DeskMate® 3

TANDY

File Palette Tool Edit   ?

brushes
mode
b

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

DAPRINT   mode: modify color

BG   FG   HD   CO   R   G   L

Press [ENTER] to continue
to cancel

File Palette Tool Edit   ?

File Palette Tool Edit   ?
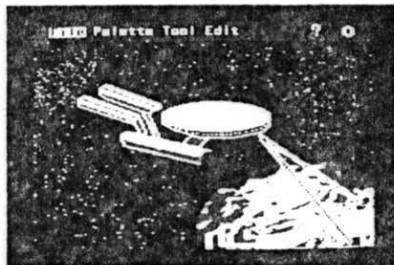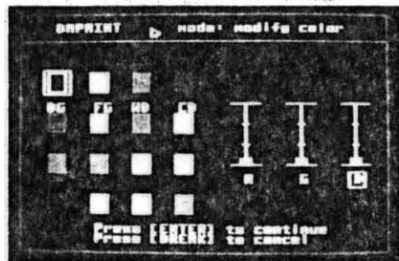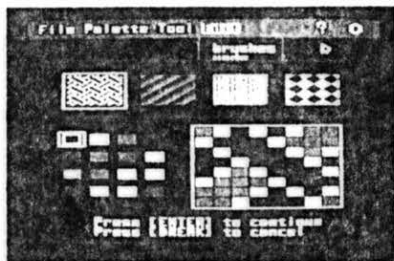
DeskMate® 3

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 copies of your DeskMate diskettes. 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 and equipment requirements. Explains how to load DeskMate, choose the keyboard, mouse, or joystick as your device; and make copies of your diskettes.

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

Reference—Gives detailed instructions about using the keyboard or the mouse/joystick to move around on the screen and provides information about DeskMate's Main Menu and 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 can also refer to the Quick Reference Card packaged with this manual if you need help moving around on DeskMate's screens.

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 key.

The screens shown in the manual are examples only and may not exactly match your computer screens.

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

Contents

Table of Contents

Table of Contents

Introduction

DeskMate® is a comprehensive package of easy-to-use applications for your Tandy Color Computer. Even if you're a computer novice, you'll be at ease with the most sophisticated application; and if you're an experienced computer user, you'll appreciate DeskMate's versatility and managability. A complete workstation is now at your fingertips . . . a desk calendar, typewriter (and even a way to "mail" a message or letter!), filer, ledger, a "canvas" and an array of brushes and tools to paint a rainbow of colors—all with your Tandy Color Computer DeskMate!

DeskMate features six major applications and seven subfunctions, any of which can be used at any time throughout DeskMate. Below is a description of each application.

Calendar   An event-scheduling system that lets you set up or review your schedule for any day, month, or year.

Text Editor   A general purpose text entry and editing application. You can also transmit text files via the Telecom application. This application also features an 80-column format option.

Filer   A personal filing system with which you can create "index card" forms, enter or edit data, and sort and search for any of that data.

Paint   A 16-color "picture" editor that enables you to create graphic screens. You can create lines, shapes, fills or patterns; enter text; and print your creation with a dot matrix or ink jet printer.

Ledger   A spreadsheet program featuring automatic column formatting. You can use the 80-column format option with Ledger.

Telecom   A communications application designed primarily for use with computer services and for transmitting or receiving Color Computer DeskMate data files. The 80-column format option is also available when you use Telecom.

To use DeskMate, you need:

- A 128K Tandy Color Computer 3 (second disk drive recommended)

- Color Monitor or Standard TV set (color recommended)

Note: The 80-column format option is not available if you are using a TV set. (Use the 80-column option only with a color monitor.)

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: You cannot use a Daisy Wheel printer for printing pictures you create with the Paint application.

To use Telecom, you must have:

- A standard modem

- RS-232 Program Pak

- A Multi-pak 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 18, "Telecom."

Getting Started

This part of the manual contains 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 and Choosing a Device

- Copying your diskettes

Chapter 1

Loading DeskMate

To begin using DeskMate on your Color Computer:

1. Connect any "optional" equipment you're using, such as a disk drive, 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 2.1
    COPR 1982, 1986 BY TANDY
    UNDER LICENSE FROM MICROSOFT
    AND MICROWARE SYSTEMS CORP.

    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 Diskette 1 in Drive 0, and close the drive door. If you are using two drives, you can place Diskette 2 in Drive 1.

    Type **DOS** (ENTER).

    Note: If you do not have Disk Extended Basic, 2.1 or higher, 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 within the mm/dd/yy format and press (ENTER) (for example, **12/20/87** (ENTER)).

5. Type the current time within the HH:MM:SS AM or PM format and press (ENTER) (for example, **12:30 PM** (ENTER)).

   Note: You cannot enter military time for the current time.

After you enter the time, the Main Menu appears as shown below.
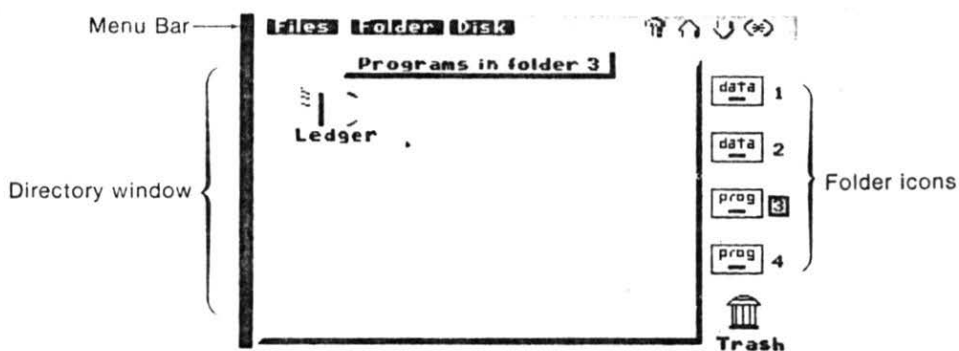
Note: Diskette 1 contains the operating system and the Ledger application. Diskette 2 contains Calendar, Text, Filer, Paint, and Telecom applications but no operating system. If you are using one disk drive and you want to use an application other than Ledger, you must replace Diskette 1 with Diskette 2 after you see the date and time prompt (after Step 3, above) and then choose Folder 3. If you are using two disk drives, you can see the applications on Diskette 2 by choosing Folder 4.

On the Main Menu, the name of each application on the diskette is shown along with the *icon* (picture) that represents it. Notice at the top of the screen the Menu Bar that contains various DeskMate functions and on the right of the screen, the Folder icons.

You'll learn more about the Main Menu of DeskMate later. Right now follow the instructions below and choose a device (keyboard or mouse/joystick) to move the cursor around on DeskMate's screens.

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.

Choosing the Device

As you use DeskMate, you will move around on the screen by using either the keyboard or a mouse or joystick. To choose the device you want to use, follow the instructions below.

> **Note:** If you are using 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.)

1. Press (ALT)(*) to select the Icon Bar.
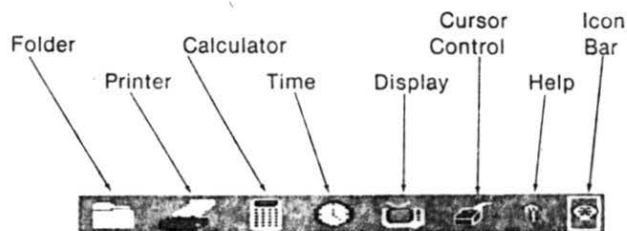
The icons represent DeskMate's subfunctions, such as the printer and calculator.

2.   Use the arrow keys to move the highlight to the Cursor Control option, and press (ENTER).

```
Choose type of cursor
      control device:

Mouse or Joystick
Keyboard only
```

3. Use the arrow keys to move the "check" to the option you want, and press (ENTER). You return to the Icon Bar.

4. Press (BREAK) to return to the Main Menu (or the application you were using).

You can now use the method you chose throughout DeskMate. You can switch devices at any time while using DeskMate. Just follow the instructions above if you want to switch devices later on.

Next, follow the instructions in Chapter 2, ''Copying Program Diskettes,'' to make copies of the DeskMate diskettes.

Chapter 2

Copying Program Diskettes

One of the most important things you should do before you use DeskMate is to make copies, or *backups*, of the DeskMate diskettes. **Never use your original diskettes to run DeskMate.** Do not modify the originals in any way.

The instructions in this chapter are divided into two sections (for one- or two-drive users). Each section is divided into two parts (for keyboard or mouse/joystick users). Find the instructions that pertain to your system, and follow them twice—once to copy Diskette 1 and once to copy Diskette 2.

> **Note:** DeskMate Diskette 1 contains the format and backup functions, so be sure that you place Diskette 1 in the disk drive each time it is required in the instructions below.

Using a One-Drive System

If you are using a one-drive system, you must swap diskettes when making backups. The screen will prompt you during the copying process.

Keyboard:

1. Be sure that DeskMate Diskette 1 is in the disk drive.

2. At DeskMate's Main Menu, press (ALT)(↑) to move the highlight to the Menu Bar, and use (→) to move the highlight to Disk. Press (ENTER) to select the Disk function. The Disk Menu appears.

3. You must first *initialize*, or format, a diskette to hold the DeskMate programs. Be sure the highlight is on initialize (use (↑) or (↓) to move the highlight) and press (ENTER).

4. DeskMate asks which drive you want to use for the initialization. Be sure the highlight is on Drive 0 (use ⊖ or ⊕ to move the highlight) and press (ENTER).

5. You are prompted to insert a diskette into Drive 0. Remove DeskMate Diskette 1 from the drive, and replace it with a new, blank diskette (or an old diskette you want to use again). Next, press (ENTER).

   When DeskMate is finished formatting your diskette, the screen displays:

       Replace DeskMate disk. Press any key to continue

6. Replace the newly formatted diskette with DeskMate Diskette 1. Press any key.

   You return to the Main Menu.

   Now you can copy the original diskette to the newly formatted diskette.

7. Press (ALT)(↑) to reach the Menu Bar, and once again, choose Disk.

8. Use (↓) to position the highlight on backup, and press (ENTER).

9. Since you are using one drive, choose the square marked D0 to D0 (Drive 0 to Drive 0). Use ⊖ or ⊕ to move the marker. Press (ENTER).

10. Insert the *source* diskette (the original Diskette 1 or 2, whichever you are copying) in Drive 0, and press (ENTER).

11. You are then prompted to insert the *destination* diskette (the diskette you formatted and to which you want to copy). Remove the original diskette from Drive 0, and replace it with the newly formatted diskette. Press any key.

12. The backup begins. You will be asked to alternately insert the destination diskette or the source diskette. Follow the instructions on the screen.

13. When the backup is finished, you see Backup Complete. Be sure that Diskette 1 is in the disk drive, and then press (ENTER) to return to the Main Menu.

14. Remove the original diskette and store it in a safe place. Remove the copy of Diskette 1 and label it (with a felt-tipped pen) exactly as the original so that you always know which diskette you're using.

15. Insert the new copy of Diskette 1 in Drive 0.

Now you can proceed to the Sample Session. Use the copies you've made of the DeskMate program diskettes.

Mouse/Joystick:

1. Be sure that Diskette 1 is in the disk drive.

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

3. You must first *initialize*, or format, a diskette to hold the DeskMate programs. Point to initialize, and click.

4. DeskMate asks which drive you want to use for the initialization. Point to the option for Drive 0 and click.

5. You are prompted to insert a diskette into Drive 0. Remove DeskMate Diskette 1 from the drive, and replace it with a new, blank diskette (or an old diskette you want to use again). Click on Press ENTER to continue.

   When DeskMate is finished formatting your diskette, the screen displays:

   Replace DeskMate disk. Press any key to continue.

6. Replace the newly formatted diskette with DeskMate Diskette 1. Click the mouse/joystick button.

   You return to the Main Menu.

   Now you can copy the original diskette to the newly formatted diskette.

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

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

9. Since you are using one drive, point to D0 to D0 (Drive 0 to Drive 0) and click.

10. Insert the *source* diskette (the original Diskette 1 or 2, whichever you are copying) in Drive 0 and click on Press ENTER to continue

11. You are then prompted to insert the *destination* diskette (the diskette you formatted and to which you want to copy. Remove the original diskette from Drive 0, and replace it with the newly formatted diskette. Click the mouse/joystick button.

12. The backup begins. You will be asked to alternately insert the destination diskette or the source diskette. Follow the instructions on the screen.

13. When the backup is finished, you see Backup Complete. **Be sure that Diskette 1 is in the disk drive, and then click the mouse/joystick button to return to the Main Menu.**

14. Remove the original diskette and store it in a safe place. Remove the copy of Diskette 1 and label it (with a felt-tipped pen) exactly as the original so that you always know which diskette you're using.

15. Insert the new copy of Diskette 1 in Drive 0.

Now you can proceed to the Sample Session. Use the copies you've made of the DeskMate program diskettes.

Using a Two-Drive System

Follow the instructions for keyboard or for mouse/joystick below to format and back up diskettes using two disk drives.

Keyboard:

1. Be sure that DeskMate Diskette 1 is in Drive 0.

2. At DeskMate's Main Menu, press (ALT)(↑) to move the highlight to the Menu Bar, and use (→) to move the highlight to Disk. Press (ENTER) to select the Disk function. The Disk Menu appears.

3. You must first *initialize*, or format a diskette to hold the DeskMate programs. Be sure the highlight is on initialize (use ⊕ or ⊕ to move the highlight), and press (ENTER).

4. DeskMate asks which drive you want to use for the initialization. Since you have two disk drives, use ⊖ or ⊕ to move the highlight to Drive 1, and press (ENTER).

5. You are prompted to insert a diskette in the drive you chose. Insert a new, blank diskette (or an old diskette you want to use again) in Drive 1, and press (ENTER).

   When DeskMate is finished formatting your diskette, the screen displays:

   Replace DeskMate disk. Press any key to continue

6. Since you used Drive 1 for the initialization, you don't have to swap diskettes. Press any key to return to the Main Menu.

   Now you can copy the original diskette to the newly formatted diskette.

7. Press (ALT)⊕ to reach the Menu Bar, and once again, choose Disk.

8. Use ⊕ to position the highlight on backup, and press (ENTER).

9. Since you are using a two-drive system, choose the square marked D0 to D1 (Drive 0 to Drive 1). Use ⊖ or ⊕ to move the marker. Press (ENTER).

