. At the Wrong Guesses: prompt, choose the number of wrong guesses allowed before being hanged.

5. Select OK to complete the task.

Another dialog box appears so that you can list the player(s).

6. Type the name(s) of the player(s).

7. Select OK to complete the task.

The program displays a Hangman screen with the players and setup options you chose.

Exit Hangman

Use the Exit option on the Game Menu to exit Hangman.

1. Select Exit from the Game Menu.

A dialog box appears asking if you want to save the current game.

2. Select YES or NO to return to the desktop.

If you select YES, the next time you enter the Hangman application, the program asks if you want to continue with the game you saved.

Play a New Game

Use the New option on the Game Menu to play a new game of Hangman without returning to the desktop.

1. Select New from the Game Menu.

A dialog box appears. The options you set for the previous game are still in effect.

2. At the Number of Players prompt, choose the number of players for the new game of Hangman.

3. At the Words per Game: prompt, choose the number of words per game.

4. At the **Wrong Guesses:** prompt, choose the number of wrong guesses allowed before being hanged.

5. Select **OK** to complete the task.

Another dialog box appears so that you can list the player(s). The names of the players for the previous game are displayed in the dialog box.

6. Type the name(s) of the player(s) for the new game (if necessary).

7. Select **OK** to complete the task.

The program displays a new Hangman screen with the players and setup options you chose.

Play a Saved Game

You can play a saved game by selecting **Hangman.pdm** from the **Programs** list box.

1. Select **HANGMAN.PDM** from the **Programs** list box.

A dialog box appears.

2. Select **YES** to complete the task.

The program displays the game you saved the last time you played Hangman.

Remove a Player

You can remove a player from the current game by selecting the **Delete** option on the **Players** Menu.

1. Select **Delete** from the **Players** Menu.

A dialog box appears listing each player.

2. Choose the button next to the name you want to remove.

3. Select **OK** to complete the task.

Hangman deletes the name from the **SCOREBOARD**.

Run Another Application

Use the **Game** Menu's **Run** option to open another application file or run another software package without returning to the desktop.

1. Select **Run** from the **Game** Menu.

A dialog box appears.

2. At the **Program:** prompt, type the name of the application you want to run.

3. At the **Data File:** prompt either type the name of the file you want to use with the chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program without opening a corresponding data file.

4. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at normal CPU speed. Some software packages, such as games or other speed-sensitive programs, require that you run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

5. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software program you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the file **Desktop.pdm**. After you do, you return to the desktop.

Save the Current Game

Use the **Save** option on the **Game** Menu if

you want to save the current game and return to it later.

1. Select Save from the Game Menu.

A dialog box appears asking if you want to save the current game.

2. Select OK to complete the task

Hangman continues to save this game until you save another game.

Start Over with the Current Player

Use the Restore option on the Game Menu if you want the current player to start a new hangman drawing and guess a new word.

- Select Restore from the Game Menu.

A new unknown word appears and the drawing (scaffold and man) is restored to the original state.

PC-Link

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Introduction

You have access to PC-Link services for a flat monthly fee. The PC-Link Plus service is a premium service that allows you access on a pay-as-you-go (per minute) basis.

PC-Link is an on-line service that provides computer access to a vast database of information. PC-Link's basic service gives you quick and easy access to news stories, stock quotes, encyclopedia information, and much, much more.

PC-Link also provides the PC-Link Plus service that lets you interact with members of the service throughout the country. You can send mail, meet and talk with people with the same interests, attend a forum or class on a variety of subjects, access public domain software—the list is almost endless.

We suggest you begin with the PC-Link article in *Getting Started* and run the PC-Link Demo. You might also refer to the modem article "Of Mice and Modems." Then, if you need additional information about connecting to the PC-Link service or using any of its features, refer to this reference chapter.

Before you begin your first sign-on session, be sure to have the following information available:

- Your local telephone PC-Link access number listed in the *PC-Link Connect Guide*
- Your PC-Link Registration Certificate containing your Registration Number and your Password
- One of the following account numbers for monthly electronic billing:

Master Card Charge Account Number
Visa Charge Account Number
Checking Account Number

Getting Ready to Connect to the PC-Link Service

For assistance in connecting to PC-Link, call 1-800-458-8532.

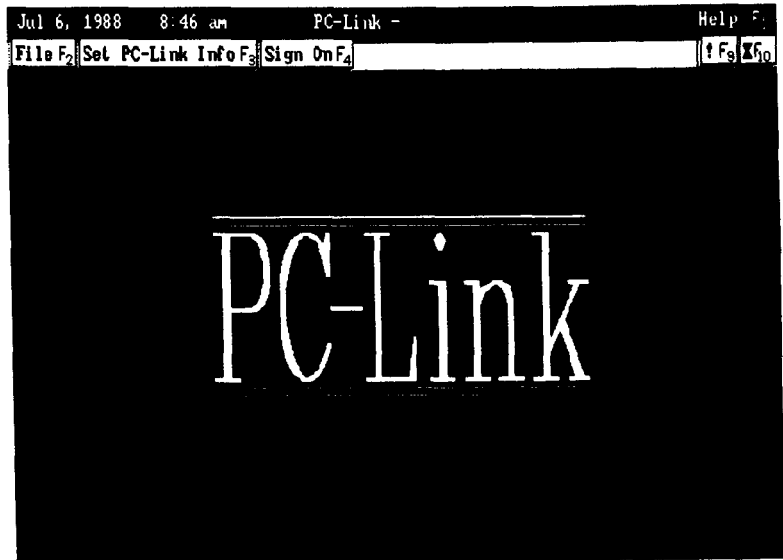
Be sure that your modem is properly installed and the telephone line is connected from the wall jack to the modem. If you have an external modem, also be sure the modem is turned on and ready to use. (See your modem manual and the article "Of Mice and Modems" in *Getting Started*.)

You need to copy your PC-Link diskette and use that copy as your working diskette. **You must always use the same PC-Link diskette, because PC-Link's security system is designed to verify that the same diskette is always being used.** As part of this verification process, PC-Link must write a password to the diskette, so do not write-protect your diskette.

If you are using a hard drive, be sure to copy your .PCL files to the same directory that contains Desktop.cfg. If you have set a directory using dmconfig, Desktop.cfg is in that directory. Otherwise, Desktop.cfg is in the root directory.

When you select PCLINK from the desktop, you see the following Sign On screen:

If this is the first time you have started PC-Link, you will be asked if you want to run the off-line demonstration. We recommend that you do so before proceeding.



There are certain communication parameters you must set so that your computer can connect to the PC-Link service. Set these parameters using the Accessory Menu (F10) (or the Modem Info option on the Set PC-Link Info Menu).

Select and Verify Your Telephone Access Number. Use the PC-Link Connect Guide to find your telephone access number. The Guide also provides other useful information, such as using a pause while dialing and dialing on a rotary line.

1. Select Setup from the Accessory Menu.

A screen appears showing the current Setup option settings.

2. Select Communications from the Options Menu.

A dialog box appears.

3. At the Communications port: prompt, choose 1 or 2.

If your modem is connected to a built-in serial port, choose 1.

If your modem is connected to any internal device (a serial board or a modem board), choose 2.

Note: If you are using an internal device, be sure that the communications setting is the same as the setting on the device's board.

4. At the Connection: prompt, choose Modem.

5. At the Modems list box, highlight the modem you are using.

The name appears at the Modem name: prompt.

6. Select OK to complete the task.

7. Select Exit from the Options Menu to return to the PC-Link Sign On screen.

You are now ready to enter your telephone access numbers. You can do this using the Set PC-Link Info Menu.

8. Select **Set Telephone Info** from the **Set PC-Link Info Menu**.

A dialog box appears.

9. At the **Speed** prompt, choose the button that indicates your modem's baud rate. (See your modem manual for this information.)
10. At the **Network** prompt, choose the type of network you are using to place your call.
11. At the **Phone number** prompt, type the access phone number.
12. Repeat Steps 3 and 4 for your second choice.
13. Select **OK** to complete the task.

You are now ready to connect to the service.

Connecting to PC-Link (First Time Usage)

When you register with PC-Link, a series of self-explanatory screens appears asking you for some personal, billing, and survey information. The personal information includes your name, address, and phone number.

The needed electronic-billing information includes either your Visa or Master Card number or your bank transit and checking account numbers. (Your bank transit number is your bank's identification number. This nine-digit number usually appears along the bottom of your check, just in front of your account number.)

You will also be asked to choose a screen name by which you will be known to other members of the service. If you choose, once you are in PC-Link, you can list your screen name, along with your real name and city and state, in the PC-Link service's Member Directory.

The survey information asks you what type of computer and modem you are using, the baud rate (communication speed) of your modem, whether you are using a mouse, and whether you use other on-line services.

After the registration process is complete, you will be asked to sign off. PC-Link's Customer Service department will call you to verify your registration information. You will then be ready to connect to the service. (See "Connecting to PC-Link (Subsequent Usage).")

When you exit PC-Link after registering, your screen name appears in the PC-Link box on the desktop.

Connecting to PC-Link (Subsequent Usage)

When you open the PC-Link application from the desktop, the Sign On screen appears. Before you start the sign-on procedure, be sure your modem is turned on and ready to use.

- Select Sign On from the Sign On Menu.

The screen shows you the progress of the connect procedure. When the connection procedure is complete, the Main Menu appears, along with a Welcome to PC-Link message.

The PC-Link Menus

PC-Link has several screens that contain different menus. The PC-Link menus, which appear on the left of the menu bar, list the departments and options you can use with PC-Link. Notice that some options have accelerator keys listed next to them. These keys let you perform the tasks without pulling down a menu. For example, when you want to exit PC-Link, you can press **ESC** to select *Exit* from the File Menu.

Following are the PC-Link screens, along with the menus and menu options on each screen.

Sign On Screen

PC-Link's first screen, the Sign On screen, contains the following menus:

File F ₂	Set PC-Link Info F ₃	Sign On F ₄
Open...	Set Telephone Info	Sign On
View Demo	Set Modem Info	
Exit Esc		

Main Menu Screen

PC-Link's Main Menu screen, which appears after you sign onto the service, includes the following menus:

File F ₂	PC-Link F ₃	PC-Link Plus (C) F ₄
Change Directory	Tandy Headquarters	People Connection
Make Directory	Software Buyer's Guide	Financial Center
Show Directory	NewsLink Headlines	News Room
Delete File	Dollars & Cents	Learning Center
Rename File	Reference Desk	Community Center
Open Log File	Entertainment Guide	Test Feedback Center
Close Log File	Our World	Computer Forums
Sign Off CTRL+S	Quiz Center	Software Library
	Home Shopping	Publisher's Connection
	Customer Service	The Mall

PC-Link Department Screens

When you access any PC-Link department, you will see the File Menu described under Main Menu and a department menu for that specific department. In addition, you see the following Go To Menu:

Go To F ₄	
Use Keywords	CTRL+K
PC-Link PC-Link Plus (¢)	
Sign Off	CTRL+S

When you choose an option from the department menu, the menu bar will change and the F3 menu button will display the new option you selected. As you move down through options on the department menu, you can access the previous menu using the Go To Menu. You can then move back through the options one at a time or choose one of the standard Go To Menu options.

PC-Link Plus Department Screens

When you access any PC-Link Plus department, you see the File Menu described under Main Menu and a department menu for that specific department. In addition, you see the following menus:

Go To F ₄	
* List All Public Rooms	
* Go To Public Room	
* Go To Private Room	
Use Keywords	CTRL+K
PC-Link PC-Link Plus (¢)	
Sign Off	CTRL+S

Post Office F ₅	
Send Instant Message	CTRL+M
Send E-Mail	
Send File via E-Mail	
Read My E-Mail	
Check Outgoing Mail	
Identify Someone	CTRL+I
Locate Someone	CTRL+L

* People F ₆	
List People in This Room	
Highlight Someone	
Remove Highlighting	
Ignore Someone	
Stop Ignoring Someone	

(* Appear in the People Connection department only)

When you choose an option from the department menu, the menu bar will change and the F3 menu button will display the new option you selected. As you move down through options on the department menu, you can access the previous menu using the Go To Menu. You can then move back through

PC-Link Menu Options

Sign On Screen

File F2

Open

Choose Your Screen Name
for This Session

View Demo

Run the Demo

Exit

Exit PC-Link

Set PC-Link Info F3

Set Telephone Info

Enter or Change Telephone
Access Information

Set Modem Information

Set Your Communications
Parameters

Sign On F4

Sign On

Connect with the PC-Link
Service

F10

Setup

Set Your Communications
Parameters

Main Menu Screen

File F2

Change Directory

Change the Current Directory or
Drive

Make Directory

Create a New Directory

Show Directory

List the Directory Contents

Delete File

Delete a File

Rename File

Rename a File

Open Log File

Open a Log File

Close Log File

Close a Log File

Sign Off

Close Your Access to the PC-Link
Service

PC-Link Department Screens

Go To F4

Use Keywords

Use Keywords to Select a Department

PC-Link

Access PC-Link

PC-Link Plus

Access PC-Link Plus

Sign Off

Close Your Access to the PC-Link Service

PC-Link Plus Department Screens

Go To F4

List All Public Rooms

List all Current Public Rooms

Go To Public Room

Enter a Public Room

Go To Private Room

Enter a Private Room

Use Keywords

Use Keywords to Select a Department

PC-Link

Access PC-Link

PC-Link Plus

Access PC-Link Plus

Sign Off

Close Your Access to the PC-Link
Service

Post Office F5

Send Instant Message

Send an Instant Message

Send E-Mail

Send E-Mail

Send File via E-Mail

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Highlight Someone

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Remove Highlighting

Unhighlight a Member in a Room

Ignore Someone

Ignore a Member in a Room

Stop Ignoring Someone

Stop Ignoring a Member in a Room

the departments one at a time or choose one of the standard Go To Menu options.

Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a PC-Link menu. If you need a reminder about the tasks associated with a given option, refer to the "PC-Link Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Using PC-Link

The only way to discover all the fascinating options that the PC-Link service offers is to get in and look around. You cannot do anything to harm the system, so be adventurous and explore.

Moving around in the service is easy. You move through a department and its options by simply opening a menu and selecting an option from the menu. After you select an option, the F3 menu button on the menu bar changes to indicate what option you are currently using, but the name of the department is displayed in the title bar so that you do not forget the department you are in.

The following two keys provide shortcuts to moving backward through your screens:

ESC takes you back one screen
CTRL-E takes you back to the department menu

Each time you choose a department option, you can quickly return to the previous menu using the Go To Menu.

When you enter a department area, you can access information, send information, talk with others, and so on, depending on the department you are in. Buttons at the bottom of the screen in the department areas let you perform specific tasks within that department area.

The PC-Link service provides a number of help options. Refer to "Help" in the "Tasks and Topics" section for details.

The PC-Link service steps you through most functions, but if you have questions about some of the features, refer to the "Tasks and Topics" section for an alphabetical list of the features and options available with this service.

Tasks and Topics

Access an Initial Department When Signing On

Use the Select Initial Dept option under Screen Names and Profiles in PC-Link's Customer Service department to automatically access a specific department when you sign onto the PC-Link service.

1. Select Screen Names and Profiles from the Customer Service department in PC-Link.

2. Select Select Initial Dept.

A dialog box appears.

3. At the prompt, enter the keyword for the department you want to access.

See "Use Keywords to Select a Department" for a list of keywords.

4. Select OK to complete the task.

Each time you sign onto the PC-Link service, you will automatically access the specified department.

Access PC-Link

You can choose PC-Link in one of two ways: from the Main Menu screen or from within a department screen.

From the Main Menu Screen:

1. Open the PC-Link Menu.
2. Select a PC-Link department from the PC-Link Menu.

You enter the requested department and options for that department appear.

From Within a Department Screen:

- Select PC-Link from the Go To Menu.

The menu bar changes, and the PC-Link Menu appears as F3. You can then access this menu to select a specific PC-Link department.

Access PC-Link Plus

You can choose PC-Link Plus in one of two ways: from the Main Menu screen or from within a department screen.

From the Main Menu Screen:

1. Open the PC-Link Plus Menu.
2. Select a PC-Link Plus department from the PC-Link Plus Menu.

You enter the requested department, and options for that department appear.

From Within a Department Screen:

- Select PC-Link Plus from the Go To Menu.

The menu bar changes, and the PC-Link Plus Menu appears as F3. You can then access this menu to select a specific PC-Link Plus department.

Billing Information

When you register with the PC-Link service, you enter information to be used for billing purposes. Your monthly charge, plus any PC-Link Plus charges are electronically deducted from the account you indicate. You will not receive a monthly bill.

If you want to check your charges during the month, you can access this information in the Customer Service department's Service and Billing Information area in PC-Link.

Change the Current Directory or Drive

Use the Change Directory option on the File Menu to change to another directory or drive.

1. Select Change Directory from the File Menu.

A dialog box appears.

2. At the prompt, type a new directory or drive pathname.
3. Select OK to complete the task.

Chat Rooms

Chat rooms are areas within most all PC-Link Plus departments that let you carry on a conversation with other PC-Link members. Chat rooms appear with different names, depending on the department. Chat rooms are one of the most enjoyable areas in PC-Link Plus because you have the opportunity to interact with many other members at the same time. Your conversations are real-time—your side of the conversation appears in the conversation area as soon as you type it and press **ENTER**.

All chat rooms look the same, so you will always know when you enter one. At the top of the screen there is a **HI** and **BYE** line. As members enter the chat room, their screen names are added to the **HI** line. As members leave the room, their screen names are added to the **BYE** line so that other members know they have left.

To "talk" with other members in the room, simply enter your comment in the edit field at the bottom of the screen and press **ENTER**. Your comment appears immediately in the conversation area. Note that you do not need to enter your screen name; the program does that automatically. If you need to edit your comment before sending it, use **BACKSPACE**. If your comment is too long, a beep sounds. If you want to continue, simply press **ENTER** to send that portion of the comment and continue typing the next portion of the comment.

Chat rooms can hold a maximum of 23 members. If the room you are in has lots of members, their screen names will not all appear on the **HI** line. You can, however, list them using the List People in This Room option on the People Menu.

The most common chat rooms are the public and private rooms in the People Connection department. When you enter People Connection, you go directly into the Lobby. (If the Lobby already contains 23 members, you go to Lobby A. If Lobby A is full, you will enter Lobby B, and so forth.) From a Lobby, you can create additional public or private rooms and ask members to join you there.

Other PC-Link Plus departments have chat rooms that are more specialized. You might

find chat rooms in Club, Forum, or Classroom areas. Usually there is a discussion leader, such as a club host, forum leader, or teacher, that helps direct the discussion among the members. You communicate in these chat rooms in the same way as the rooms in the People Connection department. You cannot, however, create additional public or private rooms in departments other than People Connection.

There is another type of chat room (The Auditorium) that is in the People Connection department. This room is slightly different from the other chat rooms. The Auditorium is used for much larger gatherings, and although you can see what is going on, you cannot take part unless invited to do so by the host for the Auditorium event. For example, if a game show is being held, the Auditorium host might ask you to be a contestant. Or, if a speaker is addressing the group, you can type in questions that the Auditorium host will direct to the speaker.

When you are participating in a chat room, you need to remember that unless you are in a private room, your conversation can be "heard" by any other member. Please be polite and use good judgment. You might read the Terms of Service in the Customer Service department in PC-Link. This information describes the protocol you should follow when using the service.

Here are some shorthand symbols you can use when making comments in a chat room.

:D	big smile, laughing	:>	devilish grin
:*	kiss	B)	I'm wearing
[]	hug		my shades
;)	wink	---<---	@
:)	smile		a rose
:(frown	:X	My lips are
:O	I'm amazed		sealed
:P	Pffff!	:'	(I'm crying
	(sticking out tongue)	O:)	angel
:I	I'm bored] :>	devil
		---U)	
			Have a beer

Here are some common abbreviations that you might also find useful.

brb	be right back
lol	laughing out loud
afk	away from the keyboard
btw	by the way
gmta	great minds think alike
bak	back at the keyboard
otf	off the floor

Choose Your Screen Name for This Session

After you register with PC-Link, your screen name(s) will appear in the PC-Link box on the desktop. If you have multiple screen names, you must select a specific name each time you enter the PC-Link service. You can select a name in the desktop box when you enter PC-Link. Then, when you sign on, the PC-Link service will use the name you chose.

Note: For information on adding additional names, see "Create Additional Screen Names."

You can also choose your screen name from the PC-Link Sign On screen, using the File Menu.

1. Select Open from the File Menu.

A dialog box appears.

2. Choose the name you want to use.
3. Select OK to complete the task.

When you sign on, the system recognizes the name you chose. If you want to change names, you must sign off and then choose a new name when you sign on again.

Note: If you have multiple screen names, you can only access mail you have received under your current screen name.

Close a Log File

Use the Close Log File option on the File Menu to close a log file that you have been

using to save text in a chat room.

- Select Close Log File from the File Menu.

The check mark in the upper right corner of the screen disappears, and the log file is closed.

Close Your Access to the PC-Link Service

When you are ready to sign off and disconnect from the service, use the Sign Off option that appears on the File Menu or the Go To Menu. Always use this procedure instead of simply turning off your system, because some modems will not disconnect unless you use the sign-off procedure.

1. Select Sign Off from either the File Menu or the Go To Menu.

A dialog box appears, asking if you are sure you want to sign off.

2. Select YES to complete the task.

You disconnect from the service.

Caution: If you are using a modem that has a switch to set the DTR (Data Terminal Ready) bit, be sure that switch is set to hang up when you disconnect from the service. If that switch is set to ignore the hang up command, you will not be able to disconnect from the host.

Connect with the PC-Link Service

Use the Sign On option on the Sign On Menu to connect with PC-Link's host computer.

Note: If you have not registered with PC-Link, refer to "Connecting to PC-Link (First Time Usage)" in the "Introduction" section of this chapter.

1. Open PC-Link from the desktop.

The Sign On screen appears. Be sure your modem is on and ready to communicate with the host.

2. Select Sign On from the Sign On Menu.

A screen appears, showing you the progress of the sign-on procedure.

When the connection is made, the Main Menu appears, along with a welcome message. You can now enter any of the departments in either PC-Link or PC-Link Plus.

Create a New Directory

Use the Make Directory option on the File Menu to create a new directory on a data diskette for saving files.

Note: Do not create new directories on your PC-Link diskette.

1. Select Make Directory from the File Menu.

A dialog box appears.

2. At the prompt, type a name for the directory you want to create.

If necessary, include the drive designation.

3. Select OK to complete the task.

Create Additional Screen Names

You can have up to five screen names at the same time. One person can have five different names or up to five people can have their own names on a single account. (This makes it easy for the whole family to enjoy the PC-Link service.) You can only use one name at a time, however.

Your initial sign-on name is your "master" name, and you can never change or delete it. You can, however, add additional names using the Create Screen Names option under Screen Names and Profiles in PC-Link's Customer Service department. The name must contain between three and ten alphanumeric and space characters, and it must begin with a letter.

1. Select Screen Names and Profiles from the Customer Service department in PC-Link.

2. Select Create Screen Names.

A dialog box appears.

3. At the prompt, type the screen name you want to add.

4. Select OK to complete the task.

If the name you chose is already in use by another member, you are asked to choose another name.

Create Your Initial Screen Name

Each PC-Link member has a screen name, and they are known by this name when signed on. You pick your name during the registration process. It must contain between three and ten alphanumeric characters and spaces, and it must start with a letter. The service always capitalizes the first letter but after that, the system accepts the name exactly as you type it during registration. It is possible to add up to four additional names if you wish. (Refer to "Create Additional Screen Names.")

