TANDY®
Color Computer 3
DeskMate
A Quick Reference Guide

General Key Usage

Press:	To move the highlight or cursor:
(ALT)(←)	Back one character, erasing the character beneath it
(ALT)(↑)	To select the Icon Bar
(ALT)(?)	To select the Help Window
(ALT)(↓)	To the Menu Bar
(ALT)(↓)	To the Main Menu from the Menu Bar
(ALT)(→)	To the Folder icons on the Main Menu
(ALT)(←)	To the Main Menu from the Folder icons
(↑)	Up one line or item
(↓)	Down one line or item
(←)	Left one position
(→)	Right one position
(SHIFT)(↑)	Up one screen of data
(SHIFT)(↓)	Down one screen of data
(SHIFT)(←)	One word to the left or one screen to the left
(SHIFT)(→)	One word to the right or one screen to the right
(CTRL)(↑)	To the first item in a file
(CTRL)(↓)	To the last item in a file
(CTRL)(←)	To the left margin of the screen
(CTRL)(→)	To the right margin of the screen

Mouse/Joystick Usage
Techniques for moving the pointer:

point	Move the mouse or joystick until the tip of the pointer rests over the desired object.
click	Quickly press and release the button.
double click	Click the button twice consecutively.
press	Press and hold down the mouse or joystick button.
drag	Press and hold down the button while you move the mouse or joystick in the desired direction.

Using the Menu Bar's Function Arrows:

Point to:	Then:	To move the highlight:
△	Click	Up one line or item
▽	Click	Down one line or item
◁	Click	Left one position
▷	Click	Right one position
△	Double Click	Up one screen of data
▽	Double Click	Down one screen of data
◁	Double Click	One word to the left or one screen to the left
▷	Double Click	One word to the right or one screen to the right

Typing Text

Use:	To:
(ALT)(I)	Switch between insert/overstrike
(CTRL)(O)	Switch between upper/lower case

Note: Exceptions to the usage of the movement keys are noted under the specific applications.

The Main Menu

Menu Bar Contains the following functions from which you can choose:

Files Menu	Use to open, close, copy, delete, rename, or display the status of a data file.
Folder Menu	Use to print or sort data in a file.
Disk Menu	Lets you initialize, back up a diskette, or swap DeskMate diskettes.
Help Window	Displays a screen to assist you with the Main Menu.
Scrolling Arrows	Highlights the program or data icons that appear above or below the information currently highlighted.
Icon Bar	Contains utilities that you can use at any time while using DeskMate.

Icon Bar Contains six utilities that you can use any time, in any application.

Folder	Lets you work with the folders being used by DeskMate.
Printer	Lets you define information that determines the way your printer and DeskMate will interact.

Calculator Lets you use your computer as a hand-held calculator.

S	Changes the sign (negative or positive) of a number.
MC	Clears memory contents.
MR	Recalls and displays memory contents.
M−	Subtracts a number from memory.
M+	Adds a number to memory.
CE	Clears current entry (operand) for easy correction.
CA	Clears accumulator amount and resets operator.
(ENTER)	Performs the same function as "equals" (=).

Time Lets you reset the date and time you entered at the startup of DeskMate.

Display

Display Lets you change the resolution on your screen (in Telecom, Text, and Ledger) to a 40- or 80-column format and change the 16 available colors on the Color Palette.

Resolution:

Calendar and Filer	Uses 40-column only
Telecom, Text, and Ledger	Uses 40- or 80-column
Paint	(Not applicable)

Color Palette:	Consists of 16 colors and Red, Green, and Blue Color Scales with which you can alter any color. The top four colors are designated for the screen's *background* (BG), *foreground* (FG), *Command Bar* (CB), and *window borders* (WB).

Keyboard Techniques:

Use:	To:
(→)	Move right, among the R, G, and B (Red, Green, and Blue) Color Scales.
(←)	Move left, among the R, G, and B Color Scales.
(↑)	Move to a higher (brighter) level of color.
(↓)	Move to a lower (dimmer) level of color.
(ALT)(→)	Move to R, G, B Color Scales.
(ALT)(←)	Move to the Color Palette.
(ALT)(↑)	Move to the resolution function (if applicable).
(ENTER)	Save all changes and return to the Icon Bar.
(BREAK)	Exit the display function without saving the changes and return to the Icon Bar.
space bar	Moves the highlight between the resolution function (if applicable), the Color Palette, and the R, G, and B Color Scales.

Mouse/Joystick Techniques:
Click on the Color Palette to select the color you want to change. Click on R, G, or B to choose Red, Green, or Blue, and then click on the appropriate area of the scale.

