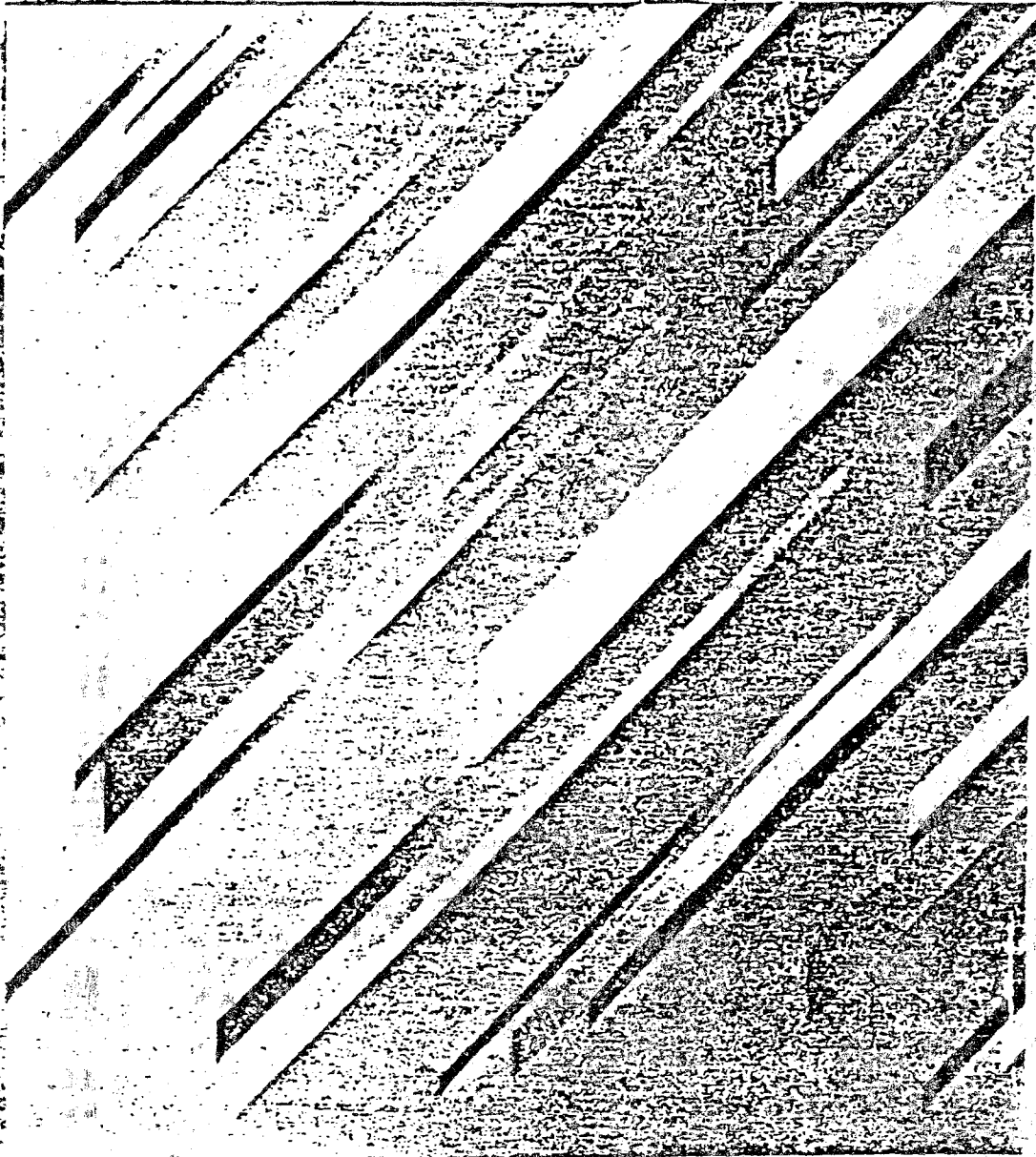# DeskMate

How To Use This Manual

This manual is divided into several parts that explain how to get the most out of DeskMate. Some parts are designed to be used as learning aids and others as reference tools. First, familiarize yourself with "Getting Started," and make a copy of your DeskMate diskette. Next, turn to the Sample Session and practice using all of DeskMate's applications, or just work through those portions you want. When you are experienced in running DeskMate, you will use the Reference part almost exclusively.

About the Parts Of the Manual

Getting Started—Lists DeskMate's applications, necessary and optional equipment, and conventions used in the manual. Explains, in detail, the fundamentals of running DeskMate, including loading DeskMate, making copies of your diskette, and using the keyboard or the mouse/joystick to move around on the screen. Provides information about DeskMate's Main Menu.

Sample Session—Provides examples designed to help you become comfortable with running DeskMate.

Reference—Gives detailed instructions about each DeskMate application.

Appendices—Includes technical information for those who want to utilize the capabilities of DeskMate more thoroughly, a list of error messages, a glossary of terms, and technical information for the Telecom user. ,

Index—Provides quick access to all parts of the manual.

Conventions Used in the Manual

Information that appears on the screen is printed in blue.

The information that you are asked to "type" is printed in **boldface**.

The Sample Session presents information in steps, noted by blue boxes. Accompanying the steps is extra information to help you with the instructions. For example:

☐ Place the cursor near the center of the screen.

Keyboard: Move the cursor to the center of the screen and press the space bar.

Mouse/Joystick: Move the cursor to the center of the screen and click.

As you become more familiar with DeskMate, you might want to skip the extra information. When you first start the Sample Session, however, read all the information.

You'll often be asked to press combinations of keys, such as [ALT] [·]. When you see two keys together, hold down the first key, and gently press and release the second one.

Icons (like those on the screen) are used in many places in the manual to clarify instructions.

Some Tandy Color Computers may use [@] instead of [ALT], and [CLEAR] instead of [CTRL].

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To add to DeskMate's versatility, you can add:

* Joystick or Mouse

* A second disk drive

* Any printer with a serial port (for example, a dot matrix, daisy wheel, or ink jet printer)

  Note: The Paint application cannot use a Daisy Wheel printer for printing pictures you create.

To use Telecom, you must have:

* A standard modem

* RS-232 Pak

* A Multipak Interface

Connecting Equipment

Connect your equipment according to the instructions in the manual(s) that came with it. To use Telecom, set up your equipment as instructed in Chapter 17, "Telecom."

Getting
Started

The first three chapters in this part of the manual contain information on those procedures you **must** follow before working through the Sample Session or using DeskMate on your own. Read and follow all instructions on these procedures:

- Loading DeskMate

- Choosing the device (keyboard, mouse, or joystick) that you plan to use to move the cursor around the screen

- Copying your diskette

Chapter 2 also tells you how to move' around the screen using the device you choose and explains terms that you will encounter throughout the manual.

Chapter 4 describes the options and utilities you can choose from DeskMate's Main Menu to perform various tasks. You do not need to follow any of the instructions in Chapter 4 before beginning the Sample Session. You can read through it now or refer to it later when you want information about DeskMate's Main Menu.

Chapter 1

Loading DeskMate

To begin using DeskMate on your Color Computer:

1. Connect any "optional" equipment you're using, such as a mouse, joystick, or printer, to the computer. If you don't know how to connect the various pieces, read the owner's manual you received with the equipment. (See Chapter 18, "Telecom," for information on setting up necessary communications equipment.)

2. Turn on the system. The screen should show:

   ```
   Disk Extended Color BASIC v.r.
   Copyright (C) 198x by Tandy
   Under License from Microsoft
   Ok
   ```

   If you don't see a copyright notice, try pressing the reset button. If the Ok message still doesn't appear, turn off your computer, and check that all your equipment is connected securely. Then, turn on the computer again.

3. Place the DeskMate diskette in Drive 0, and close the drive door. Type **DOS** ENTER. If you have Disk Extended Basic, see Appendix G. In a few seconds, you'll see the OS-9 copyright message, followed by DeskMate's title screen, and then a date and time prompt.

4. Type the current date and press ENTER (for example, 7/3/1986 ENTER).

5. Type the current time and press ⌈ENTER⌉ (for example, 12:30 PM ⌈ENTER⌉).

After you enter the time, the following screen appears.
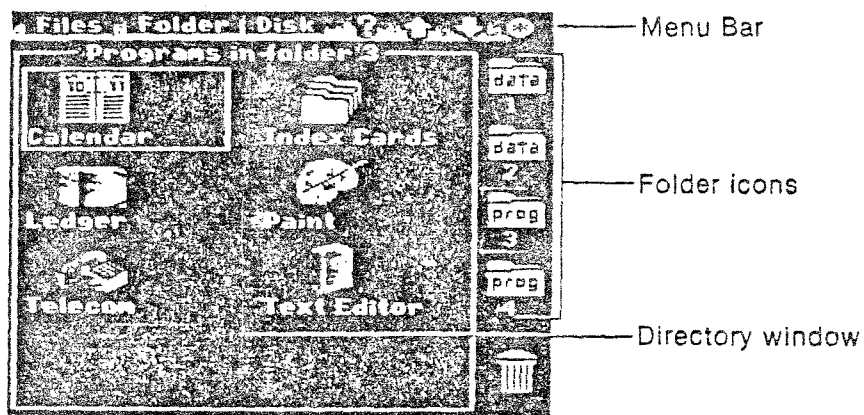
The name of each application is shown along with the *icon* (picture) that represents it. There is a Menu Bar at the top of the screen that contains various DeskMate functions and Folder icons on the right of the screen.

You'll learn more about the Main Menu of DeskMate later. Right now, there are some important things you need to know about moving around on DeskMate's screens and making copies of your DeskMate diskette.

> Note: If you want to turn off your computer, be sure that DeskMate's Main Menu is on the screen. Then, remove the diskette(s), and turn off the computer.

Chapter 2

Moving Around

When you first see the DeskMate Main Menu, the Calendar application is surrounded by a box and can be *selected*. Throughout DeskMate, you can move the highlight, box, "check" mark, or other method of emphasis around on the screen and make selections with the keyboard or a mouse or joystick. The instructions below contain specific information for the device you'll be using.

Choosing the Device

As you use DeskMate, you will maneuver the cursor or the method of emphasis by using either the keyboard or a mouse or joystick. To choose the device you want to use, follow the instructions below.

1. Press [ALT] [·] to select the Icon Bar.
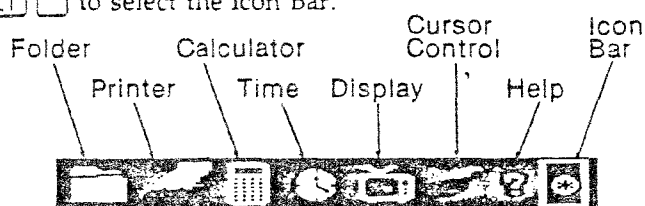
This is the Icon Bar. The icons represent DeskMate's subfunctions, such as the printer and calculator.
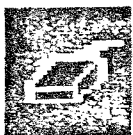
2. Use the arrow keys to move the highlight to the cursor option, and press [ENTER].

```
Choose type of cursor
   control device:

☑ Mouse or Joystick
☐ Keyboard only
```

3. Use the arrow keys to move the highlighted "check" to the option you want, and press [ENTER]. You return to DeskMate's Main Menu.

You can now use the method you chose throughout DeskMate.

Using the Keyboard

Use the chart below as a quick reference when you want to know how to move around on the screen using the keyboard. (Any exceptions are discussed under specific applications.)

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

To select a function or information in DeskMate using the keyboard, use the arrow keys to emphasize the desired function, and press `ENTER`. If you choose a function that has a menu, it will appear, and you can then select an option by using the arrow keys to move to the desired option and pressing `ENTER`.

You can perform the functions with numbers beside them without accessing the menu. Select the information with which you want to use the function, and then press `ALT` *number*. This method is most convenient when you are familiar with DeskMate.

Some Color Computers use `@` instead of `ALT` and `CLEAR` as `CTRL`.

Typing Text

You can use DeskMate as you would a typewriter to enter text in any application. Below are two things you need to know when you are typing with DeskMate.

Use:	*To:*
`ALT` `I`	Switch between insert/overstrike
`CTRL` `0`	Switch between upper/lowercase

In insert mode, characters you enter are inserted at the cursor position, pushing existing characters toward the right. The cursor appears as a vertical line positioned between two characters, at the point where characters are inserted.

In overstrike mode, a character you enter replaces the character under the cursor. The cursor appears as a reverse block.

When using lowercase, you can hold down [SHIFT] while typing a letter to capitalize it, much like a SHIFT key on a typewriter.

Using the Mouse/Joystick

If you use a joystick, note that you must plug it into the right joystick port on your computer. (For detailed information on setting up and using your mouse or joystick, read the manual that accompanies it.)

When you use a mouse or joystick, a small *pointer* appears on the screen, and you can move it around to select DeskMate functions or information. You need to be familiar with the following 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.

[SHIFT] click   Hold down the [SHIFT] key and click the button.

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.

To select a function or information in DeskMate using a mouse or joystick instead of the keyboard, point to the desired function or information, and then click the button on the mouse/joystick. If you choose a menu function, the menu will appear, and you can then select an option by pointing to it and clicking.

You can perform the functions with numbers beside them without accessing the menu. Select the information with which you want to use the function, and then press ALT *number*.

The chart below shows how to use the mouse/joystick with a Menu Bar's function arrows. You may need to consult it from time to time until you become more familiar with DeskMate.

Point to:	Then:	To move 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
⬆	SHIFT Click	To the first item in a file
⬇	SHIFT Click	To the last item in a file
⬅	SHIFT Click	To the left margin of the screen
➡	SHIFT Click	To the right margin of the screen

Chapter 3

Copying the Diskette

At this point, make a copy, or *backup*, of the DeskMate diskette in Drive 0. This is one of the most important things you can do as you use DeskMate. If you keep backups of the DeskMate diskette, you'll always have current information stored in case a mishap (such as a power failure) occurs. Before you continue, turn to the backup instructions in Appendix A, and make a backup of your DeskMate diskette. Never use your original diskette to run DeskMate. Do not modify the original in any way.

To store the greatest amount of information possible while using only one drive, we suggest that you make two backups. On one backup, delete half the application files, following the instructions about deleting files in "The Files Menu," in Chapter 4. On the second backup, delete the applications that you didn't delete on the first backup. This way, you create two diskettes with more space on each diskette.

If you are using more than one disk drive, we strongly recommend that you use a backup to run DeskMate and a data diskette for storing any files you create. Instructions for creating a data diskette are in Appendix A.

After you've backed up your DeskMate diskette and know how to move around on the screen, you're ready to see some ways that you can use DeskMate. First, finish reading this part of the manual. The remaining chapters contain important information you'll need for working through the Sample Session or for jumping right into DeskMate.

Chapter 4
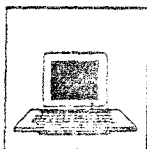
The Main Menu

After you load DeskMate, the Main Menu is displayed.
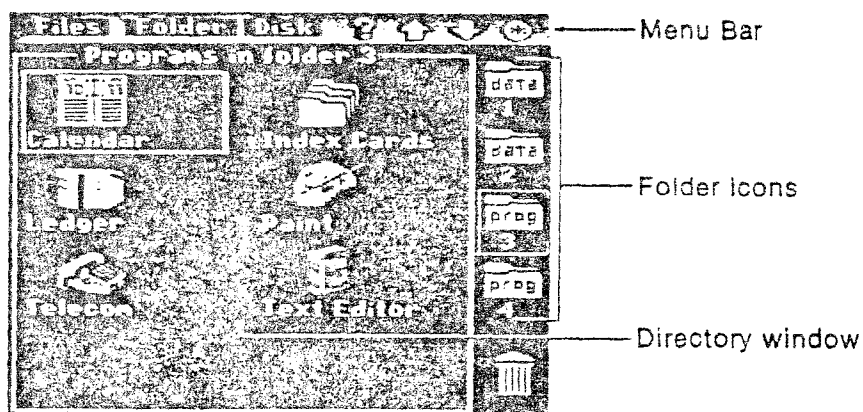
The Main Menu is the control center for the entire system, enabling you to access any part of DeskMate you want to use. It is divided into three parts: the Menu Bar (containing functions), the Directory window (showing the contents of a program or data folder), and the Folder icons (used to select different data or program folders). The contents of Program Folder #3 always appear in the Directory window when you first load DeskMate. Remember that only mouse/joystick users can access the scrolling arrows on the Menu Bar.

If this is your first time using DeskMate, do not try the functions explained in this chapter immediately. Read through the chapter now, or skip to the Sample Session and refer to this chapter when you need information about the Main Menu and its features. You can press [BREAK] to cancel a Main Menu procedure you might be trying and return to the Main Menu.

The Menu Bar

A Menu Bar, like a restaurant menu, contains various items from which you can choose. You can reach the Menu Bar in one of two ways:

Keyboard: Press [ALT] [↑].

Mouse/Joystick: Point to the file or function you want, and then click to select it.

The Files Menu

Choose the Files Menu when you want to perform a task involving a program or data file. First, select the desired file on 'the Directory window. Then, select File s from the Menu Bar.
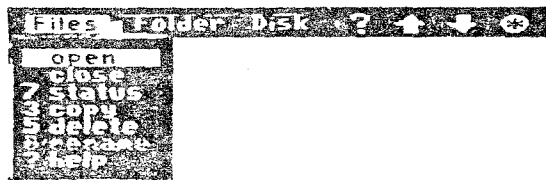
When the Files Menu appears, you can move to the option you want and select it. The options are:

open   Opens the file you selected. (You can also open a file by selecting its icon and pressing [ENTER] or by pointing to the icon and double click-ing.) If you are opening a data file, its associated program is opened at the same time. The main screen of the program (with the chosen data if you opened a data file) is displayed.

close   Exits DeskMate.

3 copy   Makes a duplicate of the selected file.

Follow the instructions below to copy using the keyboard:

1. Move to the file you want to copy, and then select copy from the
    Files Menu on the Menu Bar.

2. A window appears, and you can edit the name of the file you are
    copying. (You cannot change the name of a program file.)

3. When the information is correct, press [ENTER] to copy the file. Be
    sure that, if you are using more than one disk drive, you have a
    formatted diskette in the second drive.

    If you are using one disk drive, the copy folder number and file-
    name must be the same as the destination folder number and file-
    name. The following message appears:

    ```
    Folders and files are identical,
    is this a single disk copy?

        ☑ Yes          ☐ No
    ```

4. Select an option, and press [ENTER]. You return to the Main Menu.

    Press [BREAK] to cancel the copy option and return to the Main
    Menu.

Follow the instructions below to copy using the mouse/joystick.

1. Move to the file you want to copy, and hold down the button on
    the mouse/joystick until the box changes its color.
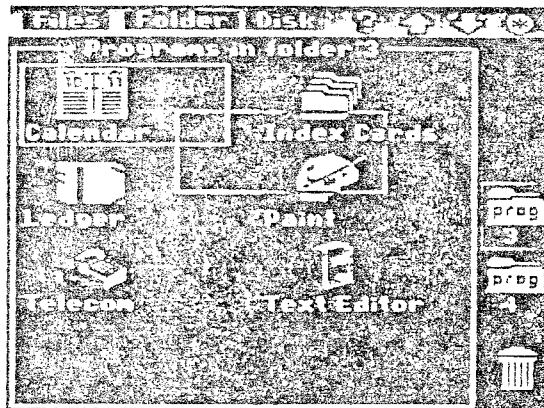
If you highlight a program file, the data folder icons disappear. If you highlight a data file, the program folder icons disappear.

2. Drag the box (representing the file) to the folder to which you want to copy the file.

3. Release the button when the box is at the correct folder.

    Follow steps 2 through 4 for keyboard users to complete the copy procedure. Click wherever [ENTER] is mentioned.

5 delete Deletes the selected file.

Follow the instructions below to delete using the keyboard:

1. Move to the file you want to delete, and then select delete from the Files Menu on the Menu Bar.

    A window appears showing the information on the file.

2. Press [ENTER] to delete the file and return to the Main Menu.

    Press [BREAK] to cancel the deletion and return to the Main Menu.

Follow the instructions below to delete using the mouse/joystick.

1. Move to the file you want to delete, and hold down the button on the mouse/joystick until the box changes its color.

2. Drag the box to the "trash can" icon in the lower right corner of the screen.

3. A window appears showing information about the file.

4. Point to [ENTER] and click to delete the file and return to the Main Menu.

   Point to [BREAK] and click to cancel the deletion and return to the Main Menu.

6 rename   Renames the selected data file. (You cannot rename program files.) Move to the file you want to rename, and select the Files Menu from the Menu Bar. After you select rename from the Files Menu, a window appears, and you can type the new filename. Press [ENTER] to rename the file, or press [BREAK] to cancel the rename option and return to the Main Menu.

7 status   Displays the date and time at which the file was last updated, its name, and its size in characters (bytes). Press any key to return to the Main Menu.

? help   Displays a help window that features specific instructions for using the Files Menu. Press any key to see the next page of help information. Press [BREAK], or move the pointer outside the help window and click to return to the Main Menu.

Press [BREAK], or move the pointer outside the Files Menu and click to exit the Files Menu.

The Folder Menu

Choose the Folder Menu to print a list of files in a folder or to sort data folder files. First, select a folder.

Keyboard: Press ⌞ALT⌟ ⌞-⌟, choose the desired folder, and press ⌞ENTER⌟.

Mouse/Joystick: Point to any folder icon and click.

After you select the program or data folder, move to the Menu Bar and select Folder.

When the Folder Menu appears, move the highlight to the option you want, and press ⌞ENTER⌟ or click.

2 print   Prints the filename, creation date, and size in bytes of each file in the selected folder. If you selected a program folder, the information for each program file and its associated help file is printed. When printing is complete, the Folder Menu disappears.

8 sort data   Sorts all files in a selected data folder either alphabetically (alpha) or by program type (icon). Select the way you want the folder to sort. You return to the Main Menu.

? help   Displays a help window that features specific instructions for using the Folder Menu. Press any key to see additional pages of help information. Press ⌞BREAK⌟, or move the pointer outside the help window and click to return to the Main Menu.

To exit the Folder Menu, press ⌞BREAK⌟, or move the pointer outside the Folder Menu and click.

The Disk Menu

Choose Disk from the Menu Bar when you want to initialize or back up a diskette, or when swapping DeskMate diskettes.

Move the highlight to the option you want to use, and press [ENTER] or click.

initialize   Initializes (formats) a diskette for storing information. (See Appendix A for detailed instructions.)

backup   Makes a copy of a diskette. (See Appendix A for detailed instructions.)

swap   Enables you to exchange a DeskMate program diskette for another. The new diskette must also contain DeskMate programs.

? help   Displays a help window that features specific instructions for the Disk Menu. Press any key to see additional pages of help. Press [BREAK], or move the pointer outside the help window and click to return to the Main Menu.

The Help Window

Selecting ? from the Menu Bar accesses a help window containing specific information about the Main Menu. Press any key to see additional pages of help information. Press [BREAK], or move the pointer outside the help window and click to return to the Main Menu. You can also press [ALT] [?] to access the help window.

The Scrolling Arrows

Select ⬆ or ➡ (only if you are using a mouse/joystick) to highlight the program or data icons that appear above or below the information currently highlighted. Point to the scrolling arrow that you want to use, and click. For more information about the scrolling arrows, see Chapter 2, "Moving Around."

The Icon Bar

Select the icon bar (✽) by using one of these methods.

Keyboard: Press [ALT] [·].

Mouse/Joystick: Point to ✽ and click.

The Icon Bar contains utilities that you can use at any time while using DeskMate. If you don't want to select a utility, you can reselect ✽ to return to the application. The next section, "Icon Bar Functions," explains each Icon Bar utility in detail.
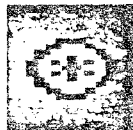
Icon Bar Functions

The Icon Bar contains six utilities that you can use at any time, in any application. (Only four of the six functions are available in the Paint application.) Select the Icon Bar from the Menu Bar of the application you are currently using.
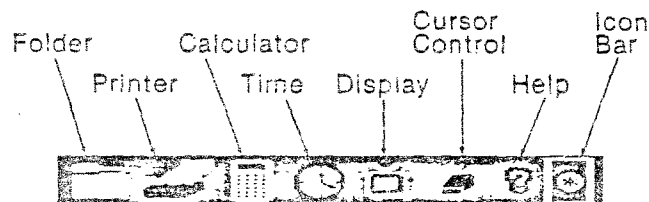
To use a utility, select its representative icon. To return to the application you were using, press [BREAK]. You can return to the Icon Bar by reselecting it. You can choose the help window (?) from the Icon Bar before selecting an Icon Bar function.

 Folder

The folder utility lets you work with the folders being used by DeskMate. Working with folders can become technical. We suggest that you become familiar with OS-9 by reading the manual explaining it and by reading Appendix C in this manual. After you select the folder utility, you see:
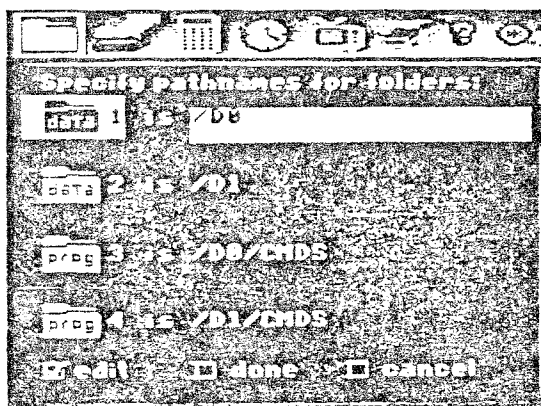
A *pathname* identifies a specific folder created by the OS-9 operating system and always begins with a disk drive number followed by a name. It also gives directions to DeskMate and OS-9 on how to find an existing directory or where to put a new one on the disk.