We encourage you to be creative with your name(s) but please use good judgment. The PC-Link service reserves the right to ask you to change a name that is considered inappropriate. If it is not changed, the service can delete it.

Databases

Databases are large banks of information that are extensively cross-referenced so that you can receive information from various areas with little effort on your part. Using databases is the way that the PC-Link service can provide you with such a multitude of information. The PC-Link service uses two types of databases—read-only databases and searchable databases.

Read-Only Databases. These databases supply information based on the department and/or department options you choose. Some examples of departments that use read-only databases are NewsLink Headlines, Entertainment Guide, and Our World.

When you select an option, the service

returns the information to you in a text area. You can scroll through the text using the up and down arrow keys to read all the information.

Searchable Databases. A searchable database provides information on specific "search words" that you enter. You can use these search words to describe exactly what information you want to see. The most popular searchable database is the encyclopedia located in the Reference Desk department in PC-Link.

When you select a searchable database, you are asked to enter your search word(s). Try to keep your search words short and specific. If you use more than one search word, you must use a delimiter. This will help you access exactly the type of information you want. The delimiters are:

- **AND.** For example, MS-DOS AND DISK ERRORS AND ID=2 will find articles that include information about all the words connected with AND.
- **NOT.** For example, TANDY 1000HX AND DISK DRIVES NOT 3.5 INCH DRIVES will find articles that contain information about all disk drives, except the 3 1/2-inch drive, that you can use with the Tandy 1000HX.

When the database finds the articles, a list is displayed. You can then choose the article(s) you want to read.

Delete a File

Use the File Menu's Delete File option to delete a file you have saved on a data diskette.

Note: Be sure to never delete a file from your PC-Link diskette.

1. Select Delete File from the File Menu.

A dialog box appears.

2. At the prompt, enter the name of the file you want to delete.

If necessary, include the drive designa-

tion.

3. Select OK to complete the task.

Delete a Screen Name

You can delete a screen name, using the Delete Screen Names option under Screen Names and Profiles in the Customer Service department. You might want to delete a name so that you can create a new one. If you delete a name, however, it is gone for good. You cannot re-create it later. Also, you cannot delete your master name (the one you used to initially sign onto the service).

1. Select Screen Names and Profiles from the Customer Service Menu.

2. Select Delete Screen Names.

A dialog box appears.

3. At the prompt, type the screen name you want to delete.

4. Select OK to complete the task.

Download a File

When you download a file, you are receiving a file sent to your computer by another computer. Files can be downloaded from the Software Library department in PC-Link Plus.

1. Select a Library Category in the Software Center.

A list of files appears.

2. Highlight the file you want to download.
3. Select DOWNLOAD.

A dialog box appears, and the current name of the file is displayed.

4. At the prompt, you can change the name you want to use to save the file.

If necessary, include the drive designation.

5. Select OK to complete the task.

Enter a Private Room

You can create a special room in the People Connection department so that you can have a private conversation with someone. Your private room does not appear if you list all the public rooms.

1. Select Go To Private Room from the Go To Menu.

A dialog box appears.

2. At the prompt, type a name for your private room.
3. Select OK to complete the task.

You enter the private room you specified.

You can use E-Mail or the instant message function to notify someone to join you in a private room.

Enter a Public Room

You can enter any public room in the People Connection department by using the Go To Public Room option on the Go To Menu. If you do not know what rooms are available, use the List All Public Rooms option to display a list.

1. Select Go To Public Room from the Go To Menu.

A dialog box appears.

2. At the prompt, type the name of the public room you want to enter.

You must type the name of the room exactly as it appears in the room list (with the appropriate capitals and spaces).

3. Press OK to complete the task.

You enter the public room you specified.

Enter or Change Telephone Access Information

Your telephone access information includes the parameters needed for connecting with PC-Link. When you first sign onto the service, use the Set Telephone Info option on the Set PC-Link Info Menu to set these parameters. You can also change these parameters at any time if necessary.

1. Select Set Telephone Info from the Set PC-Link Info Menu.

A dialog box appears.

2. At the Speed prompt, choose the button that indicates the baud rate of your modem.
3. At the Network prompt, choose the type of network you are using to place your call.

The network information, along with the telephone number, is available in your *PC-Link Connect Guide*. If you need to change access numbers, you will find a complete list in PC-Link's Customer Service department.

4. At the Phone number prompt, type the phone number.
5. Repeat Steps 3 and 4 for your second choice.

If you do not enter a second-choice number, the program will automatically enter your first number again.

6. Select OK to complete the task.

When you return to the Sign On screen, you must use the Sign On option on the Sign On Menu to actually place your call.

Exit PC-Link

To exit the PC-Link service, you must first sign off of the service so that your modem can disconnect. You can then exit the program.

1. Select **Sign Off** from either the File Menu or the Go To Menu.

The Good Bye screen appears.

2. Select **ENTER**.

The Sign On screen appears.

3. Select **Exit** from the File Menu.

You return to DeskMate's desktop.

Expand Your Profile

To include some special information about yourself, you can use the Screen Names and Profiles area in PC-Link's Customer Service department. Each time a member uses the Identify Someone option on the Post Office Menu to find out something about you, your profile information will be displayed.

You can later remove this information if you want only your city and state to be displayed.

Gateways

The PC-Link service provides "gateways" that let you link into other on-line services, such as travel information and on-line shopping. Gateways simply provide you with access to other host computers that are not actually part of the PC-Link service.

The directions for using each gateway service differ, so you will need to read the on-line instructions when you enter each gateway service.

Help

PC-Link provides extensive on-line help information. As with DeskMate, you can always press **F1** (or **CTRL-H**) to access help. PC-Link's **F1 Help** information is "context-sensitive." It is able to detect your location in the service and provide help information applicable to that area.

Another excellent source of help information is the **Online Members' Guide**. You can access this guide in the Customer Service department in PC-Link. The Online

Member's Guide provides information about the various departments and how to use many of the functions of the PC-Link service, such as the Post Office, message boards, chat rooms, and so on. Read through the contents of this guide to get an idea of the type of help available here.

PC-Link's Customer Service department also offers a **Customer Service Library**. This library is a database of help information. You can enter a search word, and PC-Link finds help information related to the search word you entered.

One of the best sources of help in the PC-Link service is the members themselves. Because PC-Link Plus lets you "talk" with other members, you can easily ask your questions and benefit from the immediate response of many members. Some "live" help areas are described below:

- **Clubs, Forums, Classrooms.** Many PC-Link Plus departments have clubs, forums, and classrooms that are staffed with a host, leader, or teacher that will help you with questions.
- **Guides.** The People Connection department in PC-Link Plus is staffed with Guides during the evening and weekend hours. They are here to help answer your questions and to help you find your way around within the service. You can always contact a Guide through the Lobby. Simply type a message indicating you need help from the Guide.
- **Help Room.** The Help Room is in the People Connection department in PC-Link Plus. A Guide is available here during evening and weekend hours to help you with any hardware or software questions.

You can also contact the PC-Link service or Tandy Corporation directly. Using the following two help functions, you can post a question to a message board. This process differs from the normal message board procedure because you cannot save the message or see it once you exit the screen. Also, no other member has access to your message.

- **Ask PC-Link.** This option in the PC-Link Customer Service department lets you

enter questions or comments that you want to direct to the PC-Link service. These questions will be answered by a PC-Link staff member within two business days. Use the Receive option in the Ask PC-Link area to see responses.

- **Tandy Hotline.** This option in the PC-Link Tandy Headquarters department lets you send questions directly to Tandy Corporation. For instance, you might want information about a hardware problem, new software being released, and so on. After you enter your question, you should receive a response from Tandy within two business days. To see the response, select Receive-Ask Tandy Responses in the Customer Service area of the Tandy Headquarters department.

Highlight a Member in a Room

When a large number of members are communicating in a chat room in the People Connection department, it is sometimes hard to follow the conversation. You can choose to highlight a specific member or group of members. When a highlighted member posts a comment to the chat room, the comment appears highlighted on your screen.

1. Select **Highlight Someone** from the People Menu.

A dialog box appears.

2. At the prompt, type the name of the member you want to highlight.
3. Select **OK** to complete the task.

Identify a PC-Link Member

You can get additional information about a PC-Link member by using the Identify Someone option on the Post Office Menu.

1. Select **Identify Someone** from the Post Office Menu.

A dialog box appears.

2. At the prompt, type the screen name of the person you want to know more about.

3. Select **OK** to complete the task.

This function gives you the member's geographical location, or if the member has added additional profile information through the Screen Names and Profiles area in PC-Link's Customer Service department, you will see that information. (See "Expand Your Profile.")

This function will not recognize a name that is not currently being used on the service.

Ignore a Member in a Room

You have the option of ignoring a member in a People Connection department chat room. When you do this, the comments that this member makes do not appear on your screen. You do, however, see all other members' comments.

1. Select **Ignore Someone** from the People Menu.

A dialog box appears.

2. At the prompt, type the name of the member you want to ignore.
3. Select **OK** to complete the task.

List all Current Public Rooms

You can use the List All Public Rooms option on the Go To Menu in the People Connection department to see what public rooms are currently available.

1. Select **List All Public Rooms** from the Go To Menu.

A dialog box appears, listing the names of the public rooms and the current number of members in each room.

2. Select **CANCEL** to remove the dialog box from the screen.

List Screen Names of PC-Link Members in the Room

If there are a number of members in a chat room, the HI line cannot list all the names.

You can use the List People in This Room option on the People Menu to see a complete list of names.

1. Select **List People in This Room** from the People Menu.

A dialog box appears, listing all the members in the room.

2. Select **OK** to remove the dialog box from the screen.

List the Directory Contents

Use the Show Directory option on the File Menu to list the contents of a directory on a data diskette.

1. Select **Show Directory** from the File Menu.

A dialog box appears, listing all the files—their size and modification date and time.

2. Select **CANCEL** to remove the dialog box from the screen.

Locate a PC-Link Member

You can use the Locate Someone option on the Post Office Menu to find out if someone is currently signed onto the service.

1. Select **Locate Someone** from the Post Office Menu.

A dialog box appears.

2. At the prompt, type the name of the member you want to locate.
3. Select **OK** to complete the task.

If the requested member is signed on and in a chat room, you receive a message indicating which room. If the member is in another area, you receive a message that the member is on line.

Member Directory

The Member Directory lets you access the

real names of other members on the PC-Link service. This directory provides the member's real name, screen name, and city/state.

You access the Member Directory option through the Customer Service department in PC-Link and the Post Office department in PC-Link Plus. You have the option of deciding if you want to include your name in the directory. You can also search the directory to find information about other PC-Link members.

The tasks you can perform with the Member Directory are described below:

Add Your Own Name. You can add your own name to the directory by choosing the Add Directory Entry option under Member Directory. When the information appears, select **OK**.

Delete Your Name. If you want to remove your listing from the Member Directory, choose Delete Directory Entry under Member Directory. When the information appears, select **OK**.

Search the Directory. To find information about another member, choose the Search Member Directory option under Member Directory. A dialog box appears so that you can enter either the screen name or the real name of the member you want to find. If you are entering the real name, use the format last,first. If you cannot remember the entire name, type the letters you remember and then type an asterisk (*). After you enter the information, the screen displays information on the specified member.

Message Board

Message boards are areas within a PC-Link department where you can post messages for all PC-Link members to read. You can post a message asking a question, answering a question, or simply commenting on a specific topic.

When you choose a department option that contains a message board, you see a list of categories. When you select a category, a list of topic folders appears. (Each topic

folder is preceded by a rectangle symbol, indicating a folder.)

A topic folder contains messages that relate to a specific subject. Messages are listed in the folder in chronological order (oldest to newest). You can choose a specific folder and read its message, add your own message, save the message, and so on.

For more information on using message boards, see "Use a Message Board."

Open a Log File

You use the Open Log File option on the File Menu to create a log file. A log file is used to save text that is being entered by members in a chat room. A log file also saves information you receive through a gateway service.

Note: Be sure you save the file on a data diskette, but do not use an existing filename or you will overwrite the existing file. Never save a log file on your PC-Link diskette.

1. Select **Open Log File** from the File Menu.

A dialog box appears.

2. At the prompt, type a name for the log file.

If necessary, include the drive designation.

3. Select **OK** to complete the task.
4. Enter the area where you want to save the text.

A check mark in the upper right corner of the screen indicates that the log file is open and saving information. The log file continues to save the text you see until you close the file.

Read and Answer Your E-Mail

If there is E-Mail waiting for you when you sign onto the PC-Link service, you see the message **MAIL WAITING** in the upper right corner of the Main Menu screen. If you are on line and receive E-Mail, the **F9** button

flashes several times and is highlighted. (The program stores your unread mail for 45 days.)

1. Select **Read My E-Mail** from the Post Office Menu.

A dialog box appears, listing your unread mail items (oldest item first).

2. Highlight the item you want to read.
3. Press **READ NEW MAIL**.

A new screen appears, displaying your mail message in the upper box. You can scroll through the box to read the entire message.

If you want to answer your mail:

4. Press **TAB** to move the cursor to the bottom box.
5. Type your answer.

Your answer can contain approximately 4800 characters (about 1000 words).

If you wish, you can save your E-Mail item to a data file using the **SAVE AS** button. The save procedure must be done, however, before you send the E-Mail item. (See "Save Screen Text to a File" for more information.)

6. Select either **ANSWER TO AUTHOR** or **ANSWER TO ALL**.

ANSWER TO AUTHOR sends your response only to the author of the original mail item. If you choose **ANSWER TO ALL**, a copy of your response goes to each member who received the original E-Mail item.

If you want to send responses to only certain members, you must create a new E-Mail item.

You receive a confirmation message that indicates your mail has been sent.

After you read your E-Mail, PC-Link stores it as "Old E-Mail" for seven days. You can reread mail you have received, and even

send an additional answer, by selecting the Read My E-Mail option and then selecting Read Old Mail. A list appears so that you can select the item you want to reread.

Receive a File via E-Mail

When a member sends you a file using E-Mail, the item appears in your list of E-Mail items. A diskette symbol appears to the left of the item, indicating that it is a file. If you open the E-Mail item, you will see only the name of the member who sent it, the subject of the file, and any special comments the sender wrote. To actually see the contents of the file, you must download it. (See "Download a File.")

Receive an Instant Message

When another member sends you an instant message, it appears immediately in a box in the middle of your screen. You can select OK to remove the message from your screen.

Rename a File

Use the Rename File option on the File Menu to rename a file on a data diskette.

Note: Never rename a file on your PC-Link diskette.

1. Select Rename File from the File Menu.

A dialog box appears.

2. At the Enter current pathname prompt, type the name of the file you want to rename.

If necessary, include a drive designation.

3. At the Enter new filename prompt, type the new name for the file.

If necessary, include a drive designation.

4. Select OK to complete the task.

Reread Mail You Have Sent

You can use the Open My Outbox option on the Post Office Menu to reread mail you have already sent.

1. Select Check Outgoing Mail from the Post Office Menu.

A list appears, showing the E-Mail items you have sent in order from newest to oldest. This list stores items that have not yet been read by the recipient for 45 days and items that have been read for seven days.

2. Highlight the item you want to reread.
3. Select REREAD MAIL.

The text of the mail item is displayed on the screen.

Run the Demo

PC-Link includes an off-line demonstration program to show you the many functions that the service provides. The first time you open PC-Link from the desktop, you will be asked if you want to run the demo. (You do not need a modem to run the demo.)

The off-line demo is always available from the File Menu on the Sign On screen.

- Select Demo from the File Menu on the Sign On screen.

Save Screen Text to a File

You can keep a permanent record of any text that appears on your screen — messages, E-Mail, database information — by saving it to a data diskette.

Note: Do not save your files to your PC-Link program diskette. Instead, use a data diskette. (Refer to the Technical Considerations appendix for information on data diskettes.)

1. Display the text you want to save on the screen.
2. Remove your PC-Link program disk-

ette, and insert a formatted data diskette.

3. Select **SAVE AS** from the screen.

A dialog box appears.

Note: You can save text on any screen that has the **SAVE AS** button. Text that appears in chat rooms and information you receive through a gateway must be saved in a log file.

4. At the prompt, type the name of the file in which you want to save the text.

If necessary, be sure to include the drive designation.

Be sure that the filename you use does not already exist on the diskette; otherwise, the program will overwrite the existing file.

5. Select **OK** to complete the task.

You receive a message, indicating that the operation has been completed.

Send an Instant Message

An instant message is a brief, private message you can send to another member who is currently signed on. The member receives the message immediately but cannot save the message to a file.

1. Select **Send Instant Message** from the Post Office Menu.

A dialog box appears.

2. At the prompt, type the name of the member to receive the instant message.
3. Type your message text.
4. Select **SEND** to complete the task.

You receive a confirmation that your instant message has been sent.

Send E-Mail

E-Mail is a method of sending letters,

memos, or the like between members of the PC-Link service. It can be sent at any time and then is stored so that the recipients can read it at their discretion. (Unread E-Mail is saved for 45 days.)

1. Select **Send E-Mail** from the Post Office Menu.

The E-Mail screen appears.

2. At the **To:** prompt, type the name of the member to whom you want to send E-Mail.

You can send the same E-Mail to a maximum of 16 members. Simply type each member's screen name, separating each name with a comma. You can also send a carbon (courtesy) copy to members by enclosing their names in parentheses. For example, by typing **Member1, Member2, (Member3, Member4)**, you can send the same E-Mail item to Members 1 and 2, with copies to Members 3 and 4.

Note: If you type more names than the **To:** box can display, the names scroll out of the box. You can review or edit them by using the arrow keys to scroll the names back into the box.

3. At the **Subj:** prompt, type a brief description of your E-Mail subject.
4. At the **Text** box, type your E-Mail text.

An E-Mail item can contain approximately 4800 characters (about 1000 words).

If you wish, you can save your E-Mail item to a data file using the **SAVE AS** button. The save procedure must be done, however, before you send the E-Mail item. (See "Save Screen Text to a File" for more information.)

5. Select **SEND** to complete the task.

You receive a message confirming that your E-Mail has been sent.

If you have written mail off line that is stored in a file on a data diskette, you can use the

OPEN button to insert the data file into the E-Mail message area.

Send Files Using E-Mail

You can send a file stored on a data diskette to any PC-Link Plus member, using your E-Mail system. This is useful if you need to send a mail message that is longer than 4800 characters (about 1000 words).

1. Select **Send File via E-Mail** from the **Post Office Menu**.

A dialog box appears.

2. At the **To :** prompt, type the name of the member to whom you want to send the file.
3. At the **Subj :** prompt, type the subject of the file.
4. At the **File :** prompt, type the name of the file you want to send.

If necessary, include the drive designation.

5. At the **Comment :** prompt, type any special information you want to give about the file.

If you wish, you can save the information on this screen in a data file, using the **SAVE AS** button. (Note that you will not be saving the actual file to the data diskette, only the information entered on this screen.) The save procedure must be done, however, before you send the E-Mail item. (See "Save Screen Text to a File" for more information.)

6. Select **SEND** to start the transfer process.

A dialog box appears, showing you the status of the transfer procedure. You can cancel the transfer while it is in progress by pressing **ESC**. When the transfer procedure is finished, you receive a message indicating that the file has been sent. Press **CANCEL** to remove the dialog box from the screen.

Note: You can use the **OPEN** button

to insert a previously stored data file. This file is inserted into the **Comment** area on the screen.

Set Your Communication Parameters

The **Sign On** screen displays the **F10** button on the menu bar. When you open the **F10 Menu**, you can select the **Setup** option. This option contains communication parameters.

You must set the communication parameters before you can sign onto the PC-Link service for the first time. You also use this option to change modem information.

1. Select **Setup** from the **F10 Menu**.

A screen that gives you a quick view of all the **Setup** options and their current settings appears.

2. Select **Communications** from the **Options Menu**.

A dialog box appears.

3. Answer all the necessary prompts. (These are described after the steps.)
4. Select **OK** to complete the task.
5. Select **Exit** from the **Options Menu** to return to the PC-Link **Sign On** screen.

Communications Port. This option lets you tell DeskMate which communications port you are using to connect your telecommunications hardware (such as a modem). Choose either 1 or 2. (For more detailed information about this setting, see "Getting Ready to Connect to the PC-Link Service" in the "Introduction" section of this chapter.)

Connection. This option must be set to **Modem**.

Modems. This list box contains a list of the modems that DeskMate supports. Highlight the modem you are using. The name appears at the **Modem name :** prompt. (You can scroll through the box to see additional modem names.)

Set Your PC-Link Preferences

You can use the Set Preferences option under Screen Names and Profile in PC-Link's Customer Service department to set certain preferences about how PC-Link displays certain information.

1. Select **Screen Names and Profile** from the Customer Service department in PC-Link.
2. Select **Set Preferences**.

A dialog box appears.
3. Choose the appropriate button setting for each prompt. (These prompts are described after the steps.)
4. Select **OK** to complete the task.

Spacing in Chat Areas. This option lets you set your screen display for single- or double-spaced lines in all chat rooms. The default (on) sets double spacing.

Auto Menus. This option lets you choose whether the department menus are open (displayed) or closed when you first enter a PC-Link or PC-Link Plus department. The default (on) opens the menus.

Input Indicator. This option lets you choose whether to have an indicator appear on your screen when your computer is receiving information. The default (off) does not display an indicator. The input indicator will appear as an hourglass in the upper right corner of the screen. While it is displayed, you will be unable to select any options or type text on the screen.

Stop Ignoring a Member in a Room

If you have chosen to ignore a member in a chat room in the People Connection department, you can re-establish conversation with that member by using the Stop Ignoring Someone option on the People Menu.

1. Select **Stop Ignoring Someone** from the People Menu.

A dialog box appears.

2. At the prompt, type the name of the member you want to stop ignoring.
3. Select **OK** to complete the task.

Unhighlight a Member in a Room

Use the Remove Highlighting option on the People Menu to stop highlighting the conversation of a specific member in a People Connection chat room.

1. Select **Remove Highlighting** from the People Menu.

A dialog box appears.
2. At the prompt, type the name of the member you want to unhighlight.
3. Select **OK** to complete the task.

Upload a File

When you upload a file, you are sending a file from your computer to another computer. You can upload a file into any library in the Software Center department. All time spent uploading to the Software Library is free; you will not be charged connect time while uploading files to libraries in the PC-Link Plus areas.

1. Select a **Library Category** in the Software Library department.

A list of files appears.
2. Select **UPLOAD**.

The File Information Form appears.
3. Type the name, DOS version, and author of the file.
4. Type the minimum equipment requirements to run the file.
5. If desired, type any special information about the file you want to include.
6. Select **UPLOAD**.

A dialog box appears.

7. At the prompt, type the name of the disk file you want to upload.

If necessary, include the drive designation.

8. Select OK to complete the task.

Use a Message Board

Message boards let you post messages so that they are available to all PC-Link members. (For additional information about message boards, see "Message Boards.") Some of the message board tasks you can perform are described below.

Add messages. You can add a message to a topic folder from within a message on the screen. Simply select the **ADD MESSAGE** button. A new screen appears, containing two boxes. In the first box, enter the message subject. In the second box, enter your message text. You can enter up to 4800 characters (about 1000 words).