10. Be sure that the *source* diskette (the original Diskette 1 or 2, whichever you are copying) is in Drive 0. A formatted diskette should already be in Drive 1. Press (ENTER).

11. When the backup is finished, you see Backup Complete.

12. Be sure that Diskette 1 is in Drive 0, and then press (ENTER) to return to the Main Menu.

13. Remove the original diskette and store it in a safe place. Remove the copy of Diskette 1 and label it (with a felt-tipped pen) exactly as the original so that you always know which diskette you're using.

14. Insert the copy of Diskette 1 in Drive 0.

Now you can proceed to the Sample Session. Use the copies you've made of the DeskMate program diskettes.

Mouse/Joystick

1. Be sure that Diskette 1 is in Drive 0.

2. At DeskMate's Main Menu, point to the D i s k function on the Menu Bar, and click. The Disk Menu appears.

3. You must first *initialize* or format, a diskette to hold the DeskMate programs. Point to i n i t i a l i z e, and click.

4. DeskMate asks which drive you want to use for the initialization. Since you are using a two-drive system, point to Drive 1, and click.

5. You are prompted to insert a diskette in the drive you chose. Insert a new, blank diskette (or an old diskette you want to use again) in Drive 1. Point to Press ENTER to continue, and click.

   When DeskMate is finished formatting your diskette, the screen displays:

   Replace DeskMate disk. Press any key to continue

6. Since you used Drive 1 for the initialization, you don't have to swap diskettes. Just click the mouse/joystick button.

   You return to the Main Menu.

   Now you can copy the original diskette to the newly formatted diskette.

7. Point to D i s k on the Menu Bar and click.

8. Point to b a c k u p on the Disk Menu and click.

9. Since you are using a two-drive system, point to D0 to D1 (Drive 0 to Drive 1) and click.

10. Insert the diskette you want to copy in Drive 0. A formatted diskette (the destination diskette) should already be in Drive 1. Click the button on the mouse/joystick.

11. When the backup is finished, you see Backup Complete.

12. Be sure that Diskette 1 is in Drive 0, and then click the mouse/joystick button to return to the Main Menu.

13. Remove the original diskette and store it in a safe place. Remove the copy of Diskette 1 and label it (with a felt-tipped pen) exactly as the original so that you always know which diskette you're using.

14. Insert the copy of Diskette 1 in Drive 0.

    Now you can proceed to the Sample Session. Use the copies you've made of the DeskMate program diskettes.

Formatting and Backing Up Data Diskettes

As you use DeskMate applications for your own needs, you may want to store information on a "*data* diskette." A data diskette can contain more information than a program diskette because there are no DeskMate applications to take up valuable file space. You won't need a data diskette for the Sample Session, but later on you can refer to the following instructions to create a data diskette to hold DeskMate application files.

When you made a backup of the DeskMate program diskettes, 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. You can store information on a diskette that you use for data only. This "data diskette" need only be initialized to prepare it for use.

First, initialize a diskette to hold data files by following instructions 1 - 6 in this chapter for a one- or two-drive system (using a keyboard or a mouse/joystick).

Follow the instructions below (for your system) to store a file on the formatted diskette.

One-Drive System:

1. Before you exit the application you are using, choose s a v e from the File Menu on the Menu Bar.

   The message, s a v e   a s : _____ , appears.

2. Remove the program diskette from Drive 0 and insert the formatted data diskette.

3. Type the name of the file you want to save (using up to eight characters) and press ⟨ENTER⟩.

   Your file is saved on the data diskette and you return to the application you were using.

4. Remove the data diskette and insert the program diskette you were using.

5. Choose c l o s e from the File Menu.

   The message, S A V E ?   y e s ⟨✓⟩   n o ⟨ ⟩ , appears.

6. Since you already saved the file to your data diskette, move the marker to n o and press ⟨ENTER⟩ or click the button on your mouse/joystick.

   You return to DeskMate's Main Menu.

Two-Drive System:

1. Before you exit the application you are using, choose s a v e from the File Menu on the Menu Bar.

2. Insert a formatted data diskette into Drive 0.

3. Type the number of the data device you are using, followed by a colon. Then, type the name of the file you want to save (using up to eight characters). For example:

    1:Budget (To save the file named Budget to the diskette in Data Folder 1.)

Then, press (ENTER).

You return to the application you were using.

4. Choose close from the File Menu.

    The message, SAVE? yes   no   , appears.

5. Since you already saved the file to a data diskette, move the marker to no and press (ENTER) or click the button on the mouse/joystick.

    You return to DeskMate's Main Menu.

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 of this manual.

You can work through the entire Sample Session by just following the instructions in each Chapter, but you may first want to read "Moving Around" in the Reference section to become more familiar with keyboard and mouse/joystick techniques. You can also refer to the Quick Reference card if you need occasional help.

Chapter 3
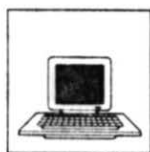
Beginning the Sample Session

Before you start the Sample Session, read and follow the instructions in Chapters 1 and 2.

Choosing Screen Colors

You can use the Display utility to change screen resolution (40- or 80-column format) in the Telecom, Text, and Ledger applications and to alter the available colors on the screen of the application you are using.

Later in the Sample Session, you will change the resolution of the screen in the Text application to an 80-column format. For now, follow the instructions below to change background and foreground colors. You can restore the original screen colors at any time. If you are using a mouse/joystick, point to the top bar of the screen (the name of the application) and click. If you are using the keyboard, press (CLEAR)(↑).

☐ At the DeskMate Main Menu, select the Icon Bar (*).

Keyboard: Press (ALT)(*) to choose the Icon Bar.

Mouse/Joystick: Point to * and click.

Select the Display utility from the Icon Bar.

Keyboard: Use the right arrow key to move the highlight to the Display icon and press (ENTER).

Mouse/Joystick: Point to the display icon and click.

Window Bars   Mode indicator
Foreground
Background
Command Bar
Color Palette
R,G,B Color Scales
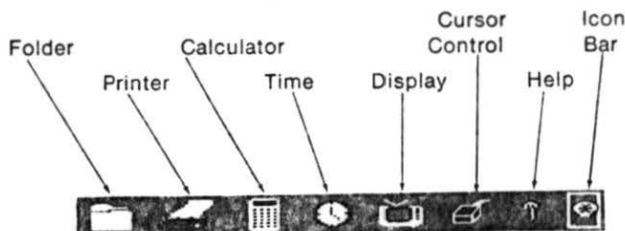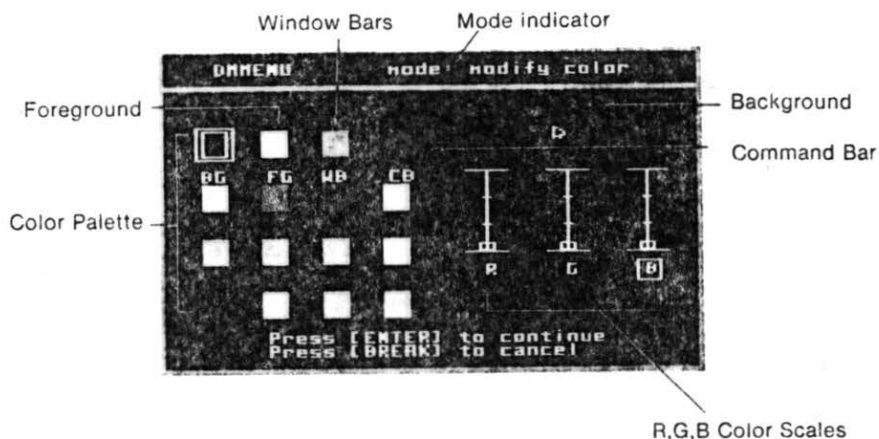
Note: See this screen on the back cover of the manual for a true representation of colors.

Select the background color (BG) from the Color Palette.

Keyboard: The highlight is already positioned on the background color, so go to the next step.

Mouse/Joystick: Point to BG and click.

Move to the Red, Green, and Blue Color Scales.

Keyboard: Press the space bar.

Mouse/Joystick: Point to R,G, or B on the Color Scales and click.

Notice that when you move to the Color Scales the mode indicator on the Display screen changes to Modify Color to let you know that you can now change the intensity of the color you selected from the Color Palette.

☐ Set the Color Scales to alter the background color.

Keyboard: Use ⊝ and ⊝ to move among the red, green, and blue Color Scales. Use ⊕ and ⊕ to move to a higher or lower level of color.

Mouse/Joystick: Click on R,G, or B, and then click on the desired color level.

Notice that the screen's background color changes as you maneuver the Color Scales.

☐ Select the Color Palette again to alter the foreground (F G) color.

Keyboard: Press the space bar and then use ⊝ to move to F G.

Mouse/Joystick: Point to F G and click.

Notice that the mode indicator changes again to S e l e c t P a l e t t e to let you know that you can now select a color from the Color Palette.

☐ Move to the Red, Green, and Blue Color Scales.

Keyboard: Press the space bar.

Mouse/Joystick: Point to R,G, or B on the Color Scales and click.

☐ Set the Color Scales to alter the foreground color.

Keyboard: Use ⊝ and ⊝ to move among the red, green, and blue Color Scales. Use ⊕ and ⊕ to move to a higher or lower level of color.

Mouse/Joystick: Click on R,G, or B, and then click on the desired color level.

Notice that the screen's foreground color changes as you maneuver the Color Scales.

☐ Exit the Display utility.

Keyboard: Press (ENTER) to save the changes (or (BREAK) if you do not want to save the changes) and return to the Icon Bar, then press (BREAK) to return to the Main Menu.

Mouse/Joystick: Click on Press ENTER to continue to save the changes and return to the Icon Bar (or click on Press BREAK to cancel if you do not want to save the changes), then point to * and click to return to the Main Menu.

Note: The application that you choose will now reflect the new foreground and background colors that you chose in the Display Utility.

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 (*).

**Keyboard:** Press (ALT)(*) to choose the Icon Bar.

Mouse/Joystick: Point to * and click.

Select the calculator function from the Icon Bar.

Keyboard: Use the right arrow key to move the highlight to the calculator function and press (ENTER).

Mouse/Joystick: Point to the calculator function and click.

The name of the application (DMMENU, for DeskMate Main Menu) is shown in the upper left corner of the Calculator screen.

Add the following figures and place them in memory.

12.93, 38.70

Keyboard: Type **12.93 M+**
Type **38.70 M+**

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

Note: If you make a mistake while entering figures, type **MC** to clear the memory and re-enter the figures.

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 =** (You can also press (ENTER) for ''equals.'')

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 function.

Keyboard: Press (BREAK).

Mouse/Joystick: Point to BRK and click.

You return to DeskMate's Icon Bar.

Press (BREAK) or point to * and click to return to the Main Menu.
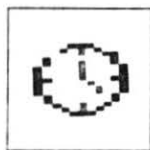
Setting the Time

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

At the DeskMate Main Menu, select the Icon Bar (*).

Keyboard: Press (ALT)(*) to select the Icon Bar.

Mouse/Joystick: Point to ⁴ and click.

Select the Time function from the Icon Bar.

Keyboard: Use ⊖ to move to the Time function and press (ENTER).

Mouse/Joystick: Point to the Time function and click.

```
Date is:_____  ___
Time is:

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

Type **08/07/86** (ENTER) for August 7, 1986.

You can enter the correct time (using up to 12 characters), or press (ENTER) to bypass the time.

You return to DeskMate's Icon Bar. 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, August 7, 1986, will be highlighted.

Press (BREAK) or select ⊙ to return to the Main Menu.

The Icon Bar's Folder and Printer functions are explained in detail in Chapter 12 of the Reference part. For now, continue to work through the Sample Session.

Chapter 4
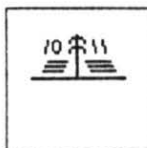
Setting Up a Schedule

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!

Choosing Calendar

The Calendar application is contained on the Main Menu of DeskMate Diskette 2. If you are using one disk drive, you must remove DeskMate Diskette 1 and replace it with DeskMate Diskette 2. Then follow the instructions below to select Calendar.

☐ Select the correct Program Folder. (Folder 3 for a one-drive system; Folder 4 for a two-drive system.)

Keyboard: Press (ALT)(→) to move to the Folder Icons, and use (↓) or (↑) to position the highlight on the correct Program Folder. Press (ENTER).

Mouse/Joystick: Point to the correct Program Folder and click.

The applications contained on DeskMate Diskette 2 (Calendar, Text, Filer, Paint, and Telecom) appear on DeskMate's Main Menu, and you return to the Program Directory.

☐ Select swap from the Disk Menu, and then select Calendar from the Main Menu.

Keyboard: Be sure the highlight is on the Calendar icon, and press (ENTER). (Use the arrow keys to position the highlight on Calendar.)

Mouse/Joystick: Point to the Calendar icon and click twice.

Menu Bar

Calendar

Current day and date
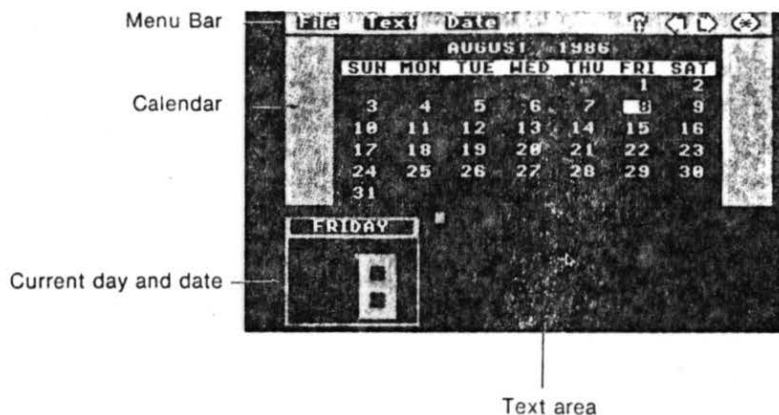
Text area

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.

Entering the Schedule

If you entered the system date given at the beginning of the Sample Session, the screen shows August 7, 1986.

Move the highlight to another day on the calendar.

Keyboard: Use the arrow keys to move the highlight around on the screen.

Mouse/Joystick: Point to any day on the calendar and click.

Move to the Calendar Menu Bar and select Text.

Keyboard: Press ⒜⒧⒯⒯ to move to the Menu Bar. Use ⒢ to position the highlight on Text, and then press ⒠⒩⒯⒠⒭.

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

▢ Select edit from the Text Menu.

Keyboard: Use the arrow keys to move the highlight to edit and press (ENTER).

Mouse/Joystick: Point to edit and click.

After you select the edit function, a Command Bar (with an exit function, help window, and up and down scrolling arrows) appears above the text area. You can begin entering text at the cursor within the 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. Press (ALT)(I) to switch between the overstrike and insert modes. Press (CTRL)(Ø) to switch between typing in all upper- or lowercase. To delete characters, you must be in the insert mode and then use (ALT)(←).

▢ 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)
(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 exit 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.

Finding an Entry

☐ Select Text from the Menu Bar.

☐ Select find 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. (Note that "7" appears next to find on the Text Menu.) Pressing (ENTER) accepts "Meeting" as the word you want to find again.

Printing the Schedule

☐ Select File from the Menu Bar.

☐ Select print from the File Menu.

> Print ☑ day ☐ week
> ☐ month ☐ all

To move the "check" to month, 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.

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.

Keyboard: Use ⊖ and ⊕ to switch between yes and no.

Mouse/Joystick: Point to no (the marker automatically follows the pointer) and then click.

You return to the Main Menu.

Chapter 5

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.

Note: When you first enter the Text application, 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. Press (ALT)(I) to switch between the overstrike and insert modes. Press (CTRL)(Ø) to switch between typing in all upper- or lowercase.

Composing the Letter

Select Text Editor from the Main Menu.

Keyboard: Use the arrow keys to position the highlight on the Text Editor icon and press (ENTER).

Mouse/Joystick: Point to the Text Editor icon and click.

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.

Note: When you reach the end of a line, Text Editor automatically moves the entire word (or string of text) to the next line.