Note: OS-9 is the computer operating system that DeskMate uses.

You can type the names of one or more folders being used by DeskMate, specify an existing *directory* (the OS-9 system term for "folder"), or create new directories (thus creating an empty folder).

If you enter a pathname for a folder that does not exist, you are asked if you want to create a new directory.

> Caution: Once you create a directory, you cannot delete it unless you have an OS-9 system diskette.

After the directory is created, you can enter another pathname. Refer to Appendix C for more specific information about the OS-9 operating system.

The options on the Folder utility screen are:

edit
: Lets you change the directory information for one or more folders. Be sure the check is at the edit option, and press [ENTER] or click. Use the arrow keys and [ENTER], or point and click to highlight the folder you want to edit. When the information is correct, press [ENTER] to record the changes, or press [BREAK] to cancel the edit option. You can then choose another option from the Folder utility.

done
: Tells DeskMate that all information for the files is correct. Be sure the check is at the done option, and press [ENTER] or click. You return to the application you were using.

cancel
: Cancels all changes you might have made while in the Folder utility. (You cannot cancel a created folder.) Be sure the check is at the cancel option, and press [ENTER] or click. You return to the application you were using.

Printer

The printer utility lets you define information that determines the way your printer and DeskMate will interact. Select the printer utility from the Icon Bar.

Left Margin   Printer line width
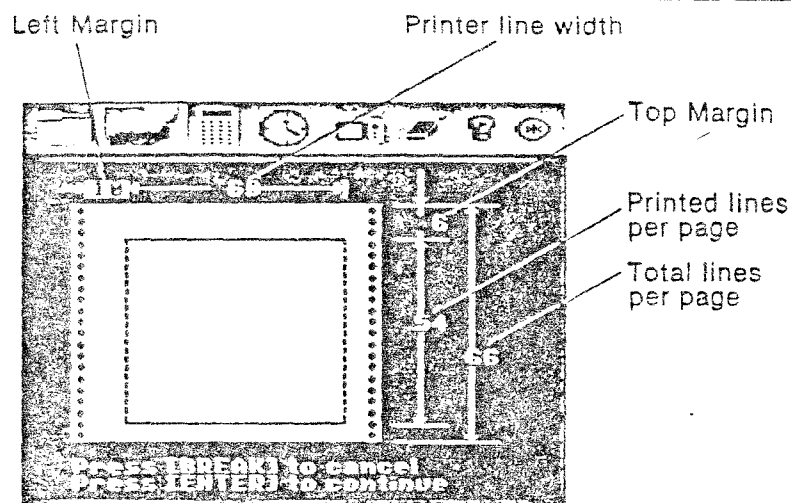
You can type over the existing default value and press ENTER, or press ENTER alone to move to the next prompt.

Left margin

The number of spaces from the left edge of the paper to the first character position for printing.

Printed line width

The number of characters that you want to print on one line.

Top Margin

The number of blank·lines you want to leave at the top of each page.

Printed lines per page

The number of lines you want printed on each page.

Total lines per page

The length of the paper in print lines.

When you finish setting up the screen and press ENTER at the last prompt, another screen of printer settings appears, and you can enter new settings or press ENTER to keep the old ones.

Printer baud rate

See the owner's manual for your printer to be sure you have the proper setting. When the setting is correct, press ENTER or click to go to the next setting.

Printer paper   Press [ENTER] or click on the continuous option to indicate that you are using continuous feed paper. Move the "check" to the single sheet option if you want to stop the printer after each page to insert another sheet of paper.

Printer carriage The number of characters that your printer is capable of
width   printing on one line of your page. This is usually set at 80 or 132 columns. Press [ENTER] when the setting is correct.

Printer device Type /P to select the printer port, or type a filename to "print" information (send output) to a text file.

Press [BREAK] to cancel the changes and return to the application you were using.

Press [ENTER] to record the changes and return to the application you were using.
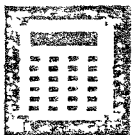
Calculator

The Calculator utility lets you use your computer as a hand-held calculator. You can access the calculator while using any DeskMate application without interrupting the screen you are currently using. The calculator uses a ten-digit display (no commas) and a floating decimal point format. 9,999,999,999 is the largest number that you can enter or accumulate, and 0.000000001 is the smallest.

After you select the Calculator utility from the Icon Bar, the calculator appears.
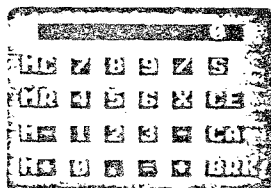
S	Changes the sign of a number.
MC	Clears memory contents.
MR	Recalls and displays memory contents.
M-	Subtracts a number from memory.
M-	Adds a number to memory.
CE	Clears current entry (operand) for easy correction.
CA	Clears accumulator amount and resets operator.

Keyboard: Type the number or function (for example, M- to subtract a number from memory).

Mouse/Joystick: Point and click to select a number or function.

To change the sign of a number you want to enter, select S.

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

Time

The Time utility lets you set the date and time, resetting the date and time you entered at the startup of DeskMate. (You can see the date and time that you created or updated a file when you view the status of the file.) Select the Time utility from the Icon Bar.

```
Date is:
Time is:

Press [BREAK] to cancel
Press [ENTER] to continue
```

To change the current date, simply type the new date (up to 8 characters) and press
[ENTER]. For example, you could type 6/15/85 [ENTER].

Enter the time in the format you choose (up to 11 characters). For example, you could
type 12:30 P.M., 12 AM, or 12:30:05 p.

Note: Military time cannot be set in DeskMate. Use only the hours 1-12.

After you press [ENTER] at the Time is: prompt, the information is recorded, and you
return to the application you were using.

Press [BREAK] to keep the old date and time and return to the application you were
using.
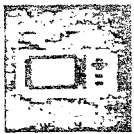
Display

Use this utility to change the background and character colors on the screen. Select
the Display utility from the Icon Bar.

```
Press [SPACE] to see
    display options
```

```
Press [ENTER] to continue
```

The current color selection appears in the box in the center of the screen. Use the
space bar to display other color sets from which you can choose, or click when
[SPACE] is highlighted. The color sets are:

- Black characters on a green background

- Green characters on a black background

- Black characters on a white background with colored icons and screen borders

- White characters on a black background with colored icons and screen borders

When the color set you want to use is displayed, press [ENTER] or click when [ENTER] is highlighted. You return to the application you were using, which appears with the newly chosen color display. You can also press [BREAK] to return to the application and use the existing color display.

> Note: This utility is not available in the Paint application because it has its own display options with a more extensive assortment of colors from which to choose.

Cursor Control Option

This utility specifies the device with which you intend to run DeskMate. Select the Cursor utility from the Icon Bar.

```
Choose type of cursor
   control device:

☑ Mouse or Joystick
☐ Keyboard only
```

Use [↑] and [↓] on the keyboard or the mouse/joystick to choose the device you want to use, and press [ENTER] to return to the application you were using. You can use the keyboard in any DeskMate application, no matter which option you choose. Press [BREAK] if you don't want to change the currently chosen device. You return to the application you were using.

> Note: This utility is not available in the Paint application because Paint has its own cursor device options.

The Help Window

Selecting ? displays a help window containing specific information about the Icon Bar. Press any key to see the next page of help information. To exit the window:

Keyboard: Press BREAK.

Mouse/Joystick: Move the pointer outside the window, and click.

You return to the Icon Bar and can make another selection.
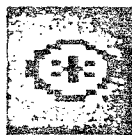
Icon Bar

Select this icon to return to the application you were using without making a selection from the Icon Bar.

Now that you've read through "Getting Started" and have made a backup of your DeskMate diskette, you're ready to continue with the Sample Session. If you need help, you can refer to this part of the manual or to a specific chapter in the Reference part.

Sample Session

This part of the manual is designed to help you become more familiar with DeskMate and let you have a little fun, too! You can start at the beginning of the examples and work your way through each one, or choose a particular application that you want help with. While working through the examples, you might want to add more sample data or try other features of the application that aren't covered in this part. To use an application to its full capability, consult the Reference part.

You are asked to "select" or "choose" applications and functions in this part, so if you are unfamiliar with the keyboard or mouse/joystick techniques, refer to "Moving Around" in "Getting Started."

As you go through the Sample Session, make frequent backups of your DeskMate diskette. If you accumulate so much data that the disk becomes full, you can use a backup and delete any data files you don't need. If you are using more than one disk drive, we strongly recommend that you use a data diskette in Drive 1 to store the information you collect while working in the Sample Session. See Appendix A for instructions on creating data diskettes.

Chapter 5
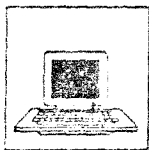
Beginning the Sample Session

Before you start the Sample Session, you must load DeskMate and make a backup of the diskette. If you haven't done this, read "Getting Started."

After loading DeskMate, the Main Menu appears on your screen. You can access each application, the Menu Bar, and the Icon Bar utilities by following the directions on the next few pages. These functions are accessible from any application and are explained in more detail in the Reference part.

Note: Some Tandy Color Computers may use [@] instead of [ALT] and [CLEAR] instead of [CTRL]. The manual always refers to [ALT] and [CTRL].

Using the Calculator

Calculator works in the same way as a hand-held calculator. Follow the instructions below to perform some mathematical calculations such as adding, subtracting, and multiplying and to see how you can use the "memory" feature to store and recall calculations.

☐ At the DeskMate Main Menu, select the Icon Bar (∗).
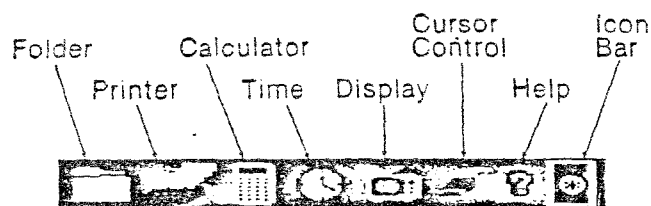
☐ Select the Calculator utility from the Icon Bar.
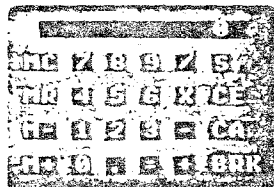
☐ Add the following figures and place them in memory.

12.93, 38.70

Keyboard: Type 12.93 M+
Type 38.70 M+

(You do not have to press ⌈ENTER⌉.)

Mouse/Joystick: Point and click to each digit in the first number you're adding. Then point to M+ and click to enter the figure into memory. Enter the other figure in the same manner.

☐ Select MR to see the accumulated total of the figures you entered.

Keyboard: Type MR

Mouse/Joystick: Point to MR and click.

The total should be 51.63.

☐ Subtract 50.00 from the total you have in memory.

Keyboard: Type 50.00 M-

Mouse/Joystick: Point to the numbers and click, and then point to M- and click.

☐ Select MR.

The amount in memory should be 1.63.

☐ Multiply 6 by 9.

Keyboard: Type 6 x 9 =

Mouse/Joystick: Point and click to the numbers and operators.

The answer (54) appears in the calculator window.

☐ Now check to see if the previous total that you entered into memory (1.63) is still there.

Keyboard: Type MR

Mouse/Joystick: Point to MR and click.

☐ Clear the amount from memory.

Keyboard: Type MC

Mouse/Joystick: Point to MC and click.

The amount (1.63) is now erased from memory. 1.63 still appears in the calculator window.

☐ Exit the Calculator utility.

Keyboard: Press BREAK .

Mouse/Joystick: Point to BRK and click.

You return to DeskMate's Main Menu.
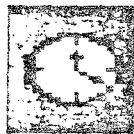
Setting the Time

You can use the Time utility on the Icon Bar to reset the system date and time.

☐ At the DeskMate Main Menu, select the Icon Bar.

☐ Select the Time utility from the Icon Bar.

```
Date is: _____
Time is:

Press [BREAK] to cancel
Press [ENTER] to continue
```

☐ Type 1/1/1986 or 1/1/86 [ENTER] for January 1, 1986.

You can enter a date of any format within the 8 spaces provided.

☐ Now, type 2:50 PM [ENTER] to set the time.

You return to DeskMate's Main Menu. The system date and time are now set to the entries you made above. Any files you create now will show these settings when you view their statuses. When you enter the Calendar application, January 1, 1986, will be highlighted.

Chapter 6

Setting Up a Schedule

You can use Calendar to remind you of business appointments, lunches, meetings, or anything else you may need to remember on a daily basis. You can also set up the calendar to remind you of personal occasions, such as birthdays, anniversaries, car tune-ups, and house maintenance duties. The more you consult Calendar, the more uses you will find for it. Just keep in mind that virtually anything you might want to remember can be easily recorded in DeskMate's Calendar!

Entering the Schedule

☐ Select Calendar from the Main Menu.

After you press [ENTER] or click, the screen appears as below:
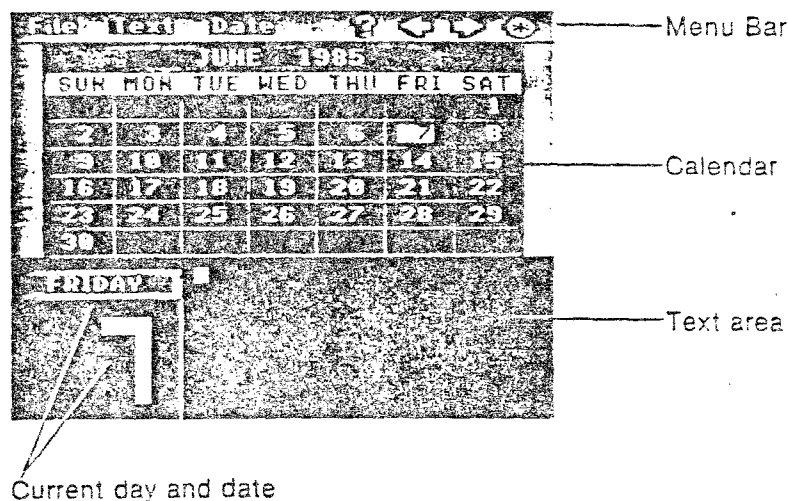
Current day and date

From the Menu Bar, you can access the Calendar functions, a help window, scrolling arrows, and the Icon Bar. The Calendar area shows each day of the month (with the current day and date shown in the lower left area of the screen). The text area is like a notepad on a desk calendar. You can jot down your entire schedule for the selected day.

☐ Move the highlight to a day.

☐ Move to the Calendar Menu Bar and select Text.

☐ Select edit from the Text Menu.

After you select the edit function, a cursor appears in the text area.

Command Bar

Text Area
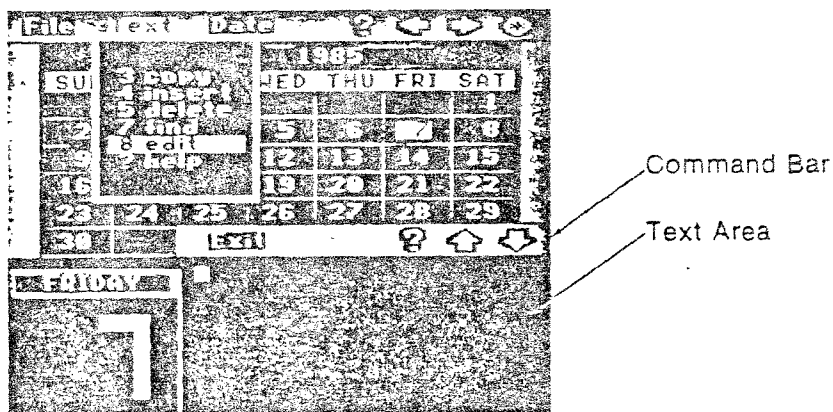
Note: When you first enter the edit function, you are in overstrike mode, indicated by the flashing cursor block. When you are in insert mode, the cursor is a vertical line between two characters. [ALT] [I] switches between the overstrike and insert modes. [CTRL] [0] switches between typing in all upper- or lowercase.

▱ Type:

9:30 AM	Project meeting [ENTER]
[ENTER]	
12:30 PM	Lunch [ENTER]
[ENTER]	
5:30 PM	Cleaners [ENTER]
[ENTER]	
8:00 PM	Dinner Party [ENTER]

As you type in the last entry, the screen scrolls up one line so you can see the line on which you're typing. You can scroll back up by using the [↑] on the keyboard or the ◯ on the text Command Bar (if you are using a mouse/joystick).

▱ Exit the edit function and return to the calendar area.

Keyboard: Press [BREAK].

Mouse/Joystick: Point to e x i t on the text Command Bar and click.

▱ Use the methods described above to select another day from the calendar area for entering a schedule.

▱ Return to the text area and type the following:

8:00 AM	Breakfast meeting [ENTER]
[ENTER]	
12:45 PM	Lunch [ENTER]
[ENTER]	
6:30 PM	Soccer game [ENTER]

▱ Return to the calendar area.

Printing the Schedule

☐ Select F i l e from the Menu Bar.

☐ Select p r i n t from the File Menu.

```
Print    ☑ day     ☐ week
         ☐ month   ☐ all
```

To move the "check" to m o n t h, use the arrow keys on the keyboard and press
[ENTER], or use the mouse/joystick to point and click.

When the printer is finished, you return to the main Calendar screen. You now have a
sample printout of schedules that you created.

Finding An Entry

☐ Select T e x t from the Menu Bar.

☐ Select f i n d from the Text Menu.

☐ Type Meeting [ENTER].

The first date containing the word "meeting" is highlighted, and the text of that
date is displayed.

☐ Now, press [ALT] [7] [ENTER] to see the next "meeting" on your schedule.

[ALT] [7] is the "shortcut" method of selecting the find function. Pressing [ENTER] accepts "Meeting" as the word you want to find again.

Exiting Calendar

☐ Press [BREAK] to exit the Calendar application.

    save?   ☐ yes   ☐ no

Since this was only a practice session. you don't need to save the schedules you created.

☐ Move the check to no, and press [ENTER] or click.

You return to the Main Menu.

Chapter 7

Writing a Letter

Think of the Text Editor application as a blank sheet of paper in a typewriter—ready for you to fill with words of poetry, correspondence to friends or businesses, or those hard-to-find grocery lists. You can even send pages of text using DeskMate's Telecom application. In this example, you will write a letter and then print it. We suggest that you type the text offered in this chapter so that you can use the editing techniques presented. Later, you can experiment with your own text.

Composing the Letter

☐ Select Text Editor from the Main Menu.
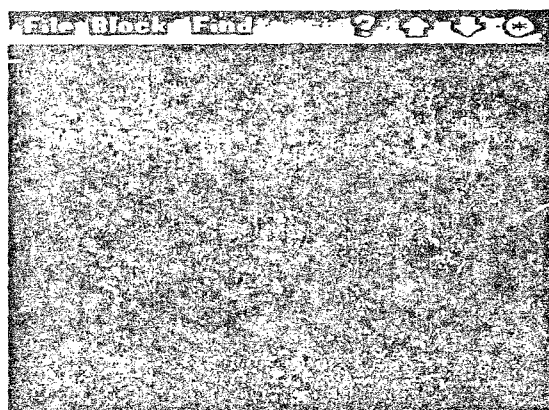
Use the main portion of the screen like a blank sheet of paper. The Menu Bar contains access to the Text Editor functions, a help window, scrolling arrows, and the Icon Bar.

☐ Type the following letter on the screen.

```
January 1, 1986  [ENTER]
[ENTER]
Dear Pat,  [ENTER]
[ENTER]
You'll never believe it, but I'm writing this to you on the
new Tandy Color Computer I got for Christmas. It's really a
break from the robes and perfume that I usually get, and I'm
having lots of fun with it!  [ENTER]
[ENTER]
I can do so much with this DeskMate program. I'm using the
Text Editor now, but I can also keep files, create a budget,
jot reminders to myself in Calendar, and even paint! I could
send this letter to you within seconds of writing it if you
had a computer (with modem) too.  [ENTER]
[ENTER]
```

Stop typing the letter for a minute and follow the instructions below to use
backspacing to edit a portion of your letter.

☐ First, move the cursor to the word *"with"* on the last line of the letter.

☐ Type **and.**

☐ Be sure the cursor is one space to the right of the letter h, and press [ALT] [-] (for
backspace) to delete h.

☐ To close the extra space between a nd and modem, move the cursor one space to
the right of the extra space, press [ALT] [I] (to begin using insert mode), and then
press [ALT] [-] again to delete the space.

☐ Press [ALT] [I] to return to overstrike mode.

□ Now, continue typing the letter.

```
Why don't you talk to John about getting a Tandy Color
Computer. He can use it too -- for the new business! [ENTER]
[ENTER]
Just think! No more stamps or letters lost in the mail. And
it's cheaper than a telephone call! [ENTER]
[ENTER]
I'm going to close for now and try some more programs. Write
soon. [ENTER]
[ENTER]
Your friend, [ENTER]
[ENTER]
[ENTER]
Danielle [ENTER]
```

You can scroll through the letter by using the arrow keys on the keyboard or the Menu Bar arrow keys with the mouse/joystick.

Editing the Letter

If you made a mistake while typing the letter, you can use [ALT] [-] (backspace) to delete letters as you saw in the above example. You can also edit by moving, inserting, or deleting blocks of text. Follow the instructions below to reverse the order of two paragraphs in the letter you just typed.

□ Move the cursor to the first character in the paragraph that begins, "Just think . . ."

Keyboard: Use the arrow keys to move the cursor.

Mouse/Joystick: Point and click.

☐ Highlight the entire paragraph.

> **Keyboard:** Move to the Menu Bar and select ᴮˡᵒᶜᵏ. Then choose ˢᵉˡᵉᶜᵗ from the Block Menu. (You can also press [ALT] [6] to begin the selection.) Use the arrow keys to highlight the paragraph.

> **Mouse/Joystick:** Hold down the button on the mouse/joystick, and drag the highlight until it covers the paragraph.

☐ Move to the Menu Bar and select ᴮˡᵒᶜᵏ.

☐ Select ᶜᵒᵖʸ from the Block Menu.

The block of text remains on the screen, but it is also stored in a copy buffer (a reserved portion of memory) and can be placed in any area of the text that you choose.

☐ Now move the cursor to the end of the second paragraph. (The line cursor should be to the right of the word "too.")

☐ Move to the Menu Bar and select ᴮˡᵒᶜᵏ again.

☐ Select ᶦⁿˢᵉʳᵗ from the Block Menu.
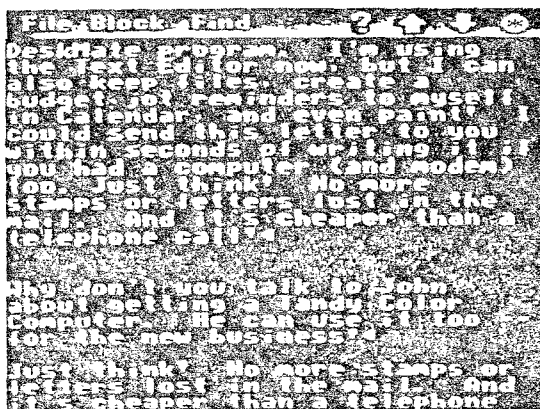
The text you copied now appears in two places in the letter.

☐ Move the cursor to the second occurrence of the paragraph that begins, "Just think . . ."

☐ Move to the Menu Bar and reselect B l o c k.

☐ Choose s e l e c t from the Block Menu.

☐ Highlight the entire paragraph.

☐ Move to the Menu Bar again and choose B l o c k.

☐ Select d e l e t e from the Block Menu.
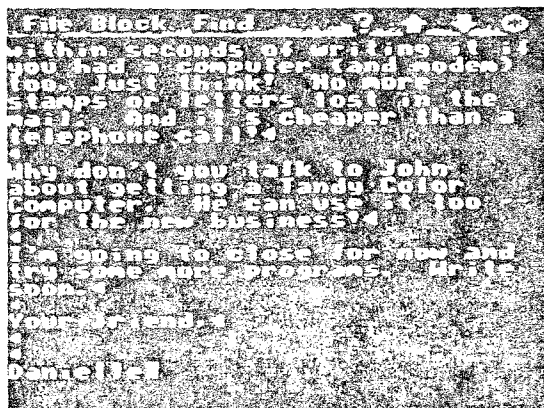
The text that was highlighted disappears. The paragraphs appear in their new order, and you are ready to print the letter.

Printing the Letter

If you have a printer and want a copy of the letter you just created, follow the instructions below.

☐ Move to the Menu Bar and select F i l e.
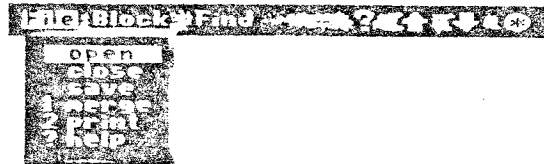
☐ Select p r i n t from the File Menu.

After your printout is completed, the letter reappears on the screen.

Exiting Text Editor

When you are ready to exit the Text Editor, follow the instructions below.

☐ Move to the Menu Bar and select F i l e.

☐ Select c l o s e from the File Menu.

    s a v e? ☑ y e s ☐ n o

☐ To save your letter in a text file, choose y e s by pressing [ENTER] or clicking.