After you enter a message, you can, if you wish, save it to a data file using the **SAVE AS** button, and then add it to the topic folder using **SEND**. You can also use **OPEN** to insert a previously saved message from a data diskette into the message area (for example, a message you wrote and saved off line).

Note: After you add a message, you cannot view it until you exit the message board and then return to it.

Create a new topic folder. You can use the **CREATE FOLDER** button to create a new topic folder. When you select the button, a new screen appears containing two boxes. In one, you can enter the folder topic and in the other box, you can enter your message text. After you enter this information, you can create the new folder and store the first message in it by selecting **SEND**.

When creating a new folder, you can save your message to a data file using the **SAVE AS** button. You can also insert a previously saved message from a data diskette into the text area by selecting **OPEN**.

List the contents of a topic folder. When the list of topic folders appears on the screen, you can open a folder and view a list of all the messages in that folder. Simply highlight a folder topic, and select the **LIST CONTENTS** button. To view only the message items in a folder that you have not yet read, select **LIST NEW CONTENTS**.

Read messages. You can read messages in one of two ways. First, you can highlight a topic folder and then select the **OPEN FIRST MESSAGE** button. The text of the first message for the chosen topic appears. Second, you can read a message by using the **LIST CONTENTS** or **LIST NEW CONTENTS** button. When the list of messages appears, highlight the message you want to read and press **ENTER**.

When the text of a message is on the screen, you can choose to read the next message or the previous message, save the message to disk, or add another message.

Use Keywords to Select a Department

The PC-Link service uses keywords as a quick way to move around between departments. You can access the Use Keywords option from the Go To Menu.

1. Select Use Keywords from the Go To Menu.

A dialog box appears.

2. At the prompt, type a keyword.
3. Select OK to complete the task.

You move directly to the department you specified.

If you cannot remember the keywords for a specific department, select **HELP (F1)** to see a current list.

Following is a list of the departments and some of the keywords you can use with PC-Link and PC-Link Plus.

PC-Link

Tandy Headquarters—Tandy Headquarters, Tandy, Tandy HQ

Software Buyer's Guide—Software Guide, Buyer's Guide

NewsLink Headlines—NewsLink, Headlines

Dollars and Cents—Dollars and Cents, Dollars

Reference Desk—Reference Desk, Reference

Entertainment Guide—Entertainment Guide, Entertainment

Our World—Our World

Quiz Center—Quiz Center, Quiz

Home Shopping—Home Shopping, Shopping

Customer Service—Customer Service, Information

PC-Link Plus

People Connection—People Connection, PC, Chat

Financial Center—Financial District, Finance, Money

News Room—News Room, News

Learning Center—Learning Center, Learning, Education

Community Center—Community Center, Community, Clubs

Game Room—Game Room, Games

Computer Forums—Computer Forum, Forums, SIGs

Software Library—Software Library

Publisher's Connection—Publishers, Software Publishers

The Mail—Mail

As the departments change in PC-Link and PC-Link Plus, the keywords will be changing. You can always find a current, on-line list of keywords in the Customer Service department in PC-Link.

Verify that E-Mail You Sent Has Been Read

You can use the Open My Outbox option on the Post Office Menu to verify when an E-Mail item you have sent has been read by the recipient.

1. Select Check Outgoing Mail from the Post Office Menu.

A list appears, showing the E-Mail items you have sent (from newest to oldest). This list stores items that have not been read by the recipient for 45 days and items that have been read for seven days.

2. Highlight the item you want to check.
3. Select SHOW STATUS.

A dialog box appears, showing if the recipient has read the mail item and if so, the date and time it was read.

Select CANCEL to remove the box from the screen.

Questions and Answers

Question When I get an incoming call while trying to connect to the service, the call disconnects me from PC-Link.

Answer You probably have the Call Waiting function on your telephone. You can deactivate this function while you are connected to PC-Link. To disconnect the function, dial either "1170" or "*70" on your telephone **before** signing onto PC-Link. Check with your local telephone service provider for the correct deactivation code for your area.

Question I have ruined my PC-Link diskette, and when I try to use my backup copy, it will not let me sign on.

Answer PC-Link's security system does not allow you to use a copy of a diskette that has been registered. If you need to use your copy, contact our Customer Service department for a re-signup number and instructions on how to register your copy of PC-Link.

Question Is there a number I can call if I have questions about using PC-Link?

Answer Yes, if you have questions while using PC-Link, call (703) 448-9660.

Telecom

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Introduction

Telecom lets you communicate with outside news services, bulletin boards, or other host systems. You can communicate with other computers directly (via cable) or through a modem. You can set up autolog files that enable you to use an auto-dial modem to automatically call and connect to another system.

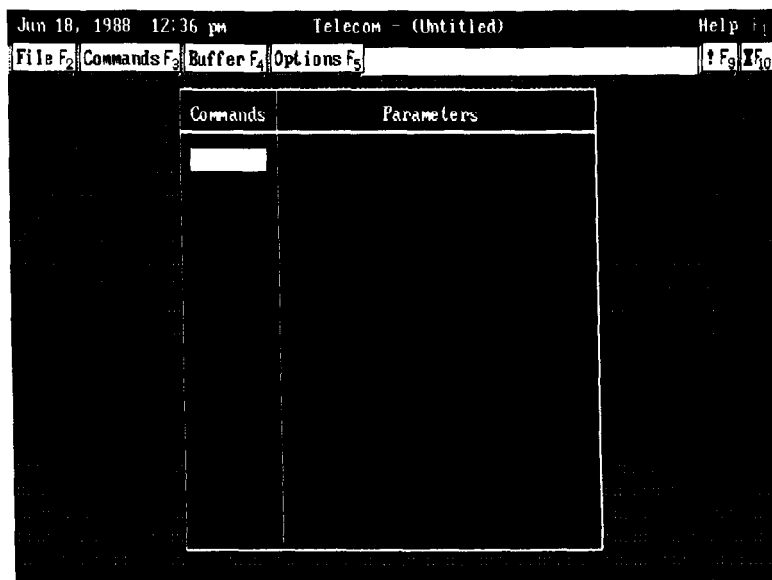
We suggest you begin with the Telecom article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Telecom Command Screen

If the Telecom list box does not appear on the desktop, you can access the application from the Programs list box.

After you select TELECOM.PDM from the Programs list box, you see the following screen:

If you are running Desk-Mate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the Application.



You use the command screen to define your communications parameters and set up your autolog file. The screen contains two columns, "Commands" and "Parameters." When you choose an option from the Commands Menu, the option is displayed in the Commands column, and the information you provided about the option appears in the Parameters column.

The Telecom Menus

Telecom has four menus, which appear on the left of the menu bar, that list the options you can use with Telecom. Notice that some options have accelerator keys listed next to them. These keys let you perform the tasks without pulling down a menu. For example, when you want to exit Telecom, you can press **ESC** to select **Exit** from the **File** Menu.

File F_2 New Autolog... Open... Save Save as... Print... Exit Esc Run...	Commands F_3 Set... Call... Wait... Send... Transfer... Exit Insert Delete Execute Ctrl+E
Buffer F_4 Buffer on Buffer off Load... Save as... Display Clear Print...	Options F_5 Transfer file... Terminal Ctrl+T Disconnect

Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a Telecom menu. If you need a reminder about the tasks associated with a given option, refer to the "Telecom Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Using Telecom

You can use Telecom's Commands Menu options and your knowledge of the host's requirements to create an autolog file on the command screen. With the Autolog file and a modem (or direct connection via cable), you can automatically log on (connect) to another system, such as an information service. If you use an auto-dial modem, you can include the host's telephone number in the autolog file, and the number is dialed automatically.

Before you use Telecom, you must use the Setup option on the Accessory Menu to tell DeskMate about the telecommunications hardware you plan to use. For information on the Communications accessory, see the Accessories chapter.

Telecom Menu Options

File F2

New

Create a New Autolog File from Within an Autolog File

Autolog

Execute an Autolog File

Open

Open an Existing Autolog File from Within an Autolog File
Open an Existing Autolog File in Another Drive or Directory

Save

Store Updates to an Existing Autolog File

Save as

Store Updates to a New Autolog File

Print

Print the File/Buffer on Paper
Print the File/Buffer on the Screen
Print the File/Buffer to Another File

Exit

Exit Telecom

Run

Run Another Application

Commands F3

Set

Set the Communication Parameters

Call

Call Commands in Autolog Files

Wait

Wait for the Host Response Within an Autolog File

Send

Send the Host a Response Within an Autolog File

Transfer

Transfer a File Automatically

Exit

Exit Telecom After Executing an Autolog File

Insert

Insert a Line in an Autolog File

Delete

Delete a Line from an Autolog File

Execute

Execute an Open Autolog File

Buffer F4

Buffer on

Turn On the Buffer

Buffer off

Turn Off the Buffer

Load

Load the Buffer from Within an Autolog File
Load the Buffer from Another Drive or Directory

Save as

Store the Buffer Contents

Display

Display the Buffer Contents

Clear

Delete the Buffer Contents

Print

Print the File/Buffer on Paper
Print the File/Buffer on the Screen
Print the File/Buffer to Another File

Options F5

Transfer file

Transfer a File Manually

Terminal

Display the Terminal Screen

Disconnect

Disconnect the Telephone Line

You can use Telecom's Set option to define the communications parameters and the Call, Wait, and Send options to set up the procedure your service requires when you log on. The Transfer and Exit options allow you to automatically transfer a file, terminate the connection, and exit Telecom.

As you type, you can use the **BACKSPACE** key to correct errors. Simply backspace over the incorrect character(s), and then continue typing.

After you create an autolog file, you can save it and, if you desire, print it out.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Telecom application.

Tasks and Topics

Buffer

A buffer is a temporary storage area in memory that enables the host and the terminal(s) to operate at different speeds.

Call Commands in Autolog Files

Use the Call option on the Commands Menu to tell Telecom to dial a telephone number of up to 30 digits when executing the autolog file.

1. Select **Call** from the Commands Menu.

A dialog box appears.

2. At the **Phone number :** prompt, type the telephone number you want the modem to dial, using no more than 30 digits. You can include dashes between area codes, exchanges, and numbers.

3. Select **OK** to complete the task.

Telecom inserts the call command in the Commands column and the number you entered into the Parameters column.

Command Screen

As you use options on the Commands Menu to define your communication parameters or to set up your autolog file, the information appears on the screen. This screen displays the information in two columns under the headings "Commands" and "Parameters." Each time you add information to the autolog file, the information appears on the command screen. For more information on using the command screen, see "Display the Command Screen During Communications."

Correct an Error

If you make an error as you are typing information in a file, you can use **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on. If several characters or the whole field are

highlighted, everything highlighted is deleted.

You can also use the Buffer Menu's Clear option to erase the contents of the buffer.

Create a New Autolog File from Within an Autolog File

Use the File Menu's New option when you want to create a new autolog file without returning to the desktop.

1. Select **New** from the File Menu.

If you made changes, the prompt **Save changes?** appears. Continue with Step 2. If you have not made changes, a new blank command screen appears.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, the prompt **Save as :** appears. Continue with Step 3. If the file is titled, a new, blank command screen appears.

3. Type a filename of eight characters or fewer.

Telecom automatically adds the extension **.log** unless you specify otherwise.

4. Select **SAVE** to complete the task.

A new, blank command screen appears.

Delete a Line from an Autolog File

Use the Delete option on the Commands Menu to delete a line from an autolog file.

1. Position the cursor in the line you want to delete.
2. Select **Delete** from the Commands Menu.

The line disappears from the autolog file, and any lines below it move up.

Delete the Buffer Contents

Use the Clear option on the Buffer Menu to

delete (clear) the current contents of the buffer.

1. Select **Clear** from the Buffer Menu.

If you have not saved the contents of the buffer since you added the last character, the prompt **Save buffer changes?** appears. To save the contents into a file before you clear the buffer, continue with Step 2. To delete the contents of the buffer without saving them, choose **NO**. The contents of the buffer are deleted.

2. Select **YES**, **NO**, or **CANCEL**.

The prompt **Save as:** appears.

3. Type a filename, using eight or fewer characters.

The buffer information is stored in a file before being deleted from the buffer.

Disconnect the Telephone Line

Use the **Disconnect** option to disconnect the telephone line after you finish communicating with another system. When you choose this option, the line automatically disconnects.

- Select **Disconnect** from the Options Menu.

The line disconnects.

Display the Buffer Contents

Use the **Display** option on the Buffer Menu when you want to display the current contents of the buffer.

- Select **Display** from the Buffer Menu.

The contents of the buffer appear on the screen.

Display the Command Screen During Communications

When you are connected to another system and are communicating with it, you see the terminal screen. To use the Buffer and Op-

tions Menus, you must return to the command screen:

- Press **ALT-C**.

When you return to the command screen, you can issue commands to DeskMate without interrupting your communications session.

You can return to the terminal screen by following the instructions in "Display the Terminal Screen."

Display the Terminal Screen

Use the **Terminal** option on the Options Menu to display the terminal screen without executing an autolog file.

- Select **Terminal** from the Options Menu.

The terminal screen appears.

Edit an Autolog File

If you make an error in a line of your autolog file, you can change the contents of the line by following these instructions. You can also use the **Insert** and **Delete** options on the Commands Menu to add and delete lines. See "Delete a Line from an Autolog File" and "Insert a Line in an Autolog File."

1. Move the cursor to the line that you want to change.
2. Press **ENTER**.

The dialog box for the command line that you highlighted appears. Change the contents of the command line, following the instructions for that particular command. For instance, to change the contents of a **Set** command line, follow the instructions in "Set the Communications Parameters."

Execute an Autolog File

Use the **Autolog** option on the File Menu to load and execute (run) an autolog file that is not currently open and displayed on the screen. See "Execute an Open Autolog File" for instructions on executing the autolog file

currently on the screen.

Be sure that your modem is properly connected and that the switches are set correctly. See your modem manual for information.

1. Select **AutoLog** from the File Menu.

A dialog box appears, listing all the autolog files you can execute. In addition, this box lists all available drives and directories within the current directory. If the autolog file you want to execute is in another directory or drive, see "Open an Existing Autolog File in Another Drive or Directory."

2. Highlight the name of the autolog file you want to execute.
3. Select **OK** to complete the task.

The commands in the autolog file are performed and the terminal screen is displayed. You can monitor the progress of the dialing process in the small box on the screen.

Execute an Open Autolog File

Use the Execute option on the Commands Menu to execute (run) an open autolog file after you set up or change the parameters.

- Select **Execute** from the Commands Menu.

The terminal screen appears, and DeskMate executes the autolog file parameters.

Exit Telecom

Use the Exit option on the File Menu to exit Telecom and return to the desktop.

1. Select **Exit** from the File Menu.

If you made changes to an autolog file, the prompt **Save changes?** appears. Continue with Step 2. If you have not made changes, you return to desktop.

2. Select **YES**, **NO**, or **CANCEL**.

If the autolog file is untitled, the prompt **Save as:** appears. Continue with Step

3. If the autolog file already has a filename, continue with Step 5.

3. Type a filename of eight characters or fewer.

Telecom automatically adds the extension **.log**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

If the buffer contents have changed during this Telecom session, the prompt **Save buffer changes?** appears.

5. Select **YES**, **NO**, or **CANCEL**.

The desktop reappears on the screen.

Exit Telecom After Executing an Autolog File

You can specify that you want to immediately exit Telecom after executing an autolog file by placing the Exit command at the end of the autolog file.

- Select **Exit** from the Commands Menu.

The command screen displays the Exit command at the end of the autolog file.

Insert a Line in an Autolog File

Use the Insert option on the Commands Menu to insert a blank line in an autolog file. Once the line is inserted, you can position the marker on it and choose another option from the Commands Menu to place a particular command on the line.

1. Move the cursor to the line immediately below where you want to insert a blank line.
2. Select **Insert** from the Commands Menu.

A blank line appears, and all remaining lines move down to accommodate the insertion. You can now use another Commands Menu option to insert information into the blank line.

Load the Buffer from Within an Autolog File

Use the Buffer Menu's Load option to load a previously saved ASCII file into the buffer so that you can display it. The previous contents of the buffer are replaced by the ASCII file you load.

1. Select Load from the Buffer Menu.

A dialog box appears, listing all the files in the current directory that you can load. In addition, this box lists all available subdirectories and drives within the current directory. If the file you want to load is in another directory or drive, see "Load the Buffer from Another Drive or Directory."

2. Highlight the name of the file you want to load.
3. Select OK to complete the task.

The file is loaded into the buffer.

Load the Buffer from Another Drive or Directory

Use the Buffer Menu's Load option to load a previously saved ASCII file into the buffer so that you can display it. The previous contents of the buffer are replaced by the ASCII file you load.

1. Select Load from the Buffer Menu.

A dialog box appears, listing all the files in the current directory that you can load. In addition, this box lists all available subdirectories and drives within the current directory. (The symbol [..] indicates the parent directory.)

2. Highlight the appropriate drive or directory.
3. Select OK to display the directories and files in the highlighted drive or directory.

Other available drives appear in the list box as well.

4. Repeat Steps 2 and 3 until the list box

displays the file you want to load.

5. Highlight the name of the file you want.

The filename you highlighted now appears at the Load file: prompt.

6. Select OK to complete the task.

The file is loaded into the buffer.

Open an Existing Autolog File from Within an Autolog File

Use the Open option on the File Menu to open an existing autolog file without returning to the desktop.

1. Select Open from the File Menu.

If you made changes to the autolog file, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the autolog file on the screen is untitled, Save as: appears. Continue with Step 3. If the file has a title, continue with Step 5.

3. Type a filename of eight characters or fewer.

Telecom automatically adds the extension .log, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the autolog files you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol [..] indicates the parent directory.)

5. Highlight the autolog file you want to open.

If the autolog file you want to open is in another drive or directory, see "Open an Existing Autolog File in Another Drive or Directory."

6. Select OK to complete the task.

Open an Existing Autolog File in Another Drive or Directory

Use the File Menu's Open option to open an autolog file without returning to the desktop.

1. Select Open from the File Menu.

If you made changes to the autolog file, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the autolog file on the screen is untitled, Save as: appears. Continue with Step 3. If the file has a title, continue with Step 5.

3. Type a filename of eight characters or fewer.

Telecom automatically adds the extension .log, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the autolog files you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

5. Highlight the appropriate drive or directory.

6. Select OK to display the directories and files in the highlighted drive or directory.

Other available drives appear in the list box as well.

7. Repeat Steps 5 and 6 until the list box displays the name of the autolog file you want to open.

8. Highlight the autolog file you want to open.

9. Select OK to complete the task.

Print the File/Buffer on Paper

Use the File Menu's Print option to print an autolog file, or use the Print option on the Buffer Menu to print the contents of your buffer.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Telecom does not have a Page setup option because the page setup options are pre-set. (Telecom prints in the portrait format.)

1. Select Print from the File Menu (to print the autolog file) or from the Buffer Menu (to print the buffer contents).

A dialog box appears.

2. At the Print to: prompt, choose the Printer button.

3. Select OK to begin printing.

The document begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Print the File/Buffer on the Screen

Use the File Menu's Print option to print an autolog file on the screen. Or, use the Print option on the Buffer Menu to print the contents of your buffer on the screen. Printing on the screen lets you see how the information will look on paper.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using.

1. Select Print from the File Menu (to print the autolog file) or from the Buffer Menu (to print the buffer contents).

A dialog box appears.

2. At the Print to: prompt, choose the Screen button.

3. Select OK to complete the task.

The file or buffer appears on the screen.

You can scroll through it or use the Next page option on the Options Menu to look at the next page.

4. When you finish viewing the file or buffer on the screen, select **Exit** from the Options Menu.

Print the File/Buffer to Another File

Use the Print option on the File Menu to print the autolog file to another file. Or, use the Print option on the Buffer Menu to print the buffer contents to another file. You can then use the MS-DOS Print command to print this file from another MS-DOS computer that is not running DeskMate.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option in the Setup accessory). For easy portability, choose ASCII as the printer type.

1. Select **Print** from the File Menu (to print the autolog file) or from the Buffer Menu (to print the buffer contents).

A dialog box appears.

2. At the **Print to:** prompt, choose the **File** button.
3. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight characters or fewer. An extension of .prn will be added to the filename if it is not supplied.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Tree View.

Run Another Application

Use the Run Option on the File Menu to open another application or another software package without returning to the desktop.

1. Select **Run** from the File Menu.

If you made changes to the autolog file, **Save changes?** appears. Continue with Step 2. If you have not made changes, continue with Step 6.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as:** appears. Continue with Step 3. If the file is titled, continue with Step 6.

3. Type a filename of eight characters or fewer.

Telecom automatically adds the extension .log, unless you specify otherwise.

4. Select **SAVE** to complete the task.

If the buffer contents have changed during this Telecom session, **Save buffer changes?** appears.

5. Select **YES**, **NO**, or **CANCEL**.

Another dialog box appears.

6. At the **Program:** prompt, type the name of the application you want to run.
7. At the **Data file:** prompt, either type the name of the data file you want to use with your chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

8. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at

normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

9. Select OK to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the Desktop.pdm file. After you do, you return to the desktop.

Send the Host a Response Within an Autolog File

Use the **Send** option on the Commands Menu to tell Telecom that, at this point in the execution of the autolog file, you want to send either a string of characters or a break sequence to the host.

1. Select **Send** from the Commands Menu.

A dialog box appears.

2. Choose either:

Send String to enter a maximum of 27 characters you want to send to the other system. (For example, **CTRL-C** is entered as **^C**.)

or

Send Break Sequence to send a break sequence to the other system. Many information services and other host systems require you to send a break sequence to gain the attention of the system's computer.

3. If you choose **Send string**, type the string you want to send (up to 27 characters). You can also turn the **Add carriage return** setting on or off to either

send a carriage return character at the end of the string or not.

4. Select OK to complete the task.

Set the Communication Parameters

Use the **Set** option on the Commands Menu to tell Telecom about the status of the communication line by establishing parameters such as baud rate, word length, parity and so on. When you create an autolog file, the **Set** option is the first option you will use.

1. Select **Set** from the Commands Menu.

A dialog box appears.

2. At the **Baud** prompt, choose the appropriate rate.

This option tells Telecom how fast to transmit information to the other system. The higher the baud rate, the faster the transmission. If you use a modem, choose a baud rate that your modem and the other computer can use. If you use a direct cable connection, you can use any baud rate as long as the other computer also uses the same rate. You might not be able to communicate reliably at baud rates exceeding 1200 unless your computer and the host use flow control.

3. At the **Word Length**, **Parity**, and **Stop Bits** prompts, make the appropriate choices.

These three options let you give Telecom technical information that tells the program how to code and decode information passed between the two computers. The correct choices for these options are usually dictated by the host. For example, most computers use one of the following sets of parameters:

- 8-bit word size, no parity, and 1 stop bit
 - 7-bit word size, even parity, and 1 stop bit
4. At the **Flow control** (**Xon/Xoff**) prompt, make the appropriate choice.

If you turn on flow control, transmission to the other system stops when the other system sends an Xoff code. Transmission resumes when it sends an Xon code. Telecom sends an Xoff to pause transmission from the other system when information is coming in too quickly. Telecom then sends an Xon to resume transmission when the buffer can handle more input. You can use flow control only if the host uses it as well.

5. At the ASCII filter, Self echo, and Add line feed prompts, make the appropriate choices.

Note: You can use any or all of these three options. An X indicates the option is on.