```
January 1, 1987 (ENTER)
(ENTER)
Dear Pat, (ENTER)
(ENTER)
You'll never believe it, but I'm writing this to you on the new
Tandy Color Computer 3 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 edit a portion of your letter.

☐ First (in overstrike mode), move the cursor to the word *with* on the last line of the letter.

   Keyboard: Use the arrow keys to move the highlight to the *w* in *with*.

   Mouse/Joystick: Point to the *w* in *with*, and click.

☐ Type **and**.

☐ Move the cursor one space to the right of the letter *h*, and press (ALT)(←) (for backspace) to delete h.

☐ To close the extra space between and and modem, move the cursor to the *m* in modem, 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
3. 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 . . .*

☐ Highlight the entire paragraph.

   Keyboard: Press ⟨ALT⟩⟨↑⟩ to move to the Menu Bar, and then use ⟨→⟩ to move the highlight to Block. Press ⟨ENTER⟩. Use the arrow keys to highlight the paragraph. Press ⟨ENTER⟩.

   Mouse/Joystick: Hold down the button on the mouse/joystick for about two seconds, then drag the highlight until it covers the paragraph. (There is a slight delay before the text is highlighted.)

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 insert 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 Block.

Choose select from the Block Menu.

Highlight the entire paragraph.

Move to the Menu Bar again and choose Block.

Select delete 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.

Using the 80-Column Format

Follow the instructions below to display the letter you just wrote in an 80-column format.

Select the Icon Bar.

Keyboard: Press (ALT)(*).

Mouse/Joystick: Point to * and click.

Select the Display utility from the Icon Bar.

Keyboard: Use the right arrow key to move the highlight to Display and press (ENTER).

Mouse/Joystick: Point to Display and click.

Select the 80-column format.

Keyboard: Use the right arrow key to move the marker to the 80-column box.

Mouse/Joystick: Point to the 80-column box.

Return to the Icon Bar.

Keyboard: Press (ENTER).

Mouse/Joystick: Point to Press (ENTER) to continue and click.

Return to the Text application.

Keyboard: Press (BREAK).

Mouse/Joystick: Point to * and click.

The letter you wrote now appears on the screen in the new format. Notice that Text Editor automatically readjusts the text to fit the new format.

Repeat the instructions above to return to the 40-column format.

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 File.

Select print from the File Menu.

Keyboard: Use the arrow keys to move the highlight to print. Press (ENTER).

Mouse/Joystick: Point to print and click.

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

Exiting Text Editor

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

Move to the Menu Bar and select File.

Select close from the File Menu.

    save?   · yes   no

To save your letter in a text file, choose yes by pressing (ENTER) or clicking.

When prompted to name the file, type **LETTER** (ENTER). You return to DeskMate's Main Menu.

Chapter 6

Creating a Mailing List

The exercise below will help you become more familiar with the Filer 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 Filer 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 Filer from the Main Menu.

Keyboard: Use the arrow keys to move the highlight to the Filer icon, and press (ENTER).

Mouse/Joystick: Point to the Filer icon and click.
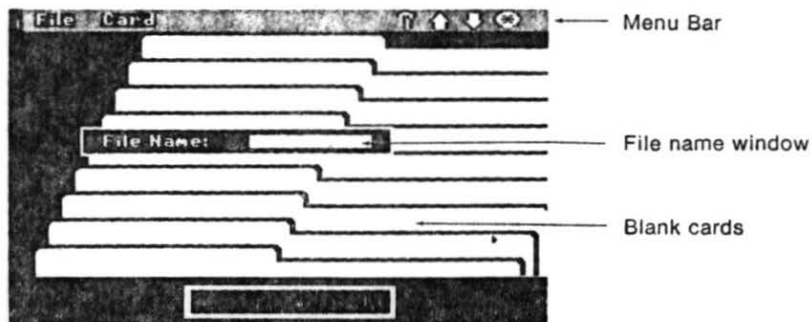
This screen shows blank cards and prompts you to enter a filename. You must enter a filename and create a card format for the new file before you can use the Filer functions.

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 press the right arrow key three times.

Type **)** and press the right arrow key three times.

Type **−** (ENTER).

Select F o r m a t from the Menu Bar.

Keyboard: Press (ALT)(↑) to move to the Menu Bar. The Format Menu is automatically displayed.

Mouse/Joystick: Point to F o r m a t and click.

Choose e x i t from the Format Menu.

Keyboard: Use (↓) to move the highlight to e x i t and press (ENTER).

Mouse/Joystick: Point to e x i t and click.

You return to the main screen for Filer. The filename (M L I S T) 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 C a r d.

Keyboard: Press (ALT)(↑) to move to the Menu Bar and then use (→) to move to C a r d. Press (ENTER).

Mouse/Joystick: Point to C a r d and click.

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 appear only as a "shadow." This means that the function is unavailable at this time. After you add data, these functions will appear as the others.

Select i n s e r t from the Card Menu to add information to the mailing list.

Keyboard: Use (↓) to move the highlight to i n s e r t and then press (ENTER).

Mouse/Joystick: Point to i n s e r t on the Card Menu and click.
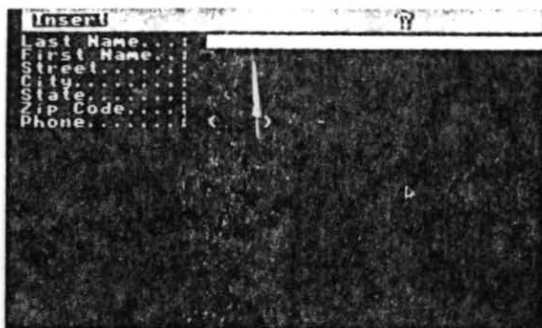
Type the following names and addresses in the format you just created:

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.

Keyboard: Press (ALT)(↑) to move to the Menu Bar. The highlight should already be on add, so just press (ENTER).

Mouse/Joystick: Point to Insert on the Menu Bar and click, and then point to add and click.

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 add again to add the name you just typed to the mailing list.

Keyboard: This time, use the shortcut method and press (ALT)(4) to add the name to your mailing list.

Mouse/Joystick: Point to Insert on the Menu Bar and click. Point to add on the Insert Menu and click.

Type:

Petta (ENTER)
Linen (ENTER)
6501 Blackwood (ENTER)
Ft. Worth (ENTER)
Texas (ENTER)
73092 (ENTER)
8175553249

Choose exit to record the name you just typed and return to the Filer main screen.

Keyboard: Press (BREAK) to exit this screen.

Mouse/Joystick: Point to Insert on the Menu Bar and click, then point to exit on the Insert Menu and click.

The main screen for Filer 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.

Keyboard: Use the arrow keys to highlight the name, Ray Johnson.

Mouse/Joystick: Point to Ray Johnson and click.

Select Card from the Menu Bar.

Keyboard: Press (ALT)(↑) to go to the Menu Bar, then use (→) to move the highlight to Card and press (ENTER).

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

Select view from the Card Menu.

Keyboard: Make sure the highlight is on view and press (ENTER).

Mouse/Joystick: Point to view on the Card Menu and click.

Move to the street line and type:

300 Taylor Street (ENTER)

Keyboard: Use (↓) to move the highlight to the street line.

Mouse/Joystick: Point to the street line and click.

Move to the Menu Bar and select File.

Keyboard: Press (ALT)(↑) and then press (ENTER).

Mouse/Joystick: Point to File and click.

☐ Select e x i t from the File Menu.

Keyboard: The highlight should already be on e x i t, so just press ⌐ENTER⌐.

Mouse/Joystick: Point to e x i t and click.

The record is automatically updated, and you return to the main screen of Filer.

Deleting a Card

Follow the instructions below and delete a card. The procedure is the same for keyboard or mouse/joystick.

☐ 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

Follow the instructions below to close the file. The procedure is the same for keyboard or mouse/joystick.

☐ 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 Filer 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 icons. Then press (↑) twice (or three times if you are in Folder 4) 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), and a text file (Letter).

Open the file named Sample.

Keyboard: Use the arrow keys to move the highlight to the data file, Sample, and then press (ENTER).

Mouse/Joystick: Point to the Sample data file and double click (click twice).

Note: When you open a data file, the application is automatically opened.

The Filer 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 File.

Select find from the File Menu.

Set up a search for all birthdays in the month of May.

Press (ENTER) twice to get to the date field. At the date field, type **May***.

Move to the Menu Bar and select find.

Select find from the Find Menu.

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

Use (SHIFT)(→) from the keyboard, or click on the right scrolling arrow with the mouse/joystick to see the next card that contains a May birthday.

Select exit from the File Menu, or press (BREAK) to exit the view screen.

The Filer main screen appears.

Select close from the File Menu, or press (BREAK) to close the Filer and return to DeskMate's Main Menu.

Chapter 7
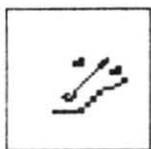
Becoming an Artist

This chapter shows how you can really be creative with DeskMate's Paint application. 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.

Keyboard: Use the arrow keys to position the highlight on the Paint icon, and press (ENTER).

Mouse/Joystick: Point to the Paint icon and double click.

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 chose, at the Main Menu, to use the keyboard as your device and now want to change to a mouse or joystick, you must perform a preliminary step.

Move to the Menu Bar and select Edit.

Keyboard: Press (ALT)(↑) and then use (→) to move to Edit and press (ENTER).

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

Select device from the Edit Menu.

Keyboard: Use ⊥ to move the highlight to device, and press (ENTER).

Mouse/Joystick: Point to device on the Edit Menu and click.

The options are:

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

Use ⊤ and ⊥ to position the highlight on the device you want to use, and press (ENTER).

Note: 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.

Use the pencil to draw on the screen.

Keyboard: Press the space bar once and use the arrow keys 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.

Keyboard: Press (ALT)(⊤) to move to the Menu Bar, use ⊖ to move the highlight to Edit, and then press (ENTER).

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

☐ Select c l e a r from the Edit Menu.

Keyboard: Use ⬇ to move the highlight to c l e a r and press ⟨ENTER⟩.

Mouse/Joystick: Point to c l e a · on the Edit Menu and click.

The message, S e l e c t   a   b a c k g r o u n d   c o l o r, appears along with 16 colors from which to choose a background color.

☐ Select a new color for the screen's background, or keep the current color.

Keyboard: Use the arrow keys to move the highlight to another background color and press ⟨ENTER⟩, or press ⟨ENTER⟩ to keep the current background color.

Mouse/Joystick: Point to the color you want to use for the screen's background and click.

The canvas is once again blank (and may reflect a new background color) and you can go on to the next exercise.
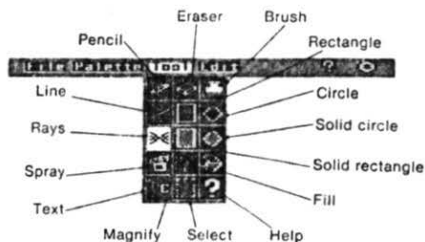
Drawing a Circle

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 T o o l from the Menu Bar.

Keyboard: Press ⟨ALT⟩⬆ to move to the Menu Bar, use ➡ to move the highlight to T o o l and press ⟨ENTER⟩.

Mouse/Joystick: Point to T o o l on the Menu Bar and click.

A tool is the method you use to apply the "paint" to the canvas.

☐ Select the circle.

Keyboard: Use the arrow keys to move the highlight to the circle icon on the Tool Menu and press (ENTER).

Mouse/Joystick: Point to the circle icon on the Tool Menu and click.

The Tool Menu disappears, and the pencil is replaced by 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: Use the arrow keys to 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 size and shape you want.

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

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

☐ Move to the Menu Bar and select Tool.

☐ Select fill from the Tool Menu.

☐ Move to the Menu Bar and select Palette.

The screen displays the colors and patterns from which you can choose to fill the circle.

☐ Select a color or pattern.

Keyboard: Use the arrow keys to move the highlight until it rests on a color or 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 color or 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 color or pattern you selected. Now, clear the circle the same way you cleared the previous drawing.

Creating With Paint

The next exercise shows how you can be creative with Paint. Use the methods you just learned to move around on the screen and to create a simple drawing of a locomotive.

☐ Move to the Menu Bar and select Tool.

☐ Select the open rectangle from the Tool Menu.

☐ Create a rectangle that resembles the one shown below.

