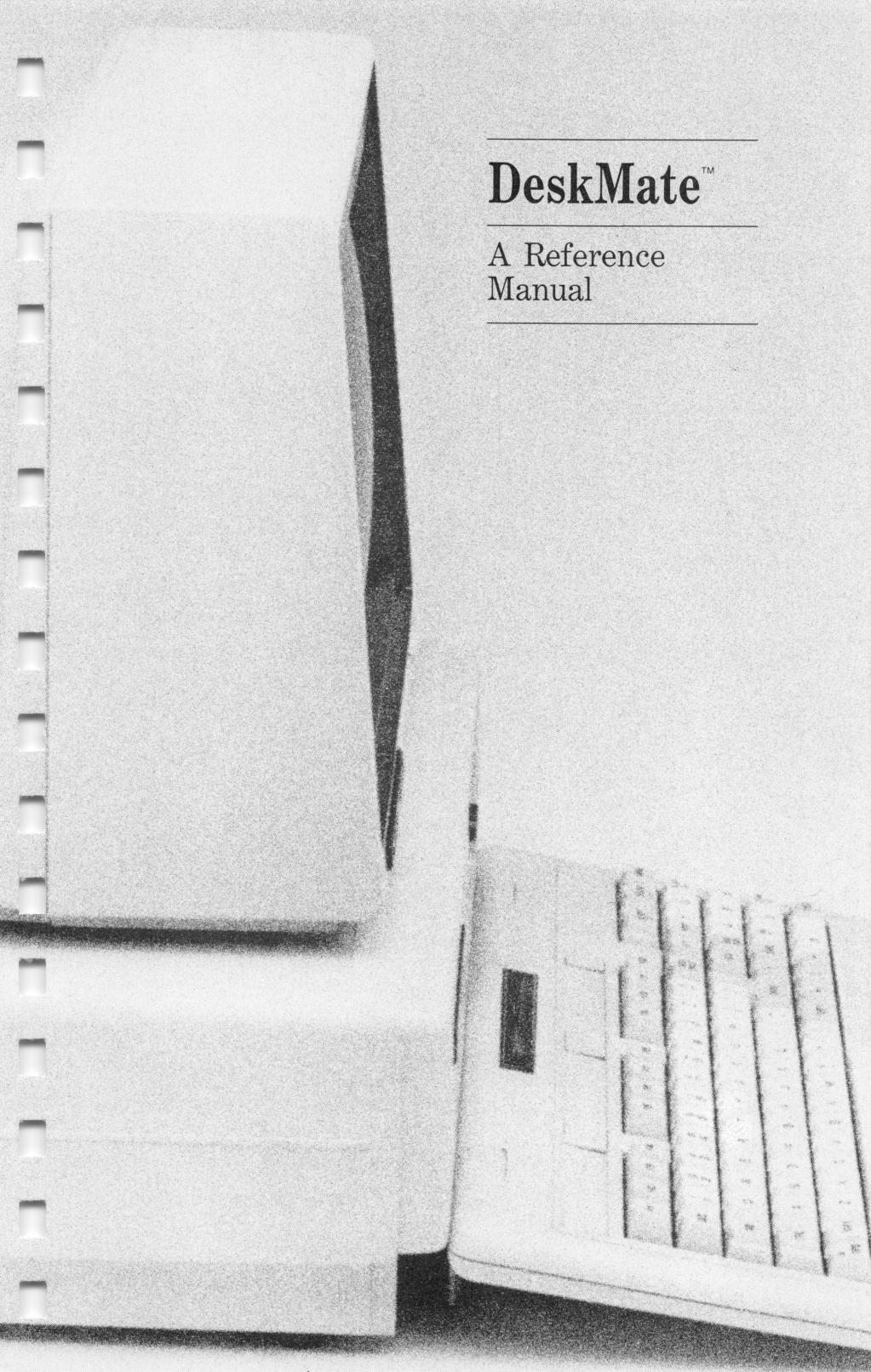
A Guide to the Tandy® 1000

- ☐ Introduction to the Tandy 1000/ A Tutorial to DeskMate™
- ☑ DeskMate, A Reference Manual
- ☐ BASIC, A Reference Guide