ASCII Filter. Use this option to turn the ASCII filter on or off. Leaving the ASCII filter switch on removes all the characters above 80 (hexadecimal) and control characters below 20 (hexadecimal).

Self Echo. Use this option if you have problems displaying the characters you type during transmission. For example, if the characters you type appear in duplicate, turn off the setting. If, on the other hand, your characters are not appearing at all, turn on the setting.

Add Line Feed. Use this option if the host system you are communicating with sends a carriage return character only.

6. Select OK to complete the task.

Stop Execution of an Autolog File

When you are using the Autolog option on the File Menu, you can halt execution of the process at any time by pressing ESC.

If you are already connected to the host when you cancel the login process, you remain connected. If you are not yet connected, press ALT-C to display the command screen.

When the command screen appears, you can select the Autolog option again to repeat the login process. See "Execute an Autolog File."

Store the Buffer Contents

DeskMate lets you save the contents of the buffer in a data file by using the Buffer Menu's Save as option.

1. Select Save as: from the Buffer Menu.

A dialog box appears.

2. At the Save as: prompt, type the name you want to give the file.

Telecom automatically adds the .doc extension unless you specify otherwise.

3. Select SAVE to complete the task.

Store Updates to a New Autolog File

You can use the Save as option on the File Menu to title and store a new autolog file without exiting the file.

1. Select Save as from the File Menu.

A dialog box appears.

2. At the Save as: prompt, type the name you want to give the file, using eight characters or fewer.

Telecom automatically adds the extension .log, unless you specify otherwise.

3. Select SAVE to complete this task.

The new file and its name are stored on disk, and the document remains on the screen.

Store Updates to an Existing Autolog File

You can store changes you have made in an existing autolog file without returning to the desktop. Store changes to files periodically to help prevent loss of information. (If you

have not yet named your file, use the Save as option.)

- Select Save from the File Menu.

Telecom stores the changes you have made, and the file remains on the screen.

Terminal Screen

While you are communicating with another computer, the terminal screen appears, and DeskMate acts in a different way. There is no title bar or menu bar on the screen, and you cannot use the Accessory Menu. When you press a key, you send the corresponding ASCII code to the host. If your host requires a control code, you can send that code by using the **CTRL** key in combination with another key. For example, pressing **CTRL-J** sends the ASCII code 10 (a line feed) to the host. (Documentation you get from the host commonly refers to these codes with the symbol **^**, that is, **^J** for the code produced by pressing **CTRL-J**.) See "Display the Terminal Screen" for more information.

Transfer a File Automatically

The Transfer option on the Commands Menu lets you set up an autolog file with predefined parameters for use in sending or receiving files. The parameters are stored and then automatically used when the specified autolog file is executed.

1. Select Transfer from the Commands Menu.

A dialog box appears.

2. Highlight the name of the file whose transfer parameters you are defining.
3. Choose either:

Send to transfer a file from your computer to the host system.

or

Receive to transfer a file from the host system to your computer.

4. Choose either:

Xmodem to use the special file transfer protocol, Xmodem. If you choose Xmodem, the other system must also use the Xmodem protocol.

or

ASCII to use the ASCII file transfer protocol. (Text application files are ASCII files if you use the To ASCII option on them, but remember, boldface, underline, and page format codes cannot be transmitted in ASCII.)

Note: The ASCII file transfer (in receiving mode) includes an information window that displays the incoming file. This window lets you visually verify error messages.

5. If you chose ASCII, you can choose one of the next three options:

Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage-return character. DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

Strip line feed after carriage return to take out line feeds after carriage return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

Straight ASCII transfer to strip all non-ASCII codes from the file. It also tells Telecom to automatically end the transfer and close the transferred file when the program sends or receives an end-of-file character.

6. At the Command to start transfer: prompt, type the command (up to 24 characters) needed to indicate to the host that your computer is ready to receive the ASCII file. (This option is only available when you are receiving an ASCII file.)
7. Choose Add carriage return to add

a carriage return for the command in Step 6 if required. (This option is only available when you are receiving an ASCII file.)

8. At the **Timeout :** prompt, type the number of seconds that you want Telecom to wait without sending or receiving any characters before it closes the file and ends a transfer.
9. Select **OK** to complete the task.

These parameters are stored for the file you indicated. Any time the autolog file is executed, it uses these parameters.

Transfer a File Manually

The Transfer file option on the Options Menu lets you set up transfer files manually for use in sending or receiving files.

1. Select **Transfer file** from the Options Menu.

A dialog box appears.

2. Highlight the name of the file whose transfer parameters you are defining.
3. Choose either:

Send to transfer a file from your computer to the host system.

or

Receive to transfer a file from the host system to your computer.

4. Choose either:

Xmodem to use the special file transfer protocol, Xmodem. If you choose Xmodem, the other system must also use the Xmodem protocol.

or

ASCII to use the ASCII file transfer protocol. (Text application files are ASCII files if you use the To ASCII option on them, but remember, boldface, underline, and page format codes can-

not be transmitted in ASCII.)

Note: The ASCII file transfer (in receiving mode) includes an information window that displays the incoming file. This window lets you visually verify error messages.

5. If you chose ASCII, you can choose one of the next three options:

Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage-return character. DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

Strip line feed after carriage return to take out line feeds after carriage-return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

Straight ASCII transfer to strip all non-ASCII codes from the file. It also tells Telecom to automatically end the transfer and close the transferred file when the program sends or receives an end-of-file character.

6. At the **Command to start transfer:** prompt, type the command (up to 24 characters) needed to indicate to the host that your computer is ready to receive the ASCII file. (This option is only available when you are receiving an ASCII file.)
7. Choose **Add carriage return** to add a carriage return for the command in Step 6 if required. (This option is only available when you are receiving an ASCII file.)
8. At the **Timeout :** prompt, type the number of seconds that you want Telecom to wait without sending or receiving any characters before it closes the file and ends a transfer.
9. Select **OK** to complete the task.

Transfer begins. If you are receiving a

file and chose ASCII protocol, you can use the keyboard to signal the remote computer that it can begin the transfer. A window will show all the text that is received from the host. If you are transferring the file using Xmodem protocol, a transfer progress box appears. If you wish, you can then cancel the transfer.

The command screen then appears and displays a message box that includes the name of the file, Receive or Send, and Xmodem or ASCII.

Turn Off the Buffer

Use the Buffer off option on the Buffer Menu to make the buffer stop capturing transmitted characters.

- Select Buffer off from the Options Menu.

Note: You can turn the buffer on or off from the terminal screen while you are communicating with the host system by pressing ALT-B. When the buffer is on, the words Buffer on appear on the bottom line of the terminal screen.

Turn On the Buffer

Use the Buffer on option from the Buffer Menu to begin capturing characters in the terminal buffer. Previous buffer contents are not affected.

- Select Buffer on from the Options Menu.

Note: You can turn the buffer on or off from the terminal screen while you are communicating with the host system by pressing ALT-B. When the buffer is on, the words Buffer on appear on the bottom line of the terminal screen.

Wait for the Host Response Within an Autolog File

Use the Wait option on the Commands Menu to tell Telecom to wait, during an autolog file execution, for a response from the host system or for a certain number of seconds to elapse.

Note: Telecom automatically uses 30 seconds as its wait time. You can change this number to the number of seconds you realistically expect to wait.

1. Select wait from the Commands Menu.

A dialog box appears.

2. Choose either:

wait for string to enter a string of characters you expect to receive from the other system and number of seconds you want Telecom to wait to receive the specified string. If Telecom does not receive the string in the number of seconds you specify, you can tell Telecom what to do next.

or

wait for time period to indicate that you want Telecom to wait a specified number of seconds before continuing the autolog file execution.

If you selected wait for string continue with Step 3. If you selected wait for time period skip to Step 4.

3. Type the string of characters you expect to receive from the host.
4. Type the number of seconds you want to wait.
5. If you chose Wait for string, select one of the next three options:

Stop Auto Log to tell Telecom to stop executing the autolog file and enter the terminal mode. The terminal screen appears.

or

Continue if you want to continue to execute the autolog file. The next autolog file command is executed.

or

Exit to stop executing the autolog file and exit Telecom. The communication line is disconnected automatically.

6. Select OK to complete the task.

Text

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Introduction

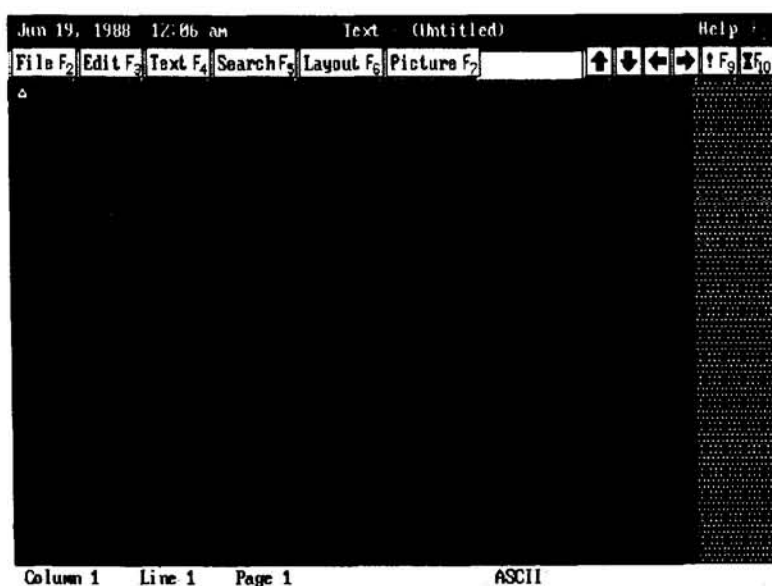
The Text application is a simple word-processing system that lets you prepare letters, memos, notes, or anything else that you might normally use a typewriter to produce. You can also use DeskMate's Draw application to place pictures in your document.

We suggest that you begin with the Text article in *Getting Started*, and then use this reference chapter when you need help with a particular feature.

The Text Screen

When you select the Text application, or one of its associated data files, from the desktop, the following screen appears.

If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.



The main work area of the screen is blank and you use it like a sheet of typewriter paper.

The status line at the bottom of the screen shows the location of the cursor (column, line, and page) and whether or not you are in ASCII or Non-ASCII format.

The Text Menus

Text has six menus, which appear on the left of the menu bar, that list the options you can use with Text. Notice that some options have accelerator keys listed next to them. These keys let you perform the tasks without pulling down a menu. For example, when you want to copy text, you can press **CTRL-INS** to select Copy from the Edit Menu.

File F₂ New Open... Save Save as... Merge... Page setup... Print... Print form letter... Exit Esc Run... To ASCII	Edit E Cut Shift+Del Copy Ctrl+Ins Paste Shift+Ins Clear Del Select all Un-Delete Ctrl+U ✓Insert Ins Proof... Thesaurus...	Text F₄ Plain Bold Underline Center Ctrl+C Indent... Ctrl+I
Search F₃ Find... Ctrl+F Find next Ctrl+N Substitute... Ctrl+S	Layout F₅ Return to Document Header... Footer... Page number Today's date... Add field...	Picture F₆ ✓Show Hide Move Size

Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a Text menu. If you need a reminder about the tasks associated with a given option, refer to the "Text Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Text Menu Options

File F2

New

Create a New Document from Within a Document

Open

Open an Existing Document from Within a Document

Open an Existing Document in Another Drive or Directory

Save

Store Updates to an Existing Document

Save as

Rename the Document on the Screen
Store Updates to a New Document

Merge

Insert Another Document into the Document on the Screen

Page setup

Format a Page Layout

Print

Print a Document on Paper
Print a Document on the Screen
Print a Document to a File

Print form letter

Print a Form Letter

Exit

Exit Text

Run

Run Another Application

To ASCII

ASCII Format
Convert to ASCII
Non-ASCII Format

Edit F3

Cut

Edit a Picture
Move a Picture Within the Same Document
Move Information to Another Application
Move Information to Another Document
Move Information Within the Same Document

Copy

Duplicate Information in Another Application
Duplicate Information in Another Document
Duplicate Information Within the Same Document

Paste

Duplicate Information to Another Application
Duplicate Information to Another Document
Duplicate Information Within the Same Document
Edit a Picture
Insert a Picture into a Document
Move a Picture Within the Same Document
Move Information to Another Application
Move Information to Another Document
Move Information Within the Same Document

Clear

Delete a Section of a Document

Select all

Highlight an Entire Document

Un-Delete

Reinsert Deleted Information

Insert

Insert Text
Overtyping Text

Proof

Check for Mistakes with Spell Checker

Thesaurus

Thesaurus

Text F4

Plain

Cancel Boldface or Underline

Bold

Boldface Text

Underline

Underline Text

Center

Center Text

Indent

Indent Text

Search F5

Find

Find Text

Find next

Find Text

Substitute

Substitute Text

Layout F6

Return to document

Create a Footer
Create a Header

Header

Create a Header
Delete a Header

Footer

Create a Footer
Delete a Footer

Page number

Insert Page Numbers

Today's date

Insert Today's Date in Your Document

Add field

Add a Field from Address Book

Picture F7

Show

Show All Pictures

Hide

Hide All Pictures

Move

Move a Picture Within the Same Document

Size

Resize a Picture

Using Text

When you first access a document, you automatically begin in Insert mode, and the cursor appears as a blinking vertical line. To start a new document, simply begin typing. If you make a mistake, you can use **BACKSPACE** to delete the previous character. The text closes up after the character is deleted.

Because you are in Insert mode, you can move the cursor over existing text and insert new text by simply typing. The existing characters move right to accommodate the new text.

If you reach the right margin and the word you are typing is too long, the program automatically wraps the word to the next line. Therefore, you do not have to stop typing until you reach the end of a paragraph. To end a paragraph, press **ENTER**. To leave a blank line between paragraphs, press **ENTER** again.

You can type documents of up to 132 characters in width. This means that all the information in your document might not appear on the screen at the same time. Text scrolls the screen to let you see the first or last 80 columns of the document you are typing.

To see the part of a document not currently on the screen, either use the arrow keys, or select one of the arrows on the menu bar (if you are using a mouse).

Text provides options that make revising your document easy. You can move text around, search for specific text, and even replace it with something else. Text also lets you design your document's "look." You can put in headers and footers, page numbers, set specific margins, and so on. You can then print a professional-looking document.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Text application.

Tasks and Topics

Add a Field from Address Book

You can create form letters, using fields from the Address Book application, by selecting the Add field option from the Layout Menu.

1. Move the cursor to the location where you want to insert a field from the Address Book.
2. Select Add field from the Layout Menu.

A dialog box appears, listing all the fields available in the Address Book application.

3. Choose the field to insert at the cursor location.

The field name, surrounded by asterisks, appears at the cursor location.

Note: When you highlight text for boldfacing, underlining, or editing, the entire block of characters is highlighted as a whole.

ASCII Format

When you create a new document, it is in ASCII format (shown at the bottom of the screen). Your document must be in ASCII format if you want to communicate with other computers using the Telecom application or transfer a file to another software package.

ASCII format does not accept any of the word-processing codes (often called formatting codes) that Text needs to produce such things as boldface, underline, headers, and so on. If you add pictures or change the defined page setup settings in your document, your ASCII formatted document automatically changes to non-ASCII.

For more information about converting your document to non-ASCII format so that you can use all of Text's functions, see "Non-ASCII Format."

You can always return your document to ASCII format by using the To ASCII option

on the File Menu, but you will lose all of the special word-processing formatting codes.

Boldface Text

Use the Text Menu's Bold option to print your text in boldface. You can boldface plain or underlined text. If your document is in ASCII format, Text automatically converts the document to non-ASCII format when you select the Bold option.

1. Highlight the text you want to boldface.
2. Select Bold from the Text Menu.

The text you highlighted now appears in a different color or intensity. (See "Cancel Boldface or Underline" to make boldfaced text appear plain again.)

Cancel Boldface or Underline

You can use the Text Menu's Plain option to return boldfaced and/or underlined text to plain text.

1. Highlight the text you want to return to plain type.
2. Select Plain from the Text Menu.

The highlighted text now appears in plain type.

Center Text

Use the Center option on the Text Menu to center a line of text in your document.

Note: Only single-line paragraphs can be centered. The line must be preceded by a carriage return and ended with a carriage return.

1. Move the cursor to the line of text you want to center.
2. Select Center from the Text Menu.

The selected line automatically moves to the center of your document.

Check for Mistakes with Spell Checker

You can use the Proof option on the Edit Menu to access the Spell Checker accessory and to check your document for correct spelling.

Note: If you highlight a word or group of words before you select the Proof option, the spelling check is performed on the selected word(s) only. Otherwise, Proof checks the entire document for spelling errors.

1. Select **Proof** from the Edit Menu.

If the document has no misspelled words, you receive a message letting you know that no corrections are necessary. If a misspelled word is found, a dialog box appears showing the unknown word and some possible replacements.

2. Choose a replacement, or if the correct word does not appear in the list, move the cursor to the context area and type the word correctly.
3. Select **Accept context** to complete the task.
4. If necessary, select one of the following options on the Options Menu:

Add to Dictionary. Select this option to add the unknown word to the user's dictionary.

Restore Context. Select this option to restore the original word to the edit field.

Convert to ASCII

Use the File Menu's **To ASCII** option to convert a non-ASCII document to ASCII format. Text automatically converts your document into non-ASCII format if you use a special word-processing code.

- Select **To ASCII** from the File Menu.

Text converts your document into ASCII format.

Note: If you convert a document into ASCII format, all word-processing codes (such as boldfacing, headers/footers, indents, and centering), pictures in the document, and page setup parameters are removed.

Correct an Error

Use the **BACKSPACE** key (in Insert mode) to delete the previous character and move the text together. If you are in Overtyping mode, the **BACKSPACE** key removes the previous character but the text does not move together.

Note: Backspacing has no effect in either Insert or Overtyping mode if the cursor is positioned after a picture, address book field, today's date field, or page number field.

You can delete small amounts of text by using the **DELETE** key. Position the cursor just before the first character you want to delete, and then press **DELETE**. The character under the cursor disappears, and the remaining text shifts left.

Remove larger sections of your document by using the Edit Menu's **Clear** option. (See "Delete a Section of Text.") If you accidentally delete a section of text, you can recover it by using the Edit Menu's **Un-Delete** option. See "Reinsert Deleted Information."

Create a Footer

Use the Layout Menu's **Footer** option to create a footer. A footer prints the same information at the bottom of each page.

1. Select **Footer** from the Layout Menu.

A dialog box appears so that you can choose the pages on which you want the footer to appear.

No footer—The dialog box is canceled, and you automatically return to the current document. (If you selected **Footer** from the Header dialog box, you return to the Header

dialog box.) If a footer previously existed, No footer deletes the footer from the file.

Footer on all pages—A blank screen appears so that you can enter the footer information.

Footer on all pages except the first page—A blank screen appears so that you can enter the footer information.

2. Choose the desired option.
3. Select OK to complete the task.

Note: The word "Footer" appears at the bottom right side of the status line to show that the footer is being edited.

If you chose Footer on all pages or Footer on all pages except the first page, use as many lines as you wish for your footer as long as you leave at least five lines for your document. To include more space between the footer and the rest of your document, press **ENTER** to create a blank line at the beginning of the footer.

You can use a picture from the Draw application in your footer as long as you leave at least five lines for your document. See "Insert a Picture into a Document."

To exit the footer screen and return to the document, select Return to document from the Layout Menu.

Create a Header

Use the Layout Menu's Header option to create a header. A header prints the same information at the top of each page.

1. Select Header from the Layout Menu.

A dialog box appears so that you can choose the pages on which you want the header to appear.

No header—The dialog box is canceled, and you automatically return to the current document. (If you

selected No header from the footer dialog box, selecting No header returns you to the footer dialog box.) If a header previously existed, No header deletes the header.

Header on all pages—A blank screen appears so that you can enter the header information the same way you type in a document.

Header on all pages except first page—A blank screen appears so that you can enter the header information.

2. Choose the desired option.
3. Select OK to complete the task.

Note: The word "Header" appears at the far right side of the status line to show that the header is being edited.

If you chose Header on all pages or Header on all pages except first page, use as many lines as you wish for your header as long as you leave at least five lines for the document. To include more space between the header and the rest of your document, press **ENTER** to create a blank line at the end of the header information.

You can use a picture from the Draw application in your header as long as you leave at least five lines for the document. See "Insert a Picture into a Document."

To exit the header screen and return to the document, select Return to document from the Layout Menu.

Create a New Document from Within a Document

Use the File Menu's New option to create a new document without returning to the desktop.

1. Select New from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, a new document screen appears.

2. Select YES, NO, or CANCEL.

If the document is untitled, Save as : appears. Continue with Step 3. If the document is titled, a new document screen appears.

3. Type a filename of eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

4. Select SAVE to complete the task.

A new, untitled document screen appears.

Delete a Footer

Use the Layout Menu's Footer option to delete a footer from your document.

1. Select Footer from the Layout Menu.

A dialog box appears.

2. Select No footer.

The dialog box is canceled, and you automatically return to the current document. (If you selected Footer from the Header dialog box, you return to the Header dialog box.) The footer is deleted from the document.

Delete a Header

Use the Layout Menu's Header option to delete a header from the document.

1. Select Header from the Layout Menu.

A dialog box appears.

2. Select No header.

The dialog box is canceled, and you automatically return to the current document. (If you selected Header from the Footer dialog box, selecting No header returns you to the Footer dialog box.) The header is now deleted from the document.

Delete a Section of a Document

To delete only a few characters, use DELETE. If you want to delete a larger section of your document, including pictures, use the Clear option on the Edit Menu.

1. Highlight the section of your document that you want to delete.

2. Select Clear from the Edit Menu.

The information you highlighted disappears from the screen and is no longer part of your document.

Note: If you accidentally delete a section of a document (using the Clear option), you can reinsert it by using the Un-Delete option on the Edit Menu.

Duplicate Information in Another Application

Use the Copy and Paste options on the Edit Menu to copy text and/or pictures in your document to a file in another application. Note that you cannot make a copy of a picture and use it in any application other than Text, Draw, or Form Setup.

1. Highlight the information you want to copy.

Note: If you are moving a picture, be sure to position the cursor so that the picture fits within the margins of the file into which you are inserting it. You might need to adjust the page margins to accommodate the picture. See "Format a Page Layout" in the appropriate application's chapter.

2. Select Copy from the Edit Menu.

Text copies the highlighted information to the clipboard.

3. Exit Text.

4. Enter another application, and open the file to receive the information.

5. Move the cursor to where you want to insert the clipboard information.
6. Select **Paste** from the Edit Menu.

Text inserts the clipboard information at the cursor location. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces or aligning text).

Duplicate Information in Another Document

Use the Copy and Paste options on the Edit Menu to duplicate text and/or pictures, and then insert them into another document.

1. Highlight the information you want to copy.
2. Select **Copy** from the Edit Menu.

Text copies the highlighted information to the clipboard.

3. Select **Open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as :** appears. Continue with Step 5. If the document is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

Text automatically add the extension **.doc**, unless you specify otherwise.

6. Select **SAVE** to complete the task.

A dialog box appears, listing all the documents you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol **[.]** indicates the parent directory.)

Note: If you are moving a picture, the document in which you want to place the picture must be in non-ASCII format.

7. Highlight the document you want to open. If the document you want to open is in another drive or directory, see "Open an Existing Document in Another Drive or Directory."
8. Select **OK** to complete the task.
9. In the newly opened document, move the cursor to where you want to insert the text or picture from the clipboard.