Keyboard: Press the space bar, then 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.
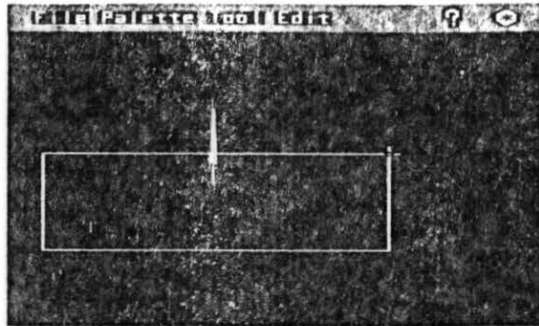
You may have to practice awhile to get the rectangle the way you want it. If you make a mistake, you can erase your work by choosing undo from the Edit Menu and starting over again. Undo erases the **last** thing that you drew.

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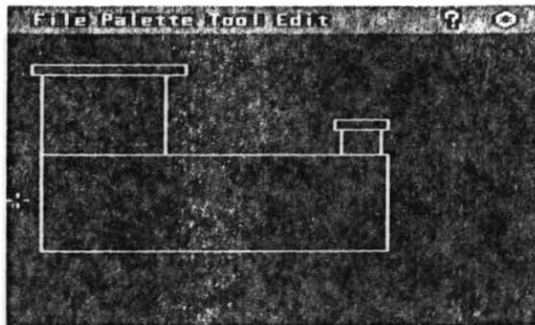
Now, you're ready to put the wheels on the locomotive.

☐ Move to the Menu Bar and select Tool.

☐ Select the circle from the Tool Menu.

'Use the open circle tool to place the wheels on the train as shown below.

Select the line tool from the Tool Menu and draw the cow catcher.

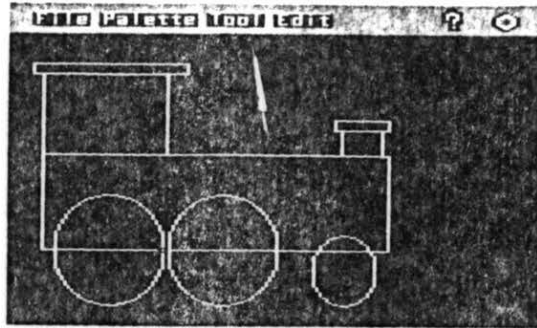Now your train is complete and ready for the finishing touches.

Move to the Menu Bar and select Palette.

Select a color for the train.

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 the color you chose.

Repeat the same procedure until all the rectangles are filled.

Select spray from the Tool Menu and draw some smoke coming out of the smokestack.

Note: If you are using a mouse or joystick, you must hold down the button while moving the cursor.

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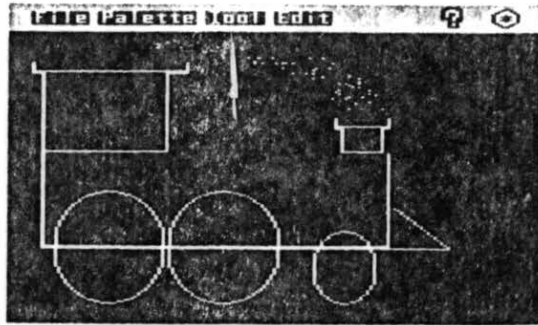
If you want to print the picture of the train, refer to Chapter 16, ''Paint,'' in the Reference part.

Now you're ready to create some pictures of your own, using the many tools and patterns that Paint has to offer. The two ''art'' screens on the back cover of this manual were created using several tools and various colors and patterns from the Palette Menu.

Exiting Paint

Move to the Menu Bar and select File.

Select close from the File Menu.

save?   ◁ yes   no

Since this was only an example, select no.

Keyboard: Use → to move the marker to no, and then press (ENTER).

Mouse/Joystick: Point to no (the marker automatically moves with the pointer) and click.

You return to the DeskMate Main Menu.

Chapter 8
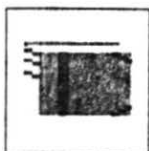
Setting Up a Budget

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 Program Folder 3.

Keyboard: Press (ALT)(→) to move to the Folder Window, and then use (↑) to move to Folder 3 and press (ENTER).

Mouse/Joystick: Point to Folder 3 at the Folder Window and click.

☐ Select swap from the Disk Menu, and then select Ledger from the DeskMate Main Menu.

Keyboard: Use the arrow keys to move the highlight to Ledger and press (ENTER).

Mouse/Joystick: Point to Ledger and click twice.
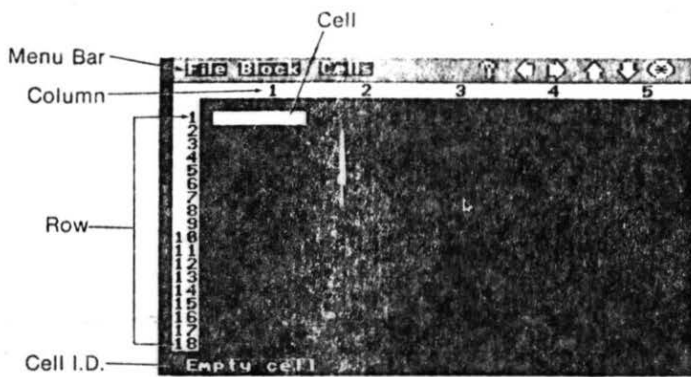
The Menu Bar contains access to various functions that you can use with Ledger.

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 three 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.

Keyboard: Use → to move the highlight to Column 2.

Mouse/Joystick: Point to Column 2 and click.

Type **Budget** and press (ENTER).

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

☐ Use the keyboard arrows or point to the Menu Bar arrows and click to move to Row 3, Column 1, using the same methods as shown above, and begin typing the data below:

Mortgage ⬇
Utilities ⬇
Groceries ⬇
Gas ⬇
Chg Accts ⬇
⬇ (for skipping a line)
Total ⬇
Income ⬇
Balance (ENTER)

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 5.

☐ 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 5 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       1000.00 1000.00 1000.00
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.

Keyboard: Press (ALT)(↑) to move to the Menu Bar. Use (→) to move to Block and then press (ENTER).

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

☐ Select formula from the Block Menu.

Keyboard: Use (↓) to move the highlight to formula and press (ENTER).

Mouse/Joystick: Point to formula on the Block Menu and click.

    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. The formula you entered (SUM(R3)) appears at the bottom of the screen when that cell is highlighted.

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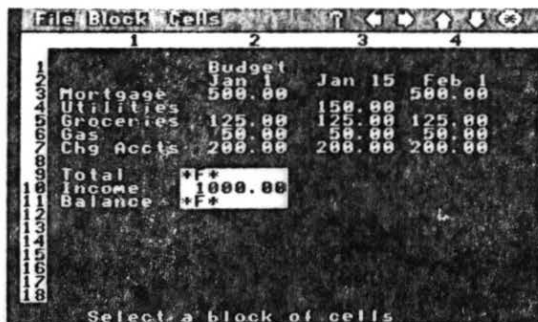
Next, you'll *copy* some of the information in Column 2 to the other columns on the spreadsheet.

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.

Keyboard: Use the arrow keys to move the highlight.

Mouse/Joystick: Hold down the button and maneuver the mouse/joystick until the indicated area is highlighted.

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

☐ Select c o p y 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 B l o c k.

☐ Select i n s e r t 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 i n s e r t.

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

Calculating the Totals

☐ Move to the Menu Bar and choose C e l l s.

☐ Choose c a l c u l a t e 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 Block.

☐ Select formula 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."

Using the 80-Column Format

If you want to see the spreadsheet you created in an 80-column format, follow the instructions below:

☐ Select the Icon Bar.

Keyboard: Press (ALT)(*).

Mouse/Joystick: Point to * and click.

☐ Select the Display utility from the Icon Bar.

Keyboard: Use ⊖ to move the highlight to the Display icon, and press (ENTER).

Mouse/Joystick: Point to the Display icon, and click.

☐ Select the 80-column format.

Keyboard: Use ⊖ to move the check to the 80-column box, and press (ENTER) to select it.

Mouse/Joystick: Point to the 80-column box and click.

☐ Return to the Icon Bar.

Keyboard: Press (ENTER) again to return to the Icon Bar.

Mouse/Joystick: Point to Press ENTER to continue and click.

☐ Return to the Ledger application.

Keyboard: Press (BREAK).

Mouse/Joystick: Point to * and click.

The spreadsheet you created now appears on the screen in the new format as shown below:

Return to the Display utility on the Icon Bar and reset the format to a 40-column setting; then return to Ledger again.

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 war t a copy of the spreadsheet, proceed to "Exiting Ledger."

☐ 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 return to Ledger's Main Screen.

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.

    save? ⊻ yes   ☐ no

☐ Select y e s to save the budget file.

☐ Specify Folder 2 by typing, **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 9

Sending a Message

Telecom lets you communicate with other computers or with the many computer services that are available. In this chapter, 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 section and try actually using Telecom. Before using Telecom, be sure that you 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 18, "Telecom" for information on connecting your communication equipment.

Setting Up for Communication

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

Select ⋅⋅⋅ from the Disk Menu and then select Telecom from DeskMate's Main Menu (in Folder 4 if you are using a two-drive system).

Keyboard: Use the arrow keys to position the highlight on the Telecom icon and press (ENTER).

Mouse/Joystick: Point to the Telecom icon and double click.
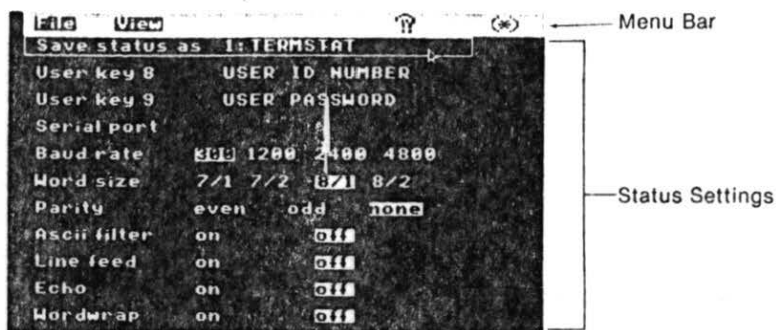
The top line of the screen is the menu bar, containing the names of the options you can use, plus access to a help window and the icon bar. The main part of the screen contains Telecom's *status settings*. Before you can communicate with another computer, you need to select the settings that your computer service requires. The screen above shows the default settings.

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

Keyboard: Press ⬇ to move the cursor to the ID and password fields. Press (ENTER) to edit the fields.

Mouse/Joystick: Point to the ID and password fields and click.

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, ASCII, Line Feed, Echo, and Wordwrap to match the settings that your service requires you to use.

An example of these settings is:

Word Length: 7/1
Parity: Even
ASCII filter: Off
Line Feed: Off
Echo: Off
Wordwrap: Off

☐ Type /**T2** at the Serial Port prompt.

The ASCII filter strips off all characters over 7F hex and control characters other than line feed, carriage return, backspace, tab, and formfeed.

In terminal mode, or memory mode, while displaying data on the screen, if a word cannot be displayed fully in the current line, it will be displayed in the next line.

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.

Keyboard: Press (ALT)(↑) to move to the Menu Bar. Use (→) to move the highlight to View, and press (ENTER).

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

☐ Choose terminal from the View Menu.

Keyboard: Use (↓) to move the highlight to terminal, and then press (ENTER).

Mouse/Joystick: Point to terminal on the View Menu, and press (ENTER).

If you were going online with another small computer, you would need to call and connect to that computer. To go online with a large computer service, the steps are more involved. They are:

Call and connect to the service's network.

This connects you to the same network that your service's computer is using. (This is usually called the "host" computer.)

You might, for example, connect to a network by setting your modem's Originate/Answer switch to Originate. Next, you would dial the network's phone number, and wait for a high-pitched tone. At that point, you would connect to the network in the way your modem manual instructed you.

Access the host computer.

This forms a "relay" connection between you and the host computer.

Generally, the steps for accessing the host computer involve pressing a key (like (ENTER)) immediately after connecting and then waiting for a message asking you for your user ID.

Log on to your service.

This identifies you to the host computer so that you can use its services.

To log on, you are usually asked for your user ID and password.

If the steps you used for going online did not work, disconnect your modem from the telephone and try again. When you try again, check the following:

- Be sure your modem is connected properly.

- Be sure your status settings are set properly for the service you are using.

Communicating

You should now be communicating with the other computer. Any information or prompts that appear on your screen now are coming from your service—not Telecom.

After preliminary questions and messages, some services display "top menus." These menus usually lead to a series of submenus. You can usually choose a menu selection or enter a command such as **BYE** to end your session with the service.

Going Offline

If you were going "offline" from another small computer, you would simply need to disconnect your modem. To go offline from a computer service:

   Log off the service.

   This lets the service know to quit charging for your time. To do this, you would usually return to the top menu or to a prompt at which you could enter a command. Next, you would type the command your service requires for logging off. Most of the time, the service logs off and displays the amount of time you used it.

   Note: Be sure to disconnect your modem. This lets you free your telephone line for other uses. Even though you have finished communicating, your modem is still connected to the other computer. The way to disconnect your modem from the host computer depends on the kind of modem you are using. See your modem manual for instructions.

Viewing What Was Transmitted

Now that you have logged off, you can view the information that was transmitted between you and the service at your leisure. To do so, move to Telecom's memory screen.

   Move to the Menu Bar and select View.

☐ 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, you have the opportunity to save the contents of the memory screen.

Using the 80-Column Format

If you want to see a file in Telecom in an 80-column format, follow the instructions below:

☐ Select the Icon Bar.

Keyboard: Press (ALT)(*).

Mouse/Joystick Point to * and click.

☐ Select the Display utility from the Icon Bar.

Keyboard: Use → to move the highlight to the Display icon, and press (ENTER).

Mouse/Joystick: Point to the Display icon, and click.

☐ Select the 80-column format.

Keyboard: Use → to move the marker to the 80-column box, and press (ENTER) to select it.

Mouse/Joystick: Point to the 80-column box and click.

☐ Return to the Icon Bar.

Keyboard: Press (ENTER) again to return to the Icon Bar.

Mouse/Joystick: Point to Press (ENTER) to continue and click.

Return to the Telecom application.

Keyboard: Press (BREAK).

Mouse/Joystick: Point to * and click.

The Telecom file now appears on the screen in the new format.

Return to the Display utility on the Icon Bar and reset the format to a 40-column setting; then return to Telecom again.

Exiting Telecom

To exit Telecom, follow these steps.