☐ When prompted to name the file, type LETTER [ENTER]. You return to DeskMate's Main Menu.

Chapter 8
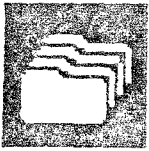
Creating a Mailing List

The exercise below will help you become more familiar with the Index Card application. You'll learn how to set up a mailing list—from developing your own format to adding and deleting names on the list. Use Index Cards as you would use ordinary 3 x 5 cards, tucked away in appropriately labeled boxes. The wonderful difference is that with DeskMate, you won't ever have to look for a lost box or take up precious room in your closet or office with box upon box of filing cards. Also, each time you add a new card, DeskMate automatically alphabetizes all the cards.

Laying Out a Format

☐ Choose Index Cards from the Main Menu.
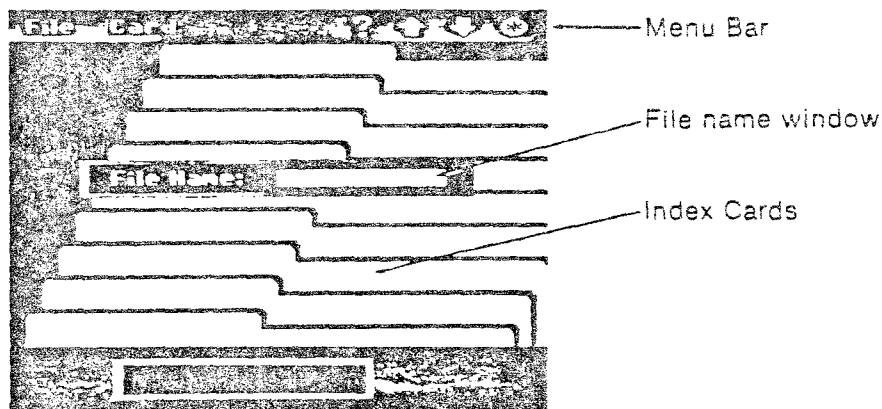
This screen shows blank cards and prompts you to enter a filename. You must enter a filename and create a card format for the new file before you can access the Index Cards functions.

☐ Name the file that will contain the cards you create. Type MLIST ENTER .
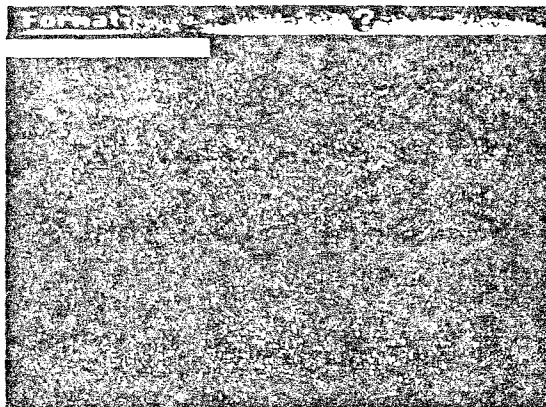
Now you are ready to create a format for the mailing list. A format is the way you want the card to look on the screen.

☐ Type:

Last Name ENTER
ENTER
First Name ENTER .
ENTER
Street ENTER
ENTER
City ENTER
ENTER
State ENTER
ENTER
Zip Code ENTER
ENTER
Phone ENTER
ENTER

Enter the edit characters for the phone number by following the instructions below.

☐ Use the up arrow to move back to the phone number line.

☐ Press [SHIFT] [-].

☐ Type (and then use the right arrow key to move three spaces.

☐ Type) and use the right arrow key to move three more spaces.

☐ Type — [ENTER].

☐ Select Format from the Menu Bar.

☐ Choose exit from the Format Menu.

You return to the main screen for Index Cards. The filename (MLIST) now appears at the bottom of the screen. Follow the instructions below to add data to the mailing list.

Creating or Adding Cards

☐ Move to the Menu Bar and select Card.
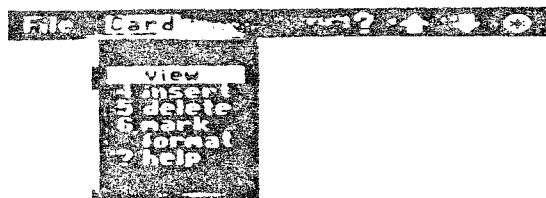
The Card Menu is for viewing cards, inserting new cards, printing the information on the cards, deleting cards that you no longer need, and changing the format. You'll notice that some of the selections show only a "shadow." This means that the function is unavailable at this time. After you add data, these functions will appear as the others.

☐ Select ｉｎｓｅｒｔ from the Card Menu to add information to the mailing list.
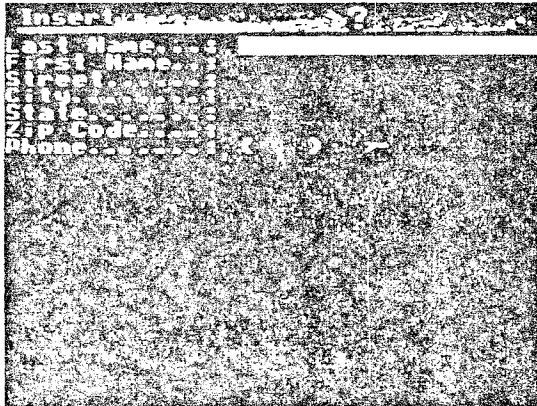
☐ Type the following names and addresses in the format you just created:

Johnson [ENTER]
Ray [ENTER]
4000 Main Street [ENTER]
Ft. Worth [ENTER]
Texas [ENTER]
76107 [ENTER]
8175558791

Note that you do not need to include the parentheses and hyphen in the phone number because they are part of your format. The cursor will skip by them on the screen.

☐ Move to the Menu Bar and choose the ａｄｄ function from the Insert Menu.

The data you just entered is recorded on your disk, and you have a blank card so that you can add another name to the list.

☐ Type:

Dominique [ENTER]
Jacqueline [ENTER]
634 Trinity Avenue [ENTER]
Ft. Worth [ENTER]
Texas [ENTER]
76018 [ENTER]
8175554591

☐ Choose a d d again to add the name you just typed to the mailing list.

☐ Type:

Petta [ENTER]
Linen [ENTER]
6501 Blackwood [ENTER]
Ft. Worth [ENTER]
Texas [ENTER]
73092 [ENTER]
8175553249

☐ Choose e x i t to record the name you just typed and return to the Index Cards main screen.
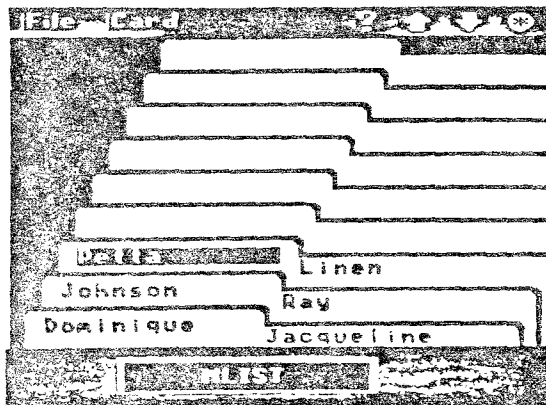
The main screen for Index Cards now shows the names you entered, filed in alphabetical order by last name.

Editing Data

Periodically, you'll need to update information on your cards. The exercise below shows you how.

☐ Highlight the name, Ray Johnson, from the index cards.

☐ Select Card from the Menu Bar.

☐ Select view from the Card Menu.

☐ Move to the street line and type:

300 Taylor Street [ENTER]

☐ Move to the Menu Bar and select File.

☐ Select exit from the File Menu.

The record is automatically updated, and you are returned to the main screen of Index Cards.

Deleting a Card

☐ Highlight the name, Ray Johnson, from the index cards.

☐ Select Card from the Menu Bar.

☐ Select delete from the Card Menu.
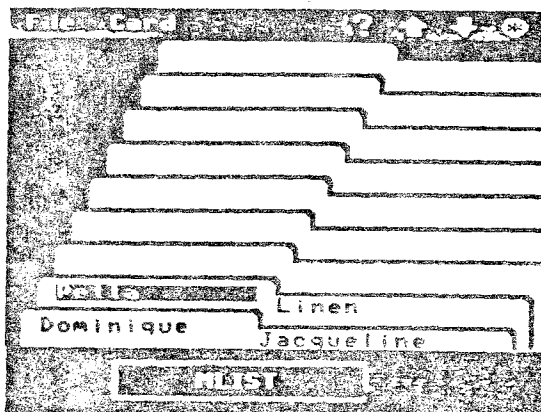
Notice that the card for Ray Johnson has been deleted from the file.

Closing the File

☐ Select File from the Menu Bar.
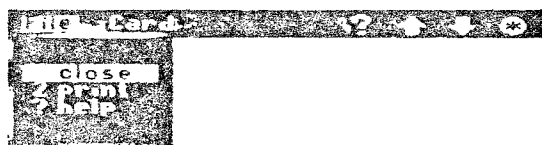
☐ Select close from the File Menu.

The mailing list you just created is now stored on disk by the Index Card program under the file name of MLIST, and the DeskMate Main Menu appears.

Searching for Data

Follow the instructions below to find specific information in an index card file named Sample on your diskette.

☐ Select Folder 1 from DeskMate's Main Menu.

Keyboard: Press ⌈ALT⌉ ⌈-⌉ to move to the folder window. Then, press ⌈1⌉ twice to move to Folder 1. Finally, press ⌈ENTER⌉.

Mouse/Joystick: Point and click on Folder 1.

Choosing a data folder lets you see all of the data files created by DeskMate applications. Folder 1 now contains two index card files, MLIST and Sample.

☐ Open the Index Card file named Sample.

Use the same method as when opening a program file. When you open a data file, the application is automatically opened.

The Index Card main screen is now displayed showing the cards in the Sample file.

☐ Select view from the Card Menu.
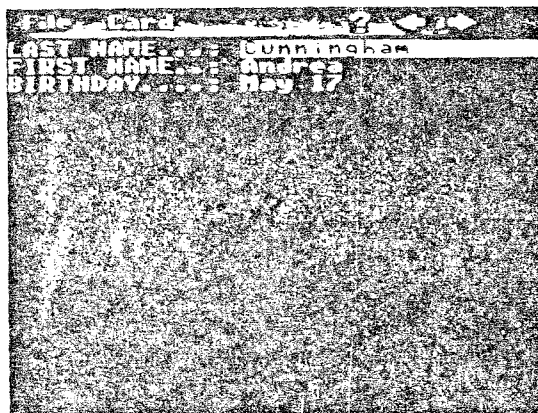
☐ Move to the Menu Bar and select F i l e.

☐ Select f i n d from the File Menu.

☐ Follow the instructions below to set up a search for all birthdays in the month of July. Type:

ENTER
ENTER
May∗

☐ Move to the Menu Bar and select F i n d.

☐ Select f i n d from the Find Menu.

You return to the view screen and the first card that contains the word "May."

☐ Use SHIFT - from the keyboard, or click on the right scrolling arrow with the mouse/joystick to see the next card with a May birthday.

☐ Select e x i t from the File Menu, or press BREAK to exit the view screen.

The Index Cards main screen appears.

☐ Select c l o s e from the File Menu, or press BREAK to close the Index Cards application and return to DeskMate's Main Menu.

Chapter 9

Becoming An Artist

This chapter shows how you can really be creative with DeskMate's Paint application. All the possibilities for Paint are too numerous to show here, but you can let your imagination soar and find other ways to use Paint to its full capabilities!

Drawing a Picture

☐ Select Paint from DeskMate's Main Menu.
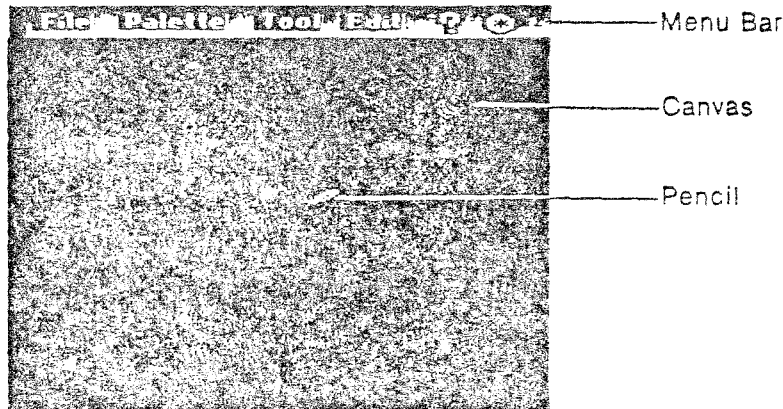
This is Paint's main screen. The blank area of the screen acts as a canvas. The Menu Bar contains access to Paint's functions, a help window, and the Icon Bar. The "pencil" is used to draw on the screen. You'll see other methods later (such as brushes and a "spray can") from which you can choose to draw on the screen.

Paint actually works better if you have a mouse or joystick, but you can also use the arrow keys on the keyboard. If you choose a device before you enter the Paint application, the program knows which method you are using. If you chose, at the Main Menu, to use a mouse/joystick but want to use the keyboard to perform this sample session, you must perform a preliminary step.

☐ Move to the Menu Bar and select Edit.
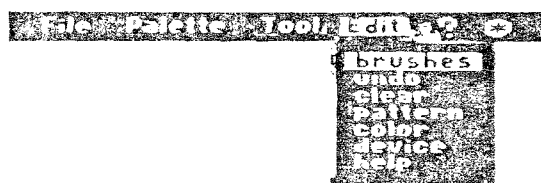
☐ Select device from the Edit Menu. The options are:

```
keyboard only
joystick
mouse or joystick
```

☐ Be sure the highlight is on keyboard, and press ENTER.

The Paint application does not recognize the mouse or joystick if you have chosen keyboard as your device.

The screens may show slight differences according to the method you choose. This exercise uses the mouse/joystick techniques to move around on the screen and to choose functions. If you are using the keyboard, remember that to make a selection, you move the highlight with the arrow keys and press ENTER.

☐ Use the pencil to draw on the screen.

Keyboard: Press the space bar once and use the arrow keys or SHIFT plus an arrow key to move the pencil around on the screen. Press the space bar whenever you want to start or stop drawing.

Mouse/Joystick: Hold down the button on the mouse/joystick and move the pencil around on the screen, creating various shapes and designs. Release the button to stop drawing.

Experiment awhile using the pencil to draw, and then clear the screen as instructed below.

☐ Move to the Menu Bar and select Edit.

☐ Select clear from the Edit Menu.

☐ Select the background color by pressing [ENTER] or by clicking.

The canvas is once again blank, and you can go on to the next exercise.

Drawing a Circle

It's easy to select tools and patterns to enhance your drawings. For example, to draw a circle and fill it with colorful patterns, follow the directions below.

☐ Select Tool from the Menu Bar.
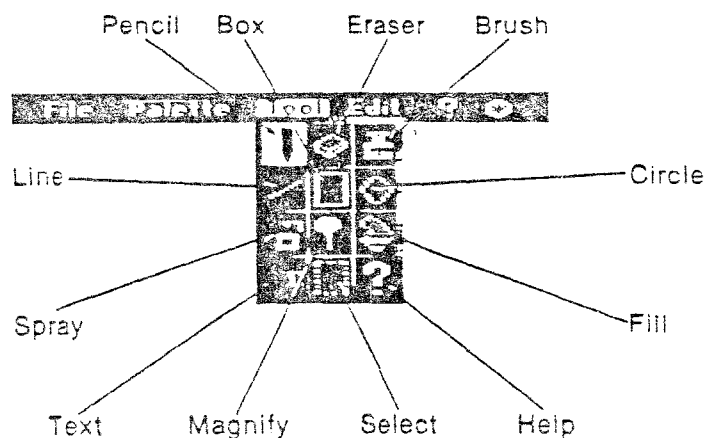
A tool is the method you use to apply the "paint" to the canvas.

☐ Select the circle.

The Tool Menu disappears, and the pencil becomes a cursor on the screen. You can move the cursor around the same as you did the pencil.

☐ Place the cursor near the center of the screen.

Keyboard: Move the cursor to the center of the screen and press the space bar.

Mouse/Joystick: Move the cursor to the center of the screen and click.

☐ Maneuver the circle until it fills most of the screen.

Keyboard: Use the arrow keys to maneuver the circle. Press the space bar when the circle is the way you want it.

Mouse/Joystick: Move the mouse or maneuver the joystick control, and click the button when the circle is the way you want it.

Now you are ready to fill the circle with a pattern.

☐ Move to the Menu Bar and select Tool.

☐ Select fill from the Tool Menu.

☐ Move to the Menu Bar and select Palette.
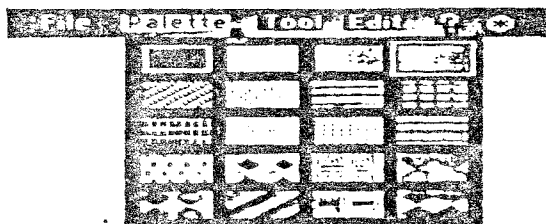
These are the patterns from which you can choose to fill the circle.

☐ Select a pattern.

Keyboard: Use the arrow keys to move the highlight until it rests on a pattern that you want to use, and then press [ENTER] to select it.

Mouse/Joystick: Move the highlight around on the palette until it rests on a pattern that you want to use, and then click to select it.

The palette disappears, and a cursor appears on the screen.

☐ Place the cursor inside the circle and click the button if you are using a mouse/joystick or press the space bar if you are using the keyboard.

The circle is now filled with the pattern you selected. Now, erase the circle the same way you erased the previous drawing.

Creating With Paint

The next exercise shows how you can be creative with Paint. Follow the instructions below to create a simple drawing of a locomotive.

☐ Move to the Menu Bar and select Tool.

☐ Select the rectangle from the Tool Menu.

☐ Create a rectangle that resembles the one shown below.

Keyboard: Press the space bar and use the arrow keys to maneuver the rectangle. Press the space bar to set the ending point of the rectangle.

Mouse/Joystick: Click to set the beginning point of the rectangle, and then maneuver it until it resembles the one shown below. Click to set the ending point of the rectangle.
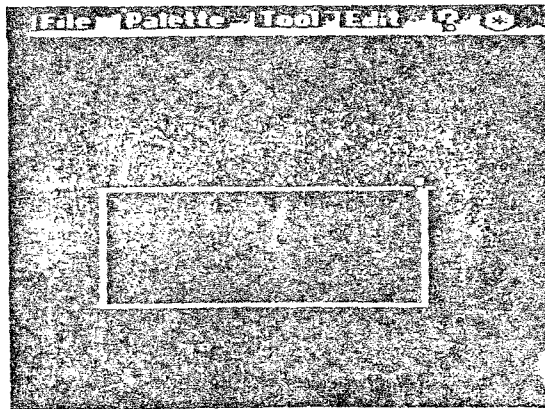
You may have to practice awhile to get the rectangle the way you want it. If you make a mistake, you can erase your work by choosing undo from the Edit Menu and starting over again. Undo erases the last thing that you drew.

☐ Repeat the above procedure for creating the other rectangles needed for the locomotive as shown below.
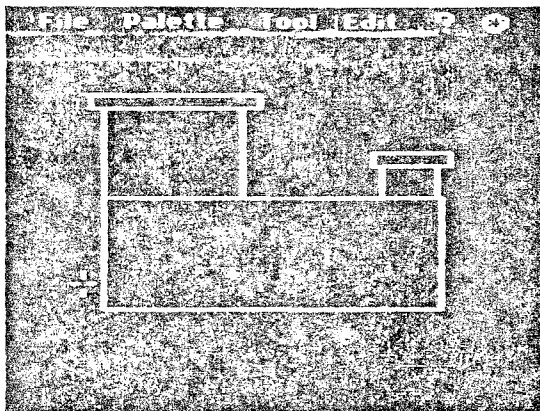
Now, you're ready to put the wheels on the locomotive.

☐ Move to the Menu Bar and select Tool.

☐ Select the circle from the Tool Menu.

☐ Use the circle tool to place the wheels on the train as shown below.
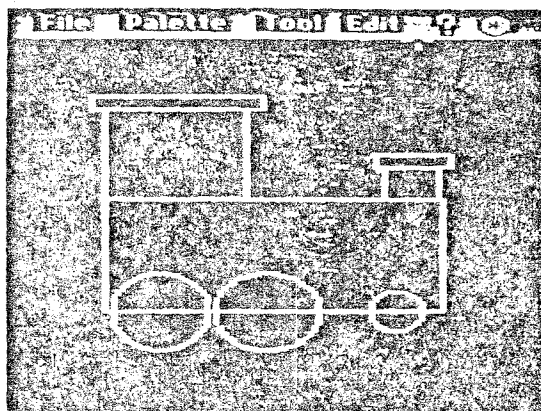
☐ Select the line tool from the Tool Menu to draw the cow catcher.
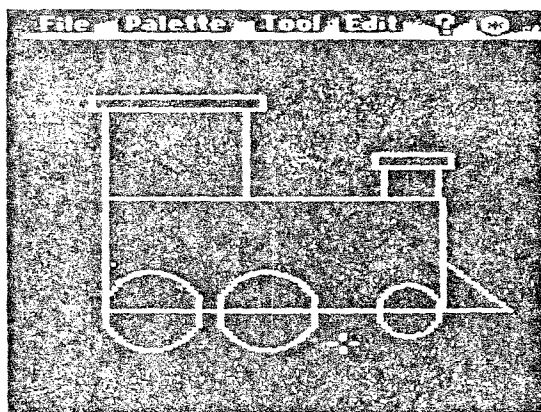
Now your train is complete and ready for the finishing touches.

☐ Move to the Menu Bar and select Palette.

☐ Select the solid red pattern from the Palette Menu.

☐ Move to the Menu Bar again and select Tool.

☐ Select fill from the Tool Menu.

☐ Move the cursor until it is in a rectangle and click (or press the space bar) to fill the rectangle with red.

☐ Repeat the same procedure until all the rectangles are red.

☐ Select "spray" from the Tool Menu to draw some smoke coming out of the smokestack.

The drawing on your screen should resemble the one shown below.
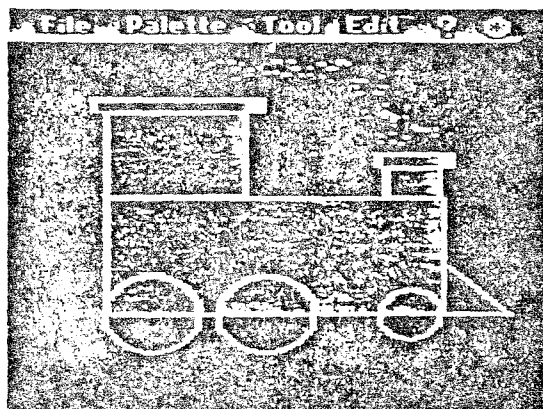
If you want to print the picture of the train, refer to Chapter 16, "Paint," in the Reference part.

Now you're ready to create some pictures of your own, using the many tools and patterns that Paint has to offer.

Exiting Paint

☐ Move to the Menu Bar and select F i l e.

☐ Select c l o s e from the File Menu.

     s a v e ? ☐ y e s   ☐ n o

☐ Since this was only an example, select n o.

You return to the DeskMate Main Menu.

Chapter 10
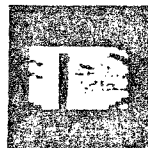
Setting Up a Budget

This exercise teaches you how to set up a simple household budget using the Ledger application. The budget contains monthly expenditures and income and shows the results of calculations.

Labeling the Spreadsheet

☐ Select Ledger from the DeskMate Main Menu.
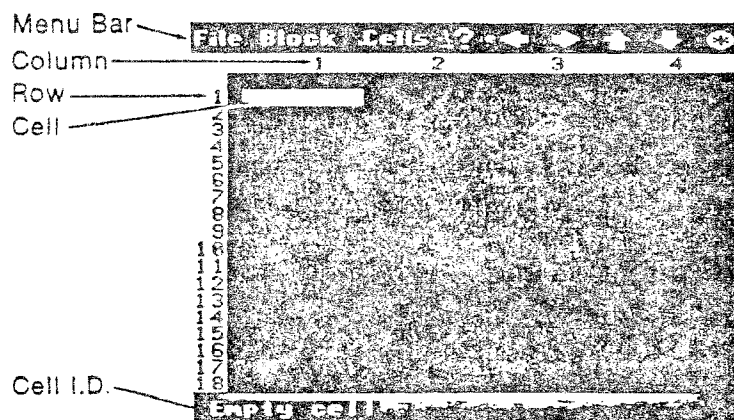
The Menu Bar contains access to various functions that you can use with Ledger.

The screen layout is called a *spreadsheet*. Although you can't see them all on the screen, there are 99 columns and 99 rows in which you can enter data. Each cell (intersection of a column and row) can contain data of the following 3 types:

number   for numeric values only

label   for alphanumeric characters

formula   for formulas to be used in calculations

You'll learn how to enter data in all three types of cells and perform functions from the Menu Bar by working through the following exercise.

☐ Move the highlight to Column 2 as shown on the screen below.
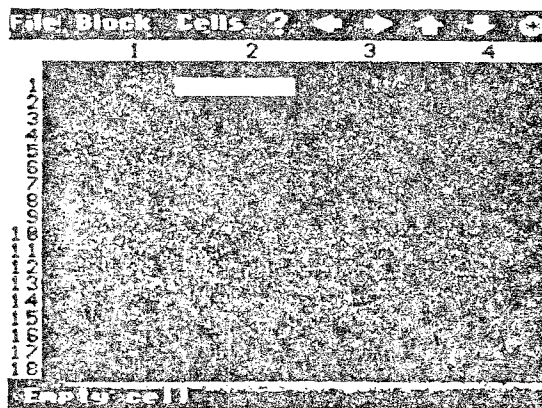
☐ Type Budget.