Note: If you are moving a picture, be sure to position the cursor so that the picture fits within the margins of the document. You might need to adjust the document's margins. See "Format a Page Layout" for more information.

10. Select **Paste** from the Edit Menu.

Text inserts the clipboard information at the cursor location.

Duplicate Information Within the Same Document

Use the Copy and Paste options on the Edit Menu to duplicate text and/or pictures in another place in the same document.

1. Highlight the information you want to copy.
2. Select **Copy** from the Edit Menu.

Text copies the highlighted information to the clipboard.

3. Move the cursor to where you want to insert the information.
4. Select **Paste** from the Edit Menu.

Text inserts the clipboard information at the cursor location.

Edit a Picture

You can change a picture that is in your document only by moving (or copying) that picture to the Draw application. Follow the instructions in "Move Information to Another Application" to move the picture to Draw.

Note: You don't have to move your picture to the Draw application to resize it. See "Resize a Picture" in this chapter.

Once the picture is in the Draw application, you can make any changes needed and then move (or copy) the changed picture back to the Text application. To move a picture from Draw to Text, follow the instructions in "Move Part of a Picture to Another Application" in the Draw chapter and "Insert a Picture into a Document" in this chapter.

End a Page

To force a page to end before you have typed an entire page of text (based on your Page setup settings), type `.N`. Press **ENTER**. The line following `.N` will be the first line of the next page when you print the document.

Exit Text

Use the Exit option on the File Menu to exit Text.

1. Select **Exit** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, you return to the desktop.

2. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as:** appears. Continue with Step 3. If the document is titled, you return to the desktop.

3. Type a filename, using eight characters or fewer.

Text automatically adds the extension `.doc`, unless you specify otherwise.

4. Select **SAVE** to complete the task.

You exit Text and return to the desktop.

Find Text

Use the Find and Find next options on the Search Menu to locate occurrences of a word or phrase in a document.

1. Move the cursor to where you want to begin the search.

2. Select **Find** from the Search Menu.

A dialog box appears.

3. At the **Search for:** prompt, type the characters you want to find, using a maximum of 39 characters.

The characters you type are automatically surrounded by brackets.

4. Select **OK** to begin the search procedure.

Text begins searching from the cursor location for the specified text, ignoring upper-/lowercase distinctions. For example, if you are searching for **COMPANY**, Text finds occurrences of **COMPANY**, **Company**, **company**, or any other upper-/lowercase variations of the word.

If the search is successful, the part of the document containing the specified text appears, with the cursor positioned at the beginning of the text. If Text cannot find the characters, you see the message **Search string was not found**. Select **OK** to remove the message from the screen.

To find subsequent occurrences of the same text:

5. Select **Find next** from the Search Menu.

The cursor moves to the next occurrence. If there are no other occurrences, you see the **Search string was not found** message. Select **OK** to remove the message from the screen.

Format a Page Layout

Use the File Menu's Page setup option to design the physical page layout for your printed document. If you change the default settings for this option, your document is automatically converted to non-ASCII format.

1. Select **Page setup** from the File Menu.

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.
3. Select **OK** to complete the task.

Format. This option determines how the text is placed on the page. You can choose from the "portrait" (up and down) format and the elongated "landscape" (sideways) format.

Note: When printing in landscape format, DeskMate only prints ten characters per inch.

Left margin. This option lets you set the number of blank spaces you want for the left margin.

Printed line width. Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the entries for the Left margin and the Printed line width settings does not exceed the width of your paper.

Note: Laser printers, such as the Tandy LP 1000, have a *printable area* that is smaller than the actual paper size. If you are using a laser

printer and the portrait format, be sure the sum of the left margin plus the printed line width does not exceed 80. If you are using a laser printer and the landscape format, be sure the total does not exceed 100.

When printing in landscape format, DeskMate only prints ten characters per inch.

Total lines per page. Use this option to specify the total number of lines on each sheet of paper. For example, 8 1/2-by 11-inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch.

Note: If you are using a laser printer, you can set a maximum of 61 lines per page.

Printed lines per page. Use this option to enter the total number of lines you want to print on one page. For example, if the Total lines per page setting is 66 and you want top and bottom margins of six lines each, subtract the total of the top and bottom margins from the total lines per page setting (66-12=54). The total number of printed lines per page is 54.

Note: Be sure to include the lines used by headers and footers in your line count.

If your document has pictures, note that the number of printed lines per page that you choose must be greater than or equal to the height (in lines) of the "tallest" picture in your document and that the line width you choose must be greater than or equal to the rightmost column occupied by any picture in your document.

Double space. Choose this option to print the document double spaced instead of single spaced. (If you choose double space, the program inserts a blank line between every line.)

Pause between pages. If you are not using continuous form pages, choose this option so that you can insert a new sheet of paper after each page prints.

Hide All Pictures

The Hide option on the Picture Menu lets you replace all the pictures in your document with a text notation.

- Select **Hide** from the Picture Menu.

All the pictures in the document are immediately replaced with **** Picture Located Here ****.

When you "hide" the pictures, your page and line numbers continue to accurately reflect the true sizes of the pictures, so that you can paginate your document correctly.

You can highlight this line of text, and the program treats it as the entire picture. You can then use any of the editing options, such as Copy and Cut.

To return all the pictures to the screen, see "Show All Pictures."

Highlight an Entire Document

You can use the Edit Menu's Select all option to highlight an entire document.

- Select **Select all** from the Edit Menu.

The document appears highlighted, and you can perform functions on the highlighted text such as copying or moving.

Indent Text

Use the Indent option on the Text Menu to set the first line, left margin, and right margin indentations for your document's paragraphs.

1. Select **Indent** from the Text Menu.

A dialog box appears.

2. At the **First line indent:** prompt, type the number of characters you want to indent the first line of a paragraph from the document's left margin.
3. At the **Left margin indent** prompt, type the number of characters you want to indent the body of the paragraph from

the document's left margin.

4. At the **Right margin indent:** prompt, type the number of characters you want to indent the body of the paragraph from the document's right margin.
5. Select **OK** to complete the task.

Note: There must be a minimum of 22 characters on a line, after the margins are set.

Insert a Picture into a Document

You can insert pictures that you create using the Draw application into your documents. The procedure for doing so involves moving or copying the picture from the Draw application onto the clipboard, exiting the Draw application, opening the document in which you want to use the picture, and pasting the picture into the appropriate place in the document.

1. Follow the instructions in the Draw chapter for duplicating or moving a picture to another application.
2. Exit the Draw application.
3. Open the text document in which you want to place the picture.

Note: The document in which you are placing the picture must be in non-ASCII format.

4. Move the cursor to the location at which you want to insert the picture.
5. Select **Paste** from the Edit Menu.

The picture now appears in the document. If you placed the picture in the middle of a paragraph, Text places a carriage return where you positioned the cursor. The picture starts on the next line, at the position you indicated. The remainder of the paragraph follows the picture, one line below it, beginning at the left margin.

If the position you chose for the picture is not wide enough, reposition the cursor, and repeat the procedure. If the picture will not fit

on one "page" of the document, Text moves the picture to the top of the next page. If the picture does not fit in the remaining space on a page, Text moves the picture to the top of the next page. If the picture is larger than an entire page, Text does not paste the picture; instead, you see a warning message.

Insert Another Document into the Document on the Screen

Use the Merge option on the File Menu to insert an entire document into the currently displayed document.

1. Move the cursor to the place where you want to insert another document.
2. Select Merge from the File Menu.

A dialog box appears, listing all the documents you can merge in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol [..] indicates the parent directory.)

3. Highlight the document you want to merge.
4. Select OK to complete the task.

The document is inserted at the cursor location.

Insert Page Numbers

Use Page number on the Layout Menu to insert page numbers throughout your document.

1. Move the cursor to the location on the page where you want the page number to print.
2. Select Page number from the Layout Menu.

A marker (###) appears at the cursor location. When you are ready to print, you will be prompted to enter the starting page number for the document. The document is then numbered consecutively.

Insert Text

When you create a document, you are in Insert mode. This means that anything you type is inserted at the cursor's location. All text that follows the cursor moves to the right to accommodate the insertion. You can also use the Overtyping mode, which lets you type over existing text. (See "Overtyping Text.")

To determine which mode you are currently using, select the Edit Menu. If a check mark appears next to the Insert option, you are in Insert mode. Select the Insert option from the Edit Menu to toggle between Insert and Overtyping mode.

Insert Today's Date in Your Document

Use the Today's date option on the Layout Menu to choose a date format and the place where you want the date to appear in your document.

1. Move the cursor to the place in your document where you want the date to appear.
2. Select Today's date from the Layout Menu.

A dialog box appears.

3. Choose the format in which you want the date to appear.
4. Select OK to complete the task.

The format you chose appears at the cursor location. When you print your document, the format is replaced with the system date (the date on the title bar).

Move a Picture Within the Same Document

Use the Move option on the Picture Menu if you want to move a picture to another place in the same document.

1. Select the art to be moved.
2. Select Move from the Picture Menu.

3. Move the art to the location you want it to be in your document.

When the art is in the location you chose, you can continue working in your document as usual.

Move Information to Another Application

Use the Cut and Paste options on the Edit Menu to move text and/or pictures in your document to a file in another application. Note that you cannot move a picture from a document to any application other than Draw or Form Setup.

1. Highlight the information you want to move.
2. Select Cut from the Edit Menu.

Text moves highlighted information to the clipboard.
3. Exit Text.
4. Enter another application, and open the file to receive the information.
5. Move the cursor to where you want to insert the clipboard information.

Note: If you are moving a picture, be sure to position the cursor so that the picture fits within the margins of the file into which you are inserting it. You might need to adjust the page margins to accommodate the picture. See "Format a Page Layout" in the appropriate application's chapter.

6. Select Paste from the Edit Menu.

The text information that was on the clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces or aligning text).

Move Information to Another Document

Use the Cut and Paste options on the Edit Menu to move text and/or pictures into another document.

1. Highlight the information you want to move.

2. Select Cut from the Edit Menu.

Text moves highlighted information to the clipboard.

3. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select YES, NO, or CANCEL.

If the document is untitled, Save as: appears. Continue with Step 5. If the document is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

6. Select SAVE to complete the task.

A dialog box appears, listing all the documents you can open in the current directory. In addition, the box lists all the available subdirectories and drives. (The symbol [...] indicates the parent directory.)

7. Highlight the document you want to open.

If the document you want to open is in another drive or directory, see "Open an Existing Document in Another Drive or Directory."

8. Select OK to complete the task.

Note: If you insert a picture into an ASCII document, the Text application changes the document to non-ASCII format.

9. In the newly opened document, move

the cursor to where you want to insert the text or picture from the clipboard.

Note: If you are moving a picture, be sure to position the cursor so that the picture fits within the margins of the document. You might need to adjust the document's margins. See "Format a Page Layout" for more information.

10. Select **Paste** from the Edit Menu.

Text inserts the clipboard information at the cursor location.

Move Information Within the Same Document

Use the Cut and Paste options on the Edit Menu to move text and/or pictures to another place in the same document.

1. Highlight the information you want to move.

2. Select **Cut** from the Edit Menu.

Text moves highlighted information to the clipboard.

3. Move the cursor to where you want to insert the information from the clipboard.

4. Select **Paste** from the Edit Menu.

Text inserts the clipboard information at the cursor location.

Non-ASCII Format

When you first create a Text document, it is in ASCII format (as shown at the bottom of the screen). Your document must be in ASCII format if you want to, for example, communicate with other computers using Telecom, or transfer your DeskMate files to another computer.

Non-ASCII format accepts the special word-processing codes that Text needs to produce such things as boldface, underline, headers, and so on.

To convert your document to non-ASCII format, you simply use one of the Text options

that inserts special codes into the file. The program automatically converts the document for you. (You immediately see "Non-ASCII" at the bottom of the screen.)

You automatically convert your document to non-ASCII format by:

- Selecting any option on the Text Menu except Plain (Bold, Underline, Center, or Indent)
- Selecting any option on the Layout Menu (Header, Footer, Page number, Today's date, or Add a field)
- Changing any of the default settings for the Page setup option on the File Menu
- Inserting a picture from the Draw application

Open an Existing Document from Within a Document

Use the Open option on the File Menu to open an existing document without returning to the desktop.

1. Select **Open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as :** appears. Continue with Step 3. If the document is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Text automatically adds the extension **.doc**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears, listing all the documents you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol **[..]** indicates the parent directory.)

5. Highlight the document you want to open.

If the document you want to open is in another drive or directory, see "Open a Document in Another Drive or Directory."

6. Select OK to complete the task.

Open an Existing Document in Another Drive or Directory

Use the File Menu's Open option to open a document in another drive or directory without returning to the desktop.

1. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the document is untitled, Save as : appears. Continue with Step 3. If the document is titled, continue with Step 5.

3. Type a filename, using eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

5. Highlight the appropriate drive or directory.

6. Select OK to display the directories and documents in the highlighted drive or directory.

Other available drives appear in the list box as well.

7. Repeat Steps 5 and 6 until the list box

displays the name of the document you want to open.

8. Highlight the document you want to open.

9. Select OK to complete the task.

Note: When you open a document from a different drive or directory, subsequent "open" operations will display a list of documents, drives, and directories from the directory in which the opened document resides. However, when you exit Text, the desktop displays a list of documents from the directory you were in when you accessed Text.

Overtyping Text

When you first access a document, you automatically begin in Insert mode, and the cursor appears as a blinking vertical line. You can change to Overtyping mode by selecting Insert from the Edit Menu. When the check mark next to Insert disappears, you are in Overtyping mode, and the cursor appears as a blinking box. You can also toggle between Insert and Overtyping mode by pressing INSERT on your keyboard.

Overtyping mode lets you replace a character by typing over it. When you type in Overtyping mode, any existing characters are replaced. If you use the BACKSPACE key to correct mistakes, the previous character is deleted, leaving a blank space.

Print a Document on Paper

Use the File Menu's Print option to print the currently displayed document on paper. To see how your document will look on the page before you print it, see "Print a Document on the Screen."

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

Note: To print a portion of your document, highlight the section you

want to print, and then proceed with these instructions.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Printer** button.

3. Select **OK** to begin printing.

If you have assigned a page number to the page, the prompt, **Starting page number** appears.

4. If the number shown is incorrect, enter the correct number.

5. Select **OK** to begin printing.

The document begins to print, and a dialog box appears, containing information about the print operation. You can select **CANCEL** at any time to stop the operation.

Note: If you chose the **Pause between pages** option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select **NO**. If you want to reprint the same page, insert a new sheet of paper and select **YES**. Select **CANCEL** to stop the print operation.

When you finish printing, select **NO** at the **Reprint Current page?** prompt.

Print a Document on the Screen

Use the File Menu's **Print** option to print the currently displayed document on the screen. Printing on the screen lets you see how your file will look on paper, showing page breaks, margins, and so on.

Be sure to use the **Printer** option in the Setup

accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's **Page setup** option.

Note: To print a portion of your document, highlight the specific section, and then proceed with these instructions.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Screen** button.

3. Select **OK**.

If you have assigned a page number to the page, the prompt, **Starting page number** appears.

4. If the number shown is incorrect, enter the correct number.

5. Select **OK** to complete the task.

The document appears on the screen. You can scroll through it or use the **Next page** option on the Options Menu to view the next page.

6. When you finish viewing the document on the screen, select **Exit** from the Options Menu.

Print a Document to a File

Use the **Print** option on the File Menu to print a document to another file. Printing to a file stores the file on disk, using the name you give plus the extension **.prn**. You can then use the MS-DOS **Print** command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the **Telecom** application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the **Printer** option in the Setup accessory). If you want to transmit the file using DeskMate's **Telecom** application,

choose ASCII as the printer type.

Note: To print a portion of your document, highlight the specific section. Then, proceed with these instructions.

1. Select **Print** from the **File Menu**.

A dialog box appears.

2. At the **Print to:** prompt, choose the **File** button.
3. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the .prn file listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's Tree View.

Print a Form Letter

If you are using the **Add field** option on the **Layout Menu** to create a form letter, you must select the **Print form letter** option from the **File Menu** to print your letters. (The **Print form letter** option automatically runs the Mailmrge.pdm program to print form letters.)

Note: If you are using a diskette system, the document you want to print **and** the **Address Book** file must be on the same diskette before you attempt to print a form letter.

1. Select **Print form letter** from the **File Menu**.

Note: If your document is untitled, you will be prompted to enter a filename.

The **Print form letter** dialog box appears.

2. Select the list you want to use from the **Address Book**.
3. Select **OK** to complete the task.

You can print the form letter to paper, to another file, or to the screen. See "Print a Document on Paper," "Print a Document on the Screen," or "Print a Document to a File."

Reinsert Deleted Information

Use the **Un-Delete** option on the **Edit Menu** to reinsert accidentally deleted text.

1. Move the cursor to the place in your document where you want to reinsert the deleted text.
2. Select **Un-Delete** from the **Edit Menu**.

The previously deleted text is reinserted at the cursor location.

Note: When you delete text, it moves to a special "memory area." If your document is filled to its maximum capacity, or if you choose another option such as **Merge**, **Header** or **Footer**, the deleted text is written over and you cannot use the **Un-Delete** option to restore the text.

Rename the Document on the Screen

Use the **File Menu**'s **Save as** option to rename your document.

1. Select **Save as** from the **File Menu**.

A dialog box appears.

2. At the **Save as:** prompt, type a new name for the document, using eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

3. Select **SAVE** to complete the task.

Resize a Picture

Use the Picture Menu's Size option to reduce or increase the size of a picture in your document.

1. Move the cursor to a location on the picture.
2. Select Size from the Picture Menu.
3. Resize the box as you would in the Draw application.
4. Select OK to complete the task.

The picture in your document now appears in the desired size.

Run Another Application

Use the Run option on the File Menu to open another application file or run another software package without returning to the desktop.

1. Select Run from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the document is untitled, Save as: appears. Continue with Step 3. If the document is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears.

5. At the Program: prompt, type the name of the application you want to run.
6. At the Data file: prompt, either type the name of the data file you want to use

with your chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

7. At the CPU clock speed: prompt, choose Normal or Fast.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to Fast, and we suggest that you use it to run DeskMate applications.

8. Select OK to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the Desktop.pdm file. After you do, you return to the desktop.

Show All Pictures

The Show option on the Edit Menu lets you display all pictures in a document that you previously "hid." When you use the Show option, Text replaces the lines ** Picture Located Here ** with the actual pictures.

- Select Show from the Picture Menu.

All pictures return to the screen.

Store Updates to a New Document

You can use the Save as option on the File Menu to title and store a new file without exiting the file.

1. Select Save as from the File Menu.

A dialog box appears.

2. At the **Save as :** prompt, type the name you want to give the document, using eight or fewer characters.

Text automatically adds the extension .doc, unless you specify otherwise.

3. Select **SAVE** to complete the task.

The new document and its name are stored on disk, and the document remains on the screen.

Store Updates to an Existing Document

You can store changes you have made in an existing document without returning to the desktop. Store changes to documents periodically to help prevent loss of information. (If you have not yet named your file, use the **Save as** option.)

- Select **Save** from the **File** Menu.

The program stores the changes you have made, and the document remains on the screen.

Substitute Text

You can substitute, or replace, characters using the standard editing procedures in either **Insert** or **Overtyp** mode. However, if you want to replace a certain sequence of characters (a string) that occurs several times in your document, you can use the **Search** Menu's **Substitute** option.

Note: If the **Substitute** option finds a string containing boldfaced or underlined characters, the text that replaces it will also be all boldfaced or underlined.

1. Select **Substitute** from the **Search** Menu.

A dialog box appears.

2. At the **Search for :** prompt, type the text you want to find and replace, using no more than 39 characters.

3. At the **Replace with :** prompt, type the text you want to use as a replacement, using no more than 39 characters.

4. Select **OK** to complete the command.

The program begins searching for the text you specified. If it finds the text, the part of the document that contains that text appears highlighted, and a dialog box asks whether or not you want to make the substitution at this particular occurrence.

5. Select **YES**, **NO**, or **CANCEL**.

If Text cannot find the string you want to replace, you see the message **Found 0 occurrences, replaced 0**. Select **OK** to remove the message from the screen.

When Text finishes finding and replacing all occurrences of the string you specified, the screen displays the number of occurrences it found and replaced. Select **OK** to remove the message from the screen.

Thesaurus

Select this **Edit** Menu option if you have purchased the *Thesaurus* software (Cat. No. 25-1252). Refer to the instructions that came with the software to use the **Thesaurus** with **DeskMate**.

Underline Text

Use the **Underline** option on the **Text** Menu to make text print underlined. You can underline either plain or boldfaced text.

1. Highlight the text you want to underline.
2. Select **Underline** from the **Text** Menu.

The text you highlighted now appears underlined on the screen. (See "Cancel Boldface or Underline" to make underlined text appear plain again.)

Questions and Answers

Question

When I printed my document, it did not print in the settings I chose in Page setup.

Answer

Check to see if your document is in ASCII or Non-ASCII format. If you converted your document to ASCII format before you printed, your settings became invalid.

To Do

Contents

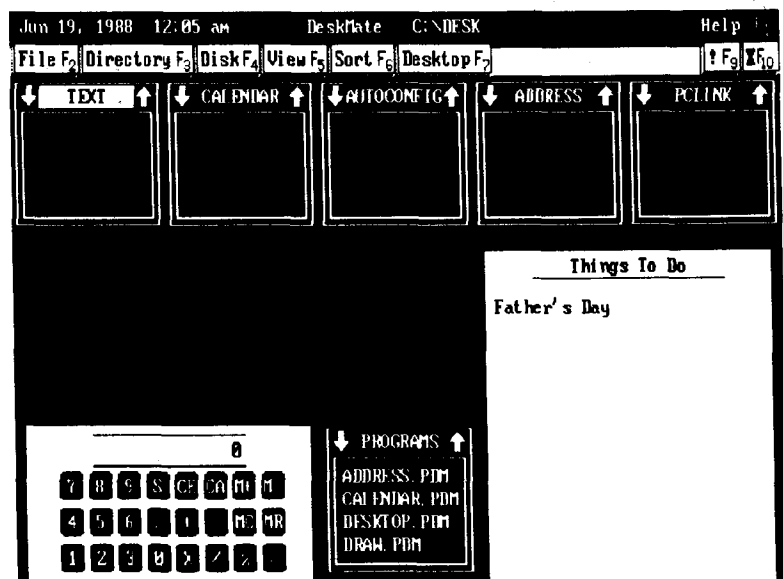
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Introduction

To Do is an enhancement to DeskMate's Calendar application that makes following your planned daily schedule easier and more efficient. To Do places your annual occasions, reminders, and events on the desktop's Things To Do agenda so that you can monitor your day's schedule demands "at a glance." If you add new activities to your calendar, using the Calendar application, that affect the current date, these appear automatically on the agenda.

The Things To Do Agenda Box

To display the Things To Do agenda box, you must rearrange the desktop. (See "Install To Do" in the "Tasks and Topics" section.) When you install To Do, you see a box similar to the following:



Using To Do

The activities that appear on your Things To Do agenda are directly from the information in your Calendar application. The agenda automatically displays up to 12 activities (annual occasions, reminders, and events) you have entered in your Calendar application for the current date.

Note: To conserve space on the Things To Do agenda, some items might be a partial representation of their original content.