At the memory screen, 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 m e m o r y ? ☑ y e s   ☐ n o

Select n o.

Keyboard: Press ⊝ to move the marker to n o, then press (ENTER).

Mouse/Joystick: Point to n o and click the button.

You immediately return to DeskMate's Main Menu.

Chapter 10

Renaming a Data File

Renaming a data file is easy with DeskMate. A data file contains all the information that you enter while working in a DeskMate application. You can't rename program files.

At DeskMate's Main Menu, move the highlight to the Folder Window and select Folder 1 (for one disk drive) or Folder 2 (for 2 disk drives).

Keyboard: Press (ALT)(→) to move to the Folder Window. Use (↑) to move the highlight to Data Folder 1 and press (ENTER).

Mouse/Joystick: Point to Folder 1 on the Folder Window and click.
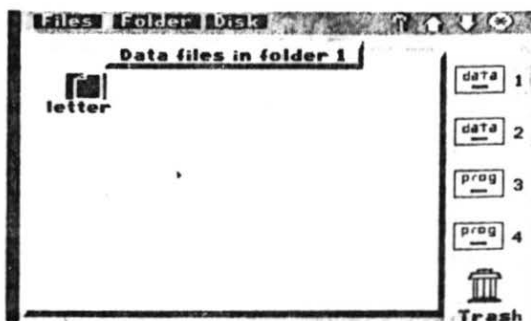
The file that you created in Text Editor (Letter) appears along with the application icon.

Highlight Letter.

Keyboard: Use the arrow keys to make sure the highlight is on Letter.

Mouse/Joystick Point to Letter and click.

Move to the Menu Bar, and select ꞏ ꞏ ꞏ ꞏ es.

Keyboard: Press (ALT)(↑) to move to the Menu Bar. Be sure the highlight is on F i l e s, and then press (ENTER).

Mouse/Joystick: Point to F i l e s on the Menu Bar and click.

Select r e n a m e from the Files Menu.

Keyboard: Use (↓) to move the highlight to ꞏ ꞏ ꞏ ꞏ ꞏ and press (ENTER).

Mouse/Joystick: Point to r e n a ꞏ ꞏ ꞏ and click.
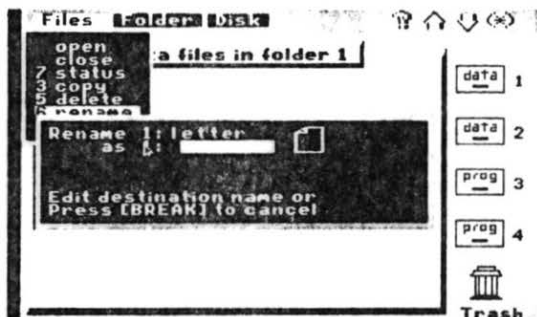
Type the new name for the file, **Text**, and then press (ENTER) so that the remainder of the characters in the old filename will be deleted.

The new filename is recorded on the disk, and the Data Folder 1 screen reappears with the new name.

Select Folder icon 3 to re-display the contents of Program Folder 3 in the directory window.

Reference

This part contains very detailed information about moving around on Deskmate's screens when using a keyboard or a mouse/joystick, and each application and function in DeskMate. The information for the applications is usually presented in order of its appearance on the screen (not necessarily in the order in which it is to be performed).

The back up instructions and startup procedures for DeskMate are explained thoroughly in "Getting Started" in this manual, so refer to it if you need help in those areas.

Chapter 11

 Moving Around

When you first see the DeskMate Main Menu (on Diskette 1), the application on the diskette 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. After you loaded DeskMate (in Chapter 1, "Loading DeskMate"), you chose the device you want to use with DeskMate. The instructions below contain specific information for the device you'll be using.

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

Press:	To move the highlight or cursor:
⬆	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 use the arrow keys to move to the desired option and press ENTER to select it.

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.

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 video 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

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.
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 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

Chapter 12

The Main Menu

After you load DeskMate, the Main Menu is displayed.
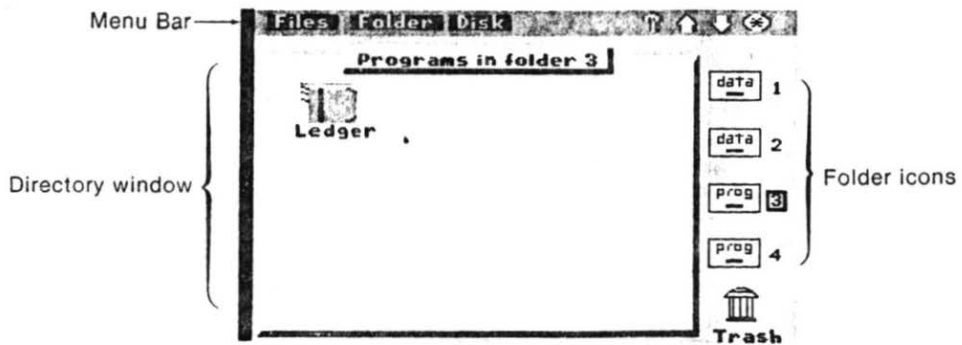
The Main Menu is the control center for the entire system, enabling you to access any part of DeskMate you want to use. It is divided into three parts: the Menu Bar (containing functions), the Directory window (showing the contents of a program or data folder), and the Folder Window (used to select different data or program folders). The contents of Program Folder #3 (the programs on Diskette 1) always appear in the Directory window when you first load DeskMate.

The contents of Folder #4 (the program on Diskette 2) appear as shown below.
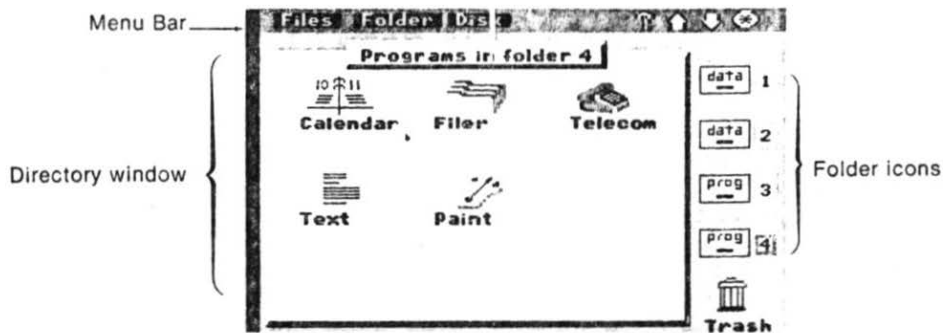
You can reach the Folder Window by pressing ⟨ALT⟩⟨→⟩ (if you are using the keyboard). Use ⟨↑⟩ and ⟨↓⟩ to move the highlight to the Folder you want, and then press ⟨ENTER⟩ to select it.

If you are using a mouse/joystick, just point to the folder icon you want and click.

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.

Files Menu

Choose the Files Menu when you want to perform a task involving a program or data file. After you select the program or data folder that you want, select the desired file on the Directory window. Then, select Files 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 clicking. 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 from the Files Menu on the Menu Bar.

                   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 you have a formatted diskette in the second drive.

    If you are using one disk drive, the copy folder number and filename must be he same as the destination folder number and filename. The foll)wing 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.

WARNING: Do not delete application (program) files unless you are sure you have a copy of the application on another diskette.

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. 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 ⊥ to return to the Main Menu. You can also 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.

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)(→), and then use (↑) and (↓) to 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.

Disk Menu

Choose Disk from the Menu Bar when you want to initialize or back up a diskette, or when swapping DeskMate diskettes.
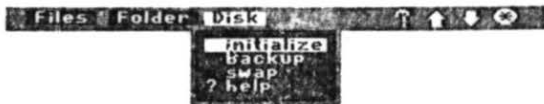
Move the highlight to the option you want to use, and press (ENTER) or click.

initialize   Initializes (formats) a diskette for storing information.

backup   Makes a copy of a diskette.

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 add tional pages of help. Press (BREAK),
           or move the pointer outside the help window and click to return to
           the Main Menu.

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 screen.

Scrolling Arrows

Note: Only mouse/joystick users can access the scrolling arrows on the Menu
Bar.

Select ⬆ or ⬇ 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 11, "Moving
Around."

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 * (or press (BREAK)) 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. 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 Icon Bar, press (BREAK). 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 OS-9 manual and by reading Appendix B in this manual. After you select the folder utility, you see:
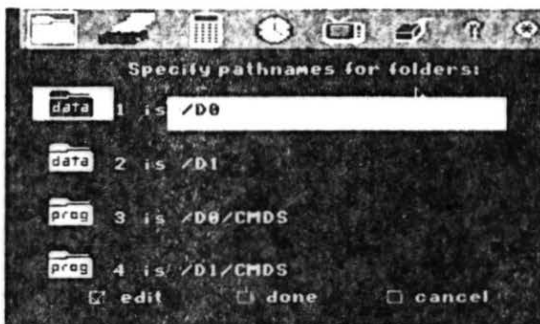
A *pathname* identifies a specific folder created by the OS-9 operating system and always begins with a disk drive number followed by a name. It also gives directions to DeskMate and OS-9 on how to find an existing directory or where to put a new one on the disk.

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 B 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 a folder. Use the arrow keys and (ENTER), or point and click to highlight the folder you want to edit. Be sure the check is at the edit option, and press (ENTER) or click. 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 Icon Bar. You can choose another function or reselect the Icon Bar to return to the previous application.

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 Icon Bar.

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.
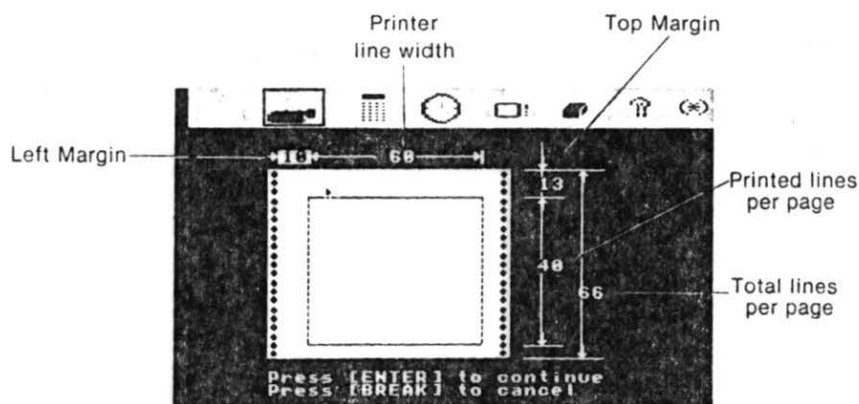
You can type over the existing default value and press (ENTER), or press (ENTER) alone to move to the next prompt.

Left margin	The number of spaces from the left edge of the paper to the first character position for printing.
Printer 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, other printer settings appear in the order shown below, 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. DeskMate can use 600, 1200, 2400, 4800, or 9600 baud rate settings. 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 width	The number of characters that your printer is capable of 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 Icon Bar.

Press (ENTER) to record the changes and return to the Icon Bar.

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.
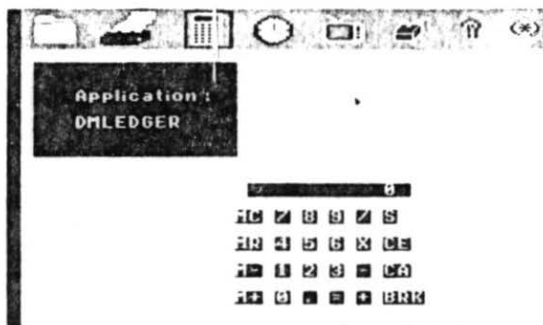
S   Changes the sign (negative or positive) of a number.

M C   Clears memory contents.

M R   Recalls and displays memory contents.

M −   Subtracts a number from memory.

M +   Adds a number to memory.

C E   Clears current entry (operand) for easy correction.

C A   Clears accumulator amount and resets operator.

(ENTER)   Performs the same function as "equals" (=).

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.

Press (BREAK) to exit the Calculator utility and return to the Icon Bar.