DeskMate™

A Reference Manual

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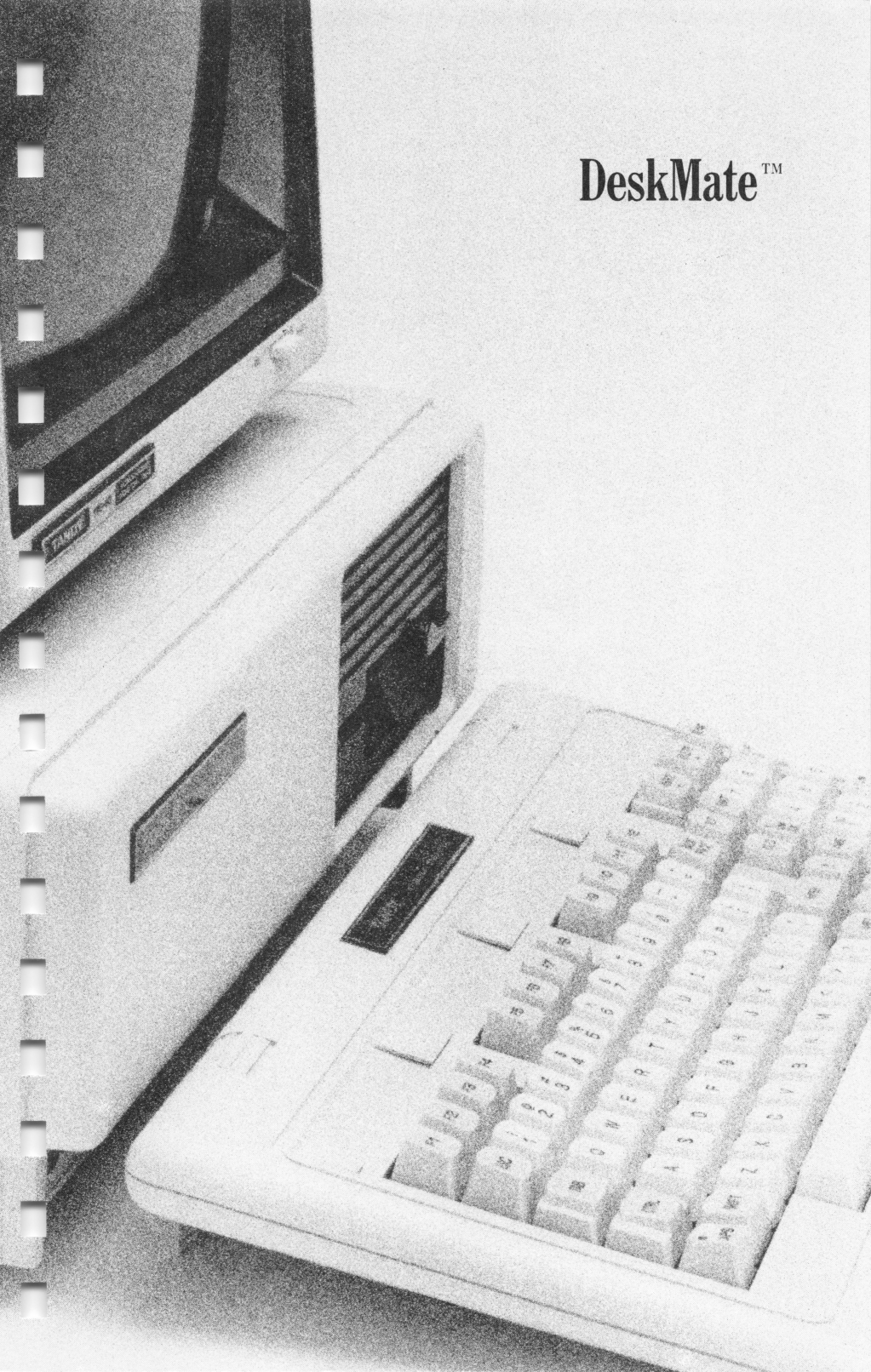

DeskMate™

Chapter 1

DeskMate

DeskMate™ is a versatile, easy-to-use set of applications and functions combined to save you time, energy, and space. Similar functions and operations are used throughout DeskMate, making it easy to learn and use.