This is the title for the budget you'll create.

☐ Move to Row 3, Column 1, and begin typing the data below.

Mortgage ⬇
Utilities ⬇
Groceries ⬇
Gas ⬇
Chg Accts ⬇
⬇
Total ⬇
Income ⬇
Balance

The budget items you entered act as labels for the amounts you'll be entering.

☐ Move the highlight to Row 2, Column 2, and type Jan 1 ⊟.

☐ Type Jan 15 ⊟ in Column 3.

☐ Type Feb 1 ⊟ in Column 4.

☐ Type Averages in Column 5.

Notice that the spreadsheet "scrolled" when you moved to Column 4.

☐ Use the left arrow key on the keyboard or point to the left arrow on the Menu Bar and click to scroll left until you see the labels.
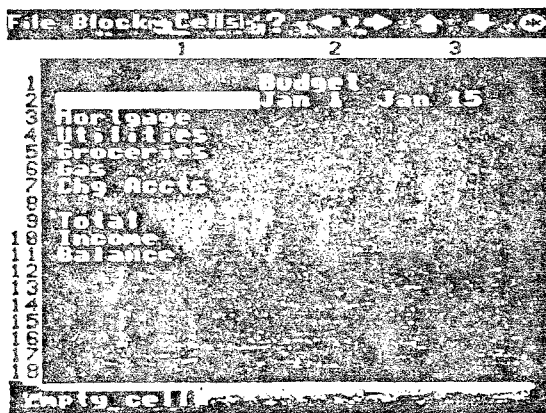
Notice that you don't see Column 4 now. It is still there, and you can see it if you scroll right again.

Entering Amounts

☐ Type the amounts in the columns indicated on the sample spreadsheet below.

You don't have to press ⌈ENTER⌋ after typing each number. Simply move to the next location for a number, and begin typing.

Ledger recognizes these as numeric cells because each one begins with a number.

```
            Budget
            Jan 1   Jan 15 Feb 1   Averages
Mortgage    500.00         500.00
Utilities          150.00
Groceries   125.00 125.00 125.00
Gas          50.00  50.00  50.00
Chg Accts   200.00  50.00 200.00

Total
Income      1000.001000.001000.00
Balance
```

Writing Formulas

Next, you must tell Ledger the formulas you want it to use in calculating the budget.

☐ Move the highlight to the Total row (Row 9, Column 2).

☐ Move to the Menu Bar and select Block.

☐ Select Formula from the Block Menu.

    Enter/Edit Formula

☐ Type SUM(R3) [ENTER].

This formula indicates that you want to add the amounts in this column, beginning with the value in Row 3.

After you press [ENTER], the formula message disappears. The cell now shows ∗F∗ to indicate that it contains a formula.

☐ Move the highlight to the Balance row (Row 11, Column 2).

☐ Select Block from the Menu Bar.

☐ Select formula from the Block Menu.

☐ Type R10-R9 [ENTER].

This formula will subtract the total expenses from the income for that period.

You have entered labels, numbers, and formulas for your spreadsheet. Take just a moment and move from cell to cell. You'll notice that the bottom left corner of the screen indicates the type of cell. If the cell contains alphanumeric characters, it shows label. If you have a number in the cell, it shows number. When the cell contains a formula, that formula is displayed.

Next, you'll *copy* some of the information in Column 2 to the other columns on the spreadsheet.

Copying Formulas

☐ Move to Row 9, Column 2.

☐ Move to the Menu Bar and select Block.

☐ Choose select from the Block Menu.

☐ Highlight the area indicated below.

☐ Move to the Menu Bar and select Block.

☐ Select copy from the Block Menu.

The text remains on the screen, but is also in a copy buffer and will remain there. You can copy it on the spreadsheet as many times as you wish until you choose something else to be copied. Then the new selection replaces the old information in the buffer.

☐ Move the highlight to Row 9, Column 3.

☐ Move to the Menu Bar and select Block.

☐ Select insert from the Block Menu.

The income figure is copied to Column 3, but the cells that contain formulas do not show amounts until you *calculate*.

☐ Move the highlight to Column 4, and insert the information contained in the copy buffer by again choosing insert.

You don't have to choose copy again. The information in the buffer remains there until you copy over it.

Calculating the Totals

☐ Move to the Menu Bar and choose Cells.

☐ Choose `calculate` from the Cells Menu.

The calculations performed with the formulas you entered appear in the formula cells.

Averaging Expenses

Follow the directions below to find the average expenses for each pay period.

☐ Highlight the block of nine cells starting at Row 3, Column 5, and ending at Row 11, Column 5.

☐ Move to the Menu Bar and select B l o c k.

☐ Select f o r m u l a from the Block Menu.

☐ Type AVG(C2) [ENTER].

The formula is entered into all nine cells.

☐ Move to Row 8, Column 5, and delete the formula in the cell.

Select the delete option from the Block Menu to delete the formula.

Now perform the calculation by following the directions in "Calculating the Totals."

Printing the Spreadsheet

If you have a printer and want a copy of the spreadsheet you just created, follow the instructions below.

If you do not want a copy of the spreadsheet, press [BREAK] and answer n o when asked if you want to save the file. You return to DeskMate's Main Menu.

☐ Move to the Menu Bar and select F i l e.

☐ Select p r i n t from the File Menu.

After your printout is completed, you can return to DeskMate's Main Menu.

Exiting Ledger

You can save data files in folders other than the first one. Save this ledger file in Folder 2 by following these instructions.

☐ Move to the Menu Bar and select F i l e.

☐ Select c l o s e from the File Menu.

   s a v e ? ☑ y e s   ☐ n o

☐ Select y e s to save the budget file.

☐ Specify Folder 2 by typing, for the filename:

   2:BUDGET [ENTER]

You return to DeskMate's Main Menu. If you check the contents of Folder 2, you'll see the BUDGET file.

Chapter 11

Sending a Message

Telecom lets you communicate with other computers or with the many computer services that are available. In this session, you'll see an example of how you could use Telecom to communicate with a large computer service. Since you can't use Telecom without a computer service or another computer, just read this chapter now. Then, after you have your modem and are a service user, come back to this chapter and try actually using Telecom. Before using Telecom, be sure that you have read the information that came with your modem, that you know how to connect it, and that you know the modem settings your computer service requires you to use. See Chapter 17, "Telecom," for information on connecting your communication equipment.

> Note: You must have a Multipak Interface, a communications board, and a modem to use this chapter.

Setting Up for Communication

When you are ready to set up for communication to another computer, follow these instructions.

☐ Select Telecom from DeskMate's Main Menu.
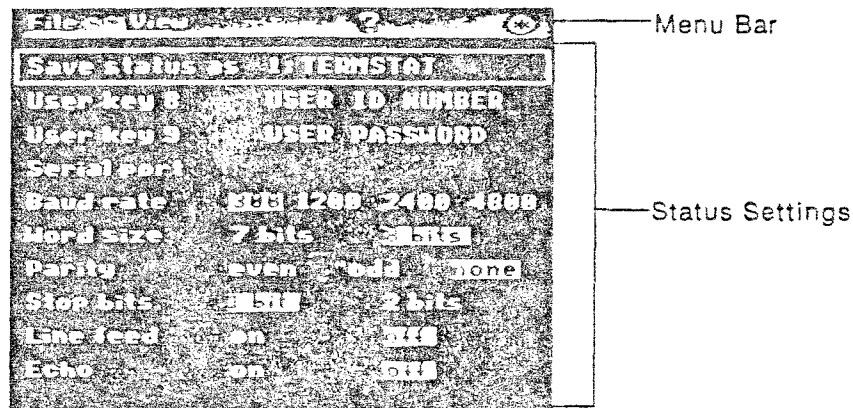
The top line of the screen is the menu bar, containing the names of the options you can use, plus access to a help window and the icon bar. The main part of the screen contains Telecom's *status settings*. Before you can communicate with another computer, you need to select the settings that your computer service requires. The screen above shows the default settings.

☐ Enter your user ID and password as your computer service recognizes them.

For most of the remaining settings, Telecom highlights the setting it is currently using and lets you change it simply by highlighting a new setting.

☐ Set the Baud Rate to the transmission speed that your service uses.

☐ Set the Word Length, Parity, Stop Bit, Line Feed, and Echo to match the settings that your service requires you to use.

An example of these settings is:

Word Length: 7-bit
Parity: Even
Stop Bit: 1
Line Feed: No
Echo: No

☐ Type /T2 at the Serial Port prompt.

Getting Ready to Call

The status screen is only one of three Telecom screens. The other Telecom screens are the *terminal screen* and the *memory screen*. To call (or go "online" with) another computer, you need to be in Telecom's *terminal* mode. To enter terminal mode, move to the terminal screen.

☐ Move to the Menu Bar, and select View.

☐ Choose terminal from the View Menu.
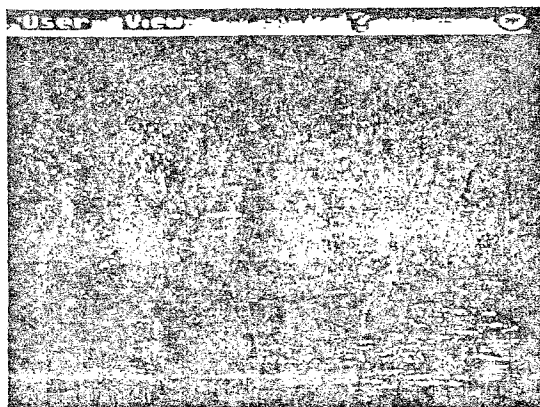
☐ Choose memory from the View Menu.

This screen lets you scroll through the information that was transmitted in the same way you would scroll through a DeskMate Text file.

The contents of this screen will be erased when you exit Telecom. For this reason, when you exit Telecom, it gives you the opportunity to save the contents of the memory screen.

Exiting Telecom

To exit Telecom, follow these steps.

☐ At the memory screen, move to the Menu Bar and select File.

☐ Select close from the File Menu.

Save memory?   ☑ yes   ☐ no

☐ Select no.

You immediately return to DeskMate's Main Menu.

Reference

This part contains very detailed information about each application and function in DeskMate. The information is usually presented in order of its appearance on the screen (not necessarily in the order in which it is to be performed).

The startup procedures for DeskMate and the keyboard and mouse/joystick techniques are explained thoroughly in "Getting Started" in this manual, so refer to it if you need help in those areas.

Chapter 12

![Calendar icon] **Calendar**

The Calendar application will replace your tattered and torn desk calendar. You'll never be late again or forget a birthday or anniversary because your desk calendar was buried under paperwork or because you couldn't read the scribble. Your DeskMate Calendar appears in seconds, and you can review or schedule events for any month, day, or year you choose by merely moving the cursor through a monthly calendar screen. You can also print monthly, weekly, or daily reports if you need a "reminder" to take with you.

Instructions

Choose the Calendar application from DeskMate's Main Menu.

Current day and date
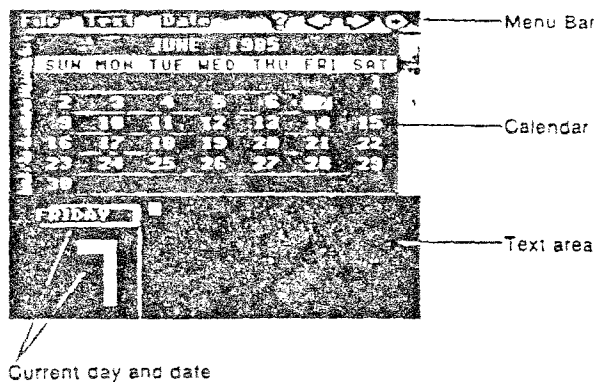
When you first enter the Calendar application, the system month and day appear. The entire month appears in the middle, the bottom left block shows the day and date, and the space to the right displays daily memos (if any). Use the techniques described in this chapter if you want to move to another day or month.

The Menu Bar contains various functions that you can perform in the Calendar program. The File Menu lets you open, close, or print a file. The functions on the Text Menu let you record information on a selected day. Use the Date Menu to set the highlight on a particular day. Calendar also has help screens, scrolling arrows, and access to the Icon Bar.

Calendar

| File Menu | Text Menu | Date Menu | Help | Scrolling Arrows | Icon Bar |
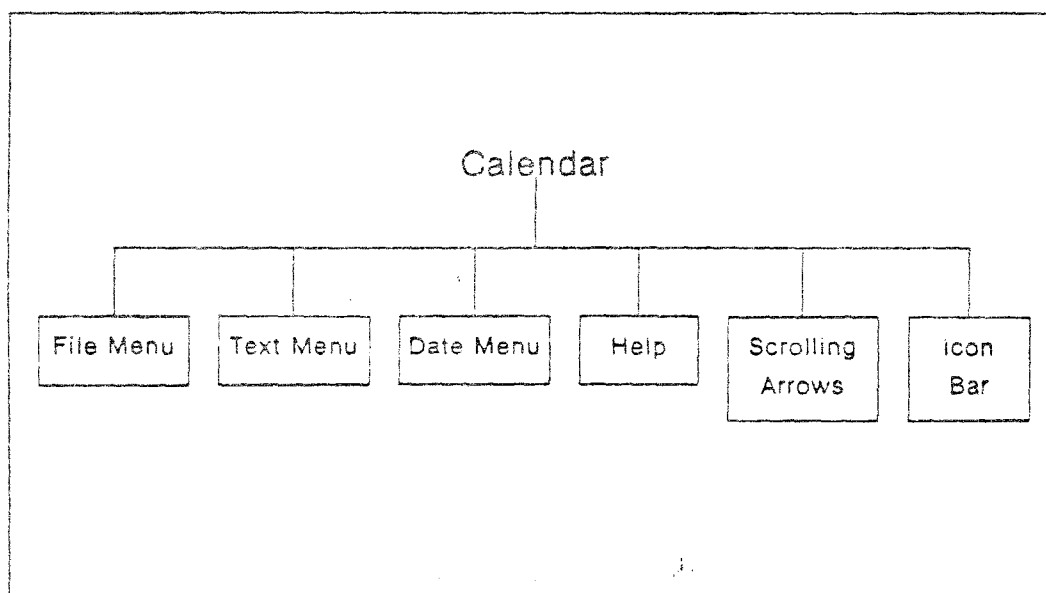
Keyboard Techniques

Use the standard keyboard techniques as explained in "Getting Started." The keys listed below perform specific functions in the screen's calendar area:

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

Press BREAK while in the text area to return to the Calendar area.

Press BREAK while in the Calendar area to exit the Calendar application.

Edit text for the highlighted day by pressing ENTER or by selecting edit from the Text Menu. While in the text area, the standard keyboard techniques apply.

Mouse/Joystick Techniques

Use the mouse/joystick in Calendar as explained in "Getting Started." Note the following techniques for using the Menu Bar arrows:

Point 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
⇨	SHIFT Click	To next January
⇦	SHIFT Click	To last January

Double click on a calendar day to move to the text area. You can also reach the text area by selecting the Text Menu and then clicking on edit. While in the text area, the standard mouse/joystick operations apply.

File Menu

Choose the File Menu when you want to open a Calendar file, close (save) the Calendar application data, print data, or see a help screen dealing with the File Menu. Each file contains schedules and information for the day or days for which you entered text.
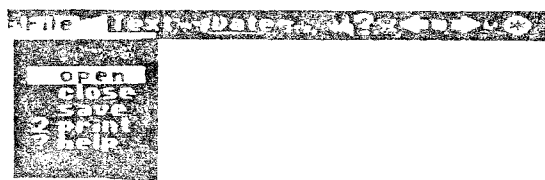
open
: Opens any calendar file. Move to the Menu Bar and select File. Choose open from the File Menu. A window appears showing the files (by name) contained in the highlighted folder. Select the folder (and file) you want and press [ENTER] or click.

save
: Saves file (by name) and you remain in the Calendar application. After you choose save from the File Menu, the message,

    save as:_____

    appears on the screen. Enter the filename you want to use and press [ENTER].

close
: Exits the calendar application and saves any entered or changed data. After you choose close from the File Menu, the message, save? ☑ yes ☐ no, appears on the screen. Select the option you want and press [ENTER] or click.

2 print
: Prints text for the current day, week, or month. You can also choose to print all text. Choose print from the File Menu.

    Print ☑ day   ☐ week
          ☐ month ☐ all

    Select the option you want and press [ENTER].

? help   Displays a help window designed to assist with File Menu functions.

Text Menu

Choose the Text Menu to perform various functions for a selected daily record.
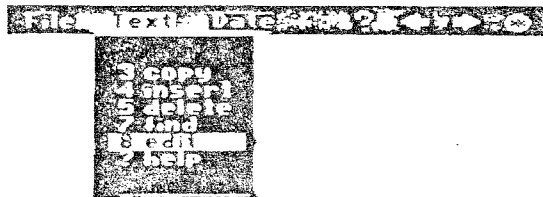
3 copy   Inserts a copy of the selected record into a copy buffer for you to use later. After you select a date to copy, choose copy from the Text Menu. The selected record is now in a buffer. Mark another day on which to copy the record and then choose insert.

4 insert   Inserts the record from the copy buffer into the selected daily record. You can use this function only if you placed a record in the copy buffer via the copy function, explained above. You can also use [ALT] [4] to insert.

5 delete   Clears all information in the chosen daily record. You can also delete a range of dates. After you select delete, the message,

                 Delete ☑ one day ☐ more

appears. Select an option and press [ENTER] or click. If you choose one day, the marked day's information is deleted. If you choose more, the screen prompts you to enter a date range. Enter the beginning and ending dates for which you wish to delete information. [ALT] [5] also deletes.

7 find   Finds the first (or next) daily record containing information you specify.

      Find:_____

At the prompt, enter the text you want to see (up to 20 characters), and press ENTER. The first day containing the text you entered is highlighted, and the record of that date is displayed. To find the second day containing your specified text, select find again. The prompt and the text you previously entered reappear. Press ENTER, and the second day containing the text is highlighted. You can continue this process until you reach the end of your Calendar file. When you next use find, it will search from the beginning of the file. You can also use ALT 7 to find text.

8 edit   If you select this function, a cursor appears in the text area, and you can enter new information using up to 400 characters or edit existing information for the date currently displayed. If you use all the spaces for every event you enter, you can store only the 31 days of events.

Command Bar
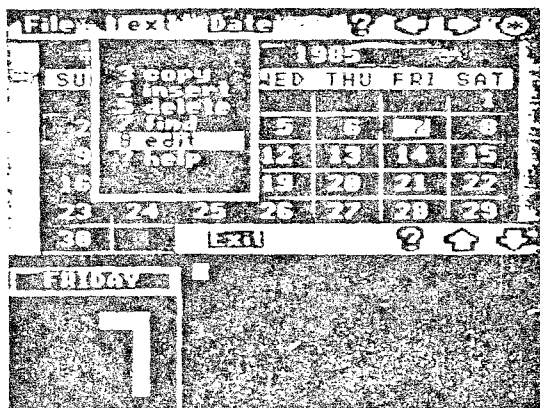
Text Area

Type and edit in the same manner as you do when using the Text application (but without the "select" and "block" features). See Chapter 14, "Text Editor," for more information.

When you reach the bottom line of the text area, the screen scrolls up 1 line so that you can always see the line on which you're typing. Use the arrow keys on the keyboard or the Command Bar arrows if you are using a mouse/joystick to scroll through the text.

To exit the edit function, press [BREAK] from the keyboard, or select e x i t from the Command Bar if you are using a mouse/joystick.

? help   Displays a window designed to assist you with Text Menu functions.

Date Menu

Use the Date Menu to set the highlight on any valid date or see help information about the Date Menu.
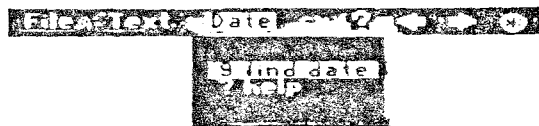
9 find   Lets you set the marker on any valid date. Select f i n d d a t e from the
date   Date Menu.

Date to Find:_____

Specify a date to search for, and press [ENTER]. Normally, you'll want to use a mm/dd/yy format when entering dates. However, if you wanted to find a date in 2001, you would need to use a mm/dd/yyyy format. The marker is then set on that date and the text information (if any) is displayed. [ALT] [9] also finds a date.

? help   Displays a window of information to assist you in using the Date Menu.

Help Window

Use the help window when you need to know information about how to use the Calendar application.

Scrolling Arrows

Use the scrolling arrows in the Calendar application as explained in "Getting Started."

Icon Bar

Select this function if you want to access the Icon Bar utilities. See Chapter 4 in "Getting Started" for detailed information on the Icon Bar.

Chapter 13
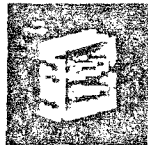
![Text Editor icon] **Text Editor**

Use the Text application as you would a typewriter and filing cabinet. Anything imaginable that you would ordinarily jot down, type, or record, you can now enter and save via DeskMate. Letters, memos, school reports, grocery lists, or even reminders to yourself can now be neatly and safely tucked away in a file . . . immediately accessible. You can even send (or edit) any file you choose from the Text application to someone else through DeskMate's Telecom application.

Instructions

Choose the Text application from the Main Menu.
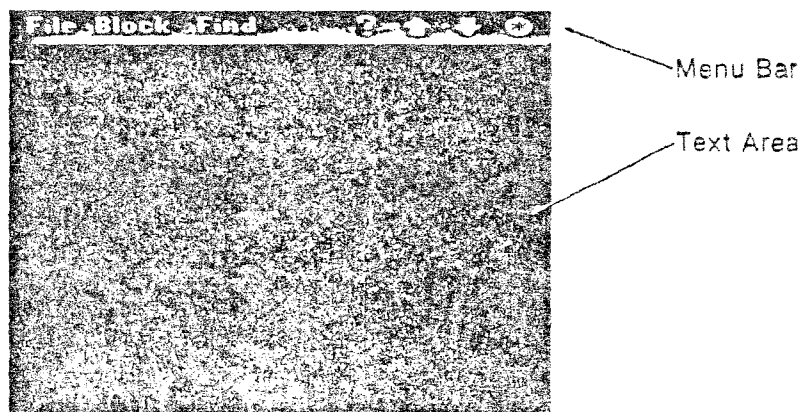
A Menu Bar at the top of the screen contains the functions you can use in the Text application. The blank space on the screen is like a blank sheet of paper in a typewriter and displays as many as 22 lines of text. You can begin entering text right away. Just type as you would on a typewriter.

Use the following methods if you need to edit your document.

ALT [-]	Backspaces, erasing the character over which you backspace.
CTRL [0]	Switches between upper/lowercase.
ALT [I]	Switches between overstrike and insert.

Text Editor

File Menu | Block Menu | Find Menu | Help | Scrolling Arrows | Icon Bar
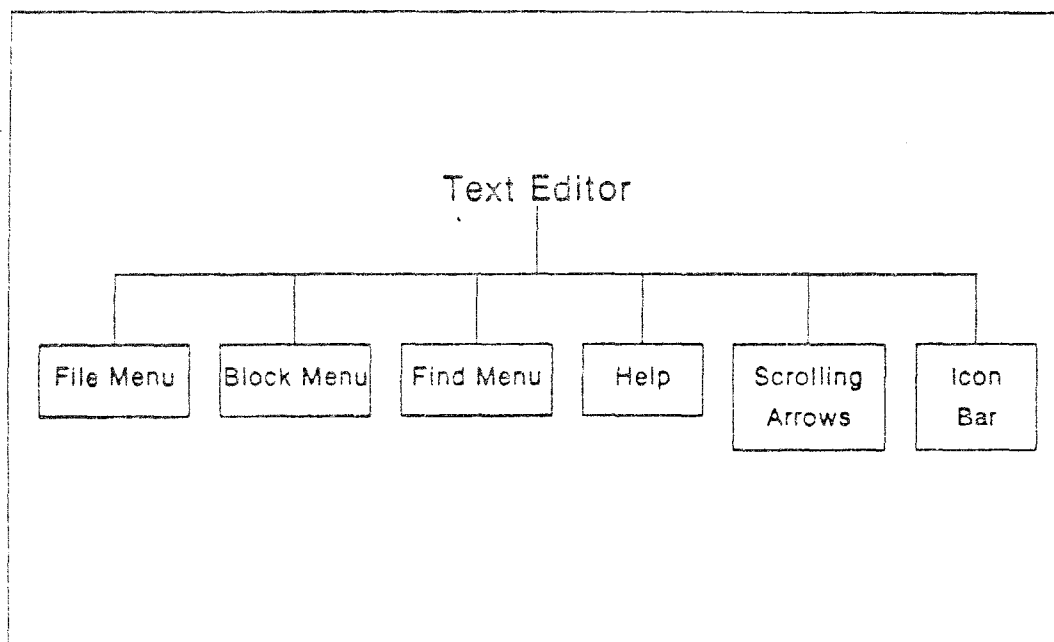
File Menu

Use the File Menu for opening, closing, saving, merging, or printing text files or for seeing a help screen that explains the File Menu. Select the File Menu by using the mouse/joystick techniques or the keyboard.
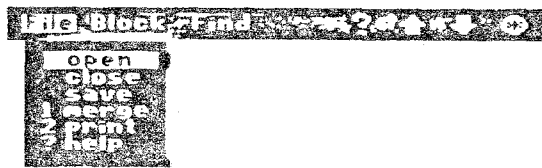
open   Loads a file from disk, overwriting any document shown on the screen. Select a file from a menu of existing files that appears on the screen:
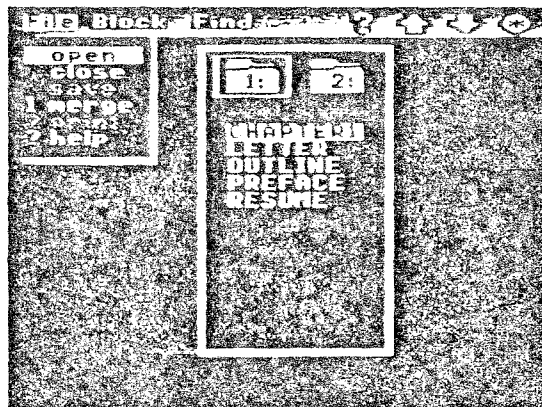
     The Folder 1 files appear by default. Select either Folder 1 or 2 to see files in the folders. If more files are in a folder than can appear on the screen, use ⬇ to scroll the names until you highlight the file you want. Then, press [ENTER] or click to select the file.

close   Exits the Text application and returns to DeskMate's Main Menu. You can choose to save or discard any edited text.

save
Saves the contents of the text area or a block of text without leaving the text application. You can update the same disk file or specify another file name.