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 (ENTER) to continue
Press (BREAK) to cancel
```

To change the current date, simply type the new date (up to 8 characters) and press (ENTER). For example, you could type **7/03/86** (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 prompt, the information is recorded, and you return to the Icon Bar.

Press (BREAK) to keep the old date and time and return to the Icon Bar.

Display

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

Reference

Select the Display utility from the Icon Bar.

Window Bars   Mode indicator
Foreground   Background
Command Bar
Color Palette
R,G,B Color Scales
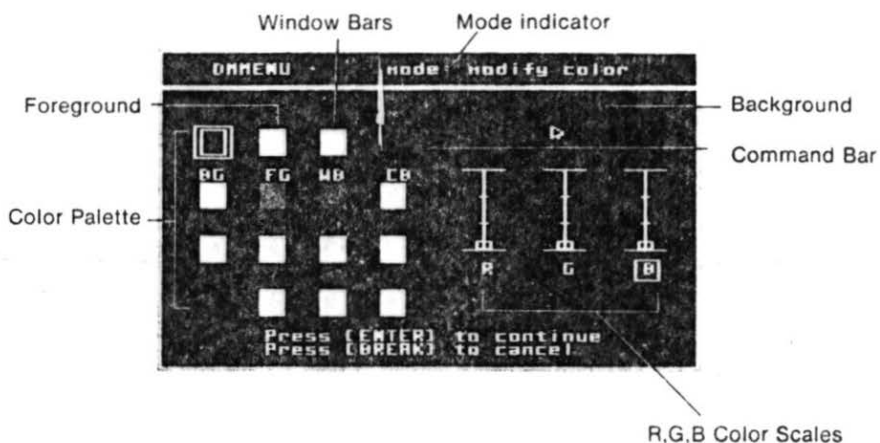
Note: See this screen on the back cover of the manual for a true representation of colors.

The name of the application you are currently using appears at the top of the screen.

Resolution — You can change the screen resolution between 40- and 80-column formats in some DeskMate applications. The chart below shows, at a glance, the resolution formats that can be used for each application.

Application:	Uses:
Calendar Filer	40-Column only
Telecom Text Ledger	40- or 80- Column
Paint	(Not Applicable)

The 40-column format is automatically set in Calendar and Filer, and you do not have the option of selecting an 80-column format. Paint requires a special resolution format, so the resolution settings do not appear on the Display screen when you are using the Paint application.

If you are currently using Telecom, Text, or Ledger, you can switch between the 40- and 80-column formats as shown below:

Keyboard: Use ⊖ or ⊖ to move to and choose a 40- or 80-column format. Press (ENTER) to select the format setting.

Mouse/Joystick: Point to the desired choice and click to choose a 40- or 80-column format.

To move to the Color Palette function, press the space bar if you are using the keyboard, or point and click.

To exit the display function and return to the Icon Bar, press (BREAK) or point to Press (BREAK) to cancel. To return to the application you were using, press (BREAK) or point to * on the Icon Bar and click.

Color Palette — The Color Palette consists of 16 colors and Red, Green, and Blue Color Scales with which you can alter any of the available colors. The top four colors are specifically designated for the screen's *background* (B G), *foreground* (F G), *window borders* (W B), and *Command Bar* (C B). The following chart shows the number of available colors in each application (with the appropriate resolution setting).

Application	Resolution	Available Colors
Calendar Filer	40-column (automatically set)	4 (background, foreground, window borders, and Command Bar)
Telecom Text Ledger	80-column	2 (background and foreground)
	40-column	4 (background, foreground, window borders and Command Bar)
Paint	automatically set for 16 Color Format	16 colors

Note: If you are changing the background and foreground colors of an application, the Display screen reflects the changes as you adjust the Color Scales. If you are using the keyboard, press (CTRL)(↑) at any time to restore the previous colors to the screen. If you are using a mouse/joystick, click on the top bar of the screen (containing the name of the application which you are currently using) to restore the previous colors.

If you are currently using the Paint application when you alter a color in the Display Mode's Color Palette, the change is reflected in Paint's own Color Palette when you return to the Paint application.

Use the arrow keys on the keyboard, or point and click to move the highlight within the Color Palette. As you move the highlight from color to color, notice that the RGB Color Scales change to reflect the highlighted color's red, green, and blue color levels.

When the highlight is on the color you want to change, press the space bar or point and click to move the highlight to the RGB Color Scales and then follow the instructions below to alter the amount of red, green, and blue in the chosen color.

Experiment with the Color Scales to learn more about combinations of colors in the Color Palette.

Keyboard:

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

Press ⟨BREAK⟩ to return to the application you were using (and the new color display, if any).

Mouse/Joystick: To move the selector to the desired color level, click on R, G, or B to choose Red, Green, or Blue and then click on the appropriate area of the scale. (You can also click and hold within the selector and drag the selector until you reach the desired color level.) The color you chose from the Color Palette changes as you move the select bar among the color levels.

To exit the display function and save the changes (if any), click on `Press (ENTER) to continue.` You return to the Icon Bar.

To exit the display function without saving changes, click on `Press (BREAK) to cancel.` You return to the Icon Bar.

To return to the application you were using (and to the new color display, if any), press (BREAK) or point to ★ on the Icon Bar and click.

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

Press (ENTER) to continue
Press (BREAK) to cancel
```

Use ⬆ and ⬇ on the keyboard or the mouse/joystick to choose the device you want to use, and press (ENTER) to return to the Icon Bar. Choose another Icon Bar utility or press (BREAK) to return to the application you were using. You can use the keyboard in any DeskMate application, no matter which option you choose.

Help Window

Selecting ? displays a help window conta.ning specific information about the Icon Bar. Press any key to see the next page of help information.

To exit the window:

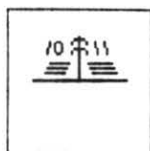**Keyboard:** Press (BREAK).

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 or press (BREAK) to return to the application you were using.

Chapter 13

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.

Text area
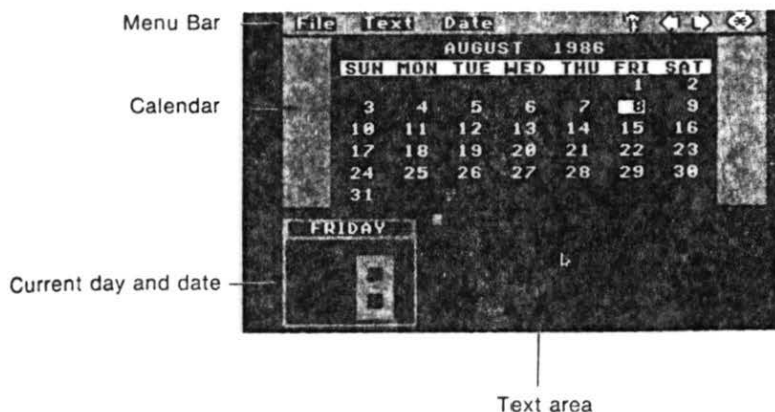
When you first enter the Calendar application, the system month and day appear. The entire month appears in the middle, the bottom left block shows the day and date, and the space to the right displays daily memos (if any). Use the techniques described in this chapter if you want to move to another day 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.
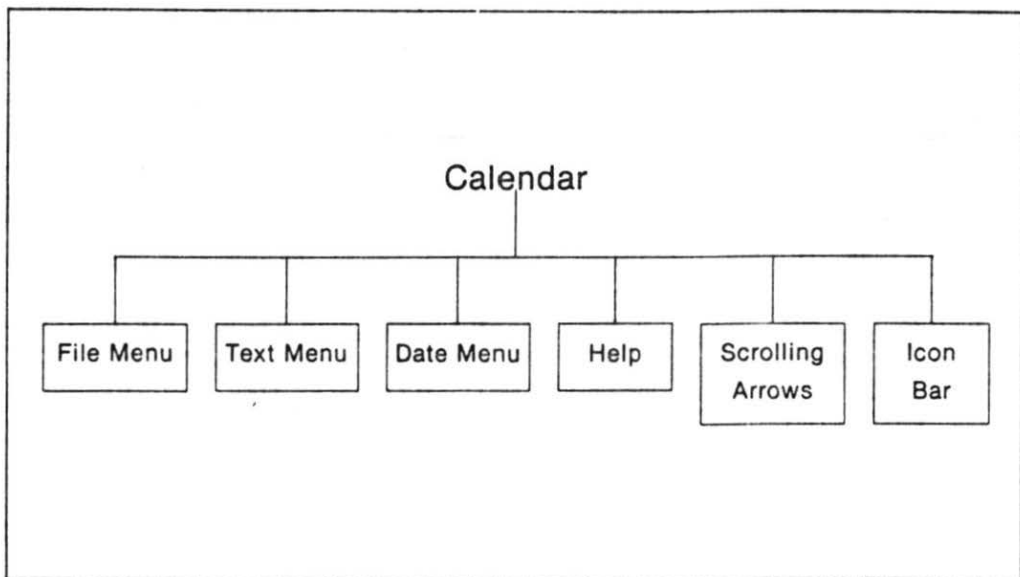
```
                          Calendar
                             |
  ┌──────┬──────┬──────┬──────┬──────┐
┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐
│ File ││ Text ││ Date ││ Help ││Scroll││ Icon │
│ Menu ││ Menu ││ Menu ││      ││-ing  ││ Bar  │
│      ││      ││      ││      ││Arrows││      │
└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘
```

Keyboard Techniques

Use the standard keyboard techniques as explained in Chapter 2 of the Reference part. 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

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.
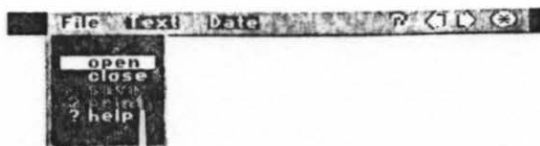
open

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).

Warning: You must have sufficient disk space before saving a file. DeskMate will not save a portion of a file, so if you receive a "Disk Full" message while attempting to "save" a file, you must first make room on a diskette for the file and then repeat the save process.

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.

Note: It is recommended that you use the "save" option before using the "close" option.

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
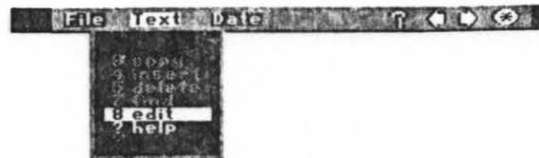
Select the option you want and press (ENTER).

You can also use (ALT)(2) to print.

? 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. You can also use (ALT)(3) to copy.

               Note: An Insufficient Memory message will occur if you attempt to copy more than 400 characters in the text area of Calendar.

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.

               Note: An Insufficient Memory message will occur if you attempt to insert more than 400 characters in the text area of Calendar.

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 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 or edit existing information for the date currently displayed. If you use all the spaces (up to 400 characters) for every event you enter, you can store fifty days of events.

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 exit 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.
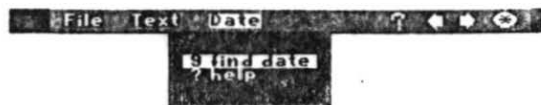
9 find date Lets you set the marker on any valid date. Select find date from the Date Menu.

> 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 screen 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 "Moving Around" in Chapter 11 of Reference.

Icon Bar

Select this function if you want to access the Icon Bar utilities. See "Icon Bar Functions" in Chapter 12 of the Reference part for detailed information on the Icon Bar.

Chapter 14
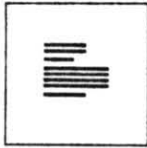
Text Editor

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 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 22 lines of text (if you are using a 40-column format) or 80 columns (if you are using an 80-column format). See "Display" in Chapter 12's "Icon Bar Functions" for instructions on how to change between 40 and 80 column formats. (If you switch format settings, Text Editor automatically adjusts the text to fit the new format.) You can begin entering text right away. Just type as you would on a typewriter. Note that when you reach the end of a line, Text Editor automatically moves the word (or string of text) to the next line.

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.
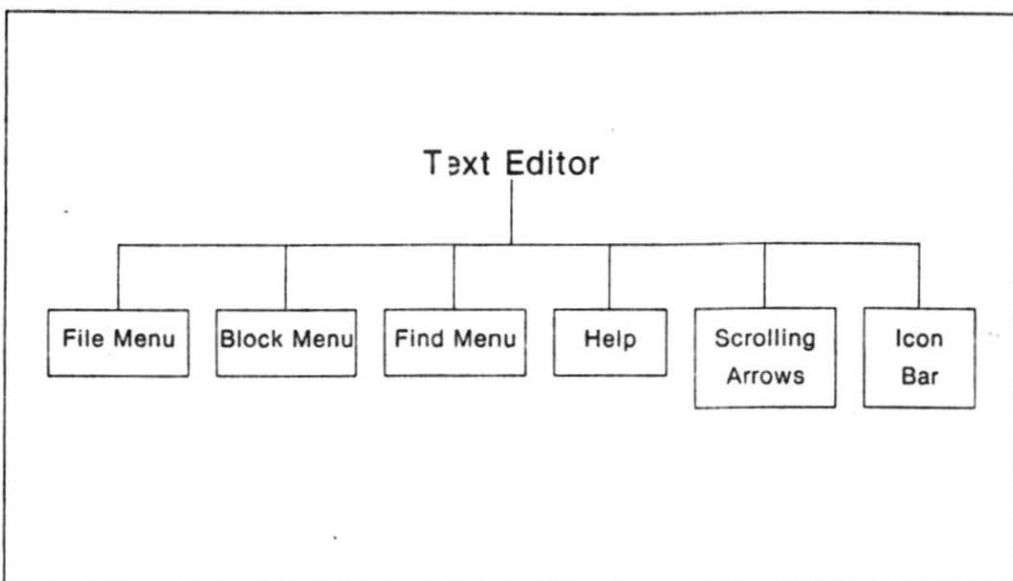
File Menu

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, replacing any document shown on the screen. Select a file from a menu of existing files that appears on the screen after you choose this option.
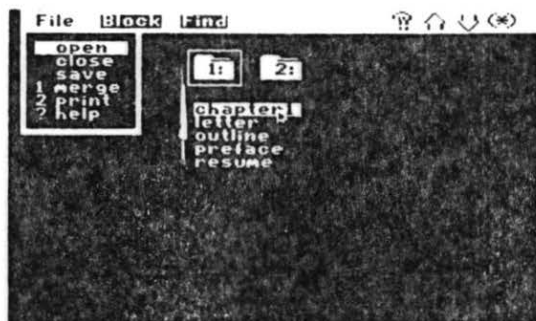
Exits the Text application and returns to DeskMate's Main Menu. You can choose to save or discard any edited text.

> **Note:** If you want to save the text you created, it is recommended that you use the "save" option (see below) before you close the file.

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.

> **Warning:** You must have sufficient disk space before saving a file. DeskMate will not save a portion of a file, so if you receive a "Disk Full" message while attempting to "save" a file, you must first make room on a diskette for the file and then repeat the save process.

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.

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).

? 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)(↑)). 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.

Mouse/Joystick: Choose the Block Menu, then the select option. Move the pointer to the beginning of the text to be selected and click. Hold down the mouse/joystick button for two seconds and then, while still holding the button, move the pointer to the end of the text you want to select. Release the mouse/joystick button.

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

> **Note:** If you switch formats (40- or 80-column) when text is highlighted (or selected), it remains highlighted in the new format.

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)(5) to delete.

? 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 find 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 find), 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 change.

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.
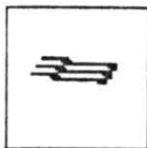
Scrolling Arrows

Use the scrolling arrows in the Text application as explained in Chapter 11, "Moving Around" in the Reference part.

Icon Bar

Choosing this option displays the Icon Bar utilities. See "Icon Bar Functions" in Chapter 12 of the Reference part for detailed information on the Icon Bar.

Chapter 15

Filer

The Filer 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.