DeskMate can replace many of your manual production tools including typewriter, calculator, rolodex, calendar, notepad, and so forth. DeskMate is faster to use and gives you quick, easy access for timely updates and corrections. Many of the applications provide "at-a-glance" information, a real asset for quick decision making and question answering. All DeskMate information can be printed as well as displayed on the screen.

Features

DeskMate features 7 auxiliary subfunctions that you can use anytime throughout DeskMate, 10 Main Menu functions, and 6 major applications along with their individual functions. Separate chapters of this reference manual explain in-depth the subfunctions, Main Menu functions, and each of the applications.

Applications

- **Text** is a text editor used to create, review, edit, and print documents.
- **Worksheet** is a spreadsheet application used to compute numbers in columns and rows. Addition, subtraction, multiplication, division, and exponentiation, as well as other set, statistical, and trigonometric operations are available.
- **Filer** is a card-file-type filing system. Any number of *forms* of information can be stored. Items are filed and searched for by any of the information contained therein.
- **Telecom** acts as a telecommunications terminal. DeskMate goes into an interactive terminal mode so that information can be transmitted from another system.
- **Calendar** is an event scheduling system. Recorded events can be reviewed at any time. A list of the events for the day are displayed at the Main Menu.

- **Mail** is a messaging system. Messages are created and stored in files according to whom the messages were written. General information messages can go into a common file, MESSAGES.

Main Menu Functions

- **Date** is used to change the system date and/or time.
- **Name** is used to change the name of a data file.
- **Free** displays the amount of free space (in bytes) on the current diskette.
- **Alarm** reminds you of important scheduled events with an audible signal.
- **Host** is a telecommunications mode for using DeskMate from a remote site. Local operation is locked out while a remote terminal accesses the system.
- **Password** is used to assign a password for security reasons.
- **Select** is used to define data files for deleting.
- **Copy** is used to duplicate data files.
- **Delete** is used to delete selected data files.
- **Swap** is used to activate a drive other than Drive A in a 2-drive system.

Subfunctions

- **Help** displays helpful reference information for the Main Menu, the current application, or current mode.
- **Calculator** is a quick-access function for simple addition, subtraction, multiplication, division, and percentage calculations.
- **Show Alarm** displays Alarm event information.
- **Alarm On/Off** is used to toggle the alarm on or off.
- **Phone** is used to store, review, and call (with an auto-dial modem) phone numbers.
- **Printer** is used to define printer parameters.
- **Date** is used to change the system date and time without having to access the Main Menu.

Equipment Requirements

The equipment requirements for DeskMate include the Tandy® 1000 Computer with either a monochrome monitor (Cat. No. 26-3211) or a Color Monitor (Cat. No. 26-3212). Either the RS-232 Board with a modem, or the 300 Baud Modem Board is required for communicating with another computer using Telecom or Host. To use the automatic log-on feature of Telecom or Host, or to use the dialing feature of Phone, the modem must be programmable (auto-dial). Check the operating instructions of your modem for details.

A printer is helpful for producing permanent records of DeskMate tasks accomplished and information stored.

DeskMate Conventions

Operations and key usage are very similar throughout the system. A quick review of the following conventions is helpful in learning how to use the system.

Arrow Keys

The arrow keys, ↑, ↓, ←, and → (alone, with SHIFT, and with CTRL), are used throughout DeskMate to move the marker and display specific application information. Arrow key usage varies slightly in each application. Refer to the arrow key table provided in the corresponding application chapters of this manual for specific usage. General arrow key usage is described in the following table.