Cursor Control Option	Lets you specify the device with which you intend to run DeskMate.
Help Window	Displays a screen to assist you with the Icon Bar.
Icon Bar	Lets you return to the application you were using.

Calendar

Keyboard Techniques:

Press:	To Move the Highlight:
space bar	Right one day
(SHIFT)(→)	To the first day of the next month
(SHIFT)(←)	To the first day of the previous month
(CTRL)(→)	To next January
(CTRL)(←)	To last January

Mouse/Joystick Techniques:

Press to:	Then:	To Move the Highlight:
(→)	Double Click	To the first day of the next month
(←)	Double Click	To the first day of the previous month
File Menu		Lets you open a Calendar file, close (save) data, print data, or choose a help screen.
Text Menu		Lets you copy, insert, delete, find, and edit text in a data file.
Date Menu		Lets you set the highlight on any valid date or see help information about the Date Menu.
Help Window		Displays a screen to assist you with Calendar.
Scrolling Arrows		Use the scrolling arrows as explained in "Using the Menu Bar's Function Arrows."
Icon Bar		Displays the Icon Bar utilities.

Text Editor

Special Key Usage

(ALT)(←)	Backspaces, erasing the character over which you backspace.
(CTRL)(O)	Switches between upper/lowercase.
(ALT)(I)	Switches between overstrike and insert.
File Menu	Use to open, close, save, merge, or print text files, or to see a File Menu help screen.
Block Menu	Use to copy, insert, delete, or select text.
Find Menu	Use to search for a word or phrase in your document or to replace a word or phrase with another.
Help Window	Displays a screen to assist you with Text Editor.
Scrolling Arrows	Use the scrolling arrows as described in "Using the Menu Bar's Function Arrows."
Icon Bar	Displays the Icon Bar utilities.

Filer

The Main Screen	Displays "cards" with file information (such as filename).
File Menu	Use this screen to save a file and print the selected cards.
Card Menu	Lets you choose how you want to display or set up your file cards.
The Format Screen	Lets you set up a format, insert and delete fields from the format, or change the order in which you want to sort.
Format Menu	Lets you delete a field, change the order in which your cards are displayed, and store the current format.
Help Icon	Lets you see general information about using the screen.
The Insert Screen	Lets you enter data for your card file.
Insert Menu	Lets you add cards to the file.
Help Icon	Displays information to assist you with the Insert Screen.
The View Screen	Lets you see cards that you have entered or change information on them.
File Menu	Lets you search for specific cards.
Card Menu	Lets you delete or print the displayed card's data.

Paint

File Menu	Use to open, close, save, or print a file.
Palette Menu	Use to select a color or pattern.
Edit Menu	Lets you select brush shapes, erase the last thing added to a picture, clear the canvas, and modify patterns.
Help Window	Displays a screen designed to assist you with Paint.
Icon Bar	Displays the Icon Bar utilities.

Ledger

File Menu	Select the File Menu to open, close, save, merge, and print files.
Block Menu	Lets you work on a selected block of cells or the currently highlighted cell. You can enter a formula in a selected block of cells by using the following operations contained in the chart on the next panel:

Formula Operations

between 2 cells:

+	Addition	*	Multiplication
−	Subtraction	/	Division
!	Power		

for a row or column

AVG Average (mean) of the values
MAX Maximum value
MIN Minimum value
SUM Sum of the values

for a cell

ABS	Absolute value	SIN	Arguments
INT	Integer truncation	COS	are in
		TAN	Degree

Cells Menu	Lets you find a specific cell label or formula and then calculates and displays the results in the cells in which formulas were entered.
Help Window	Displays a screen to assist you with the Ledger functions.
Scrolling Arrows	Use the scrolling arrows as described in "Using the Menu Bar's Function Arrows."
Icon Bar	Displays the Icon Bar utilities.

Telecom

View Menu	Lets you view Telecom's memory, terminal and status screens.
Status Screen	Lets you set up Telecom for communicating with another computer.
File Menu	Lets you load a Telecom file from diskette, close a file, and save the current status settings on diskette.
Terminal Screen	Lets you connect to and communicate and exchange files with the other computer.

Control Characters:

(CTRL)(S)	To temporarily stop transmission.
(CTRL)(Q)	To restart transmission.
(CTRL)(H)	To backspace.

Special Characters:

08 — backspace
09 — tab
0A — line feed
0C — form feed
0D — carriage return

User Menu	Lets you send preset information to the other computer.
File Menu	Lets you send or receive files with the option of choosing X-MODEM protocol.
Memory Screen	Lets you access the information that has been communicated, exchange a file with the other computer, or exit Telecom.
File Menu	Lets you access the storage area, exchange a file with the other computer, and exit Telecom.