Filer consists of 4 basic screens: the main screen (the first screen you see when you choose Filer 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 Filer menu bars and menus are organized as follows:
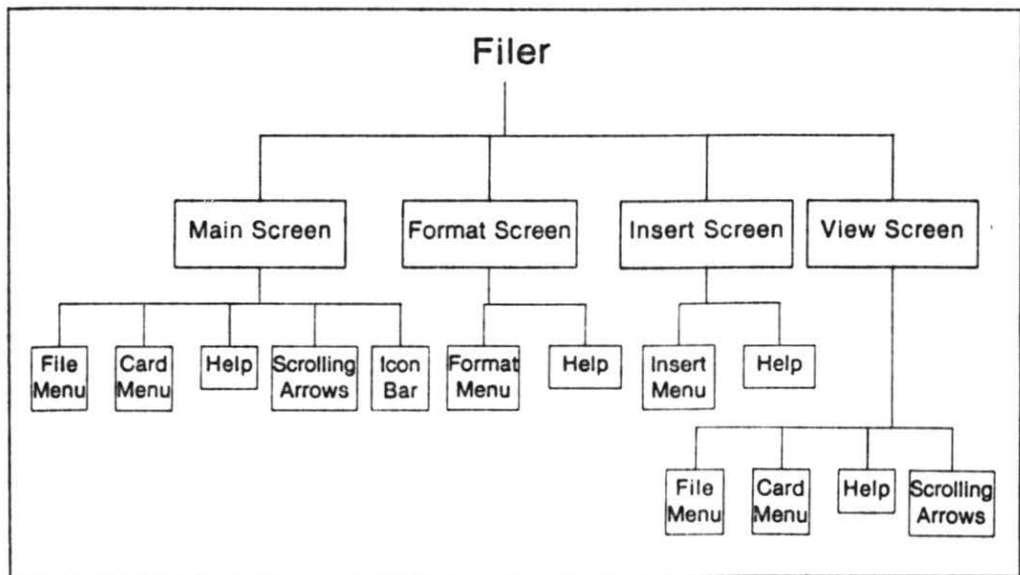
The Main Screen

When you select Filer 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 Filer.

The Main Screen's File Menu

After you name or choose a file you can select File from the main screen's Menu Bar. When you select File, 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:

> 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.

> 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).

> Repeat the mark procedure to "unmark" a card.

> 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.

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 ı 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 25 characters. Each additional line contains space for 37 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), and press (ENTER) when you finish. The cursor moves to the next field label. 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 Format 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*. Filer 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 Filer'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).

Filer 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 Filer. 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 or press (ENTER). 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 t i from the view screen's Menu Bar, a window on the screen shows:

exit   Returns you to the Filer 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 f i n d 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 Filer to search. For example, 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 Filer that you don't care what the character at that position is. Typing, for example, **?ANK** in a field would let Filer match SANK, BANK, or TANK, but not FRANK.

* tells Filer that the character at that position and all subsequent characters should match. Typing **A*** in a field would let Filer match any word that begins with A. Typing ***ANK** would let Filer match any word at all in the field (or a blank 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 Filer 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 i 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 i 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, Filer 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. Filer continues to display matching cards until you choose the c l e a r option on the Find Menu or return to the main screen. Pressing (ALT)⑦ also activates f i n d.

c l e a r   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. Filer 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.

e x i t   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 C a r d 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 subsequent 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.

Files that you may have created in the Color Computer 2 (Index Cards) version of DeskMate are automatically read and converted by this version of Filer.
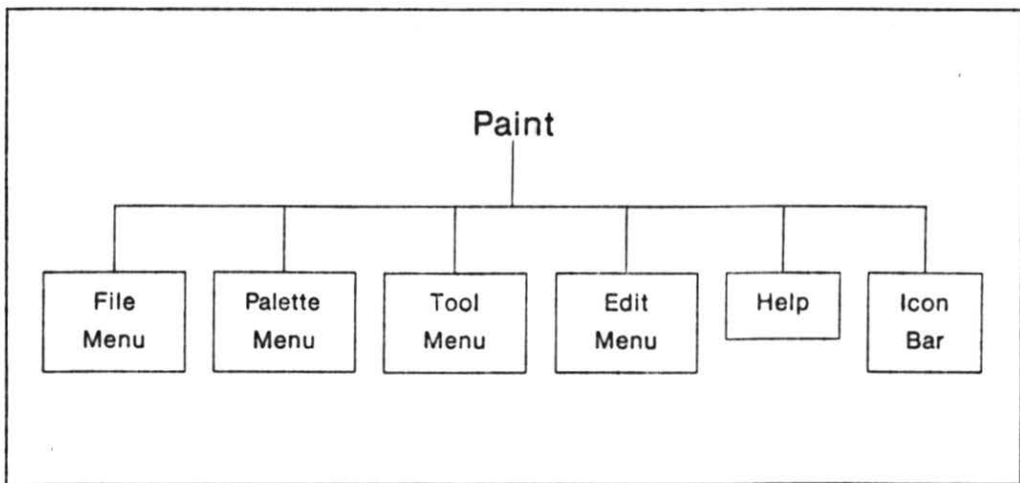
Chapter 16
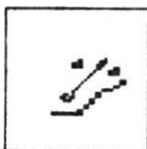
 Paint

You might think of the Paint application as a blank canvas, with you as 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." The resolution of Paint is 160x200, with 16 colors. 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.

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

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 "Moving Around" in Chapter 11 of the Reference part for methods of moving the cursor more quickly.) Pressing the space bar once lets you draw in the canvas, and pressing it a second time "lifts" the pencil from the canvas. If you are using the keyboard with Paint, practice awhile to become more proficient.

Mouse/Joystick Techniques

Use the device option in the Edit Menu to select the type of device being used.

The "mouse or joystick" option works best when you want a fast, freehand movement. Use the joystick option when you want a slower movement that is good to draw steady, straight lines.

To select a function with a mouse/joystick, use the techniques described in Chapter 11, "Moving Around" in the Reference part. 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.
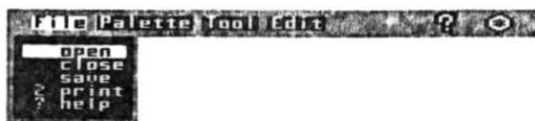
open   Loads a file from disk, replacing any drawing on the screen. Select a file you want to open from a menu of existing files on the disk.

close   Exits the Paint application and returns to the Main Menu. You can save or discard the drawing on the screen.

> **Note:** It is recommended that you use the save option before using the close option.

save   Saves the picture on the screen without closing the Paint application. You can update the same disk file or specify another filename.

> **Warning:** You must have sufficient disk space before saving a file. DeskMate will not save a portion of a file, so if you receive a "Disk Full" message while attempting to "save" a file, you must first make room on a diskette for the file and then repeat the save process.

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.

                       dot matrix
                       color ink jet

You can print a black and white screen with most Tandy printers that can be used with your Tandy Color Computer.

You must have a color ink jet printer (CGP-220) to print in color.

You can also use ⒜⒧⒯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 16 solid colors and 4 patterns. All four patterns in the Palette Menu can be edited. Move the highlight to the Menu Bar, and select Palette.

After you choose a color or pattern, the Palette Menu disappears. You can use the colors and patterns you choose with these tools: pencil, brush, line, square, circle, spray, magnify, fill, solid square, and solid circle.
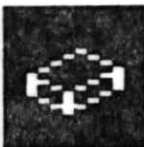
Tool Menu

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 d aw 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.
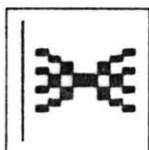
Rectangle

Draws an outline of a box by using 2 selected corner points. All possibilities are shown until you select the second point.
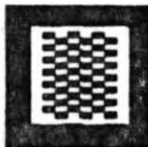
Circle

Draws an outline of 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.

Rays

This tool draws lines between two points. All lines begin at the first point selected. You must double click to exit the Rays option.

Solid Rectangle

Creates a rectangle and fills it with the current color or pattern.

Solid Circle

Creates a circle and fills it with the current color or pattern.

Spray

This tool "spray paints" with randomly scattered dots. This freehand painting is like drawing with a can of spray paint. Just hold down the Mouse/Joystick button while moving the cursor to "spray" the paint.

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.

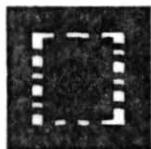You cannot "undo" the last item drawn on a magnified screen.

Fill

Fills an outlined area with the current pattern or color.

Text

Lets you ac d text to the graphics display using the keyboard.

Select

Selects 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.

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.

> **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.

Pencil and Eraser are always single point operations. Brush, Line, Rectangle, Circle, Rays, Spray, and Magnify use the current brush shape. Solid Rectangle and Solid Circle do not use the brush shape.

Edit Menu

The 6 functions on the Edit Menu select brush shapes, erase the last thing added to a picture, clear the canvas, and modify patterns.


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 (8 x 8 pixels). When you choose Pattern, the screen shows:
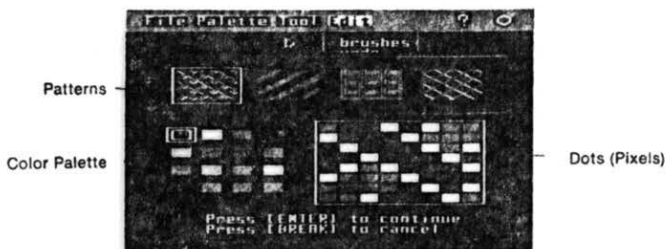
Note: See this screen on the back cover of the manual for a true representation of colors.

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 pattern you want to modify.

   Press (ALT)(↓) after the selection is made to return to the pixel squares.

   Mouse/Joystick: Point to the pattern you want to modify and click.

2. **Keyboard:** Press (ALT)(←) to move to the Color Palette, then use the arrow keys to choose a color.

   Mouse/Joystick: Point to a color on the Color Palette and click.

3. **Keyboard:** Press (ALT)(→) to return to the pixel squares, and then use the arrow keys to move the highlight to the square you want to change. Press the space bar. The square changes to the color you chose. The pattern you chose reflects the change.

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

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

5. 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.

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

Device — Selects the device you want to use with Paint. The options are, keyboard only, joystick only, or mouse/joystick.

The "mouse/joystick" option works best when you want a fast, freehand movement. Use the joystick option when you want a slower movement that is good to draw steady, straight lines.

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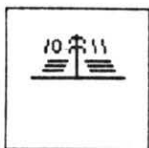
Help Window

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 Chapter 12, "Icon Bar Functions" in the Reference part for detailed information on the Icon Bar.

Chapter 17

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 automatically displays the computed values. 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.

You can set the resolution on your screen to a 40- or 80-column format by using the Display feature on the Icon Bar. See Chapter 12, "Icon Bar Functions" in the Reference part.

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 fil ?, you see the spreadsheet as you last saved it.)
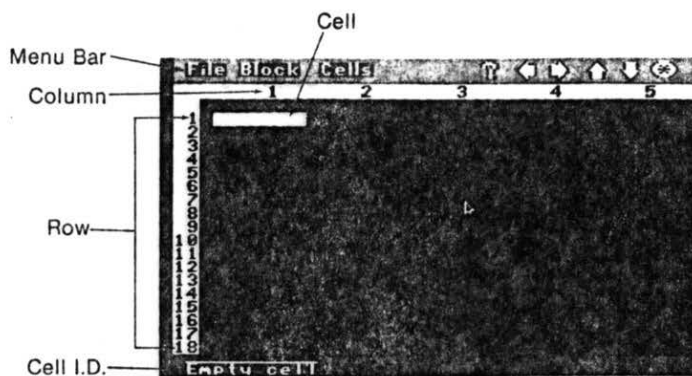
The spreadsheet consists of columns and rows. There are 99 columns and 99 rows in which you can enter data in the Ledger application. The area at which a column and a row meet is called a *cell*. You will enter data in these highlighted cells.

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 a character other than OS9, +, −, or decimal point.
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.). The formula can have a maximum of 50 characters. In the 40-column format, the first 25 characters appear on the screen, followed by ⊕ if there are more characters (not shown) in the formula. In the 80-column format, the entire formula is displayed on the Cell I.D.

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) or an arrow key 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 different 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 decimal 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 column you want to change.

    Keyboard: Use the (←) and (→) keys to move the highlight.

    Mouse/Joystick: Point to ◁ or ▷ and click to move the highlight.
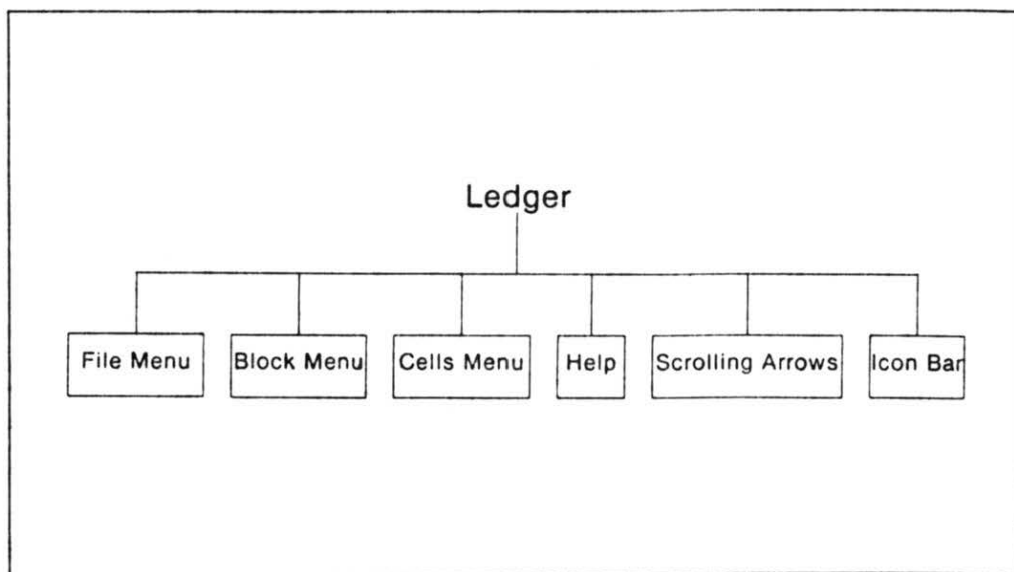
3. Select format from the Block Menu. The following prompt appears:

    ```
    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.

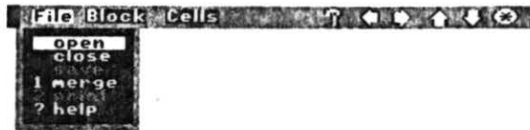   The columns are adjusted automatically.

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, save the file before opening another, since the open function overwrites it.

close   Closes the current file and returns to the DeskMate Main Menu. You are given the option of saving 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.

                         Note: It is recommended that you use the s a v e option before using the c l o s e option.

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 s a v e 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 s e l e c t 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 s a v e, 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.

> **Warning:** You must have sufficient disk space before saving a file. DeskMate will not save a portion of a file, so if you receive a D i s k F u l l message while attempting to ''save'' a file, you must first make room on a diskette for the file and then repeat the save process.

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 s e l e c t 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.

? 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.