1 merge
Inserts a document from the current disk into the document on the screen. You can select the document to merge from a menu of existing documents, and it will be inserted in the open document at the current text cursor position. You can also use [ALT] [1] to merge.

2 print
Prints the entire document or a "block" select. (In a "block" select, only the selected block of text is printed.) You can also print by using [ALT] [2].

7 help
Displays a "help" window designed to assist you with text file functions.

Block Menu

Use the Block Menu when you want to copy, insert, delete, or select text. Because the "block" actions all work with "selected" text, the select function is discussed first. (See "File Menu" if you want to print a selected block of text.)
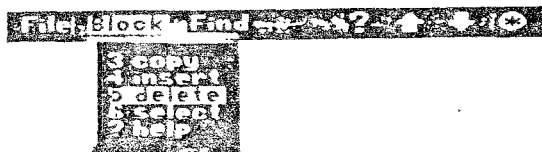
6 select
Keyboard: Position the highlight at the beginning of the text you want to select, and press [ALT] [6], or use the Menu Bar (press [ALT] [1]). Choose the Block Menu, and then the "select" option. The Block Menu disappears, and you can move the cursor to select a block of text. (Moving up or down selects entire lines as they are passed.) The highlight's beginning and ending positions define the block.

After you choose a block of text, you can copy, delete, print, or press [BREAK] to cancel the selection.

3 copy
Copies selected text to a buffer. You can then insert the buffer contents as many times in the text as you like by using the insert function. [ALT] [3] also copies text.

4 insert
Inserts copied text into your document. First position the highlight where you want the copied text to appear, and then select insert. You can also use [ALT] [4] to insert text.

5 delete
Deletes selected text. If you have selected no text, this function deletes the character under the cursor. You can also use [ALT] [3] to delete.

7 help
Displays a help window that provides specific instructions for the Block Menu.

Find Menu

Use the Find Menu to search for a word or phrase in your document or to replace a word or phrase with another.
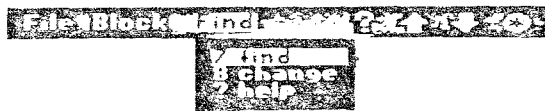
7 find
Finds the first occurrence of a "string" of characters following the cursor location. When you select find, enter a line of text, and press [ENTER]. Enter the text exactly as you want it to be found. For instance, to find "on," you would first type a space, then on, followed by

another space. Typing nothing but o and n could find "font," "sonar," and so on. The cursor moves to the first occurrence. Choose f i nd again to find the next occurrence. You can also type a new search string or edit the old one. ALT 7 also activates find.

8 change Lets you specify a search string (as in f i nd), followed by another string to be substituted. After finding the first occurrence, the corresponding page appears, and the screen asks whether you want to make the substitution. You can press ENTER to find the next occurrence of the same string. This process repeats until you reach the end of the file. Next, the first page of your document appears. ALT 8 also activates find.

? help Displays a window designed to assist you with Find Menu functions.

Help Window

Choose the help window when you need to know specific information on how to use the Text application.

Scrolling Arrows

Use the scrolling arrows in the Text application as explained in "Getting Started."

Icon Bar

Choosing this option displays the Icon Bar utilities. See "Icon Bar" in *Getting Started* for detailed information on the Icon Bar.

Chapter 14
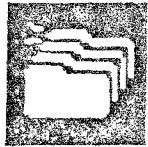
Index Cards

The Index Cards application lets you easily store and quickly retrieve information. You can set up a customized "card" for each file you create and include any information on a card in any format you wish. You can also sort cards in a variety of orders or find any card in your file by setting up criteria the card must meet to be found.

Index Cards consists of 4 basic screens: the main screen (the first screen you see when you choose Index Cards from the Main Menu), the format screen (for setting up the format of your cards), the insert screen (for adding cards to the file), and the view screen (for viewing and manipulating cards in the file). Each screen and its uses are discussed in separate sections.

The Index Cards menu bars and menus are organized as follows:

```
                        Index Cards
                            |
    ┌───────────────┬───────────────┬───────────────┐
 Main Screen    Format Screen   Insert Screen    View Screen
    │               │               │               │
 ┌──┬──┬──┬──┬──┐  ┌──────┬──┐  ┌──────┬──┐
 File Card Help Scrolling Icon  Format Help Insert Help
 Menu Menu      Arrows  Bar  Menu        Menu
                                            │
                              ┌──────┬──────┬──────┐
                             File   Card   Help  Scrolling
                             Menu   Menu          Arrows
```
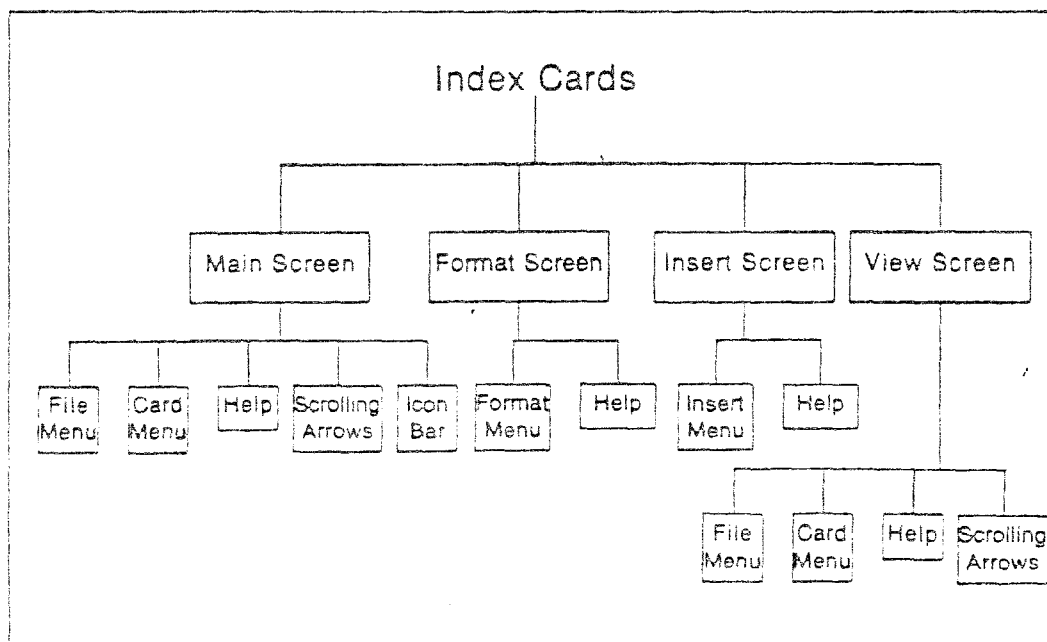
The Main Screen

When you select Index Cards from the Main Menu, you see:
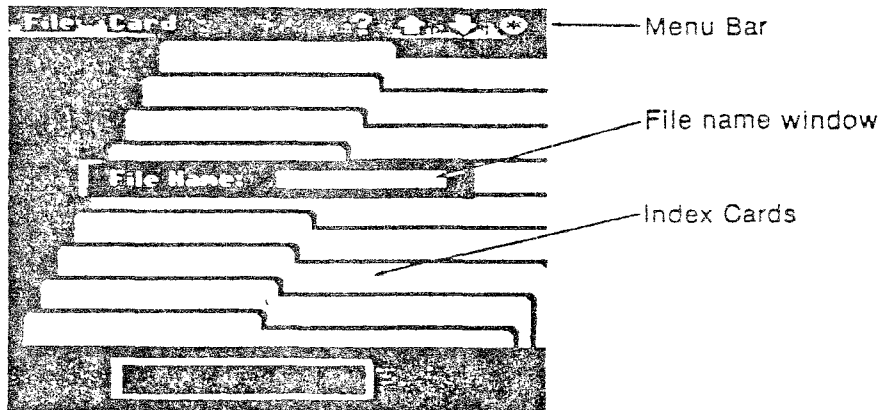
The main screen resembles a file cabinet drawer filled with blank cards. After you enter a filename in the provided window, set up a format for your index cards, and enter information on those cards, each card on this screen is labeled with its most important information. You decide the information that will appear on the label as you use Index Cards.

The Main Screen's File Menu

If you choose F i l e from the main screen's Menu Bar, you see:
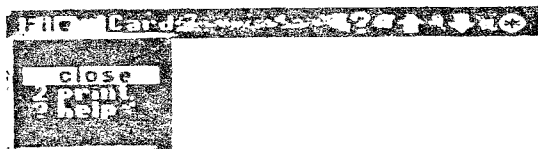
Use the main screen's File Menu after you have defined a format and added data to your card file. This menu enables you to close the file and return to DeskMate's Main Menu, print the entire file of cards (or only cards you have "marked"—see the explanation of the main screen's Card Menu), or see a help window that assists you in using the File Menu.

close   Saves the file in its current state and returns to DeskMate's Main Menu.

2 print   Prints marked cards, or if there are no marked cards, prints the entire card file, with each card's data. (See the explanation of marking cards in "The Main Screen's Card Menu" and the explanation of marking fields for printing in "The Find Screen.") You can also press [ALT] [2] to print the file.

? help   Displays a help window designed to assist you in using the File Menu options.

The Main Screen's Card Menu

If you choose Card from the main screen's Menu Bar, you see:
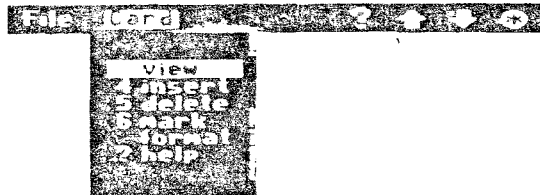
The view option is explained in its own section, later in this chapter. Generally, selecting the view option displays another screen that lets you manipulate the cards in your file and the information on those cards.

The insert option, like view, is explained in another section of this chapter. It enables you to add cards to your file.

Choosing the format option enables you to set up the way you want your cards to look or change a card format already set up. This option is explained in its own section, later in the chapter.

Other Card Menu options are:

5 delete   Removes all marked cards or the currently highlighted card (if no cards are marked) from the file. (See the explanation of the next option, mark, to find out about marking cards.) You can also press ⎡ALT⎤ ⎡5⎤ to delete cards.

6 mark   Lets you select 1 or more cards to print or delete. First, highlight the desired card on the main screen, and then mark it by choosing this option. Then, use either the print function from the File Menu or the delete function from the Card Menu. You can also mark cards by pressing ⎡ALT⎤ ⎡6⎤.

? help   Displays a help window designed to assist you with the Card Menu options.

The Format Screen

Index Cards is set up so that when you create a new file, you move automatically to the format screen, as if you had chosen Card from the main screen's Menu Bar and then chosen the Card Menu's format option. However, you can, once a file containing actual information exists, access the format screen by making the appropriate menu selections. You can set up a format, insert and delete fields from the format, or change the order in which you want to sort cards.

A blank format screen for a file just being set up appears as:
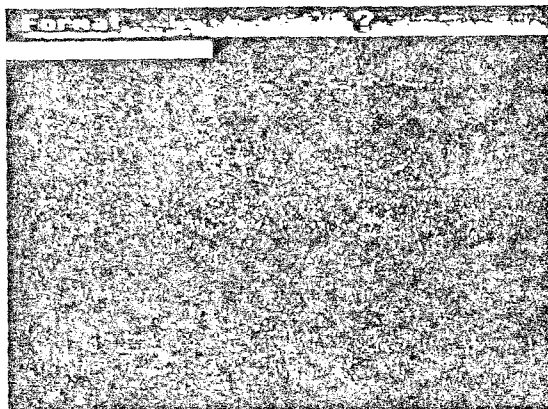
Before you enter information on your file's cards, you must set up a format, a way you want the cards to look. The format screen enables you to define areas called *fields*. A field contains a unit of information that you want to include on your card (such as name or address). Each field consists of 2 parts: a label describing the information you'll enter, and a data area for actually entering the information. You can set up as many as 22 fields on 1 format.

Field Labels

The left column of the screen is reserved for entering field labels. A label always begins at the left margin of the screen. Type a maximum of 12 characters on 1 line to create a field label. When you press [ENTER] to finish the label, any unused label area fills with dots and a colon, and you move to the data area on the same line.

Data Area

You can reserve more than 1 line for entering data. The data area on the same line as the label contains room for 18 characters. Each additional line contains space for 30 characters. If you want additional lines in the data area, press [↓] for each extra line.

Press (ENTER) when the data area for the field is as long as you need. The cursor automatically returns to the left margin of the next line so that you can enter another label.

You can leave the data area totally blank so that when you enter information later, you can enter it in any manner you like. You can, on the other hand, further define the data area by using *edit characters*. Edit characters show that a certain type of entry is required. For example:

Phone number: (. . .) . . .-. . . .
Date: . ./. ./. . . .

The edit characters in the example above are (,), –, and /. After you enter the field labels and reserve the data area, move to the line on which you want to insert edit characters, and press (SHIFT) (–) to move to the data area. Type the appropriate character(s). You can erase unwanted edit characters by pressing (ALT) (–) to backspace over the character you want to delete.

When you later enter information in a data area containing edit characters, the cursor skips over all edit characters so that you cannot type over them. In the previous phone number example, the cursor would skip the opening parenthesis and immediately move to the first dot so that you could type the number's area code.

Once you establish your format, you can alter it by using the format screen's Menu Bar. The Menu Bar on this screen contains options that let you alter the format or see a help screen that explains the format screen.

The Format Screen's Format Menu

When you choose F o r m a t from the format screen's Menu Bar, you see:
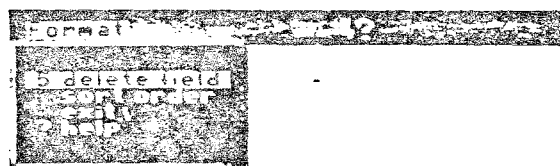
5 delete
field
Deletes the entire field (label and data area) at the current highlight position. Highlight the field you want to delete, and then select this option. The field disappears, and all fields below it move up the number of lines the deleted field occupied. You can also use ⌈ALT⌉ ⌈5⌉ to delete a field.

sort order
Changes the order in which your cards are displayed on the main screen or on the view screen. DeskMate sorts cards by looking at the information in the first field on a card or by looking at the information in a field for which you set the primary *priority*. Index Cards sorts strictly alphabetically. In the case of numbers, the same is true. If your first field contained 1000, its card would sort and appear before a card containing 9 in its first field, because the "1" in 1000 occurs "alphabetically" before "9".

Suppose that you arranged recipes in a card file by name and type (veal cordon bleu—entree, cherries jubilee—dessert, etc.). The recipes would be arranged in alphabetical order by the first field (name). To see the recipes arranged according to type, you would change the sort order to make "type" the #1 priority field.

To change the sort order from Index Card's default method of first field, second field, third field, etc., select sort order from the Format Menu. The current sort order appears. The cursor moves only up and down through the assigned priority numbers. Next, type a number, 1-5, to assign a sorting priority to any field you like. (1 is the highest priority, 5 the lowest.) All remaining numbers shift to allow for the new priority assignment. For instance, assigning 1 to a field when another field already has first priority changes the other field's priority to 2, and so on. Finally, press ⌈ENTER⌉.

Index Cards uses only the first 5 fields on the card or the fields to which you've assigned priorities 1-5 in sorting. Any remaining fields have no effect on the way your cards are sorted.

exit
Stores the format you set up on disk, and returns to the main screen.

? help
Displays a help window to assist you in using the Format Menu options.

The Format Screen's Help Icon

Choose the help icon from the format screen's Menu Bar to see general information about using the screen.

The Insert Screen

After a format exists for your cards, you are ready to enter data on the insert screen. To see this screen, select Card from the main screen's Menu Bar. Then, select the Card Menu's insert option, or press ALT 4. The screen shows the labels and the data area you set up on the format screen, and you can begin entering information in the fields. After you enter the data for the last field on the card, store the card's information by using the Menu Bar's Insert Menu. After the card is added, another blank card appears, and you can continue to add cards or use the Menu Bar's Insert Menu to exit the insert screen.

The Insert Screen's Insert Menu

When you choose Insert from the insert screen's Menu Bar, you see:
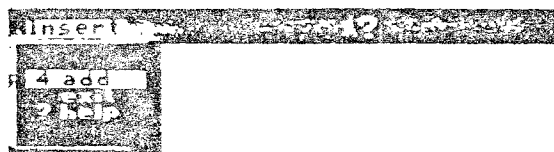
4 add   Adds the card on the screen to the file. Be sure that you highlight the add option, and press ENTER or click. You see another blank index card that you can fill in. Pressing ALT 4 also adds the card.

exit   Lets you stop adding cards and return to the main screen of Index Cards. If you have a card on the screen when you select exit, that card is added before the exit actually occurs. When you return to the main screen, the cards you added sort according to the order you set up on the format screen.

? help   Displays a help window to assist you in using the Insert Menu.

The Insert Screen's Help Icon

Choose the help icon from the insert screen's Menu Bar when you want to see information to help you insert (add) cards.

The View Screen

When your file contains cards, you can use the view screen to see any of those cards or change information on them. To see the view screen, move the highlight to any card on the main screen. Next, select Card from the main screen's Menu Bar. Then, select view from the Card Menu. The screen displays the contents of the card you highlighted. You can view other cards or change the information on the displayed card. After you change information and display another card, the changed information becomes part of the card you edited. Use the scrolling arrows on the Menu Bar (explained in "Other View Screen Features") or the [SHIFT] [-] and [SHIFT] [-] to display subsequent or previous cards. Anytime a card is on the screen, you can initiate a search for cards meeting certain criteria, delete the displayed card, or print its contents. These options are available to you through the view screen's Menu Bar.

The View Screen's File Menu

When you select File from the view screen's Menu Bar, a window on the screen shows:
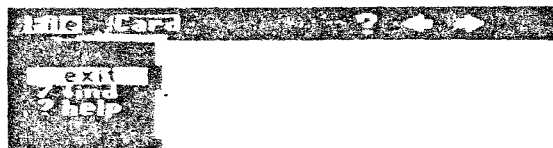
exit   Returns you to the Index Cards main screen.

find   Enables you to search for specific cards in your file. This option is discussed in detail next.

? help   Displays a help window to assist you in using the view screen's File Menu.

The Find Option. When you choose the find option from the view screen's File Menu, a new screen appears, showing a blank form in which you can enter criteria by which you want Index Cards to search. For instance, if you were looking for cards for all people with the last name of Jones, you could type Jones at a Last Name field.

You can use 2 special characters in the criteria you type: ? and *. ? tells Index Cards that you don't care what the character at that position is. Typing, for example, ?ANK in a field would let Index Cards match SANK, BANK, or TANK, but not FRANK.

* tells Index Cards that the character at that position and all subsequent characters should match. Typing A* in a field would let Index Cards match any word that begins with A. Typing *ANK would let Index Cards match any word at all in the field, because the first character is *, meaning that any number of characters of any type should match.

* can also specify that you want to search for a certain *string* of characters. Typing *ARK* in a field would let Index Cards match DARKNESS, SHARKS, or ARK itself. Note that the first * you type in specifying a string must appear in the field's first character position.

The criteria you enter is only the basis for the information you want to find. Using the Jones example, you could find all persons with last names occurring alphabetically before Jones, after Jones, or even equal to (the same as) Jones. When you decide to search for information less than, greater than, or equal to your search criteria, you are using a *relational operator*, an operator ($<$, $>$, or $=$) specifying a relationship between the information you type and the information you want to find.

Selecting the F ı nd option on the find screen's menu bar lets you further specify the search criteria you enter and perform other functions. When you choose F ı nd from the find screen's Menu Bar, the screen shows:
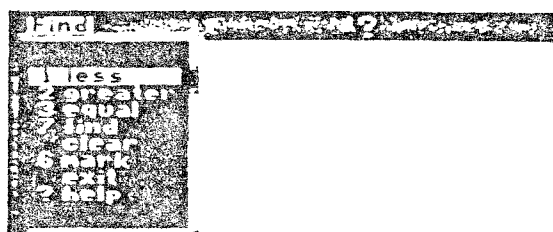
You can choose any of the first 3 options (the relational operators) whether you have already typed your search criteria or not. Type your search criteria either before or after you choose those options.

The Find Menu's options are:

|	
1 less	Specifies that you want to search for information less than the search criteria you enter in the currently highlighted field. You can also press [ALT] [1] to select less.
2 greater	Specifies that you want to search for information greater than the search criteria you enter in the currently highlighted field. You can also press [ALT] [2] to select greater.
3 equal	Specifies that you want to search for information equal to the search criteria you enter in the currently highlighted field. (If you do not choose less, greater, or equal, Index Cards assumes that you want to use equal.) You can also use [ALT] [3] to select equal.
7 find	Activates the search through your file for any cards matching the search criteria (and relational operator, if you specified one). The Find Menu disappears, and the first card containing a field in which information matches your criteria appears. Use the scrolling arrows (explained in "Other View Screen Features") or [SHIFT] [→] and [SHIFT] [←] to see either the next or previous matching card. Index Cards continues to display matching cards until you choose the clear option on the Find Menu or return to the main screen. Pressing [ALT] [7] also activates find.

clear   Clears all search criteria you entered from the find screen, and stops any search that might be ongoing. You can enter different criteria or choose the e x i t option from this menu.

6 mark   Toggles between marking (or unmarking) fields you want to print as cards are printed. Marked fields, which will print, appear with asterisks in the label area. Highlight the field you want to unmark, and then select this option. Index Cards marks all fields by default so that all the data on a card will print unless you specify otherwise. To print the card's information, see "The View Screen's Card Menu." You can also press ⌐ALT⌐ ⌐6⌐ to mark or unmark fields.

exit   Cancels your search instructions before the search begins, and returns to the display of the card previously on the screen.

? help   Displays a window to assist you in using the Find Menu options.

The find screen also contains a help icon on its Menu Bar. Select this icon to see general information about the find function.

The View Screen's Card Menu

Choose Card from the view screen's Menu Bar to delete or print the displayed card's information. A menu window appears:
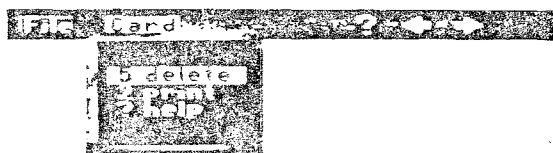
5 delete   Deletes the currently displayed card from the file, and displays the file's next card. You can also press ⌐ALT⌐ ⌐5⌐ to delete a card.

2 print — Prints the currently displayed card. All fields on the card print unless you unmark (via the find screen's Find Menu) certain fields. You can also press [ALT] [2] to print a card. If you are currently searching, this function prints the currently displayed (matching) card and all subsequently matching cards.

? help — Displays a help window to assist you in using the Card Menu options.

Other View Screen Features

The view screen's Menu Bar contains 3 other features: a help icon and 2 scrolling arrows. Select the help icon to see information that assists you in using the view screen. The 2 scrolling arrows, available only if you are using a mouse/joystick, enable you to display the next or previous cards in your file.

Chapter 15
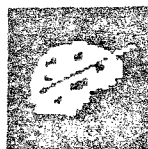
![Paint icon] **Paint**

You might think of the Paint application as a blank canvas, and you, the artist. You can draw and edit on the screen, creating your own patterns or choosing from the patterns already available, using a number of available "tools." Choose a resolution from 256x192 with 2 colors or 128x192 with 4 colors. (There are 3 different color sets to choose from in the lower resolution.) A label line at the top of the screen contains 6 functions that you can use throughout the Paint program. (Three of the functions are specific to Paint, and the other 3 are standard DeskMate functions.) The remainder of the screen is for you to use in drawing.

Instructions

Select Paint from the Main Menu.