The Things To Do agenda displays activities in the following order:

Annual Occasion. If either a Calendar-defined holiday or an annual occasion is listed on the current date in Calendar, it is displayed first on the Things To Do agenda. If two or more annual occasions occur on the same date, they are displayed alphabetically.

Reminders. Following annual occasions, reminders are displayed on the Things To Do agenda. Reminders not only appear for the current date, but are carried forward to future days.

If two or more reminders occur on the same date, they appear alphabetically on the Things To Do agenda.

Events. Events are displayed following the reminders. If a time is specified for an event, the event is not displayed on the Things To Do agenda unless the time is later than the current time on your computer system.

Due to space limitations, only the start time (entered when you added the event) is displayed on the Things To Do agenda.

If two or more events occur on the same date, they are displayed according to the start time. Events (NOTES on the daily calendar) that do not include a time are listed before the events with a time.

Note: The agenda can hold only 12 activities, so if you have 12 annual occasions that are currently displayed on the agenda, there is no room for any reminders or events. As events originally listed are deleted, additional events if any will be displayed.

Although your activities are automatically displayed, there is limited file size to store these events. If you have not used your Calendar application for a few days, you might need to update your agenda by simply entering and exiting the Calendar application. For more information, see "Update the Displayed Agenda."

Tasks and Topics

Install To Do

Installing To Do requires rearrangement of your desktop. You will have to remove some program boxes and/or accessories, such as the Calculator, Month, Text, or Address Book. This is because the Things To Do agenda requires a box area equal to four small list boxes (stacked two on top of two others).

Due to this space limitation on the desktop, To Do does not appear in the Desktop Menu's Display option list box unless there is adequate room on the desktop for the agenda.

1. Highlight the application list box or accessory you want to remove.
2. Select Remove from the Desktop Menu.

The highlighted box is removed from the desktop.

3. If necessary, repeat Steps 1 and 2 until there is sufficient room on the desktop for the agenda.
4. Select Display from the Desktop Menu.

A dialog box appears.

5. Highlight TO DO.
6. Select OK to complete the task

A dotted box appears on the desktop to indicate the location of the agenda. Press **ENTER** or double click the mouse button to access the agenda.

Update the Displayed Agenda

Because of file size limitations, you might need to occasionally update your Things To Do agenda by simply entering and exiting the Calendar application.

1. Start the Calendar application.
2. Open the calendar whose activities you want to display on the Things To Do agenda.

A calendar appears for the current date. If you want to add any activities to your calendar before exiting the application, you can do so using the tasks described in the Calendar chapter.

3. Exit the Calendar application.

The first 12 activities (annual occasions, reminders, and events) scheduled for the current day appear on the Things To Do agenda.

Worksheet

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Introduction

Worksheet lets you create a simple spreadsheet. Using a spreadsheet, you can develop a budget, balance your checkbook, or prepare a loan amortization schedule. Worksheet is also a useful planning tool. You can change a number and instantly see the effect on the entire worksheet.

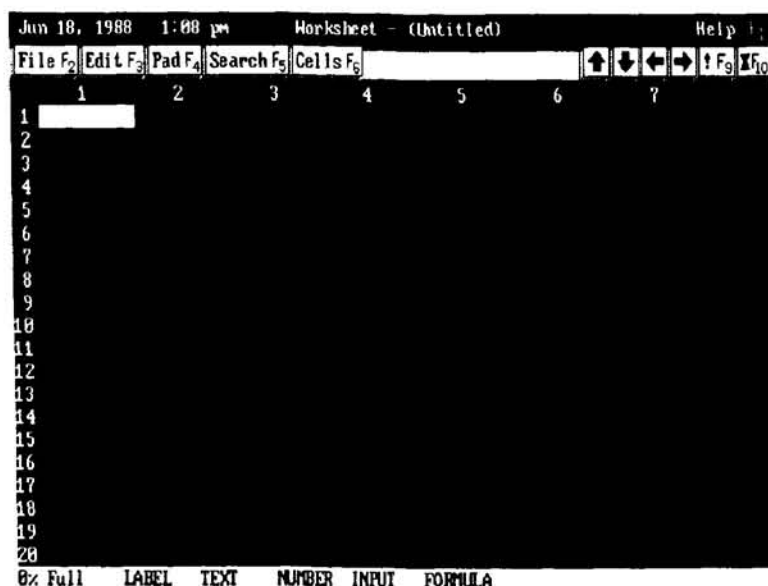
We suggest that you begin with the Worksheet article in *Getting Started* and then use this reference chapter when you need help with a particular feature.

The Worksheet Screen

If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.

If the Worksheet list box does not appear on the desktop, you can access the application from the Programs list box.

After you select WRKSHEET.PDM, from the Programs list box, you see the following screen:



The Worksheet Menus

Worksheet has five menus, which appear on the left of the menu bar, that list the options you can use with Worksheet. Notice that some options have accelerator keys listed next to them. These keys let you perform a task without pulling down a menu. For example, when you want to exit Worksheet, you can press ESC to select Exit from the File Menu.

File F₂

New
Open...
Save
Save as...
Merge...
Page setup...
Print...
Exit Esc
Run...

Edit F₃

Cut Shift+Del
Copy Ctrl+Ins
Paste Shift+Ins
Clear Del
Select all

Pad F₄

Column width...
Insert column
Delete column
Insert row
Delete row
Calculate Ctrl+C

Search F₅

Find label...
Find number...
Find cell...
Find next Ctrl+N

Cells F₆

Format...
Input...
Formula... Ctrl+F
Start text Ctrl+T
End text Ctrl+Q

Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you are trying to accomplish, rather than according to an option name listed on a Worksheet menu. If you need a reminder about the tasks associated with a given option refer to the "Worksheet Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.

Using Worksheet

Your worksheet consists of 99 rows and 99 columns that intersect to form *cells* of 10 characters. (You can change the size of these cells at any time.) You can move the cursor from cell to cell by using any of the keyboard arrow keys, or, if you are using a mouse, by pointing to the desired cell and clicking the button.

You can *scroll* through a worksheet to see any part of it that lies beyond the screen boundaries. To scroll through the worksheet, repeatedly press the arrow key for the direction in which you want to scroll. Or, if you are using a mouse, point to the appropriate arrow on the right side of the menu bar, and repeatedly click the button.

You can fill cells with text, labels, numbers, or formulas (so that you can make calculations).

To enter a *block of text* (such as a title for your worksheet), highlight the cells where you want the text. To start typing the text, select **Start text** from the Cells Menu. To finish entering the text, select **End text** from the Cells Menu.

Worksheet Menu Options

File F2

New

Create a New Worksheet from Within a Worksheet

Open

Open an Existing Worksheet from Within a Worksheet

Open an Existing Worksheet in Another Drive or Directory

Save

Store Updates to an Existing Worksheet

Save as

Store Updates to a New Worksheet
Rename the Worksheet on the Screen

Merge

Insert Another Worksheet into the Worksheet on the Screen

Page setup

Format a Page Layout

Print

Print a Worksheet on Paper
Print a Worksheet on the Screen
Print a Worksheet to Another File

Exit

Exit Worksheet

Run

Run Another Application

Edit F3

Cut

Move Information to Another Application

Move Information to Another Worksheet

Move Information Within the Same Worksheet

Copy

Duplicate Information in Another Application

Duplicate Information in Another Worksheet

Duplicate Information Within the Same Worksheet

Paste

Duplicate Information in Another Application

Duplicate Information in Another Worksheet

Duplicate Information Within the Same Worksheet

Move Information to Another Application

Move Information to Another Worksheet

Move Information Within the Same Worksheet

Clear

Delete An Entire Worksheet
Delete Part of a Worksheet

Select all

Highlight an Entire Worksheet

Pad F4

Column width

Change the Width of One or More Columns

Insert Column

Add a Column Between Columns

Delete Column

Remove a Column

Insert row

Add a Row Between Rows

Delete row

Remove a Row

Calculate

Calculate a Worksheet

Search F5

Find label

Find a Label

Find number

Find a Number

Find cell

Find a Cell

Find next

Find a Label
Find a Number

Cells F6

Format

Format Cells

Input

Input Cell Contents During Calculation

Formula

Change a Formula
Create a Formula
Remove a Formula

Start text

Change a Block of Text
Enter a Block of Text

End text

Change a Block of Text
Enter a Block of Text
Remove a Block of Text

You can enter *labels* (to identify the columns and rows of numbers) on the worksheet by moving the cursor to the desired cell and typing anything other than numbers and a decimal point.

To enter a *number* on the worksheet, move the cursor to the desired cell, and type the number.

To enter a *formula*, move the cursor to the desired cell and select the **Formula** option on the Cells Menu. A dialog box appears so that you can enter the formula.

As you type, you can use the **BACKSPACE** key to correct errors. Simply backspace over the incorrect character(s), and then continue typing.

When you are done, you can save and print out your worksheet.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Worksheet application.

Tasks and Topics

Absolute Cell Reference

An absolute cell reference is a formula cell reference that is automatically adjusted whenever the cell containing the formula and the cells referenced are relocated simultaneously. For more information, see "Formulas."

Add a Column Between Columns

You can use the Pad Menu's Insert column option to add a column between existing columns.

1. Position the cursor immediately to the right of where you wish to add the new column.
2. Select **Insert column** from the Pad Menu.

Worksheet adds a new column to the left of the cursor and moves the existing columns to the right.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update all the formulas with references to cells in the new column and to the right of the new column.

Add a Row Between Rows

You can use the Pad Menu's Insert row option to add a row to your worksheet.

1. Position the cursor immediately below where you wish to add the new row.
2. Select **Insert row** from the Pad Menu.

Worksheet adds a new row above the cursor and moves the existing rows down.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update the formulas with references to cells in the new row and below the new row.

Calculate a Worksheet

Use the Pad Menu's Calculate option to compute your worksheet's numbers, using the formula(s) you have entered. You must have at least one formula entered in a cell in order to obtain any results.

The calculation procedure begins at Row 1, Column 1 and moves to the right and down until the entire worksheet has been scanned. This is important to remember when using forward-referencing formulas. All exponentiation is performed first. Then, all multiplication/division is performed. Finally, addition/subtraction is performed.

If you have a formula among the numbers being calculated, Worksheet takes the result of that formula and uses it as a number. For more information, see "Formulas."

- Select **Calculate** from the Pad Menu.

Change a Block of Text

You can change a block of text by using the Cells Menu's Start text and End text options.

1. Move the cursor to the text block you want to change.
2. Select **Start text** from the Cells Menu.
3. Delete the desired text using **BACKSPACE**.
4. Type the new text.

You have access to all the editing features available with the Text application. For a list of these features, see the Text chapter.

5. Select **End text** from the Cells Menu.

Change a Cell's Content

See "Change a Block of Text," "Change a Formula," "Change a Label," or "Change a Number" for more information on changing a cell's content.

Change a Formula

You can use the Cells Menu's Formula option to change a formula on your worksheet.

1. Move the cursor to the cell that contains the formula you want to change.
2. Select **Formula** from the Cells Menu.

A dialog box appears, containing the formula in the highlighted cell for you to change. (The arrow keys in the dialog box allow you to scroll around in the worksheet to view any part of it.)

3. Type the new formula.

For an explanation of the types of cell references, operators, and functions, see "Formulas."

4. Select **OK** to complete the task.

Change a Label

You can change a label simply by typing a new one.

1. Move the cursor to the cell that contains the label you want to change.
2. Type the new label.

Change a Number

You can change a number simply by typing a new one.

1. Move the cursor to the cell that contains the number you want to change.
2. Type the new number.

Change the Width of One or More Columns

Worksheet columns are initially ten characters wide. (All cells in a column are the same width.) You can change the width of one or more columns to any number from 3 to 77.

If you wish to avoid truncation of sums, particularly decimal sums, be sure that the

column width is wide enough for cells in the column containing a formula to accommodate the largest potential result. Sometimes a row of asterisks (*) will be placed in a cell if the result is too large.

If you are changing the width of all the columns, skip the first step.

1. Move the cursor to the column whose width you want to change.
2. Select **Column width** from the Pad Menu.

A dialog box appears.

3. Choose **Current** to change the width of only the highlighted column. Choose **All** to change the width of all the columns.
4. At the **Width:** prompt, type the new column width.

Note: Be sure that the column is at least two characters wider than the longest number used in the calculation.

5. Select **OK** to complete the task.

Circular Cell Reference

A circular cell reference is a formula reference that refers (through one or more cells) back to the current cell. For more information, see "Formulas."

Correct an Error

If you make an error as you are typing information in a cell, you can use either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases all the information in a cell, including the cell's format information. The cell is then automatically reformatted to currency.

You can also use the Edit Menu's **Clear** option to erase highlighted information in a cell.

Create a Formula

Use the Formula option on the Cells Menu to create a formula. For more information, see "Formulas."

1. Move the cursor to the cells in which you want to place the formula.
2. Select **Formula** from the Cells Menu.

A dialog box appears. There is an edit field for entering the formula and a list of the operators and functions you can use. (The arrow keys in the dialog box allow you to scroll around to view any part of the worksheet.)

3. At the **Formula:** prompt, type the formula.
4. Select **OK** to complete the task.

When you highlight a cell that contains a formula, the formula is shown at the bottom of the screen.

Create a New Worksheet from Within a Worksheet

Use the New option on the File Menu to create a new worksheet without returning to the desktop.

1. Select **New** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, a new, blank worksheet appears.

2. Select **YES**, **NO**, or **CANCEL**.

If the worksheet is untitled, **Save as:** appears. Continue with Step 3. If the worksheet is titled, a new, blank worksheet appears.

3. Type a filename of eight characters or fewer. Worksheet automatically adds the extension **.wks** to the filename, unless you specify otherwise.
4. Select **SAVE** to complete the task.

A new, untitled worksheet appears.

Delete an Entire Worksheet

Use the Edit Menu's **Select all** and **Clear** options to delete all the information from your worksheet.

1. Select **Select all** from the Edit Menu.

The program highlights all the information in the worksheet.

2. Select **Clear** from the Edit Menu.

The application clears the entire worksheet.

Delete Part of a Worksheet

You can use the Edit Menu's **Clear** option to delete the information in one or more cells of your worksheet.

1. Highlight the cell or cells that contain the information you wish to delete.
2. Select **Clear** from the Edit Menu.

The highlighted information is deleted from the worksheet.

Duplicate Information in Another Application

You must first print the worksheet information to an ASCII file. You can then move the file to the Text application. From Text, you can copy the information to another Text file or another application.

Because DeskMate keeps Worksheet information in a special format, the procedure for copying Worksheet information and placing it in another application is more involved than simply duplicating the information within the same worksheet.

Note: The instructions that follow tell you how to copy a section of a worksheet. To copy an entire worksheet, simply choose **Select all** from the Edit Menu instead of highlighting a portion of the worksheet.

To print the information to an ASCII file:

1. Select **Set up** from the **Accessory Menu**.

The Setup screen appears.

2. Select **Printer** from the **Options Menu**.

A dialog box appears, listing the available printers.

3. Highlight **ASCII**.

4. Select **OK**.

5. Select **Exit** from the **Options Menu**.

Your worksheet returns to the screen.

6. Highlight the section of the worksheet you want to copy.

7. Select **Print** from the **File Menu**.

A dialog box appears.

8. At the **Print to:** prompt, choose the **File** button.

9. At the **Filename:** prompt, type a filename for your ASCII file, using eight characters or fewer. (You must include the file extension **.doc**.)

10. Select **OK**.

Worksheet prints the highlighted information to the ASCII file.

11. Select **Run** from the **File Menu**.

If you have made changes, **Save Changes?** appears. Continue with Step 12. If you have not made changes, continue with Step 15.

12. Select **YES**, **NO**, or **CANCEL**.

If the worksheet is untitled, **Save as:** appears. Continue with Step 13. If your worksheet is titled, continue with Step 15.

13. Type a filename of eight characters or fewer.

Worksheet automatically adds the extension **.wks**, unless you specify otherwise.

14. Select **SAVE** to complete this part of the task.

A dialog box appears.

15. At the **Program:** prompt, type **Text**.

16. At the **Data file:** prompt, type the filename you used to print the ASCII file.

17. Select **OK**.

The **Text** application appears with the ASCII file on the screen. Format the file if necessary.

18. Highlight the information you want to copy.

19. Select **Copy** from the **Edit Menu**.

Text copies the highlighted information to the clipboard. Using the **Paste** option on the **Edit Menu**, you can copy this information to another Text file or transfer it to another application. For more information, refer to "Duplicate Information in Another Application" and "Duplicate Information in Another Document" in the **Text** chapter.

Duplicate Information in Another Worksheet

Use the **Copy** and **Paste** options on the **Edit Menu** to duplicate information in the worksheet and then insert it into another worksheet.

1. Highlight the information you want to copy.

2. Select **Copy** from the **Edit Menu**.

Worksheet copies the highlighted information to the clipboard.

3. Select **Open** from the **File Menu**.

If you made changes, **Save changes?** appears. Continue with Step 4. If you have not made changes, continue with

Step 7.

4. Select YES, NO, or CANCEL.

If the worksheet is untitled, *Save as:* appears. Continue with Step 5. If the worksheet is titled, continue with Step 7.

5. Type a filename of eight characters or fewer. Worksheet adds the extension .wks, unless you specify otherwise.
6. Select SAVE to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

7. Highlight the worksheet that you want to open.

If the worksheet you want to open is in another drive or directory, see "Open an Existing Worksheet in Another Drive or Directory."

8. Select OK to complete the task.
9. In the newly opened file, move the cursor to where you want to insert the information from the clipboard.
10. Select Paste from the Edit Menu.

Worksheet inserts the clipboard information at the cursor location.

Duplicate Information Within the Same Worksheet

Use the Copy and Paste options on the Edit Menu to duplicate worksheet information in another place within the same worksheet.

1. Highlight the information you want to copy.
2. Select Copy from the Edit Menu.

Worksheet copies the highlighted information to the clipboard.

3. Move the cursor to where you want to

place the information.

4. Select Paste from the Edit Menu.

Worksheet inserts the clipboard information at the cursor location.

Enter a Block of Text

Use the Start text and End text options on the Cells Menu to enter a block of text into your worksheet.

1. Highlight the entire area where you want to place the text.
2. Select Start text from the Cells Menu.

A cursor appears in the highlighted area.

3. Type the text.

You have access to all the editing features available with the Text application. For a list of these features, see the Text chapter.

After entering the text, you must cancel the Start text option before you can continue using your worksheet. To cancel the option:

4. Select End text from the Cells Menu.

The block of text appears on your worksheet. You can use the Edit Menu's Cut, Copy, and Paste options with the text block. If you use these options, you must highlight the whole text block.

Exit Worksheet

Use the Exit option on the File Menu to exit Worksheet.

1. Select Exit from the File Menu.

If you made changes, *Save changes?* appears. Continue with Step 2. If you have not made changes, you return to the desktop.

2. Select YES, NO, or CANCEL.

If the worksheet is untitled, *Save as:*

appears. Continue with Step 3. If the worksheet is titled, you return to the desktop.

3. Type a filename using eight or fewer characters. Worksheet automatically adds the extension .wks, unless you specify otherwise.
4. Select **SAVE** to complete the task.

You exit Worksheet and return to the desktop.

Find a Cell

Use the Search Menu's Find cell option to find a specific cell.

1. Select **Find cell** from the Search Menu.

A dialog box appears.

2. At the **Row:** prompt, type the row number for the cell you want to find.
3. At the **Column:** prompt, type the column number for the cell you want to find.
4. Select **OK** to complete the task.

The cursor moves to the cell whose location you specified.

Find a Label

Use the Search Menu's Find label and Find next options to find a specific label.

1. Select **Find label** from the Search Menu.

A dialog box appears.

2. At the **Label:** prompt, type the label (up to 18 characters) you want to find.
3. Select **OK** to begin the search.

If the search is successful, the label you specified is highlighted. If the label is not found on the worksheet, you see the message **String Not Found**. Select **OK** to remove the message from the

screen.

To find any subsequent occurrences of the same label:

4. Select **Find next** from the Search Menu.

The next occurrence of the label is highlighted. If there are no other occurrences, you see the **String Not Found** message. Select **OK** to remove the message from the screen.

Find a Number

Use the Search Menu's Find number and Find next options to find a specific number.

1. Select **Find number** from the Search Menu.

A dialog box appears.

2. At the **Number:** prompt, type the number (up to 18 characters) you want to find.
3. Select **OK** to begin the search.

If the search is successful, the number you specified is highlighted. If the number is not found on the worksheet, you see the message **Number Not Found**. Select **OK** to remove the message from the screen.

To find any subsequent occurrences of the same number:

4. Select **Find next** from the Search Menu.

The next occurrence of the number is highlighted. If there are no other occurrences, you see the **Number Not Found** message. Select **OK** to remove the message from the screen.

Format a Page Layout

Use the Page setup option on the File Menu to design the page layout for your printed worksheet.

1. Select Page setup from the File Menu.

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.
3. Select OK to complete the command.

Format. This option determines how the text is placed on the page. You can choose from the "portrait" (up and down) format or the elongated "landscape" (sideways) format. Portrait format uses paper that is 8 1/2 inches wide (85 10-point characters wide) and 11 inches long (66 rows); therefore, you will be able to print out only approximately eight 10-character columns (or less) and 66 rows (or less) with 10-point type. Landscape format lets you use paper that is 13 1/2 inches wide (136 10-point characters wide) and 11 inches long (66 rows); therefore, you will be able to print out only approximately 13 10-character columns (or less) and 48 rows (or less) with 10-point type.

Note: When printing in landscape format, DeskMate only prints ten characters per inch.

Left margin. This option lets you set the number of blank spaces you want for the left margin.

Printed line width. Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of 1 inch (10 spaces), subtract the left and right margin amounts from the total line length ($85 - 25 = 60$). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum for the Left margin and Printed line width settings does not exceed the width of your paper.

Note: Laser printers, such as the Tandy LP 1000, have a *printable*

area that is smaller than the actual page size. If you are using a laser printer and the portrait format, be sure the sum of the Left margin plus the Printed line width does not exceed 80. If you are using a laser printer and the landscape format, be sure the total does not exceed 100.

When printing in landscape format, DeskMate only prints ten characters per inch.

Total lines per page. Use this option to specify the total number of lines on each sheet of paper. For example, 8 1/2- by 11-inch paper contains 66 lines in portrait mode when figured at 6 lines per vertical inch.

Note: If you are using a laser printer, you can set a maximum of 61 lines per page.

Printed lines per page. Use this option to enter the total number of lines you want to print on one page. For example, if the Total lines per page is 66 and you want top and bottom margins of 6 lines each, subtract the total of the top and bottom margins from the Total lines per page setting ($66 - 12 = 54$). The total number of printed lines per page is 54.

Double space. Choose this option to print the worksheet double spaced instead of single spaced. (If you choose double space, the program inserts a blank line between every line.)

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Format Cells

Use the Cells Menu's Format option to change a cell's alignment, type, or number of decimal places.

1. Highlight the cells whose format you wish to change.
2. Select Format from the Cells Menu.

A dialog box appears.

- Choose one of the **Align** buttons: **Left** or **Right**.

Note: When you start a new worksheet, cells containing labels are initially aligned to the left and those containing numerical data are initially aligned to the right. If you align the contents of a cell formatted for decimal to the left and enter a number with less than the maximum number of allotted decimal places, Worksheet inserts zeros in accordance with the number of decimal places formatted for that cell.

- Choose one of the **Type** buttons: **Decimal**, **Integer**, or **Currency**.