> **Note:** If you switch format settings (40- or 80-column) while a cell or block of cells is highlighted, the selected cell(s) will also be highlighted in the new format setting.

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.

Mouse/joystick:

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

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

3. Point and click at the selected 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 by moving to row 1, then (SHIFT)(↑), and then select the format function.

Change column width:

To change the displayed width value, type the new value, and press (ENTER). Type **0** before a width value less than 10. (For example, 03)

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 f o r m a t, the format choices appear with the settings in which the cell is currently formatted.

```
Justify      ⟨<|        |>⟩
Fraction    Ø   1   2   3   4

Press (SPACE) to choose
Press (ENTER) to continue
```

(You would see only the J u s t i f y 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 f o r m a t function. Then, follow the instructions above for changing the format of a single cell.

3 c o p y — Places the contents of a selected block or the current cell in the copy buffer. After copying the desired data, use the i n s e r t function to place the contents of the copy buffer in another area on the spreadsheet.

If you need more memory space, 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.

Inserts the contents of the copy buffer at the current highlight position or 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.

> **Note:** You can enter data into 99 rows on the spreadsheet, so if you insert a blank row when the spreadsheet already contains 99 rows, the last row (and data, if any) is *overwritten* by the blank row.

If a you are inserting data from the copy buffer into a row or column containing data, the previous data is **overwritten** by the new data and is no longer accessible. 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 one 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   . 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.

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

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 ι selected block of cells, define the cell block by using the ⋯⋯ 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 spreadsheet, 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 table.

Formula Operations

between 2 cells:

+	Addition	*	Multiplication
−	Subtraction	/	Division
!	Power		

for a row or column

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

for a cell

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

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.

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

Cells Menu

When you choose the Cells Menu, you see:
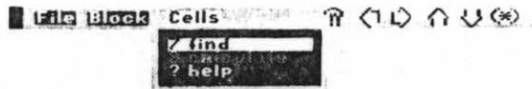
7 find

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, 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 Chapter 11, "Moving Around," in the Reference part.

Icon Bar

Displays the Icon Bar utilities. Refer to "Icon Bar Functions" in Chapter 12 of the Reference part for more detailed information.

Chapter 18

Telecom

Telecom lets you convert your Color Computer into a communication device called a *terminal*. As a terminal, your computer can communicate with other computers by sending and receiving information. The information can be displayed on the screen in a 40- or 80-column format that you choose from the Display function on the Icon Bar. (For more information, see Chapter 12, "Icon Bar Functions" in the Reference part.

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 two 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.
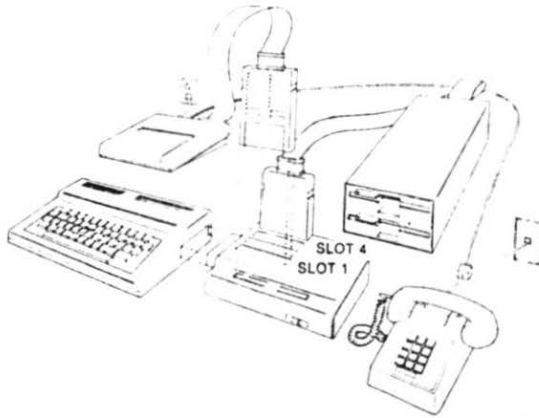
This connection requires the other computer to have a modem compatible with the modem you are using. Note that you **must** place the RS-232 Pak in Slot 1 of the Multipak Interface and the disk controller Program Pak in Slot 4.

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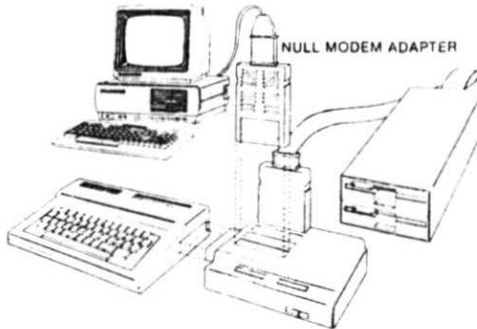
This connection lets you transmit information at much higher rates of speed than you can use over the telephone. It requires the other computer to have a standard RS-232 connection interface.

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 and exchange files 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 conn ?ct 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.
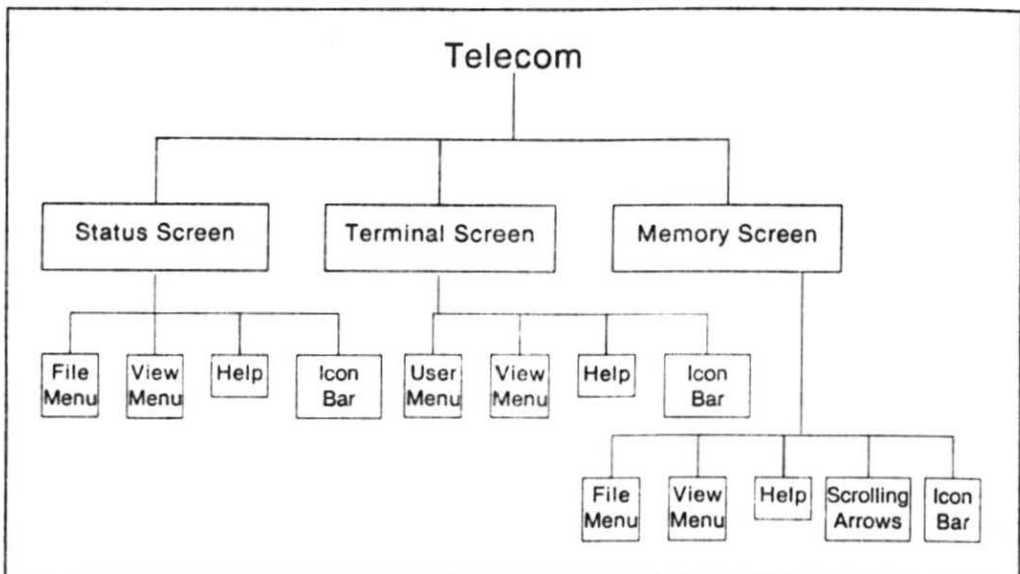
Instructions

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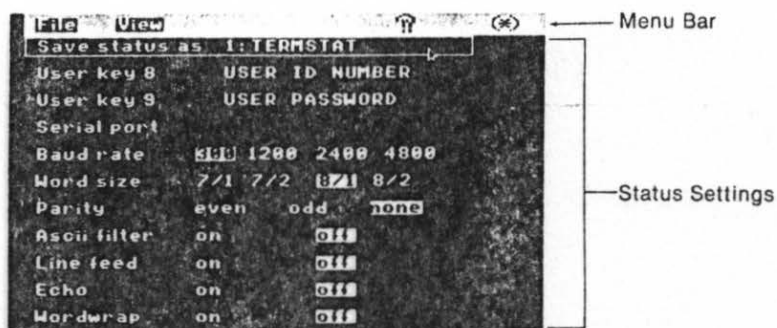
The menu bar contains the familiar DeskMate icons as well as options for displaying two menus.

- 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.

5 memory   Displays Telecom's memory screen. Pressing (ALT)(5) also displays
            the memory screen.

6 terminal Displays Telecom's terminal screen. Pressing (ALT)(6) also displays
            the terminal screen.

7 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.

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:

Word size	7/1	7/2	8/1	8/2
Parity	even	odd	none	

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.

With most computers, you can use the OFF setting (no extra line feed). If, however, the lines you receive from another computer are displaying on top of each other, you need to change this setting to ON.

Echo—Adjust this setting if you are having a problem with the way Telecom is displaying the characters you type. It tells Telecom whether to echo (display) or not echo (not display) your characters.

If the characters you type are displaying in duplicate, change this setting to OFF. If, on the other hand, your characters are not displaying at all, change this setting to ON.

When communicating with most host computers, you will find OFF to be the best setting. When communicating with other "terminals" (such as another computer running Telecom), you will find ON to be the best setting.

Ascii Filer—Strips all characters over 7F hex and control characters other than line feed, carriage return, backspace, tab, and formfeed.

Wordwrap—If you are displaying data on the screen in memory mode and the word (or characters) cannot be displayed fully in the current line, it will be displayed in the next line.

The Status Screen's File Menu

Select the Status Screen's File Menu. This menu lets you store your current status settings on diskette as a Telecom file.
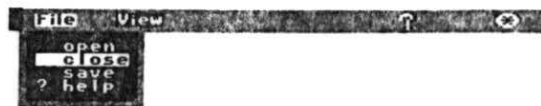
open   Loads a Telecom file from diskette. Telecom displays a list of all the Telecom files you currently have stored on diskette. From this list, select the file you want to load.

close   Exits Terminal mode and returns to DeskMate's Main Menu. You have the option of saving or discarding the current status settings.

> **Note:** It is recommended that you use the s a v e option before using the c l o s e option.

save   Saves the current status settings on diskette as a Telecom file.

> **Warning:** Make sure that you have sufficient disk space before saving a file. DeskMate will not save a portion of a file, so if you receive a D i s k F u l l message while attempting to "save" a file, you must first make room on a diskette for the file and then repeat the save process.

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

After storing your status settings in a Telecom file, you have the option of entering Telecom using this file. For example, from the DeskMate Main Menu, you could enter the file for a particular status. This would cause Telecom to automatically start up, load those status settings, and go directly to its terminal screen.

The Terminal Screen

To communicate with another computer, you need to be in the "terminal mode." When you move to the terminal screen, Telecom enters this mode and lets you send or receive information with any device to which you are connected.

For the convenience of customers who must log on to a host computer, the terminal screen contains a User Menu. This menu lets you send a preset user ID and password (or other information) to the host computer.

Move to the terminal screen. The screen you see is, for the most part, blank.

The steps for using this screen to communicate with another computer are:

1. Connect to the other computer.

2.- Communicate with 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 two 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.

MISSING PAGE

MISSING PAGE

MISSING PAGE

MISSING PAGE

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:
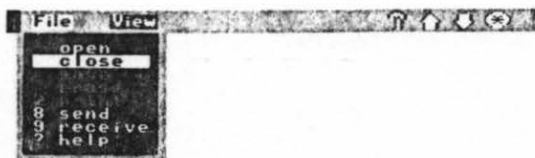
open   Loads a DeskMate Text file into the memory file. Telecom displays a list of all DeskMate Text files you currently have stored on diskette. From this list, select the file you want to load.

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.

Note: It is recommended that you use the save option before using the close option.

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.

> **Warning:** Make sure that you have sufficient disk space before saving a file. DeskMate will not save a portion of a file, so if you receive a Disk Full message while attempting to "save" a file, you must first make room on a diskette for the file and then repeat the save process.

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.

2 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.

8 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.

9 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 option from the File Menu.

Note: You can also send and receive files from the Terminal Screen.

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.

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

Appendix A

Error Messages

If DeskMate does not seem to be working properly, first make 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 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.

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 to swap 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 anotier 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 screen. The file must be copied to another diskette.

`Disk is write protected`

An attempt 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 usable. Try another diskette.

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 a Filer record.

Insufficient disk space

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

Insufficient Memory

An attempt was made in the text area of the Calendar application, to insert or copy more than 400 characters.

Label/Formula not found

The find function cannot 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.

program

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.

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 B

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 "AUTOEX," and if it exists, it is accessed immediately. To prevent this, first allow DeskMate to auto-start, and then:

1. Select   from the File Menu on the Menu Bar.

2. At the OS-9 prompt, type:

    RENAME /D0/CMDS/AUTOEX DESKMATE (ENTER)

    This changes the name of the AUTOEX 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 DM*xxxx*** (where **DM*xxxx*** 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 s t a t u s 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 S A M P L E 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, loads and executes the program named in the second field (DMTEXT in the example above). DMTEXT then loads or creates the file named S A M P L E.

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. 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 use 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 C

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 yours the ie 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.

You cannot transfer files to or from the other computer.

Telecom and the other computer are probably using different file transfer methods; for the transfer to work, both computers must use the same method.

XMODEM and Telecom can use is the start/stop method. Using this method, Telecom transfers the file using no special characters other than ⒸⓉⓇⓁ Ⓢ, for stop transmission (also referred to as "XOFF"), and ⒸⓉⓇⓁ Ⓠ, for start transmission (also referred to as "XON").

Codes recognized by Telecom appear in the following chart.

Decimal	Hex	Binary	Printed Character	Keyboard Character	Decimal	Hex	Binary	Printed Character	Keyboard Character
0	00	00000000			21	15	00010101		CTRL U
1	01	00000001		CTRL A	22	16	00010110		CTRL V
2	02	00000010		CTRL B	23	17	00010111		CTRL W
3	03	00000011		CTRL C	24	18	00011000		CTRL X
4	04	00000100		CTRL D	25	19	00011001		CTRL Y
5	05	00000101		CTRL E	26	1A	00011010		CTRL Z
6	06	00000110		CTRL F	27	1B	00011011		
7	07	00000111		CTRL G	28	1C	00011100		
8	08	00001000	backspace	CTRL H	29	1D	00011101		
9	09	00001001	tab	CTRL I	30	1E	00011110		
10	0A	00001010	line feed	CTRL J	31	1F	00011111		
11	0B	00001011		CTRL K	32	20	00100000		SPACEBAR
12	0C	00001100	form feed	CTRL L	33	21	00100001		
13	0D	00001101	carriage return	CTRL M	34	22	00100010		
14	0E	00001110		CTRL N	35	23	00100011	#	#
15	0F	00001111		CTRL O	36	24	00100100	$	$
16	10	00010000		CTRL P	37	25	00100101	%	%
17	11	00010001	XON	CTRL Q	38	26	00100110	&	&
18	12	00010010		CTRL R	39	27	00100111		
19	13	00010011	XOFF	CTRL S	40	28	00101000	(	(
20	14	00010100		CTRL T	41	29	00101001	)	)

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		

Appendix D

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 E

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	Calcu-late	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 F

Starting OS-9 from BASIC

If you do not have a Color Computer with Disk Extended Color BASIC version 1.1 or later of 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,26,00,9D,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,A7,22
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 06,6C,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 CompuServe) 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 enable 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. A Telecom synchronizes the flow of information between computers.

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 (Filer application) how to arrange information in a 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 need task, such as copying, printing, etc.

XOFF. The characters used to stop transmission in Telecom.

XON. The characters used to begin transmission in Telecom.

Index