Menu Bar

Canvas

Pencil
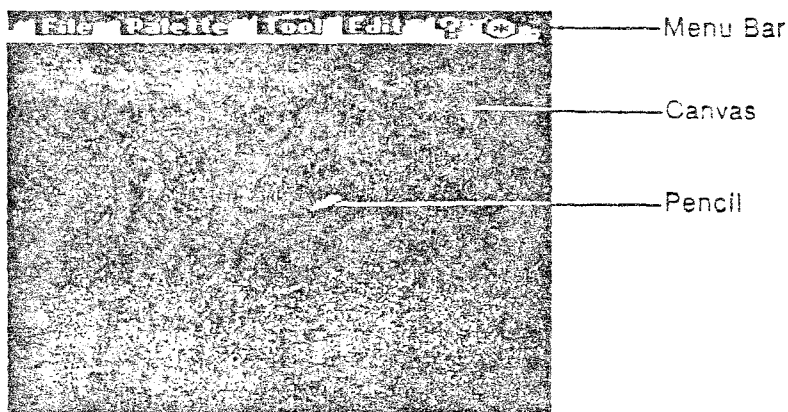
Practice drawing on the screen for awhile, using the methods described next for the keyboard or the mouse/joystick.

```
                            Paint
                              |
        ┌──────┬──────┬───────┼──────┬──────┐
    ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐
    │ File  │ │Pallette│ │ Tool │ │ Edit  │ │ Help  │ │ Icon  │
    │ Menu  │ │ Menu  │ │ Menu │ │ Menu  │ └───────┘ │  Bar  │
    └───────┘ └───────┘ └───────┘ └───────┘           └───────┘
```
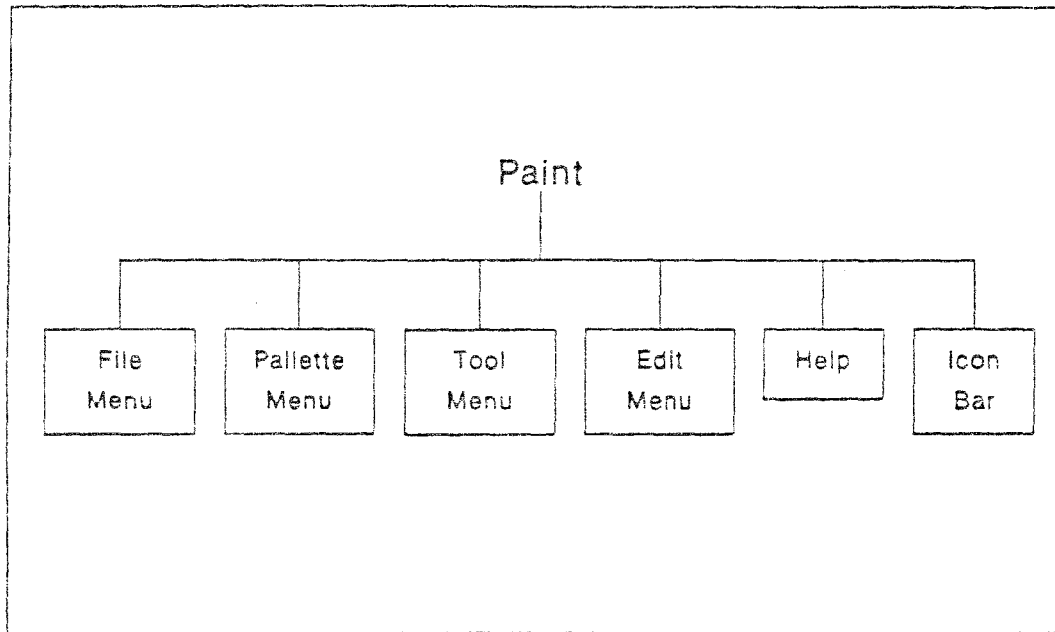
Keyboard Techniques

Paint works best with a mouse or joystick, but you can also use the keyboard.

Use the arrow keys to move the pencil on the screen. (See "Getting Started" for methods of moving the cursor more quickly.) Pressing the space bar once "lifts" the pencil from the canvas, and pressing it a second time lets you draw again. If you are using the keyboard with Paint, practice awhile to become more proficient.

Mouse/Joystick Techniques

To select a function with a mouse/joystick, use the techniques described in "Getting Started."

In the "canvas" area of Paint, the pointer actually resembles a pencil, and you can move it around in the same way. To draw, press the button on the mouse/joystick, and maneuver the mouse or the joystick control. When you move the pencil to the Menu Bar, it becomes a pointer, and you can make a menu selection.

File Menu

Choose the File Menu when you want to open, close, save, or print a file that you have created.

open	Loads a file from disk, replacing any drawing on the screen. Select a file you want to open from a menu of existing files on the disk.
close	Exits the Paint application and returns to the Main Menu. You can save or discard the drawing on the screen.
save	Saves the picture on the screen without closing the Paint application. You can update the same disk file or specify another filename.
2 print	Prints the screen in black and white or color. After you choose print from the File Menu, you can select the method with which you want to print.

```
B&W large
B&W medium
B&W small
color printer
```

You can print a black and white screen in small with any Radio Shack printer that can be used with your Tandy Color Computer. Check your printer manual to see if your printer is capable of printing a medium (condensed mode) or large (compressed mode) black and white screen.

You must have an ink jet printer to print in color.

You can also use [ALT] [2] to print.

? help   Displays a "help" window designed to assist you with File Menu functions.

Palette Menu

Use the Palette Menu to select a color or pattern to be used in creating your masterpiece. The palette has either 2 or 4 solid colors (depending on the resolution you are using) from which to choose. In the 2-color mode, 2 of the colors appear as shades of the foreground color. There are also 16 fixed patterns, 1 of which you can edit (the bottom right pattern).
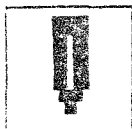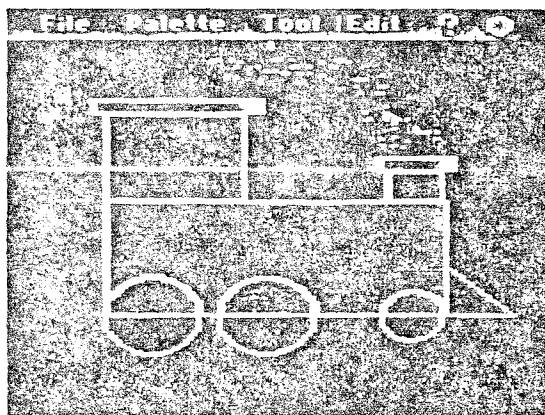
Move the highlight to the Menu Bar, and select Palette.
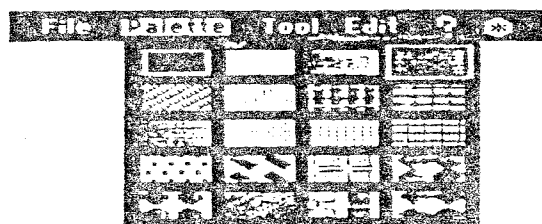
Choose a pattern. The Palette Menu disappears. You can use the patterns you choose with these tools: pencil, brush, line, square, circle, spray, magnify, and fill. See the explanation of the Tool Menu next.

Tool Menu

Use the Tool Menu to choose a tool with which to apply the color or pattern.

	Pencil	The cursor is in the shape of a pencil, and you can perform freehand drawing using a single point in the current color.
	Eraser	Erases portions of your drawing, using the current background color.
	Brush	Uses the selected color and brush shape, and, like the pencil, lets you draw freehand on the screen.
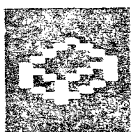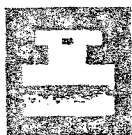
The shape of the current brush defines the cursor. Choose the brush shape from the Edit Menu's brush option.

Line
This tool draws a line between 2 points. After you select the first point, all possibilities are shown until you select the second point.
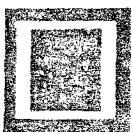
Box
Draws a box by using 2 selected corner points. All possibilities are shown until you select the second point.
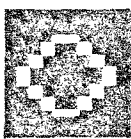
Circle
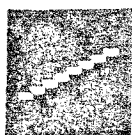Draws a circle or oval by using a center you selected and then an x-y radius. All possibilities are shown until you choose the second point.
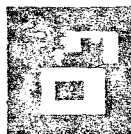
Spray
This tool "spray paints" with randomly scattered dots. This freehand painting is like drawing with a can of spray paint. The Spray option uses the current color and brush shape.
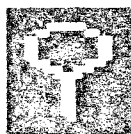
Magnify
Magnifies a section of the screen that you select. You can draw on the magnified screen using the current pattern and brush shape to put the smallest details in your picture, then return to the normal size to see the results.

You cannot "undo" the last item drawn on a magnified screen.

Fill   Fills an outlined area with the current pattern or color.

Text   Lets you add proportionally spaced text to the graphics display using the keyboard.
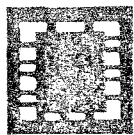
Select   Select an area on the screen by surrounding it with a dotted square. The options are:

erase	Erases the selected area, using the current background color.
cut & paste	Places the selected area's image into a buffer and then erases it from the screen.
copy & paste	Places the selected area's image into a buffer without erasing it from the screen.
paste	Places the image in the buffer at the desired position on the screen.
	Note: The buffered image remains intact even after another picture file is loaded from a disk, enabling you to copy images from one picture to another.

If you choose Paste, there are two options available, transparent and solid.

Transparent lets you place the buffered image on the screen by overlaying only the image and not its background.

Solid places the entire selected area on the screen, erasing everything under it.

Edit Menu

The 6 functions on the Edit Menu let you erase, edit, and change the graphics screen mode and color set.
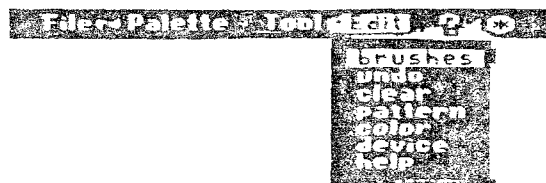
Brushes Selects a brush shape. A window of brush shapes appears. Select the type of brush with which you want to paint. You return to your canvas. The following tools can use the brush shape you select: brush, line, square, circle, spray, and magnify.

Undo Erases the last thing drawn on the screen.

Clear Erases the entire content of the screen, using the background color you select.

Pattern
This function lets you define and edit your own pattern (16 x 8 in high resolution, 8 x 8 in low resolution). The pattern is located in the lower right corner of the Palette Menu. When you choose Pattern, the screen shows:

Color options———————————————————————————————Dots (Pixels)
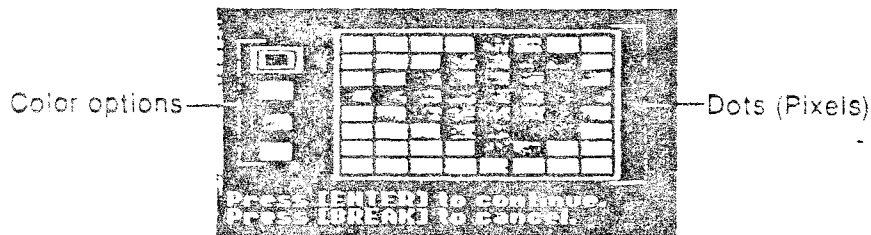
Each square on the pattern represents the smallest dot (pixel) on the screen. Follow the instructions below to edit the pattern.

1. Keyboard: Press [ALT] [-], and then use the arrow keys to move to the color you want.

   Mouse/Joystick: Point to the color you want to use.

2. Keyboard: Press [ALT] [-] to return to the pattern, and then use the arrow keys to move the highlight to the square you want to change. Press the spacebar. The square changes to the color you chose.

   Mouse/Joystick: Point to the square you want change and click. The square changes to the color you chose.

3. Continue changing the squares in the pattern until it looks the way you want it.

4. Press [ENTER] (or point to [ENTER] and click) to record the changes.

   Press [BREAK] (or point to [BREAK] and click) to cancel the changes and return to Paint's canvas.

5. Choose the Palette Menu from the Menu Bar to see the pattern you created.

If you use this option with one of the high resolution background colors (green and black or buff and black), there are two colors from which you can choose and the size of the squares are smaller.

Device   Selects the device with which you want to use Paint:

```
keyboard only
joystick
mouse or joystick
```

Select the device you want.

Color   Lets you change the graphics screen mode and color set. Note that if you change resolutions, the contents of your copy buffer is lost.

```
        Screen Colors
green-black   256 x 192
buff-black    256 x 192
buff-black    128 x 192
green-yellow-blue-red
buff-cyan-magenta-orange
```

? help   Displays a help window designed to assist you with the Edit functions.

Help Window

This Menu Bar selection displays a help window designed to assist you with the Paint functions.

Icon Bar

Choosing this option displays the Icon Bar utilities. See "Icon Bar" in "Getting Started" for detailed information on the Icon Bar.

Chapter 16
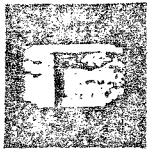
![Ledger icon] **Ledger**

With the Ledger application, your screen becomes a spreadsheet divided into rows and columns. After you enter data and formulas, Ledger calculates the values for your formulas and displays the computed values automatically. You can type any text you wish, such as titles and headings, to give your reports a professional look. You can save the spreadsheet as a Ledger (or as a Text file to include in a document) after customizing it to meet your specific needs.

The keyboard and mouse/joystick techniques for Ledger are the same as described in "Getting Started." Any variations are explained in this chapter.

Instructions

After you select the Ledger application from the Main Menu, you see the spreadsheet screen. (If you select a Ledger data file, you see the spreadsheet as you last saved it.)
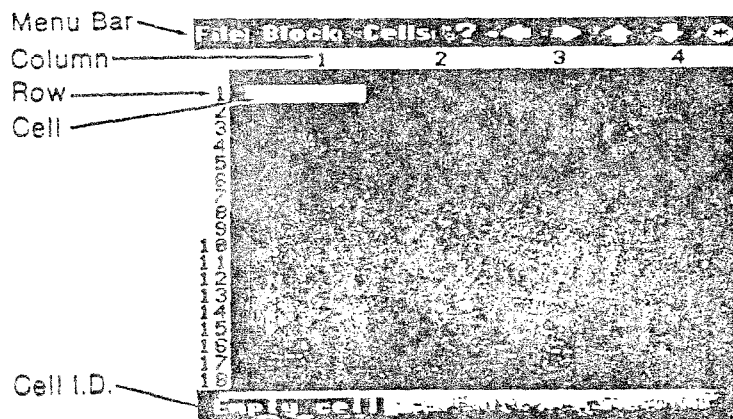
The spreadsheet consists of columns and rows. There are 99 columns and 99 rows in which you can enter data in the Ledger application. The area at which a column and a row meet is called a *cell*. You will enter data in these highlighted cells.

There are 3 types of data you can enter:

number	consists of the digits 0-9, an optional decimal point, and an optional sign (+ or −)
label	consists of alphanumeric characters but begins with an alphabetic character A-Z
formulas	for formulas to be used in calculations

The contents of the currently marked cell (number, label, formula, or empty cell) are identified at the bottom of the screen (cell I.D.). If the current cell contains a formula, the first 25 characters of the formula appear.

To add data to the ledger, position the highlight on the desired cell, and type the data. When you move the highlight, the data that you entered remains in that cell. After you enter a number, it appears flush right in the cell (right-justified). Labels align to the left inside a cell (left-justified).

Although the built-in column width is 7, you can enter up to 28 characters for a label and up to 18 digits (plus a decimal point and an optional sign) for a number (14 digits before the decimal point and 4 digits after). If you type more than 7 characters in a cell, the cells on the right of the current column shift by 1 character for each additional character you typed. Press ENTER to increase the current column width. All columns to the right are positioned accordingly.

In addition to automatically widening a column to accommodate long cell entries, Ledger reformats numbers in the same column when you enter a number with a larger decimal format. There are 2 reasons to reformat numbers so that they have the same number of decimal places and so that the greatest number of decimal places be used: 1) for maximum precision during calculation, and 2) for cosmetic purposes so that all numbers in the same column are aligned with the decimal point in the same position.

For example, if numbers you previously entered in a column contained only 2 decimal places and you enter a number with the maximum of 4 decimal places, zeroes are automatically appended to the earlier entries. However, if appending additional deci-

mal places to another number (other than the one currently being entered) increases the column width, you see •••••••• instead of the number with the extra zeroes. To display the entire number, increase the column width so that the new number with more decimal places can fit.

Follow the instructions below to change the column width:

1. Move the highlight to the column margin.

    Keyboard: Press [SHIFT] [↑] to reach the column margin.

    Mouse/Joystick: Point to ⬆ on the Menu Bar and click twice.

2. Move the highlight to the row you want to change.

    Keyboard: Use the [←] and [→] keys to move the highlight.

    Mouse/Joystick: Point to ◁ or ▷ and click to move the highlight.

3. Select format from the Block Menu. The following prompt appears:

    ```
    Change column width 07
    ☑ this    ☐ all columns
    ```

4. Enter the setting and press [ENTER]. (The margins can be set from 3 to 28.)

5. Move the check to the option you want ("this" or "all columns") and press [ENTER] or click.

    The columns are adjusted automatically.

Pressing [BREAK] at any time in Ledger cancels the operation you are in and returns any values you entered to their previous values.

Ledger

| File Menu | Block Menu | Cells Menu | Help | Scrolling Arrows | Icon Bar |
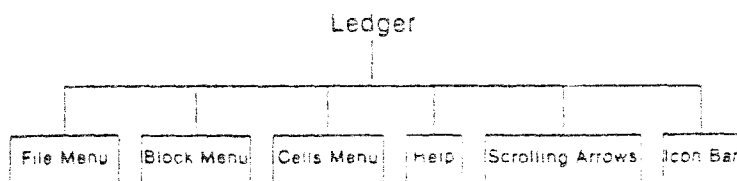
File Menu

When you select F i l e from the Menu Bar on Ledger's main screen, you see:

open
Loads and displays a spreadsheet file. The file you open replaces the file in memory. Select the desired file from a menu of existing files that appears.

Note: To store the information on the screen, s a v e the file before opening another, since the o p e n function overwrites it.

close
Closes the current file and returns to the DeskMate Main Menu. You are given the option of saving or discarding the current spreadsheet. If you answer yes, enter a filename if this is a new file or if you want an updated copy of an existing file as well as the original file. Press [ENTER] alone or click to save the spreadsheet under its existing filename.

If you use c l o s e to save a spreadsheet, the spreadsheet is stored as a Ledger file. To save a spreadsheet as a text file, see s a v e, below.

You can also press [BREAK] at any time on the spreadsheet screen. Pressing [BREAK] works in the same way as choosing c l o s e.

save
Saves all the current spreadsheet (all 99 rows and columns) as a ledger file or saves a selected portion of the spreadsheet as either a spreadsheet or text file.

To save an entire spreadsheet as a ledger file, choose the save function after entering the ledger data. Enter a filename or press [ENTER] alone to resave a spreadsheet.

You may want to save only part of a spreadsheet to use in a text file or to merge into another spreadsheet file. To save a partial spreadsheet as either a spreadsheet or text file, first define the portion of the spreadsheet you wish to save by using the select function on the Block Menu, then use this function. (For example, you can first define the block by highlighting all cells you want to save.)

When you choose save, you have the option of saving the partial spreadsheet as a document or spreadsheet file. Choose the file format, you want, and then enter a filename or press [ENTER] to save the spreadsheet under its old filename.

1 merge
Merges a partial spreadsheet file into the current file at the current highlight position. Select the desired file from a menu of files that appears. You can also use [ALT] [1] to merge. All formula cells being merged are relocated and adjusted to correctly reflect the row or column rearrangement.

Note: A complete spreadsheet cannot be merged into another spreadsheet file.

2 print
Prints the entire file or a selected block of the current spreadsheet. Be sure that the printer settings are correctly adjusted before you print. You can also use [ALT] [2] to print.

To print part of a spreadsheet, first define the portion of the spreadsheet you wish to print by using the select function on the Block Menu, and then use this function.

To print the entire spreadsheet, select the print function. All columns and rows, which contain data, are printed. Blanks are printed for the empty cells between data cells.

7 help
Displays a help window to assist you with the File Menu.

Block Menu

After you choose the Block Menu, you see:
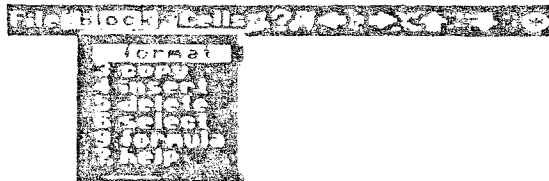
6 select   All Block functions work on a selected block of cells or, if you select no block, on only the currently highlighted cell. To use a function on a single cell, first position the highlight on the desired cell, then select the function. To use a function on a block of cells, move the highlight to the first cell you want in the block, and then choose select. Move the highlight to the last cell of the block, and then choose the desired function. You can also use [ALT] [6] to select.

To select with the keyboard:

1. Place the highlight at the beginning of the block you want to select.

2. Choose select from the Block Menu or press [ALT] [6].

3. Use the arrow keys to widen the highlight area until you include all desired cells.

4. Choose the desired function from the Block Menu or press the desired [ALT] code.

To select with the mouse/joystick:

1. Point to the beginning of the desired block of cells, and click and hold.

2. Drag until the highlight covers the desired area, and then release the button.

3. Point and click at the desired function on the Block Menu.

    Note: Any function not applicable for a selected block of cells appears shaded in the menu.

After you define a block of cells by selecting it, you can use one of the following functions on it:

format
Changes the format of a selected block or the current cell (or the width of the current column or all columns if the highlight is in the column margin).

To change the width of a column or all columns, move the highlight to the column margin. Position the highlight on the number of the column you want to change, and then select the format function. To change the displayed width value, type the new value, and press ENTER . Type 0 before a width value less than 10.

(For example, 1) ALT 1 on Row 1 2) format)

Column width=   3-28

Change column width:

Next, you are given the option of changing the current column only or all columns. Press ENTER or click to change the width of the current column only. To change the width of all columns, press ⋅ and ENTER , or point to All and click.

To change the format of a single cell: Position the highlight on the desired cell, and then select the format function. You can change the justification of a label cell, or both the justification and number of decimal places of a number cell.

After you select format, the format choices appear with the settings in which the cell is currently formatted.

```
Justify    [<]    [>]
Fraction   0 / 1   2   3   4

Press [SPACE] to choose
Press [ENTER] to continue
```

(You would see only the Justify option if the cell contained a label.) For the Justify option, you have 3 options: to left- or right-justify the contents of a cell, or to keep the current justification. For the numeric format option, you have 6 options: 0 (whole number or integer format), 1 (1 digit after the decimal point), 2 (dollar and cents format), 3 (3 decimal places), 4 (4 decimal places), or keeping the current numeric format.

Press the space bar to move the highlight to other format choices. If you press the space bar when the rightmost option is highlighted, the highlight temporarily disappears to indicate to keep the current format (leave the contents of the cell as is).

Press ⬇ and ⬆ or move the mouse/joystick to move the highlight between the 2 format options. When you are finished and have changed the format in the desired manner, press [ENTER] to record the changes. If you've changed your mind and want to keep the previous cell format, press [BREAK] to cancel the changes. In either case, you return to the spreadsheet.

To change the format of a selected block: First define the block using the select function, and then choose the format function. Then, follow the instructions above for changing the format of a single cell.

3 copy   Places the contents of a selected block or the current cell in the copy buffer. After copying the desired data, use the insert function to place the contents of the copy buffer in another area on the spreadsheet.

If you need more space in your file, you can copy an empty cell into the copy buffer, overwriting the contents of the buffer and allowing for more memory space.

You can also use [ALT] [3] to copy.

4 insert   Inserts the contents of the copy buffer at the current highlight position. Inserts a blank column or row at the current highlight position (if the highlight is in a column or row margin). You can also use [ALT] [4] to insert.

If a row or column in which you are inserting data already contains data, the previous data is lost and overwritten by the new data. If you are creating a blank row or column, the data and formula originally in that row or column (and all subsequent rows or columns) shift down or to the right 1 row. Row and column numbers in formulas also "shift" so that the same values are used in calculations. All formulas are adjusted to correctly reflect the row or column insertion.

If, while you are inserting a row or column, a formula does not refer to any valid cell in the spreadsheet, the cell I.D. line displays Invalid formula. For example, suppose that in cell R2C1 you entered the formula, R99+1. You then moved the marker up one cell, then to the row margin and inserted (using [ALT] [4]) a new row. Your formula would move to R3C1, but it would become invalid, as it would then read R 100+1.

5 delete   Erases the contents (labels, numbers, and formulas) of a selected block or the current cell. You can also use [ALT] [5] to delete. To erase data in an entire column or row, move the highlight to the desired column or row number in the margin area, and then select the delete function. All formulas are adjusted to correctly reflect the row or column deletion.

9 formula   Enables you to enter a formula for the current cell or selected block. You can also use [ALT] [9] to enter a formula.

To enter a formula for a single cell, position the highlight on the cell where you want the calculated value to be displayed, select the formula function, type the desired formula, and press [ENTER]. (You can also edit an existing formula for a cell in the same way.)

To enter a formula for a selected block of cells, define the cell block by using the select function, select the formula function, and then enter the formula.

If you copy a block of cells that contains a formula(s) into another location on the spread-sheet, the formula(s) that you copy is adjusted to reflect the column and row numbers of the new location.

Within a formula, mathematical operations are performed from left to right. Parenthetical operations are performed first, functions like SUM, second, power third, multiplication and division fourth, and addition and subtraction last. When parentheses are nested, the innermost operations are performed first. The operations available for use in formulas are in the following tables.

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
INT	Integer truncation

Following are examples of formulas using some of these operations.