Note: When you start a new worksheet, all cells are formatted for currency (numbers treated as dollars and cents).

- If you choose **Decimal** at the **Digits:** prompt, type the number of decimal digits (up to seven) you want to appear to the right of the decimal point.

Note: If you change to a smaller number of displayed decimal digits, the present contents of the cell remain the same. The formula cell should be formatted with at least as many decimal places as are in the largest number used in the calculation if you wish to avoid truncation and rounding off.

- Select **OK** to complete the task.

Formulas

The formulas you can use in your worksheet provide you with a great deal of calculating power. This section describes the different types of formulas and how to use them.

Cell References

Cell references are the cells referred to in a formula and whose contents are used by the formula.

Absolute. Placing a pound sign (#) before a cell reference in a formula defines that cell

reference as an absolute reference. This type of cell reference lets you use the value in a given cell in calculations, no matter where you might move the cell on the worksheet.

For example, suppose that you have a formula in Row 6, Column 4 that adds the values in several columns of the same row to arrive at a Total Sales amount.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
1				
2				
3				
4				Total Sales
5				
6	5000.00	25000.00	20000.00	C1+C2+C3
7				
8				

The Total Sales amount is also used in a formula in another part of the worksheet. If you reorganize the worksheet and add rows, the Total Sales amount might move to another part of the worksheet. To avoid using the wrong Total Sales amount when calculating using the second formula, place a pound sign in front of the second formula's reference to R6C4 before you reorganize the worksheet. This tells Worksheet to find the cell that contains the Total Sales amount, wherever it might be, and use that value in calculating the second formula.

In other words, Worksheet updates absolute cell references in formulas whenever the formula and the referenced cells are relocated simultaneously.

Note: Worksheet updates absolute cell references only when you move the value being pointed to by adding or deleting columns and/or rows, or merging another worksheet into the one on the screen. If you use the **Edit Menu** to move or copy the value being pointed to by the absolute cell reference and paste the value elsewhere in the worksheet, the absolute cell reference is not updated.

Circular. A circular cell reference is a reference to a cell that refers (through one or more cells) back to the current cell. Use circular cell references cautiously because they can give unexpected results.

For example:

Cell	Formula
R1C1	(R6C7)+10
R2C1	(R1C1)*3
R6C7	(R2C1)/4

Forward. A forward cell reference is a reference to a cell that appears later in the worksheet.

Although Worksheet allows forward cell references, you see a warning message:

Forward Reference in Cell RxCx.

The worksheet calculation procedure begins at Row 1, Column 1 and moves to the right and down until the entire worksheet has been scanned. This is important to remember when using forward referencing, because forward references mix the results of current calculations with those of previous calculations.

For example, suppose you have the following formulas and values:

Cell	Formula/Value
R1C1	(R1C3)+3
R1C2	2
R1C3	(R1C2)*2

Calculating with these formulas produces these results:

	R1C1	R1C2	R1C3
The first calculation produces:	3	2	4
The second calculation produces:	7	2	4

If you change the value in R1C2 to 4 and continue calculating:

	R1C1	R1C2	R1C3
The third calculation produces:	7	4	8
The fourth calculation produces:	11	4	8

Relative. Worksheet uses this type of cell reference unless you specify an absolute cell reference. If you move or copy a formula, a relative cell reference will regard a cell in the same relative position as the cell to use when calculating, instead of the originally specified cell.

For instance, suppose that your formula is in Row 5, Column 1 and it reads:

(R4C1)+(R4C2)

The formula contains references to the values in the two cells in the row immediately above the formula—R4C1 and R4C2. If you insert a new row at Row 5, the row that contains the formula moves down to Row 6, and the formula now appears in Row 6, Column 1. If you move the cursor to the cell containing the formula (R6C1), the formula reads:

(R5C1)+(R5C2)

Worksheet assumes that you still want to add the values in the cells of the row immediately above the formula. In other words, Worksheet updates relative cell references in formulas whenever the formulas themselves move.

Self. A self reference is a reference to the same cell. Worksheet does not allow you to write a formula that contains a self reference. If you try, an error message appears on the screen, and * ERROR is displayed in the cell.

However, you might encounter a formula that contains a self reference as a result of copying or moving a formula that contains an absolute cell reference. For example, if you have the formula (#R1C1)+(R8C8) in Row 5, Column 5 and you copy and paste the formula to Row 1, Column 1, the new formula (R1C1)=(#R1C1)+(R8C8) contains a self reference.

If you move the cursor to a cell that contains a self reference after pasting or merging, the screen displays an error message in the faulty cell. You can then edit the formula to correct the error by using the Formula option on the Cells Menu.

Operators (with Sample Formulas)

+	(#R1+#R2)	Adds the two cells in Row 1 and Row 2 of the current 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.			R3C5. (Use COS ((#R3C5)*.0 1745329) if the value in Cell R3C5 is in degrees rather than radians.)
*	#C1*#C2	Multiplies two cells in the current row.			
/	(#R1C2)/2	Divides the value of the cell in Row 1, Column 2 by 2.		EXP EXP(#R4C3)	Displays e raised to the power of the value of Cell R4C3 (Naperian, natural, or exponential).
!	#C6R3!3	Calculates the power (cube-"!3") of the value of the cell in Row 3, Column 6.		INT INT(#R4C2)	Displays the truncated (Integer) value of Cell R4C2.
Functions					
ABS	ABS(#R2C3)	Displays the absolute value of the cell in Row 2, Column 3.		LOG LOG(#R2C4)	Displays the logarithm to the base ten of the value in Cell R2C4. Log of zero or a negative number produces an error message after calculation.
ATN	ATN(#R3C5)	Displays the arctangent of the value of cell R3C5—the angle that has its tangent equal to the value of cell R3C5. (The result is in radians. For a result in degrees, use ATN ((#R3C5)*57.2957 8.)		MAX MAX(#C4)	Shows the maximum value of the current row, starting with Column 4 and ending with the current row.
AVG	AVG(#C1)	Adds the values in the current row, from Column 1 up to the current cell, and divides by the number of cells added.		MIN MIN(#R1)	Shows the minimum value of the current column, starting with Row 1 and ending with the current row.
CMT	CMT(#R4C3)	Figures a cumulative total for Column 3, starting with Row 4 and ending with the current row.		RMT RMT(#R4C3)	Gives a cumulative total for Row 4, starting with Column 3 and ending with the current column.
COS	COS(#R3C5)	Displays the cosine of the value of Cell		SGN SGN(#R3C4)	Displays the sign of the value in Cell R3C4. The sign is 1.00 if the argu-

ment is positive, -1.00 if the argument is negative and 0 if the argument is zero.

SIN SIN(#R2C1)

Displays the sine of the value in Cell #R2C1. (Use SIN((#R2C1)*.01745329) if the value in Cell R2C1 is in degrees rather than radians.)

SQR SQR(#R5C1)

Displays the square root of the value in Cell R5C1. SQR of a negative number produces an *ERROR message after calculation.

SUM SUM(#R5)

Displays the sum of the values in the current column, starting with Row 5 and ending with the current row.

TAN TAN(#R2C3)

Shows the tangent of the value in Cell R2C3. (Use TAN((#R2C3)*.01745329) if the value in Cell R2C3 is in degrees rather than radians.)

Forward Cell Reference

A forward cell reference is a formula cell reference to a cell that appears later in the worksheet. For more information on forward referencing, see "Formulas."

Highlight an Entire Worksheet

Use the Edit Menu's Select all option to high-

light the entire worksheet.

- Select Select all from the Edit Menu.

The application highlights all the information in the worksheet.

Input Cell Contents During Calculation

You can use the Cells Menu's Input option if you want the application to pause and ask you to input the contents of a cell each time the worksheet is calculated. This allows you to change the cells content before calculation proceeds.

1. Select Input from the Cells Menu.

A dialog box appears.

2. At the Field Name: prompt, type a phrase to identify the cell.
3. At the Field Value: prompt, type the numerical value you think you will use most often in the field, or leave the box blank.
4. Select OK to complete this task.

When you calculate your worksheet, the formulas are executed and the results are displayed.

Insert Another Worksheet into the Worksheet on the Screen

You can use the File Menu's Merge option to combine two worksheets.

1. Move the cursor to the position where you want the other worksheet to begin. If there is data in the cells immediately following, it will be destroyed.
2. Select Merge from the File Menu.

A dialog box appears, listing all the worksheets you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol [..] indicates the parent directory.)

3. Highlight the worksheet that you want to insert. If the worksheet you want to insert is in another drive or directory, see "Open an Existing Worksheet in Another Drive or Directory."

4. Select **OK** to complete the task.

The worksheet is inserted at the cursor location.

Because you have inserted additional information into your worksheet, remember that your formulas might not reference the intended cells and you might need to change them.

Mathematical Functions

See "Formulas" for more information on mathematical functions.

Move Information to Another Application

Because DeskMate keeps Worksheet information in a special format, you must first print the worksheet information to an ASCII file. You can then move the file to the Text application. From Text, you can copy the information to another Text file or another application.

Note: The instructions that follow tell you how to move a section of a worksheet. To move an entire worksheet, simply choose **Select all** from the **Edit** Menu instead of highlighting a portion of the worksheet.

To print the information to an ASCII file:

1. Select **Setup** from the **Accessory** Menu.

The Setup screen appears.

2. Select **Printer** from the **Options** Menu.

A dialog box appears listing the available printers.

3. Highlight **ASCII**.

4. Select **OK**.

5. Select **Exit** from the **Options** Menu.

Your worksheet returns to the screen.

6. Highlight the section of the worksheet you want to cut.

7. Select **Print** from the **File** Menu.

A dialog box appears.

8. At the **Print to:** prompt, choose the **File** button.

9. At the **Filename:** prompt, type a filename for your ASCII file, using eight characters or fewer. (You must include the application file extension **.doc**.)

10. Select **OK**.

Worksheet prints the highlighted information to the ASCII file.

11. Select **Run** from the **File** Menu.

If you have made changes, **Save changes?** appears. Continue with Step 12. If you have not made changes, continue with Step 15.

12. Select **YES**, **NO**, or **CANCEL**.

If the worksheet is untitled, **Save as:** appears. Continue with Step 13. If your worksheet is titled, continue with Step 15.

13. Type a filename of eight characters or fewer.

Worksheet automatically adds the extension **.wks**, unless you specify otherwise.

14. Select **SAVE** to complete this part of the task.

A dialog box appears.

15. At the **Program:** prompt, type **Text**.

16. At the **Data file:** prompt, type the filename you used to print the ASCII file.

17. Select **OK**.

The Text application will appear with the ASCII file on the screen. Format the file if necessary.

18. Highlight the information you want to cut.

19. Select Cut from the Edit Menu.

Text moves the highlighted information to the clipboard. Using the Paste option on the Edit Menu, you can insert this information to another Text file or transfer it to another application. For more information, refer to "Move Information to Another Application" in the Text chapter.

Move Information to Another Worksheet

Use the Cut and Paste options on the Edit Menu to move information from a worksheet and insert the information into another worksheet.

1. Highlight the information you want to move.
2. Select Cut from the Edit Menu.

Worksheet moves the highlighted information to the clipboard.

3. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select YES, NO, or CANCEL.

If the worksheet is untitled, Save as: appears. Continue with Step 5. If the worksheet is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

Worksheet automatically adds the extension .wks, unless you specify otherwise.

6. Select SAVE to complete the task.

A dialog box appears, listing all the files

you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [..] indicates the parent directory.)

7. Highlight the worksheet you want to open. If the worksheet you want to open is in another drive or directory, see "Open an Existing Worksheet in Another Drive or Directory."
8. Select OK to complete the task.
9. In the newly opened file, move the cursor to where you want to insert the information from the clipboard.
10. Select Paste from the Edit Menu.

Worksheet inserts the clipboard information at the cursor location.

Move Information Within the Same Worksheet

Use the Cut and Paste options on the Edit Menu to move Worksheet information to another place within the same worksheet.

1. Highlight the information you want to move.
2. Select Cut from the Edit Menu.

Worksheet moves the highlighted information to the clipboard.

3. Move the cursor where you want to place the information.
4. Select Paste from the Edit Menu.

Worksheet inserts the clipboard information at the cursor location.

Open an Existing Worksheet from Within a Worksheet

Use the Open option on the File Menu when you want to open an existing worksheet without returning to the desktop.

1. Select Open from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the worksheet is untitled, **Save as:** appears. Continue with Step 3. If your worksheet has a title, continue with Step 5.

3. Type a filename of eight characters or fewer. Worksheet automatically adds the extension **.wks**, unless you specify otherwise.
4. Select **SAVE** to complete the task.

A dialog box appears, listing all the worksheets you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol **[.]** indicates the parent directory.)

5. Highlight the worksheet that you want to open.

If the worksheet you want to open is in another drive or directory, see "Open an Existing Worksheet in Another Drive or Directory."

6. Select **OK** to complete the task.

The worksheet you requested appears.

Open an Existing Worksheet in Another Drive or Directory

Use the File Menu's **Open** option to open a worksheet in another drive or directory without returning to the desktop.

1. Select **open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the worksheet is untitled, **Save as:**

appears. Continue with Step 3. If your worksheet is titled, continue with Step 5.

3. Type a filename of eight characters or fewer. Worksheet automatically adds the extension **.wks**, unless you specify otherwise.
4. Select **SAVE** to complete the task.

A dialog box appears, listing all the worksheets you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol **[.]** indicates the parent directory.)

5. Highlight the appropriate drive or directory.
6. Select **OK** to display the directories and worksheets in the highlighted drive or directory.

Other available drives appear in the list box as well.

7. Repeat Steps 5 and 6 until the list box displays the name of the worksheet you want to open.
8. Highlight the worksheet that you want to open.

9. Select **OK** to complete the task.

The worksheet you requested appears.

Note: When you open a file from a different drive or directory, subsequent "open" operations will display a list of worksheet files, drives, and directories from the directory in which the opened file resides. When you exit Worksheet, the desktop displays the files in your directory.

Print a Worksheet on Paper

Use the File Menu's **Print** option to print the currently displayed worksheet on paper. If your worksheet is wider than 130 columns when using a laser printer, 80 columns when using a daisy wheel printer with 10-point type (or longer than 66 rows), you will need to print

it in separate sections. Highlight each section to print it.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

Note: To print a portion of your worksheet, highlight the section of the worksheet you want to print, and then proceed with these instructions. To print the entire worksheet, select **Select all** before printing.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Printer** button.
3. Select **OK** to begin printing.

The document begins to print, and a dialog box appears, containing information about the print operation. You can select **CANCEL** at any time to stop the operation.

Note: If you chose the **Pause between pages** option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select **NO**. If you want to reprint the same page, insert a new sheet of paper and select **YES**. Select **CANCEL** to stop the print operation.

When you finish printing, select **NO** at the **Reprint current page?** prompt.

Print a Worksheet on the Screen

Use the File Menu's **Print** option to print the currently displayed worksheet on the screen.

Printing on the screen lets you see how your worksheet will look on paper, showing page breaks, margins, and so on.

Be sure to use the Printer option in the Setup accessory to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option.

Note: To print a portion of your worksheet, highlight the specific section. Then, proceed with these instructions. To print the entire worksheet, select **Select all** before printing.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Screen** button.
3. Select **OK** to complete this portion of the task.

The worksheet appears on the screen. You can scroll through it or use the **Next page** option on the Options Menu to look at the next page.

4. When you finish viewing the printed screen, select **Exit** from the Options Menu.

The screen that was displayed before you chose the **Print** option reappears.

Print a Worksheet to Another File

Use the File Menu's **Print** option to print the currently displayed worksheet to another file. Printing to a file stores the file on disk, using the name you give plus the extension **.prn**. You can then use the MS-DOS **Print** command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

The printer used to print the file from MS-DOS must be the same type as the one you are currently using with DeskMate (the one you assigned with the **Printer** option in the

Setup accessory program). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

Note: To print a portion of your worksheet, highlight the specific section. Then, proceed with these instructions. To print the entire worksheet, select **Select all** before printing.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **File** button.
3. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight characters or fewer.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select **OK** to complete the task.

When you return to the desktop, you do not see the .prn file listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Tree View.

Relative Cell Reference

See "Formulas" for information on Relative Cell References.

Remove a Block of Text

You can remove a block of text using **DELETE**.

1. Highlight the entire text block that you want to delete.
2. Press **DELETE**.

The block of text is deleted from your worksheet.

Remove a Column

Use the **Delete column** option on the Pad Menu to remove a column from your worksheet.

1. Place the cursor in the column you want to delete.
2. Select **Delete column** from the Pad Menu.

The contents of the specified column are deleted, and the contents of subsequent columns are shifted left one column.

If the cell references for your formulas are not absolute (preceded by an #), you might need to update all the formulas with references to cells in and to the right of the deleted column.

Remove a Formula

You can use the Cells Menu's **Formula** option to delete a formula on your worksheet.

1. Move the cursor to the cell(s) that contains the formula you want to delete.
2. Select **Formula** from the Cells Menu.

A dialog box appears containing the formula in the highlighted cell(s) for you to delete. (The arrow keys in the dialog box allow you to scroll around in the worksheet to view any part of it.)

3. Press **BACKSPACE** to delete the formula.
4. Select **OK** to complete the task.

Remove a Row

Use the **Delete row** option on the Pad Menu to remove a row from your worksheet.

1. Place the cursor in the row you want to delete.
2. Select **Delete row** from the Pad Menu.

The contents of the specified row are deleted, and the contents of subsequent rows are shifted up one row.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update the formulas with references to cells in and below the deleted row.

Rename the Worksheet on the Screen

Use the File Menu's Save as option to rename your worksheet.

1. Select Save as from the File Menu.

A dialog box appears.

2. At the Save as: prompt, type a new name for the worksheet, using eight characters or fewer. Worksheet automatically adds the extension .wks, unless you specify otherwise.

3. Select SAVE to complete the task.

Run Another Application

Use the File Menu's Run option to open another DeskMate application or run another software package without returning to the desktop.

1. Select Run from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the worksheet is untitled, Save as: appears. Continue with Step 3. If the worksheet is titled, continue with Step 5.

3. Type a filename of eight characters or fewer. Worksheet automatically adds the extension .wks, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears.

5. At the Program: prompt, type the name of the application you want to run.

6. At the Data file: prompt, either type the name of the data file you want to use with your chosen application or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the specified application or program without opening a corresponding data file.

7. At the CPU clock speed: prompt, choose Normal or Fast.

Normal runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require you to run them at normal speed to ensure that they operate properly.

Fast runs the program at a higher CPU speed. The speed setting defaults to Fast, and we suggest you use it to run DeskMate applications.

8. Select OK to complete the task.

The screen might ask you to insert the diskette containing the application or program you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the file, Desktop.pdm. After you do, you return to the desktop.

Self Cell Reference

See "Formulas" for information on self references.

Store Updates to a New Worksheet

Use the Save as option on the File Menu to title and store a new file without exiting the file.

1. Select Save as from the File Menu.

A dialog box appears.

2. At the Save as: prompt, type the name you want to give the worksheet, using eight characters or fewer. Worksheet

automatically adds the extension .wks, unless you specify otherwise.

3. Select **SAVE** to complete the task.

The new file and its name are stored on the disk, and the worksheet remains on the screen.

Store Updates to an Existing Worksheet

Use the **Save** option on the **File Menu** to store changes you have made in an existing worksheet without exiting to the desktop. Store changes periodically to help prevent loss of information. (If you have not named your worksheet, use the **Save as** option.)

- Select **Save** from the **File Menu**.

Worksheet stores the changes you have made on the disk, and the file remains on the screen.

Questions and Answers

Question

Why does the result of the calculation contain more decimal digits than are displayed for any of the numbers used in the calculation ?

or

Why is the result of the calculation by Worksheet greater than the result of the calculation done with pencil and paper ?

Answer

There are more decimal digits than are displayed because at least one of the numbers used in the calculation has more decimal digits. To find and view these decimal digits you must increase the number of decimal digits formatted for the cell(s) containing the undisplayed decimal digits.

Appendix A / Technical Considerations

This appendix contains technical information to aid you in using DeskMate more efficiently.

Data Diskettes

If you have a diskette-based system, you can save disk space by storing your data—letters, reports, worksheets, and so on that you create using DeskMate—on separate diskettes from your application programs. The procedures that follow describe how to use *data diskettes* with DeskMate.

Note: To prepare a diskette for storing nothing but data, you format it as a data diskette. Follow the procedure given under “Format a Diskette” in the Desktop chapter, and skip the option that lets you install an operating system on the diskette.

The following sections explain how to use formatted data diskettes.

One-Drive Diskette-Based System

Follow these steps to save a file onto a data diskette:

1. Start DeskMate.
2. Insert the appropriate application diskette into the drive.

Note: If you are not using a Tandy 1000 TL or Tandy 1000 SL computer, you must remove your Startup diskette and then insert the application diskette.

3. Select **Update screen** from the File Menu.

The applications on the new diskette are listed in the Programs list box. Any files associated with those applications are listed in the appropriate application list boxes.

4. Open the application.
5. Remove the application diskette.
6. Insert the data diskette.
7. Select **Save as** from the File Menu.

A dialog box appears.

8. At the **Save as :** prompt, type the name you want to give the file, using eight characters or fewer.
9. Select **SAVE** to complete the task.

The file will be saved to this diskette.

When working with a file from a data diskette, keep the data diskette in the drive for easy updating.

Follow these steps to open an application and its data file:

1. Start DeskMate.
2. Insert the appropriate application diskette into the drive.

Note: If you are not using a Tandy 1000 TL or Tandy 1000 SL computer, you must remove your Startup diskette and then insert the application diskette.

3. Select Update screen from the File Menu.

The applications on the new diskette are listed in the Programs list box. Any files associated with those applications are listed in the appropriate application list boxes.

4. Open the application.
5. Remove the application diskette from the drive.
6. Insert the data diskette into the drive.
7. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol [..] indicates the parent directory.)

8. Highlight the file you want to open.
9. Select OK to complete the task.

Keep the data diskette in the drive while working on the file so that you can periodically save the file to its data diskette.

Two-Drive Diskette-Based System

Follow these steps to save a file onto a data diskette:

1. Insert the Startup diskette into Drive A and an application diskette into Drive B.
2. Start DeskMate.
3. Open an application.
4. Remove the Startup diskette from Drive A.
5. Insert a data diskette into Drive A.
6. Select Save as from the File Menu.

A dialog box appears.

7. At the **Save as :** prompt, type the name you want to give the file, using eight characters or fewer.
8. Select **SAVE** to complete the task.

The file will be saved onto this diskette.

When working with a file from a data diskette, keep the data diskette in Drive A for easy updating.

Follow these steps to open an application and its data file:

1. Insert the Startup diskette into Drive A and an application diskette into Drive B.
2. Start DeskMate.
3. Open an application.
4. Remove the Startup diskette from Drive A.
5. Insert a data diskette into Drive A.
6. Select **Open** from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

7. Highlight the file you want to open.
8. Select **OK** to complete the task.

Keep the data diskette in Drive A while working on the file so that you can periodically save the file to its data diskette.

DeskMate Files

The following tables list the DeskMate files and indicate under what circumstances the files are required. If your computer has DeskMate built into ROM (as do the Tandy 1000 SL and Tandy 1000 TL computers), you can disregard the files whose names are preceded by an asterisk. These files either are in ROM (and not available to you) or do not exist because they are not required for your system.