AVG(C1)   Adds all the values in the current row, beginning with column 1, over to the current cell, skipping any non-numeric data, and divides by the number of numeric cells added.

|	
MAX(C4)	Displays the maximum value of the current row, beginning with column 4, over to the current cell, skipping any non-numeric data.
MIN(R1)	Displays the minimum value in the current column, beginning with row 1, down to the current cell, skipping any non-numeric data.
SUM(R5)	Displays the sum of the values in the current column, beginning with row 5, down to the current cell, skipping any non-numeric data.
ABS(R2C3)	Multiplies the value of the cell in row 2, column 3 by -1 if (and only if) it is a negative number (absolute value).
INT(R4C2)	Displays the integer value of cell R4C2.
R1C1 + R3C4	Adds the value of cell R1C1 to the value of cell R3C4 and displays the result.

Two special characters can also be used in a formula: a question mark (?) indicates a constant value that you need to enter at the time of calculation. For example, if a cell formula is entered as ?A, then when the calculation function is selected, you'll be prompted to enter a value for A so that computations can be completed.

A number sign (#) indicates a cell in a formula that is not adjusted for each successive row or column, but remains constant.

? help	Displays a window designed to assist you with the Block Menu.

Cells Menu

When you choose the Cells Menu, you see:
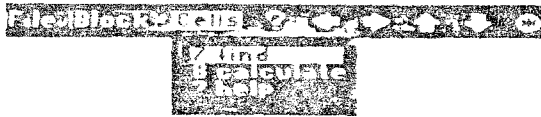
7 find — Finds a particular cell label. You can also find a formula.

A window appears with the prompt:

FIND_____

Enter the number of the cell (in R#C# format) or the string of characters you wish to find. The window containing that cell is displayed with the entry marker on the specified cell. To find the next occurrence of the same search string, reselect the find function, and then press ENTER or click the mouse/joystick button.

You can also use ALT 7 to find.

8 calculate — Calculates and displays the results in the cells in which formulas were entered. Data is calculated according to cell contents, from left to right and top to bottom. Any non-numeric data is skipped. If you have entered a formula that cannot calculate, the message, •Error appears.

If an "overflow" (too many digits) occurs in a recalculation, the cell containing the formula displays •Overflow

You can also use ALT 8 to calculate.

? help   Displays a help window designed to assist you with Cells Menu functions.

Help Window

Displays a window designed to assist you with Ledger functions.

Scrolling Arrows

Use the scrolling arrows as explained in "Moving Around On the Screen" in "Getting Started."

Icon Bar

Displays the Icon Bar utilities.

Chapter 17

Telecom

Telecom application lets you convert your Color Computer into a communication device called a *terminal*. As a terminal, you can communicate with other computers by sending and receiving information.

To use the Telecom application, you need:

- Another computer with which to communicate

- Additional equipment for your Color Computer so you can connect it to another computer

Telecom lets you communicate with any computer that has:

- A program for communicating with small computers

- Equipment for connecting to small computers

The program the other computer needs can fall into either of these categories:

- A "host" program—This kind of program lets a computer make its resources available to terminals. Examples of host programs are information services, host operating systems, and simple host programs (such as the Host application for the Tandy 1000 DeskMate program or a public bulletin board system).

- A terminal program—This kind of program converts a computer into a terminal. The Telecom application described in this chapter is a terminal program. Other examples of terminal programs are the COMM program for the Tandy Model 4, the TELCOM program for the Tandy 100 and 200, and the Videotex program available for many Tandy computers.

The equipment the other computer needs depends on the kind of equipment you are using. You can connect your computer to the other computer in 2 ways. Each way requires that you purchase different kinds of communication equipment:

- Over a telephone, using a small-computer modem (such as the Tandy DC-Modem I), the Color Computer RS-232 Pak, and an RS-232 cable.
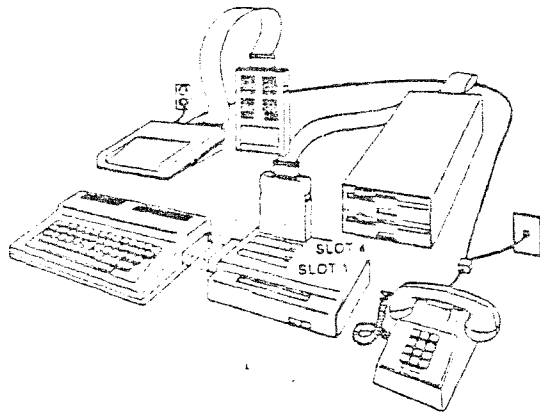
This connection requires the other computer to have a modem compatible with the modem you are using.

Note that you must place the RS-232 Pak in Slot 1 of the Multipak Interface and the disk controller Program Pak in Slot 4.

- Through a cable, using the Color Computer RS-232 Pak, an RS-232 cable, and a Null Modem Adapter.
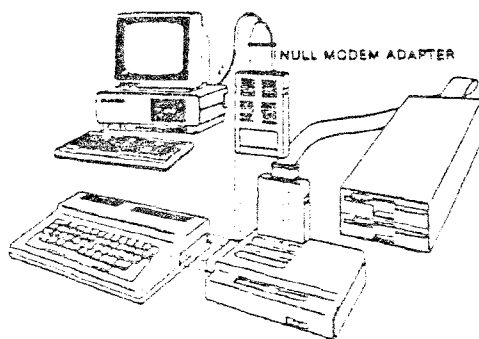
This connection lets you transmit information at much higher rates of speed than you can use over the telephone. It requires the other computer to have a standard RS-232 connection interface.

Be sure that all your equipment is turned off while you are making connections and setting up. Then, when all the equipment is ready to work, turn on the Multipak Interface before you turn on the Color Computer.

A Note to Customers Using the RS-232 Pak

The RS-232 is a standard that you can use to connect a computer to a modem or a computer to another computer. This means that, in theory, you should be able to use the RS-232 Pak for connecting the Color Computer to modems and computers from manufacturers other than Tandy.

In practice, however, the connection between a Tandy RS-232 and another manufacturer's RS-232 will sometimes not work properly without having a technician readjust wires on the RS-232 cable. This is because manufacturers sometimes implement the RS-232 standard in different ways. For technical information on how Tandy implements the RS-232 standard, see the manual that comes with the RS-232 Pak.

An Overview of Telecom

Telecom has 3 screens. They are:

- The Status Screen—This screen lets you set up Telecom for communicating with another computer.

- The Terminal Screen—This screen lets you connect to and communicate with the other computer.

- The Memory Screen—This screen lets you do 3 things: 1) access the information that has been communicated, 2) exchange a file with the other computer, or 3) exit Telecom.

Following is an example of how you would use the Telecom screens in communicating with a host computer.

1. Use the status screen to prepare for communicating with the host.

2. Use the terminal screen to connect to, logon, communicate, and logoff from the host.

3. Use the memory screen to view the information that has been transmitted and, if you want, save or print this information.
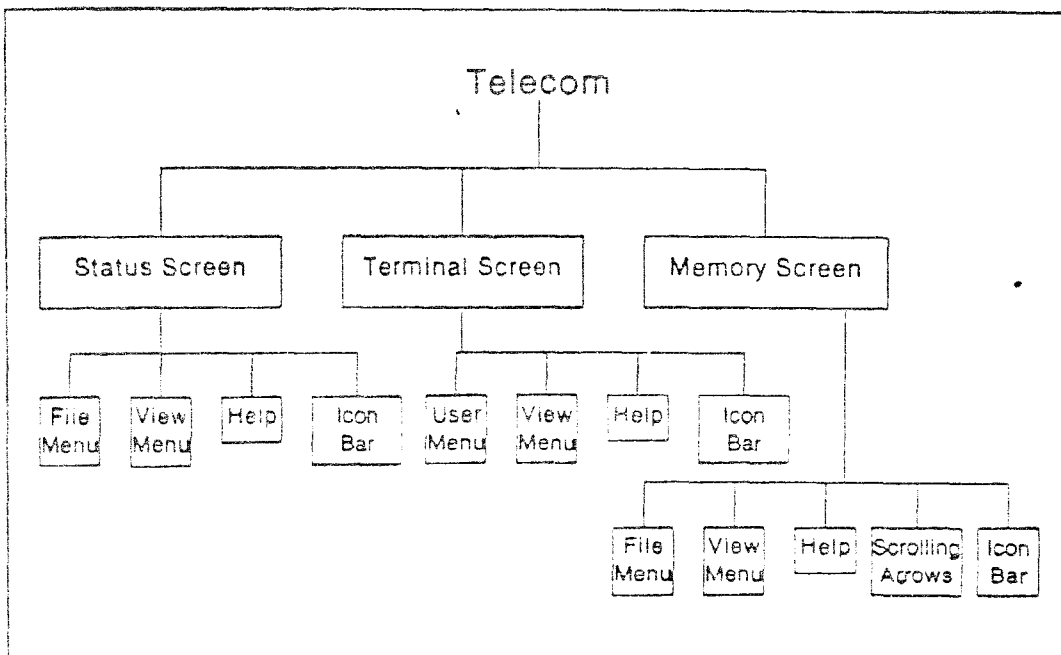
Instructions

At the Main Menu, select Telecom.
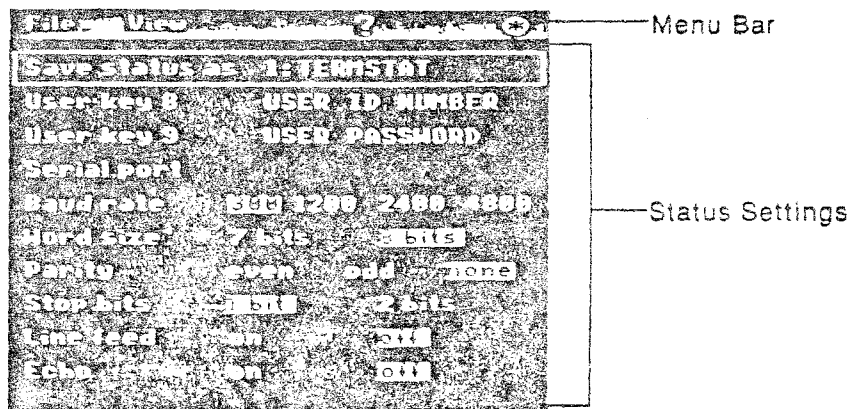
The menu bar contains the familiar DeskMate icons as well as options for displaying 2 menus.

- The View Menu lets you move from screen to screen and is available from all the Telecom screens. It is described below.

- The other menu (in this case, the File Menu) contains functions unique to the screen you are using. It is described in the section dealing with the particular screen.

View Menu

Select Telecom's View Menu, which is available from all the Telecom screens.
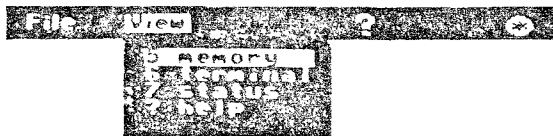
Memory   Displays Telecom's memory screen. Pressing [ALT] [5] also displays the memory screen.

Terminal   Displays Telecom's terminal screen. Pressing [ALT] [6] also displays the terminal screen.

Status   Displays Telecom's status screen. You can also use [ALT] [7] to display the status screen.

Help   Displays a window designed to assist you in using the View Menu.

The Status Screen

Before communicating with another computer, you need to tell Telecom how it should transmit information to that computer. The status screen lets you do this by adjusting a number of settings.

For your convenience, the status screen also contains a File Menu. This menu lets you store your status settings on diskette so that you won't need to set them each time you communicate with another computer.

Move to the status screen. You see the status settings that Telecom is currently using. The first time you use Telecom, the screen looks like this:

Menu Bar

Status Settings
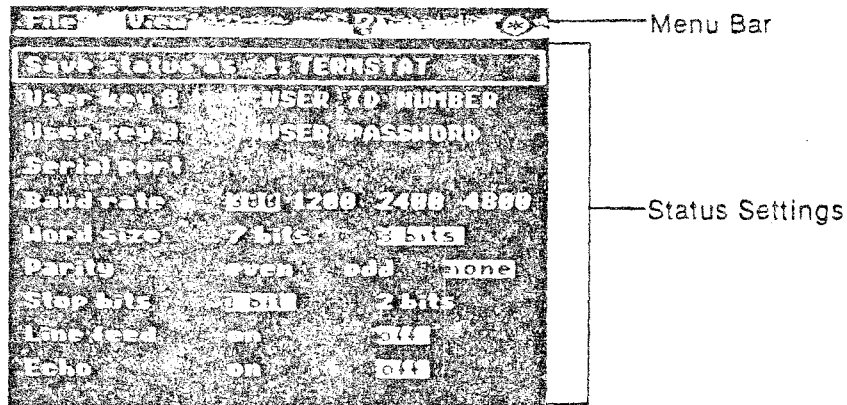
For most of the settings, Telecom offers a choice of settings and highlights the setting it is currently using. To change a setting, simply select the new setting by positioning the highlight and pressing [ENTER] or clicking.

For example, for the Line Feed setting, Telecom offers the choice of ON or OFF and, with highlighting, indicates that this setting is currently OFF. To change the setting, select ON.

The User Key 8 and User Key 9 settings are purely for your convenience and are described below. To enter these settings, select the desired line, and type the information, pressing [ENTER] when you finish. For example, if your user ID were 75005, you could select User Key 8 (by moving to that line and pressing [ENTER] or clicking) and type 75005 [ENTER] to preset your user ID.

The status settings and their meanings are:

User Key 8 and User Key 9—These settings are not required; they are strictly for the convenience of customers who usually log on to the same host computer and find it tedious to enter their user IDs and passwords (or other information) each time.

If you are one of these customers, you can enter anything that you usually have to send to another terminal when you log-on and use the status screen's File Menu to save this information with the rest of your status settings. Then, when you enter the terminal screen and log on to the host, you will no longer need to physically type and enter that information—you can have Telecom send it automatically.

Serial Port—Always check this setting before communicating with another computer. It defines the communications driver used in Terminal mode. If you are using an RS-232 Pak, type /T2 at this prompt. If you have other drivers connected and know their descriptors, you can specify the appropriate descriptor at this prompt.

> Caution: Do not type anything at the Serial Port prompt if you have no communications device connected to your computer.

Baud rate—Always check this setting before communicating with another computer. It tells Telecom how fast to transmit information to the other computer. The higher the baud rate, the faster the transmission.

- If using an external modem, you must choose a baud rate that your modem can use. The other computer must also use this same baud rate.

- If using the RS-232 Pak connection, you can use any baud rate provided that the other computer also uses this same baud rate.

Word size, Parity, and Stop Bits—Always check these 3 settings before communicating with another computer. They have a technical meaning that tells Telecom how to code the information it transmits to and receives from the other computer.

You can use any combination of these 3 settings provided that the other computer uses the same combination. Most computers use one of the following combinations:

8-bit word size   7-bit word size
no parity   even parity
1 stop bit   1 stop bit

Line feed—Adjust this setting if you have a line spacing problem. It tells Telecom whether to add an extra line feed to each carriage return character ([ENTER] character) that it receives from the other computer.

Also, although this is not a function of the terminal screen or, for that matter, the Telecom application, you might find it necessary to physically disconnect your modem from the telephone when you finish communicating with the other computer.

Connecting to the Other Computer

The way you need to connect to the other computer depends on the kind of communication equipment you are using.

External Modem. If you have not already done so, connect your modem to your computer and to a telephone. Then, follow the steps in your modem manual for connecting to the other computer.

If your modem is an autodial modem, the steps outlined in your manual might involve your sending commands to your modem.

RS-232 Cable. If you have not already done so, connect the 2 computers. Then, if the other computer has not yet entered its terminal mode, it should do so now. This is all that is required to make the connection.

Communicating with the Other Computer

You should now be able to communicate with the other computer as a terminal. As a terminal, Telecom sends each character you type to the other computer and displays each character it receives from the other computer.

For example, if you type the letter "A", Telecom sends an "A" to the other computer. If the other computer sends back the letter "B", Telecom displays a "B" on your screen.

If you are unable to communicate in this way, try pressing CTRL C and ENTER a few times. Some host computers require that you press these keys to get their attention.

If you are communicating with a computer service, the service might ask you a few questions about the type of computer or terminal you are using. Following are some of the most common questions and the answers with which we suggest you respond.

- What kind of terminal do you have? Select TTY or Other. TTY stands for "teletype," a simple type of terminal requiring less technical protocol to communicate.

- How many lines does your terminal have? Select 22.

- How many characters per line does your terminal have? Select 32.

When considering the number of characters per line your terminal has, you also need to consider the way your printer settings are defined. Be sure, if you are going to print the text you transmit/receive, that the line length you specify to your printer matches the number of characters per line on your computer. Otherwise, you might find it difficult to read some of the information you print due to "extra" carriage returns.

The tasks that you can do while communicating with the other computer depend entirely on the other computer:

- If you are communicating with a host computer, you can perform any number of tasks depending on the resources of the host. For example, when communicating with the Dow Jones Retrieval Service, you can analyze stock prices.

- If you are communicating with another "terminal," you are limited to one task—exchanging information. You can exchange "messages" that you and the person at the other terminal type, such as "CAN YOU READ ME?" and "YES, I READ YOU." Or, you can exchange files by using the memory screen's File Menu.

While communicating with the other computer, you might find it useful to send special "control characters." To send a control character, press [CTRL] and, while holding down [CTRL], press the next letter. Some control characters you might want to send are:

[CTRL] [S]—to temporarily stop transmission (sometimes called the "XOFF" character)

[CTRL] [Q]—to restart transmission (sometimes called the "XON" character)

[CTRL] [H]—to backspace

Please note that the above characters will work only if the other computer agrees on their meanings. Some computers might interpret them in a different way.

If the other computer sends you a special character that Telecom does not recognize, Telecom responds to this character by ignoring it. Some special characters that Telecom recognizes are:

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

Refer to Appendix D for the other characters that Telecom recognizes.

The Terminal Screen's User Menu

Select the terminal screens's User Menu. This menu lets you send preset information (such as your user I.D. and password) to the other computer, provided that you entered this information as part of your status settings. You only need select the option on the menu that you want Telecom to send, and it is sent without you typing it in.
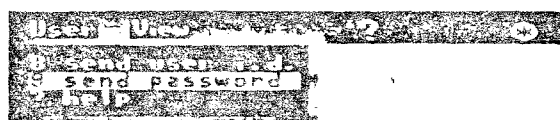
User Key 8   Sends the information you preset on the status screen for this key to the other computer. You can also use [ALT] [8] to send this information.

User Key 9   Sends the information you preset on the status screen for this key to the other computer. You can also use [ALT] [9] to send this information.

help   Displays a window designed to assist you in using the User Menu.

The Memory Screen

Telecom stores all the information that you and the other computer transmit to each other in a temporary part of memory called the memory file. The memory screen lets you view the contents of this memory file.

The memory screen also contains a File Menu that lets the computer perform many useful functions. For example, one function on the File Menu lets you make a permanent copy of the memory file. Another function lets you send a file to another computer.

Move to the memory screen. You see a screen containing the current contents of the memory file. You can scroll through the memory file in the same way that you can scroll through a DeskMate Text file. ·

The storage area can hold a maximum of approximately 13,000 characters. This is approximately 18 screens full of information or 50 screens that are not completely full.

When the storage area reaches its capacity, Telecom continues storing characters on a "revolving" basis. For example, if the memory file is full and 10 more characters are transmitted, Telecom stores these next 10 characters at the end of the memory file, which overwrites the first 10 characters at the beginning of the memory file.

The Memory Screen's File Menu

Select the memory screen's File Menu. This menu lets you perform several tasks that can be grouped together in 3 general categories: access the storage area (Save, Print, Erase, Open), exchange a file with the other computer (Send, Receive), and exit Telecom (Close). When you select the memory screen's File Menu, the screen shows:
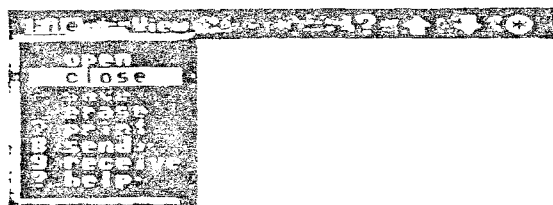
Open   Loads a DeskMate Text file into the memory file. Telecom displays a list of all DeskMate Text files you currently have stored on diskette. From this list, select the file you want to load.

Close   Exits Telecom. In case you have not yet saved the contents of the memory file, Telecom asks:

        Save?   ☐ yes   ☑ no

If you do not want to save the contents of the memory file, select no.

To save the memory file as a Text file, select yes. Telecom prompts:

        Save as:

In response to this prompt, enter a name suitable for a DeskMate Text file.

Save   Saves the contents of the memory file on diskette as a DeskMate Text file. Telecom prompts:

        Save as:

In response to this prompt, enter a name suitable for a DeskMate Text file.

Erase   Erases the contents of the memory file. Telecom asks if you are sure you want to do this by displaying:

        Erase memory?   ☑ yes   ☐ no

Select yes if you are sure, or choose no if you change your mind.

Print   Prints the contents of the memory file. Telecom displays:

        Print   ☑ all   ☐ this page

Select all to print the entire memory file. Select this page to print only the contents of the current screen. Pressing [ALT] [2] also activates the Print option.

Send

Sends a file to the other computer. Telecom displays:

    Enter extension to use:

If the file you want to send is a DeskMate file, enter one of these extensions:

Text file:	DOC
Index Cards file:	FIL
Ledger file:	WKS
Paint file:	PIC
Telecom status file:	DMC
Calendar file:	CAL

If the file is an OS-9 file (that is, if it is not a DeskMate file), enter the OS-9 extension to the file's name.

After you enter the extension, Telecom displays a list of all the files you have stored on diskette with that extension. From this list, select the file you want to send.

Receive

Receives a file from the other computer. Telecom displays:

    Receive as:

Enter a name suitable for a DeskMate Text file in response to this prompt.

Telecom displays a message when it is ready to receive the file: Receiving. Press [ENTER] or enter the characters the service requires you to use to begin the file transmission. (The keys you press are not echoed on the screen.)

To send (upload) or receive (download) a file to or from, for example, a computer service, prepare for your transfer on the terminal screen. Then, move to the memory screen and select the send or receive options from the File Menu.

Press [BREAK] to close and complete a received file. (A sent file finishes automatically.) You know transmission is complete when the light on the disk drive turns off and the writing message does not appear for some time. Any other key codes you press during the Receive function will be transmitted.

For both Send and Receive, when Telecom transfers the file, it transmits the information directly to or from the diskette. This means that you will not see the information being transmitted on your screen, nor will Telecom store this information in its memory file.

The file you transfer can be from any DeskMate application or from a program other than DeskMate. If, however, the file is not a text file, you need to be sure that you have the status screen's word length set to 8 bits. (With text files, it doesn't matter which word length setting you use.)

When Telecom receives a file, it saves the file as a Text file unless you enter the extension of another DeskMate application. (See the list of extensions earlier in this chapter.)

For the transfer to work, the other computer must recognize the "start/stop characters" (XON and XOFF). Additionally, the other computer cannot use any special "protocol" for transferring the file other than what it might refer to as the "start/stop" (XON/XOFF) protocol.

?   Displays a window designed to assist you in using the memory screen's File Menu.

Appendix A

Copying the DeskMate Diskette

One of the most important things you can do before and while you use DeskMate is making a copy, or *backup*, of the DeskMate diskette. If you keep copies of the Desk-Mate diskette, you'll always have current information stored in case a mishap (such as a power failure) occurs.

Making backups involves using one of DeskMate's Main Menu functions, Disk. The instructions in this appendix are divided into a section for keyboard users and a section for mouse/joystick users. Read the section that pertains to your setup.

Using the Keyboard

1. At DeskMate's Main Menu, press $\boxed{\text{ALT}}$ $\boxed{\text{↑}}$ to move the highlight to the Menu Bar, and select the Disk function.

2. You must first *initialize*, or prepare, a diskette to hold DeskMate. (Initializing is also called *formatting*.) Use the up and down arrow keys to position the highlight on initialize, and press $\boxed{\text{ENTER}}$.

3. If you have more than one drive, you can initialize the diskette in either Drive 0 or Drive 1. DeskMate asks which drive you want to use for the initialization. Use the arrow keys to highlight the disk drive you want to use for formatting, and press $\boxed{\text{ENTER}}$.

4. The screen asks you to insert a diskette in the drive you chose. Remove the original DeskMate diskette from the drive, and replace it with a new, blank diskette (or an old diskette you want to use again). Next, press [ENTER].

5. Your diskette is formatted, and when DeskMate is finished, it lets you know by displaying:

```
Replace DeskMate disk. Press any key to continue
```

If you used only Drive 0 for the format, DeskMate asks you to swap diskettes again. Remove the newly formatted diskette from Drive 0, replacing it with the original DeskMate program diskette. Again, press [ENTER].

If you used Drive 1 for the initialization, press [ENTER] without swapping diskettes.

You return to the Main Menu. Your diskette is ready to hold DeskMate, so you can go ahead with the backup.

6. Press [ALT] [↑] to reach the Menu Bar, and once again, choose Disk.

7. Use the arrow keys to position the highlight on backup, and press [ENTER].

8. When you formatted, you had a choice of using either Drive 0 or Drive 1. You have the same choice here. Use the arrow keys to highlight your choice, and press [ENTER].

9. If you choose to use only Drive 0, the screen asks you to insert the *destination* diskette. This is the formatted diskette to which you want to copy. Remove the DeskMate diskette from Drive 0, and replace it with the diskette you formatted a moment ago.