System Files

File:	Notes:
ALARM.RES	Required when using the Alarm accessory.
AUTOLOAD.RES	Required by Spell Checker to turn on auto-proofing. Might be required by non-Tandy applications.

System Files (continued)

File:	Notes:
*COMPRESS.RES	A data compression resource required when using the Sound or Music application.
*DESK.COM	Required only for computers that run DeskMate from ROM (the Tandy 1000 SL and Tandy 1000 TL). Desk.com does not exist on diskette.
*DESK.EXE	Required.
*DMCSR.RES	Required.
*DMDB.RES	Required to run Address Book, Calendar, Filer, Form Setup, Host, and Phone List.
*DMGUF.RES	Required.
DMOLDAPP.MOD	Required for task-switching to non-DeskMate applications.
*DMSOUND.RES	The sound driver resource. Required when using the Sound application.
*MEMORY.RES	A memory manager resource required when using either the Sound or Music application.
*NMUSIC.RES	The player resource for new (digital) systems.

Printer Files

File:	Notes:
DMPDASCI.RES	Required when using a daisy wheel printer or a printer that is not supported by one of the other printer files.
*DMPDD1.RES	Required when using a Tandy DMP 105 dot matrix printer.
*DMPDD2.RES	Required when using a Tandy DMP 200 dot matrix printer. Also required when using a Tandy DMP 420 or DMP 430 printer in Tandy mode.
DMPDIBMM.RES	Required when using an IBM-compatible graphics printer.
DMPDLASR.RES	Required when using an HP Laserjet or Laserjet-compatible printer.

Mouse Files

File:	Notes:
*DMJOY.RES	Required when using any Tandy 1000 series computer with a joystick.
*DMSERIAL.RES	Required for a Microsoft-compatible serial mouse.

Video Files

The normal video driver for a Tandy 1000 SL or Tandy 1000 TL computer with a color monitor is DMVDTC16.RES. If you have one of these computers and you purchase an optional video board, you will require the matching video driver file from the following list. Contact your local Radio Shack dealer for details.

File:	Notes:
* DMVD1000.RES	Required on any Tandy 1000 computer other than a Tandy 1000 SL or Tandy 1000 TL computer.
* DMVDCGA.RES	Required when using an optional CGA video display board.
* DMVDEGA.RES	Required when using an optional EGA video display board.
* DMVDHERC.RES	Required when using an optional Hercules video display board or when using the monochrome mode on a Tandy 1000 TL or Tandy 1000 SL.
* DMVDMCGA.RES	Required when using a multicolor display board.
* DMVDTC16.RES	Video driver for Tandy 1000 SL and Tandy 1000 TL computers with a color monitor.
* DMVDVGA.RES	Required when using a video graphics display board.

Accessories Files

File:	Notes:
ALARM.COM	Required to load the Alarm resource prior to running DeskMate.
DMACCESS.ACC	Required when using Calculator, Clipboard, Corkboard, Month, or Phone List.
DMALARM.ACC	Required when using the Alarm accessory or the alarm in the Calendar application.
DMHELP.ACC	Required when using the Help accessory.
DMNOTEPD.ACC	Required when using the Corkboard accessory.
DMPHONE.ACC	Required when using the Phone List accessory.
DMSERV.ACC	Required when using Page Setup and Calculator.
DMSETUP.ACC	Required when using the Setup accessory.
PCLINKCM.ACC	Required when using the PC-Link application.
QRTMS.ACC	Required when using the Quick Reference Mouse tutorial.
QRTDLG.ACC	Required when using the Quick Reference Dialog Box tutorial.
QRTKBD.ACC	Required when using the Quick Reference Keyboard tutorial.

Application Files

File:	Notes:
* DESKTOP.PDM	The Desktop application.
ADDRESS.PDM CALENDAR.PDM DRAW.PDM FILER.PDM FORMSET.PDM HANGMAN.PDM PC_LINK.PDM TELECOM.PDM TEXT.PDM	Application program files. Required for running specific applications.

Application Files (continued)

File:	Notes:
PC_DEMO.PDM	Demonstration program for the PC-Link application.
MAILMRGE.PDM	An application required when using the Print form letter option in the Text or Address Book application.
* DMSPELL.ACC	Files required when using the Spell Checker accessory.
* SPELL.RES	
* SPL.RES	

Data Files

File:	Notes:
BUG.CLP CHIPS.CLP CUTE.CLP DEFAULT.CLP FILE.CLP FRAMES.CLP HOUSE.CLP NOTES.CLP PHONE.CLP STARS.CLP TIME.CLP WRITE.CLP	Draw application's clip art (.clp) files.
INVNTORY.FIL	Filer application's sample file. Required if you want to create Filer files by copying this file's layouts.
LOAN.WKS TVM.WKS	Worksheet application's sample files.

Data Files (continued)

File:	Notes:
DB01.PCL	PC-Link application's data files. Required when using PC-Link.
DB02.PCL	
DB03.PCL	
DB04.PCL	
DB05.PCL	
DB06.PCL	
DB07.PCL	

Configuration Files

File:	Notes:
ALARM.CFG	Required when using the Alarm accessory.
AUTOLOAD.CFG	Required when using the Alarm accessory or when auto-loading the Spell Checker accessory for auto-proofing. Might be required by future applications that have the capability of being loaded automatically with DeskMate.
DESKTOP.CFG	Created by DeskMate. Required to retain the arrangement of the list boxes on the desktop. Might or might not be created on computers that run DeskMate from ROM (Tandy 1000 SL and Tandy 1000 TL).
DESKTOPD.CFG	The desktop's auto-configuration file (only for computers that run DeskMate from diskette, not from ROM). It can be deleted and (optionally) replaced, using the Createauto option.
DMCSR.CFG	Created by DeskMate. Required to retain the current DeskMate user configuration.

Dmconfig

Dmconfig is a setting that you can use to tell DeskMate where to store its *configuration files* (files required to retain the current DeskMate user configuration), the data file Personal.adr (required by the Address Book application), and the data file Personal.cal (required by the Calendar application).

Normally, you do not need to specify the Dmconfig setting.

Note: On computers that run DeskMate from diskette, DeskMate automatically places the configuration files and the required data files in the root directory of the drive used to boot the system (the Comspec drive). On computers that run DeskMate from ROM, DeskMate automatically places these files on the hard disk (if any) or Drive A.

However, there are two conditions under which you do need to set Dmconfig:

- If you have a hard disk and you rearrange your files so that they are stored in directories other than the Comspec directory, you need to set Dmconfig to those directories.
- If your Comspec drive is write-protected, you need to set Dmconfig to another drive. (This applies only to computers that run DeskMate from diskette, not from ROM.)

To set Dmconfig, type the following command at the system prompt each time you boot up the system:

`set dmconfig=directory`

where *directory* is the directory you want Dmconfig set to.

Caution: Always double-check the spelling of the directory name. Spelling the name incorrectly is the same as setting Dmconfig to a nonexistent directory, an error that causes DeskMate to operate improperly. On a hard-disk system, setting Dmconfig to a nonexistent directory prevents you from being able to use the desktop menu options. On a diskette-based system, it causes you to receive a message falsely stating that the system is creating a new configuration file.

If you do not want to type the Set Dmconfig command each time you boot up, you can place the command in an Autoexec.bat file. Placing the command in Autoexec.bat causes it to execute automatically on system startup.

If you have a computer that runs DeskMate from ROM and you are using a RAM (virtual) disk, you should set Dmconfig to a real, physical diskette drive. Otherwise, DeskMate sends the configuration files to the Vdisk, which is deleted each time you turn off the computer.

Memory Considerations

If you are using a PC-compatible computer that does not run DeskMate from ROM, DeskMate will run most effectively with at least 640K bytes of memory. You can, however, run it with less memory, with the following limitations:

Note: Restrictions marked with an asterisk will be lessened if your computer has a video board with onboard RAM, such as Hercules, CGA, EGA, MCGA, or VGA video board.

- We recommend that your computer have at least 512K bytes of memory to use the Spell Checker accessory. (512K is required to use Auto Proof.)
- Use of the Alarm accessory is not recommended with less than 512K.
- To use the Task Switch accessory, you must be using MS-DOS Version 3.2 (or later) and must have at least 512K.
- You will not be able to use the Text application's Add field option, which enables you to create form letters.*

- The calendar and Form Setup applications will allow only ASCII or daisy wheel printer drivers.*
- You will not be able to dial the phone using the Phone List accessory. You will, however, still be able to dial the phone by using the Address Book application.*

If you increase the number of file buffers or files beyond the MS-DOS default, you might encounter additional program limitations.

Glossary

absolute. In Worksheet, a cell reference with a pound sign (#) before it. An absolute reference will not be adjusted when copied.

accelerator. A key or key sequence that enables you either to activate a dialog box without moving the cursor to a specific button or to choose a menu option without actually pulling down the menu.

accessory. A tool that you can use at any time during a DeskMate session. The DeskMate accessories, which appear on the Accessory Menu (F10), are Setup, Spell Checker, Calculator, Phone List, Corkboard, Month, Clipboard, Alarm, and Task Switch.

address. In Worksheet, the location of an individual cell. For example, the address R4 C5 denotes the cell at the intersection of Row 4 and Column 5. In Address Book, all the information about one person in the book.

address list. In Address Book, a logical grouping of addresses, for example, a grouping for all the members of a particular club.

application. A program you can run using DeskMate.

application list box. A desktop list box that provides access to a single application, such as Text. You can use the Desktop Menu's Display option to display any application list box not already on the desktop. *See also* Programs list box.

ASCII. An abbreviation for *American Standard Code for Information Interchange*, a standard code of eight-bit strings used in many computers to represent various alphabetic and numeric characters, punctuation symbols, and control codes. In Telecom, a protocol for data transfer.

ASCII filter. A communication parameter in Telecom that lets you remove all the characters above 80 (hexadecimal) and control characters below 20 (hexadecimal).

autolog file. A file in Telecom containing a sequence of commands that, together, automatically log you onto an information service or another computer communications system.

baud rate. The speed (in bits per second) at which data is transmitted from one computer to another.

bit. An abbreviation for *binary digit*. In Telecom, a single information character (either 0 or 1).

body section. In Form Setup, the part of a report layout that contains the fields to be included in the report.

break sequence. In Telecom, a signal to the host computer that you are getting ready to send data.

buffer. An area of your computer's memory reserved for holding transmitted data you choose to capture during a Telecom session.

byte. The basic unit of information for a computer. For example, a byte can contain the information to produce a single character on the monitor screen.

carriage return. A code that returns the cursor or print head to the left margin.

cell. In Worksheet, the intersection of a column and a row.

cell reference. A cell in a worksheet that is referred to in a formula and whose contents are used by the formula.

character slot. In Form Setup, a small rectangle denoting the space to be occupied by one character in a record or report format field.

click. To quickly press and release the button on a mouse.

clipboard. The area in which DeskMate temporarily stores information you are copying or moving.

clock speed. The rate at which pulses are emitted from a clock. In a computer, the clock speed determines the rate at which logical or arithmetic functions are performed and/or processed.

column. One of two or more vertical sections appearing side by side.

command screen. The Telecom screen on which you access menus and create communications parameters and autolog files.

communication parameters. In Telecom, the instructions that set the baud rate, word length, parity, and number of stop bits and turn on or off flow control, the ASCII filter, and the self-echo switch. These settings and switches define the way your computer communicates with another computer system.

condensed mode. A method of printing that causes characters to print closer together than they normally would. Using a condensed mode lets you print some types of information that use 132 columns (characters) per line on a printer with a capacity of only 80 columns per line.

control code. A character that causes a particular result within a computer operation, such as a carriage return in a printing operation.

control sequence. A sequence of control characters, such as a break sequence in Telecom.

cosmetic text. Any text on a record or report layout that is not part of a field label. You can create cosmetic text either by entering it from the keyboard or by copying it from the Draw application.

CPU. An abbreviation for *central processing unit*. The CPU is the primary functioning unit for any computer system.

current directory. The directory in which you are working at the moment.

current list. In Address Book, the address list you are currently viewing.

cursor. The small vertical line or box-like marker on the screen that indicates where you are entering information.

daisy wheel printer. A printer with a flat, circular, vertically rotating print head. The characters are arranged around the outside of the head like petals on a daisy.

data file. A DeskMate file that only holds information you have entered, not programming information. You can use data files only in conjunction with program files.

data type. A field attribute on a record layout that you use to control the type of information (text or numerical) that you can enter in a given field when using Filer. On a report layout, a summary field attribute that lets you specify the type of summary information you want (a total or an average of information in a numeric field or a count of the number of records in the report).

default. A value or response to a prompt that the program provides if you do not specify one.

delimiter. A special character a file might require to mark the end of a series of characters.

desktop. DeskMate's central screen that visually organizes all DeskMate's programs, files, and functions.

destination disk. The disk that receives information from the computer. In a copy or backup operation, the disk on which the duplicate files are created.

dialog box. In DeskMate, a window that appears on the screen when you request certain operations. The computer can complete the requested operation only after you respond to the prompts in the dialog box.

direct connection. A means of communication from one computer to another via a cable that directly transfers the output of one computer to another computer terminal.

directory. A special type of file that keeps track of other files on a disk.

diskcopy. An operation that produces an exact copy of a diskette.

diskette. A flexible, round piece of magnetic tape enclosed in a protective plastic case. The computer writes data to and reads data from the surface of the diskette.

dot matrix printer. A printer on which each character is formed by a number of pins appropriately selected from a matrix (usually five columns by seven rows) of dots.

double click. To press and release the button on your mouse twice in rapid succession.

double click speed. The interval between the two button presses when you double click the mouse button. At faster settings, the interval must be shorter if the computer is not to interpret the clicks as distinct single clicks.

drag. To hold down the button on your mouse while moving the pointer.

edit field. An area following a screen prompt in which you can enter information.

element. In Draw, a single shape drawn using one tool.

event. An entry in a Calendar file.

exit. To halt the operation of a program or revert to a prior level of activity within a program.

extension. Characters appended to a filename to provide further identification of the file. In DeskMate, extensions on data files identify the applications with which the files operate.

field. A series of character slots treated as a unit of information. In Form Setup, you create fields of various lengths and types on your record layouts. Then, you use Filer to enter information in the fields as you complete each record.

field attributes. In Form Setup, the specific characteristics that you assign each field.

file. A block of information your computer uses for a particular function or program. Files store different types of information. One file might contain the Draw program, while another might contain a particular picture you composed.

filename. A name containing a maximum of eight characters plus an optional three-character extension that is used to identify a file. Examples are Invntory.fil and Letter.doc.

flow control. In Telecom, a system that pauses data transmission when it occurs too rapidly.

footer. In Form Setup, part of a report layout that contains information to appear at the bottom of each report page. In Text, reoccurring information on the bottom of each document page.

format. The procedure that organizes the surface of a disk so that you can store data on it.

format character. A character that appears in a field as a part of the field. For example, a field in which you must type local telephone numbers might contain a hyphen (-) as a format character to separate the first three digits from the final four.

formula. A mathematical equation used to calculate numbers.

grid. In Calendar, a weekly schedule shown in 15-minute "time slots" so that you can quickly see how heavy your schedule is for the week.

handles. In Draw, these are attached to a border surrounding an object or group of objects you have "selected." You can use the handles to change the size of the selected area.

hard copy. A printout of any information—such as a letter, report, or listing—on paper.

hard disk. A permanent disk that functions as a storage device for computer data.

header. In Form Setup, the part of a report layout that contains information to appear at the top of each report page. In Text, reoccurring information at the top of each document page.

hidden label. In Form Setup, a field label that you do not want to appear on the screen.

highlight. An operation that defines a block of information on the screen that you want to deal with as a unit. For example, you can highlight a word or phrase in a document and then duplicate it elsewhere in the document.

host computer. A computer that can make its programs and data storage available to a remote computer or terminal.

Index list box. In Address Book, the list box from which you can highlight an address for viewing.

input cell. On a worksheet, a cell whose value you supply only at the point when a calculation requires it.

insert mode. A typing mode in which the characters you type appear at the cursor location and existing characters shift to the right to accommodate them.

K. Abbreviation for kilo, denoting one thousand. Commonly, it refers to kilobytes, units of data storage or memory capacity. Each kilobyte consists of 1024 bytes.

labeled cell (label). In Worksheet, a single cell containing letters.

landscape format. A printing format using graphics mode that presents the printed copy sideways on the page so that you can use the full length of the paper as the width of the printed copy.

linefeed filter. A process that eliminates linefeeds from data sent to the printer because the printer automatically supplies the linefeeds after a carriage return.

list box. In DeskMate, a box that lists available choices.

Member Of list box. In Address Book, the list box that displays all the address lists that the currently displayed address belongs to.

menu. A list of available options, such as New, Open, Save as, Run, and so on.

menu bar. The second line on your DeskMate screen. Located on the menu bar is a series of menu titles. Selecting a menu displays a list of available functions.

modem. An acronym for *MODulator/DEModulator*. This device, which is required for your computer to connect with another computer, transforms computer signals into telephone signals, and vice versa.

MS-DOS. The name of the operating system that initiates the operation of your computer when you start up.

object. In Draw, more than one shape drawn using one or more tools; two or more elements joined together.

open. To display the contents of a menu or file.

operand. A number employed in a mathematical operation to produce the result. In the operation $20-15=5$ the numbers 20 and 15 are operands.

overtyping mode. A typing mode in which the characters you type appear on the screen in place of the character currently at the cursor. The alternate mode is insert mode.

parent directory. The directory immediately above another directory. For example, c:\ is the parent directory of c:\desk. The current directory's parent directory is symbolized by [..] in DeskMate.

parity. A system for checking accuracy in binary code transmittal.

pathname. Information, including the drive and directory specification, that locates a file in the file system. For example, b:\projects\myfile locates a file (myfile) in the subdirectory (projects) of the root directory on Drive B.

picture. In Draw, more than one shape drawn using one or more tools; all of the objects that appear on a canvas.

pixel. The smallest area of the display screen that can be individually manipulated.

point. To manipulate the mouse so that you move the arrow on the screen. Pointing to a particular item on the screen entails placing the tip of the arrow on that item.

pointer. The arrow or other symbol depicted on the screen and positioned on the screen by manipulating the mouse.

port. In Telecom, the connection point at which the host links with the remote site.

portrait format. A style of printed output that presents the text or image in the normal, top-to-bottom fashion. You can print data in portrait format using text mode.

printable area. The portion of a page on which a laser printer can actually print text and graphics.

printed lines per page. The number of lines to print on each page, calculated by subtracting the sum of the top and bottom margins from the total lines per page.

printed line width. The number of characters to print per line, calculated by subtracting the sum of the left and right margins from the total line length.

priority. In Filer or Form Setup, the order in which fields are considered when the computer arranges records for display or printing. For example, if Last Name is the item given first priority, records are sorted in alphabetical order by last name.

program file. A disk file that contains the commands for operating an application or accessory.

Programs list box. The desktop list box that provides access to all DeskMate applications.

protocol. In Telecom, the conventions that govern the format and timing of data transfer. Sender and receiver must adhere to the same set of conventions. Telecom supports ASCII and Xmodem protocols, the latter developed to improve the accuracy of file transfer.

query. A specific request for data.

record. In Filer, the information entered for each entity in the file. In a client file, for example, each client is an individual record. In Address Book, the information entered for each person in the book (also called an *address*).

record layout. In Filer or Form Setup, the format set up for entering the information in each record. Defining the record layout includes establishing, arranging, and labeling the fields that will contain the data.

relationship. In Filer, an element of the selection criteria used in finding records. Examples include Equal, Not equal, Less or equal, Greater or equal, In between, and None.

report layout. In Form Setup, the content and arrangement of the parts of the report. These parts include the page headings, the information listed, and various summaries of the data presented. You can create the layout, using Form Setup, or copy an existing layout, using Filer.

row. One of two or more horizontal sections appearing one above the other.

save. A menu option that enables you to write a file to your disk in its current form as a protection against accidental loss of data. Some DeskMate applications have specific menu options to let you save a file. Others such as Address Book, save data automatically as you update the file.

scroll. The shifting of screen contents vertically or horizontally to reveal information beyond the current margins. Comparable to the way movie credits "roll" at the end of a film.

scroll arrow. A button on the menu bar or a list box. Clicking on a scroll arrow using a mouse enables you to scroll the contents of the screen (or box) in the indicated direction.

search criteria. In Filer, the selection rules that you establish to display or print only those records of interest to you.

select. To choose an option or command that best helps to fulfill a desired task.

self echo. In Telecom, a setting that helps to display typed characters during transmission.

sort. In Filer or Form Setup, an operation that arranges records in an alphabetical or numerical sequence using the fields you specify. For example, a teacher could sort the records for a class in alphabetical order using the last names of the students.

source disk. The disk from which your computer reads information. In a backup or copy operation, the original disk from which files are duplicated to another disk (the destination disk).

spreadsheet. A data entry format composed of a series of consecutive rows and columns, so that each item of information is located at a definite point on a grid. In DeskMate, the Worksheet application uses this data arrangement.

status line. In Address Book, the line at the bottom of the screen that reminds you of the current field and the number of addresses in the current list or the entire book.

stop bit. A control code used in data transmissions to signal the end of a character.

string. In a search operation, the series of characters that you type and the computer, in turn, locates.

subdirectory. A directory that is located within another directory in your file system, enabling you to arrange your files in groups or subgroups. Directories themselves are simply special files that keep track of a group of files.

summary field. In Form Setup, a field in a report layout's summary section that can perform a simple calculation based on a selected field from the file.

summary report. The part of a Filer report generated by the summary section of the report layout.

summary section. In Form Setup, the part of a report layout that includes summary information to appear at the end of the report.

system date. The date that you entered (or that was displayed) when you turned on the computer.

system prompt. The prompt that indicates that the system is waiting for you to enter a command. In MS-DOS, the system prompt identifies the current drive and is followed by > .

terminal buffer. In Telecom, a memory storage area that lets you store incoming data from a host computer.

terminal screen. In Telecom, the screen that displays the exchange of data between your computer and the host computer.

timeout. In Telecom, a value indicating the number of seconds (during file transfer) of inactivity after which the computer closes the file automatically.

title bar. The first line on the DeskMate screen, which indicates the current application, current directory, and so on.

toggle. A switch that alternately activates or deactivates an option or condition. Also indicates an action performed by the user to change the switch setting.

tool. In Draw, the instrument used to draw a basic shape.

total line length. The number of characters that would fit across a given page, based on the paper width and the printed characters per inch. For example, the total line length for an 8 1/2-inch page printed with a ten-characters-per-inch font is 85 characters.

total lines per page. The number of printed lines that would fit on a given page, based on the paper length and the lines per vertical inch. For example, the total lines per page for an 11-inch page printed with six lines per vertical inch is 66.

truncate. In Worksheet, to convert a number to an integer by simply eliminating the value to the right of the decimal point. Also, used simply to mean shorter. For example, in Form Setup labels that appear above a file are shortened to the length of the field.

wildcard. A character that can be matched with any of a range of other characters or groups of characters. Similar to a wildcard in poker that can stand for any other card in the deck.

word length. In Telecom, the number of bits in a sequence that is handled as a unit. Set the word length so that the host and remote computers agree.

Xmodem. In Telecom, a protocol for data transfer between two computers that controls data transfer and checks its accuracy.

Xoff. In Telecom, a code used by flow control to create a pause in data transfer.

Xon. In Telecom, a code used by flow control to start data transfer.

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