If you are using Drive 1, your formatted diskette is already in the drive.

Press [ENTER] after assuring that the destination diskette is in the correct drive.

10. The backup begins. If you're using only Drive 0, you'll see messages asking you to alternately insert the destination diskette or the *source* diskette (the diskette from which you want to copy). Follow the instructions on the screen.

11. When the backup is finished, you see Backup Complete. You can now remove the original DeskMate diskette from Drive 0 and replace it with the copy you just made. Be sure to label your copy with a felt-tipped pen so that you always know which diskette you're using.

12. When your new copy is in Drive 0, press [ENTER], and the Main Menu returns to the screen.

Using the Mouse/Joystick

1. At DeskMate's Main Menu, point to the Disk function on the Menu Bar, and click.

2. You must first *initialize*, or prepare, a diskette to hold DeskMate. (Initializing is also called *formatting*.) Point to initialize, and click.

3. If you have more than one drive, you can initialize the diskette in either Drive 0 or Drive 1. DeskMate asks which drive you want to use for the initialization. Point to the option for the disk drive you want to use for formatting, and click.

4. The screen asks you to "swap" diskettes. Remove the original DeskMate diskette from the drive, and replace it with a new, blank diskette (or an old diskette you want to use again). Next, click the button.

5. Your diskette is formatted, and when DeskMate is finished, it lets you know by displaying:

        Replace DeskMate disk. Press any key to continue.

If you used only Drive 0 for the format, DeskMate asks you to swap diskettes again. Remove the newly formatted diskette from Drive 0, replacing it with the original DeskMate program diskette. Again, click.

If you used Drive 1 for the initialization, click without swapping diskettes.

You return to the Main Menu. Your diskette is ready to hold DeskMate, so you can go ahead with the backup.

6. Point to the Menu Bar's Disk option, and click.

7. Point to backup on the Disk Menu, and click.

8. When you formatted, you had a choice of using either Drive 0 or Drive 1. You have the same choice here. Point to your choice, and click.

9. If you choose to use only Drive 0, the screen asks you to insert the *destination* diskette. This is the formatted diskette to which you want to copy. Remove the DeskMate diskette from Drive 0, and replace it with the diskette you formatted a moment ago.

If you are using Drive 1, your formatted diskette is already in the drive.

Click the button after assuring that the destination diskette is in the correct drive.

10. The backup begins. If you're using only Drive 0, you'll see messages asking to to alternately insert the destination diskette or the *source* diskette (the diskette from which you want to copy). Follow the instructions on the screen.

11. When the backup is finished, you see Backup Complete. You can now remove the original DeskMate diskette from Drive 0 and replace it with the copy you just made. Be sure to label your copy with a felt-tipped pen so that you always know which diskette you're using.

12. When your new copy is in Drive 0, click, and the Main Menu returns to the screen.

Important Notes about Formatting and Backing Up

When you made a backup of the DeskMate diskette, you first had to initialize the diskette so that it could hold the information. When you initialize a diskette, you don't necessarily have to use it for a backup. If you have 2 disk drives, you can store information on a diskette that you use for data only. This "data only" diskette need only be initialized to prepare it for use. To format blank diskettes for storing data, follow steps 1 through 5 in the backup instructions.

Along the same lines, you don't necessarily have to use the backup option for copying only DeskMate diskettes. You can use it to make a copy of a *data* diskette, one that holds information but not programs.

Error Messages

If DeskMate does not seem to be working properly, first be sure that your disk system is properly connected and turned on. Be certain that you turned on all peripheral devices before turning on the computer.

Refer to the following list of error messages if one appears on your screen. The error messages and their probable causes are listed in alphabetical order.

`Can't find file or disk is write protected`

A delete function was unsuccessful because the file was not found or because the disk was write protected.

`Can't find x:DMxxxx...`

The file for which status was requested was not found.

`Can't fit data here`

During an insert or merge in Ledger, the contents of the copy buffer would not fit in the selected location (for example, copying a large block near the last column or row).

`Can't OPEN destination diskette`

OS-9 would not allow the Main Menu to access the destination diskette in a backup. The diskette must be a properly formatted OS-9 diskette.

`Can't OPEN or READ source file`

OS-9 could not successfully open or read the source file in a Main Menu copy operation.

Can't open or read this folder

OS-9 could not find or could not read the selected folder. To correct, either change the definition of the folder using the Icon Bar folder function, or replace the diskette with one that contains the correct folder.

Can't READ or VERIFY dest. disk

During a backup, the Main Menu was unable to verify that the the destination diskette was correctly copied.

Can't WRITE destination file

OS-9 could not successfully write data into the destination file in a Main Menu copy operation.

Can't WRITE to dest. disk

During a backup, the Main Menu could not write any data to the destination disk.

Dest. disk initialized incorrectly

In a backup operation, the destination diskette was not formatted or was formatted incorrectly.

Dest. disk NOT reliable

A backup attempt in the Main Menu was unsuccessful.

Destination disk does not contain DeskMate. Copy cancelled!

The destination diskette in a single disk copy must contain the DeskMate programs.

B / Error Messages

Destination folder not found or disk is write protected

The copy function in the Main Menu could not find the destination folder, or it could not write to the destination file because the disk is write protected.

Device error

A print function error. Make sure the printer is online and properly connected. If printing to another device (text file), be sure that device is defined in the printer parameters (Printer function on the Icon Bar).

Directory not found

The folder function in the Icon Bar could not find the directory that you specified. You are given the options of creating the directory or canceling the edit.

Directory not found or disk is write protected

An attempt was made to swap the execution directory to a non-existent directory, or to swap onto a write-protected diskette.

Disk drive error

Any input or output error on disk operations (save, open, close, merge, or execution of a program). This error can result from the disk being write-protected.

Disk is full, can't copy file

A copy attempt in the Main Menu was unsuccessful because of insufficient disk space.

Disk is full. Can't receive file

An attempt was made to receive a file that is too large to fit on the disk (Telecom).

`Disk is full. Save data on another disk!`

An attempt was made to write data to a full disk. Data was not successfully written; it is necessary to insert another disk to save the data.

`Disk is now full`

The disk is now full. Index Cards will automatically update the current record and return to the Index Cards main screen. The file must be copied to another diskette.

`Disk is write protected`

An attempt was made to initialize a write-protected diskette.

`DMAPPS was not found or was misread. Press any key to exit.`

The Main Menu cannot find DMAPPS file, which it must have to operate. To correct the error, copy DMAPPS from your master diskette or repeat the backup procedure from the master diskette to create a new working DeskMate diskette.

`DMxxxx... isn't in either program folder`

After opening a selected program, the Main Menu could not find the program in either program folder. Replace the diskette with a diskette containing the program, then select the swap function.

`ERROR - Disk in unknown state, use at own risk.`

An initialize function was unsuccessful, usually because of a bad diskette. Some portions of the diskette may be unusable. Try another diskette.

B Error Messages

```
Error occurred opening RS232 driver  Can't open terminal
mode
```

Serial port hardware is not properly installed. The error occurred while opening the RS232 driver. The program can't open the terminal mode.

```
File exists, overwrite it?
```

This is a warning that a file is being copied to an existing file. You have the option to cancel the copy function.

```
File Full
```

An attempt was made to insert too many cards in one Index Cards file.

```
Filename must be 1-8 characters, begin with a-z, and contain
a-z or 0-9
```

Illegal characters are in your specified filename. The filename must be 1-8 characters, beginning with a-z, and contain a-z or 0-9.

```
Folders and files are identical, is this a single disk copy?
```

An attempt was made to copy a file to itself. This is only accepted if the source and destination files are on different diskettes (a single disk copy).

```
Format not found. Disk NOT initialized!
```

The Main Menu program could not find the OS-9 "FORMAT" program during an initialize function.

Format is: HH:MM:SS AM or PM

An incorrect time format was entered.

Format is: MM/DD/YY

An incorrect date format was entered.

Illegal directory name

You specified an illegal OS-9 pathname.

Incompatible file

An attempt was made to load an invalid Ledger, Calendar, or Index Cards file.

Insufficient disk space

An attempt was made to run the Index Cards program when the disk was full.
The Index Cards program requires a small amount of free disk space to execute.

Label/Formula not found

The find function could not find the specified label or formula.

No Match

The search data was not found in any card. .

Not enough memory

(1) There is not enough room for the program's data.
(2) There is not enough room for an insert, copy, or merge operation.
(3) The program or graphics screen doesn't fit.

If this message occurs while adding data to a file, try emptying the copy buffer (by selecting and copying a single character) to free more memory.

Pathname not found

(1) OS-9 can't find the specified pathname.
(2) The specified pathname is illegal.

RS232 driver error

Telecom received an error from the OS-9 serial device driver during a send or receive operation.

Source disk bad sectors:

During a backup operation, portions of the source disk were unreadable.

This folder is empty

You selected a program or data folder that contains no DeskMate files. To correct, select another folder, or replace the diskette with one containing data and perform a swap operation.

Use "1:" or "2:" to specify a data folder

When typing a filename, you entered an invalid folder number.

Use "1:", "2:" for data folders, or "3:", "4:" for program
folders.

> While using the Main Menu copy function, an illegal folder number was specified.
> Use "1:", "2:" for data folders, or "3:", "4:" for program folders.

Value is out of range

> A printer variable was entered that is either too big or too small.

Be sure to use the proper methods to exit the DeskMate programs. If you remove your
DeskMate diskette at any point other than the Main Menu, you may lose your data. If,
for any reason, the program exits and returns to the OS-9 prompt, turn everything off
and start over.

Appendix C

The OS-9 Operating System

An operating system is a computer program that provides basic input and output services (such as keyboard input and video screen output) to an application program. Operating systems also keep track of disk files by allowing you to save files by name.

DeskMate is an application program that runs on an operating system called OS-9.

Loading DeskMate Programs from the OS-9 Command Line

DeskMate contains several programs to handle tasks such as text editing, scheduling, and calculating. You can access these component programs individually, without using the DeskMate Main Menu.

To access DeskMate programs directly from the OS-9 command line, you must override the feature that allows DeskMate to auto-start. After entering OS-9, the operating system looks for a file called "startup," and if it exists, it is accessed immediately. To prevent this, first allow DeskMate to auto-start, and then:

1. Select close from the File Menu on the Menu Bar.

2. At the OS-9 prompt, type:

   RENAME /D0/CMDS/STARTUP DESKMATE [ENTER]

   This changes the name of the STARTUP file to DESKMATE.

At this point, there are 2 ways you can access DeskMate programs. From the OS-9 command line, you can:

1. Type DESKMATE [ENTER]. The DeskMate Main Menu appears.

2. Type DESK DMxxxx (where DMxxxx is any of the DeskMate program filenames).

This lets you directly access any DeskMate program without using the Main Menu. To see the actual filename of a DeskMate program, use the Main Menu's status function. DeskMate programs begin with the letters "DM."

You can follow the name of the program you want to execute with the name of a data file, using the usual DeskMate filename standard (1: or 2: followed by a name of no more than 8 characters). If you do not specify 1: or 2:, the default is 1:. For example, to access the Text Editor application with a file named "SAMPLE" from DeskMate folder 1, you would type DESK DMTEXT 1:SAMPLE [ENTER].

The technical description of what takes place is that the OS-9 shell executes a process (program) called DESK, which is the DeskMate parent process. Desk, in turn, forks to (executes) the program named in the second field (DMTEXT in the example above). DMTEXT then loads or creates the file named SAMPLE.

When you access a program in this manner, closing the program causes the OS-9 prompt line to reappear.

OS-9 Directories

A directory is a file kept on the disk by OS-9. It contains the names and beginning disk sector numbers of other files. A directory can contain the name of another directory. DeskMate uses this multiple directory concept to define its folders; however, DeskMate recognizes only DeskMate files. (If a Folder is empty message appears, the folder does not contain DeskMate files, but might contain OS-9 files.)

OS-9 keeps 2 directories active at one time. One is called the "data" directory. This directory usually contains access to data and procedure files. The other is called the "execution" directory. This directory contains access to executable files (programs).

DeskMate uses this execution directory frequently for accessing help files and icon bar functions, and for returning to the Main menu. Many times, directories with the same name on different disks begin at different sectors, and if DeskMate is to access these functions mentioned above, the disk operating system must know at what sector the execution directory begins. This is done by using the "swap" function in the Disk Menu of the Main Menu's Menu Bar, or the "CHX" command from OS-9's shell. When you use a separate program diskette with DeskMate, be sure to use the swap command in the Main Menu before opening any file.

Deleting a directory is not the same as deleting an ordinary file. All files within the directory must be deleted first. (A file in a directory can be another directory.) To delete a directory, first replace your DeskMate diskette with an OS-9 system diskette, and use the "DELDIR" command.

Appendix D

Help with Telecom

This appendix contains a list of problems you might encounter when using Telecom as well as possible reasons and solutions. The end of the appendix contains a chart listing the codes that Telecom recognizes.

You cannot transmit any information to the other computer.

Telecom is unable to use your communication equipment to connect to the other computer. This could be because of any of these reasons:

* Your communication equipment is connected improperly. Follow the instructions in the owner's manual for your equipment for connecting it, and try the connection again.

* You set your modem improperly, or you are using the wrong sequence for making a modem connection. Follow the instructions in your modem manual, and try the connection again.

* You are not at Telecom's Terminal screen. Move to the Terminal screen, and try the connection again.

* The other computer is not set up properly for communicating. Have the other computer set up properly, and try the connection again.

You receive many strange characters from the other computer.

Telecom and the other computer are probably using different baud rate, word length, parity, or stop bit settings. Move to the Status screen, change Telecom's settings to match those of the other computer, and return to the Terminal screen.

You receive occasional strange characters from the other computer.

You are probably receiving nonstandard characters from the other computer that Telecom does not recognize. Find out if you can have the other computer adjusted so that it will no longer send you these nonstandard characters. (The characters that Telecom recognizes are listed at the end of this appendix.)

The transmission between you and another computer "hangs up."

Either Telecom, OS-9, or the other computer transmitted a [CTRL] [S] and, by doing so, stopped transmission. To resume transmission, press [CTRL] [Q]. If pressing [CTRL] [Q] does not work, disconnect from the other computer, and try the connection again.

If you encounter this problem repeatedly, it might be because you are exiting the terminal screen (for purposes other than file transfer) while letting the other computer continue to transmit information to you. This causes OS-9 to automatically attempt to stop transmission by sending a [CTRL] [S] character to the other computer.

The lines you receive are displaying on top of each other.

Telecom and the other computer are handling the carriage return ([ENTER]) character in different ways. Move to the status screen, set Telecom's Line Feed to ON, and return to the terminal screen.

The lines you receive are double spacing.

Telecom and the other computer are handling the carriage return ([ENTER]) character in different ways. Move to the status screen, set Telecom's Line Feed to OFF, and return to the terminal screen.

The characters you type are displaying in duplicate.

Both Telecom and the other computer are causing your computer to "echo" (display) the characters you type. Move to the status screen, set Telecom's Echo to OFF, and return to the terminal screen.

The characters you type are not displaying.

Neither Telecom nor the other computer is causing your computer to "echo" (display) the characters you type. Move to the status screen, set Telecom's Echo to ON, and return to the terminal screen.

Decimal	Hex	Binary	Printed Character	Keyboard Character	Decimal	Hex	Binary	Printed Character	Keyboard Character
42	2A	00101010	.	.	76	4C	01001100	L	L
43	2B	00101011			77	4D	01001101	M	M
44	2C	00101100			78	4E	01001110	N	N
45	2D	00101101	.	.	79	4F	01001111	O	O
46	2E	00101110			80	50	01010000	P	P
47	2F	00101111			81	51	01010001	Q	Q
48	30	00110000	0	0	82	52	01010010	R	R
49	31	00110001	1	1	83	53	01010011	S	S
50	32	00110010	2	2	84	54	01010100	T	T
51	33	00110011	3	3	85	55	01010101	U	U
52	34	00110100	4	4	86	56	01010110	V	V
53	35	00110101	5	5	87	57	01010111	W	W
54	36	00110110	6	6	88	58	01011000	X	X
55	37	00110111	7	7	89	59	01011001	Y	Y
56	38	00111000	8	8	90	5A	01011010	Z	Z
57	39	00111001	9	9	91	5B	01011011	[	CTRL 8
58	3A	00111010			92	5C	01011100	\	CTRL /
59	3B	00111011			93	5D	01011101	]	CTRL 9
60	3C	00111100	<	<	94	5E	01011110	.	CTRL Z
61	3D	00111101	=	=	95	5F	01011111	_	CTRL -
62	3E	00111110	>	>	96	60	01100000	'	CTRL @
63	3F	00111111	?	?	97	61	01100001	a	A
64	40	01000000	@	SHIFT @	98	62	01100010	b	B
65	41	01000001	A	A	99	63	01100011	c	C
66	42	01000010	B	B	100	64	01100100	d	D
67	43	01000011	C	C	101	65	01100101	e	E
68	44	01000100	D	D	102	66	01100110	f	F
69	45	01000101	E	E	103	67	01100111	g	G
70	46	01000110	F	F	104	68	01101000	h	H
71	47	01000111	G	G	105	69	01101001	i	I
72	48	01001000	H	H	106	6A	01101010	j	J
73	49	01001001	I	I	107	6B	01101011	k	K
74	4A	01001010	J	J	108	6C	01101100	l	L
75	4B	01001011	K	K	109	6D	01101101	m	M

Decimal	Hex	Binary	Printed Character	Keyboard Character	Decimal	Hex	Binary	Printed Character	Keyboard Character
110	6E	01101110	n	N	119	77	01110111	w	W
111	6F	01101111	o	O	120	78	01111000	x	X
112	70	01110000	p	P	121	79	01111001	y	Y
113	71	01110001	q	Q	122	7A	01111010	z	Z
114	72	01110010	r	R	123	7B	01111011	{	CTRL <
115	73	01110011	s	S	124	7C	01111100	|	CTRL 1
116	74	01110100	t	T	125	7D	01111101	}	CTRL >
117	75	01110101	u	U	126	7E	01111110	~	CTRL 3
118	76	01110110	v	V	127	7F	01111111		

Displayable Key Codes

Normal	With SHIFT	With CTRL	Normal	With SHIFT	With CTRL
0	0		F	f	
1	!	:	G	g	
2	"		H	h	
3	#	⌐	I	i	
4	$		J	j	
5	%		K	k	
6	&		L	l	
7	'	^	M	m	
8	(	{	N	n	
9	)	]	O	o	
.	*		P	p	
;	+		Q	q	
,	<	[	R	r	
.	=		S	s	
.	>	}	T	t	
/	?	\	U	u	
.	@	`	V	v	
A	a		W	w	
B	b		X	x	
C	c		Y	y	
D	d		Z	z	
E	e				

Appendix F

Quick Reference Key Chart

Application	Keys Used With [ALT]								
	1	2	3	4	5	6	7	8	9
Main Menu	—	Print	Copy	—	Delete	Rename	Status	Sort Data	—
Calendar	—	Print	Copy	Insert	Delete	—	Find	Edit	Find Date
Text Editor	Merge	Print	Copy	Insert	Delete	Select	Find	Change	
Index Cards									
(a) Main Screen	—	Print	—	Insert	Delete	Mark	—	—	—
(b) View Screen	—	Print	—	—	Delete	—	Find	—	—
(c) Format Screen	—	—	—	—	Delete Field	—	—	—	—
(d) Insert Screen	—	—	—	Add	—	—	—	—	—
(e) Find	Less	Greater	Equal	—	—	Mark	Find	—	—
Paint	—	Print	—	—	—	—	—	—	—
Ledger	Merge	Print	Copy	Insert	Delete	Select	Find	Calculate	Formula
Telecom									
(a) Status	—	—	—	—	Memory	Terminal	Status	—	—
(b) Memory	—	Print	—	—	Memory	Terminal	Status	Send	Receive
(c) Terminal	—	—	—	—	Memory	Terminal	Status	User Key 8	User Key 9

Appendix G

Starting OS-9 from BASIC

If you do not have a Color Computer with Disk Extended Color BASIC version 1.1 or later or if you do not have the OS-9 System, you can type in the following program and use it to start DeskMate.

Using a formatted diskette other than your DeskMate diskette, enter the following program from Disk Extended BASIC.

```
10 REM ******
20 REM * BOOT OS-9 FROM BASIC
30 REM ******
40 FOR I=0 TO 70
50 READ A$
60 POKE &H5000+I,VAL("&H"+A$)
70 NEXT I
80 CLS:PRINT "INSERT OS9 DISKETTE"
90 PRINT "INTO DRIVE 0,AND PRESS A KEY"
100 A$=INKEY$:IF A$=" " THEN 100
110 EXEC &H5000
120 DATA 86,22,8E,26,00,BD,0D
130 DATA FC,26,00,10,83,4F,53
140 DATA 26,03,7E,26,02,39,34
150 DATA 20,10,BE,C0,06,47,22
160 DATA 86,02,A7,A4,6F,21,6F
170 DATA 23,6C,23,AF,24,10,BE
180 DATA C0,06,A6,23,81,13,27
190 DATA 12,AD,9F,C0,04,4D,27
200 DATA 26,6C,23,6C,24,20,E9
210 DATA 7F,FF,40,35,A0,4F,20
220 DATA F8
```

Type the following instruction at the OK prompt to save the above program:

SAVE "*" [ENTER]

Type the following to use this program to start the application:

RUN * [ENTER]

When the prompt appears, insert the DeskMate diskette and answer the date and time prompts.

Glossary

backup. A duplicate copy of a diskette that is kept for recovery purposes in case the original is destroyed.

baud rate. The speed (in bits per seconds) at which data is transmitted from one device to another.

block. A group of characters selected for a specific purpose.

byte. A group of 8 bits of information, processed by the computer as a single character or instruction.

cell. The intersection of a column and row in the Ledger spreadsheet.

click. Quickly pressing and releasing the button on the mouse or joystick.

computer service. A service (such as Dow Jones News Retrieval Service and Compu-Serve) that provides a communications package to the computer user.

copy (file). A duplication of a file contained in DeskMate.

copy buffer. A portion of data that is temporarily stored in memory and can be copied to another area of the application.

cursor. A flashing indicator on the screen that marks your current position.

cursor control. The method used to move the cursor (highlight) around on the screen, either mouse/joystick or keyboard.

database. A file of information on a particular subject.

default. A value that is assumed when none is specified.

directory. A file containing information concerning the other files on a diskette.

drag. Moving information on the screen by pressing and holding down the button while moving the mouse or joystick in the desired direction.

echo. A setting in Telecom that lets you adjust the way Telecom is displaying the characters you type. It tells Telecom whether to echo (display) or not echo (not display) your characters.

field. A defined screen or file area that is used to store a unit of information.

field label. Indicates the beginning and end of a set of data.

filename. A set of characters used to identify a file.

folder. A directory on the diskette that contains DeskMate program and/or data files.

format. Preparing a diskette to hold DeskMate programs or data. (Also called initializing.)

highlight. A portion of the screen shown as reverse video or outline that marks an application or option for selection.

host computer. The operating computer that transmits the host program to terminals.

host program. A program that lets a computer make its resources available to terminals.

icon. A figure (drawing) that represents a DeskMate application or function.

initialize. Preparing a diskette to hold DeskMate programs or data. (Also called formatting.)

insert mode. A function that lets you insert characters that you type into the text, rather than type over them.

key field. The priority field when performing a sort function.

line feed. A setting in the Telecom application that lets you adjust line spacing. It tells Telecom whether to add an extra line to each carriage return character that it receives from the other computer.

log off. To cease communications with the host program (via Telecom).

log on. To begin communicating with the host program (via Telecom).

merge. A function in DeskMate that inserts a document or a piece of a document from the current disk into the document on the screen.

modem. A device that enables computers to communicate over telephone lines.

network. Communications channels designed for use with the Telecom application.

operating system. A group of programs that manages the flow of information in the computer.

overflow. A condition that occurs when the result of an operation exceeds the capacity of storage.

overstrike mode. A function that lets you type over a character, changing the former character to the one you typed.

parity. An error detection method.

pathname. Gives directions to DeskMate and OS-9 on how to find an existing directory or where to put a new one on the disk.

pixel. Short for picture element. A pixel is the smallest division of the video screen that can be turned on or off or set to a color.

point. Moving the mouse or joystick until the tip of the pointer rests over the desired object.

pointer. A small arrow on the screen that can be moved with a mouse/joystick to select (highlight) options on the screen.

relational operator. A symbol that designates a comparison between two pieces of information. For example, > (greater than) is a relational operator.

select. Choosing a function or application in DeskMate by highlighting (or pointing) and then pressing the button on the mouse/joystick or [ENTER] on the keyboard.

serial port. A hardware connector through which sequential data (from a printer, modem, etc.) is transmitted and received.

sort priority. The primary order of a field that tells DeskMate (Index Cards application) how to arrange information in the file.

spreadsheet. A screen layout for the Ledger application that contains 99 columns and 99 rows in which you can enter data.

stop bit. A setting that separates elements of information during transmission.

string. A group of characters in a sequence that is used in DeskMate to search for specific information.

terminal. A keyboard monitor or a computer from which an operator can communicate with another computer via a program (such as Telecom).

utility. A program in DeskMate that performs a frequently needed task, such as copying, printing, etc.

XOFF. The characters used to stop transmission in Telecom.

XON. The characters used to begin transmission in Telecom.

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