Arrow Key Usage

↑	moves the marker to the previous line
↓	moves the marker to the next line
←	moves the marker to the left one position
→	moves the marker to the right one position
SHIFT ↑	moves the marker to the top line of the screen
SHIFT ↓	moves the marker to the bottom line of the screen
SHIFT ←	moves the marker to the left margin of the screen
SHIFT →	moves the marker to the right margin of the screen
CTRL ↑	displays the first item in the file
CTRL ↓	displays the last item in the file
CTRL ←	displays the previous item in the file
CTRL →	displays the next item in the file

Command Keys

Use command keys to perform a system function. Their uses are:

(BACKSPACE)—moves the cursor back over the previous character, erasing it.

(HOLD)—toggles a pause in computer operation on and off.

(BREAK)—cancels the current request, prompt, or command.

(F11)—toggles the Subfunction Label line on and off.

(F12)—saves all data entered and exits to the previous operation or menu.

(SHIFT) (F12)—cancels the current changes and exits to the previous operation or menu.

(SHIFT) (PRINT)—prints everything currently on the screen.

Function Keys

Functions are specific to each application. Function keys ((F1), (F2), and so forth) and names are displayed on the last 2 lines of the application screen. To select a function, press the appropriate function key.

Control Keys

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

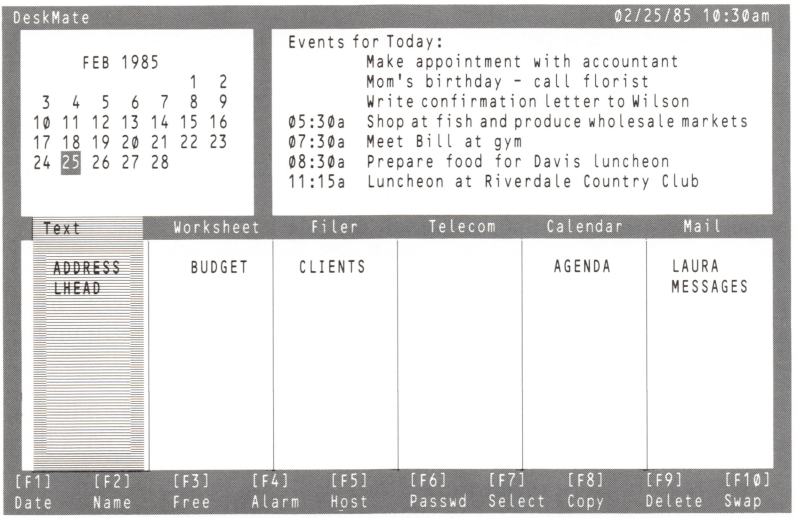
Filenames

DeskMate does not distinguish any difference in upper- and lowercase filenames. The names *FILE* and *file* are recognized as equal.

A valid filename begins with a letter, contains no spaces, and is no more than 8 characters in length. Do not add a file extension (.DOC, and so forth) when creating a new file. DeskMate automatically adds the proper file extension when it creates a file.

Entering DeskMate

Insert the MS-DOS/BASIC diskette into Drive A and press RESET. Type the date and time at the prompts, and press ENTER. At **A>**, insert a copy of the DeskMate diskette, and type **DESK** ENTER. The Main Menu is displayed:



At the top left of the Main Menu is a calendar for the current month. Today's date (the current system date) is highlighted. The next 7 Events for Today, events for which the Remind @ time has not yet passed, are displayed at the top right. The applications display on the application name line. Below each application are its corresponding data files. The last 2 lines, the function label lines, display the Main Menu function names and numbers. (Label lines appear in each application, showing the functions specific to that application.)

Creating, Opening, and Exiting an Application File

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

For all files except Telecom and Mail, the following prompt appears at the bottom of the screen:

```
Enter filename:
```

Type a name for the file, and press (ENTER). (See "DeskMate Conventions — Filenames.")

The Telecom and Mail applications can be opened directly from the application name line. Mail uses data files, including a default file for general messages. It is the default file (MESSAGES) that displays when you select Mail from the applications name line.

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

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

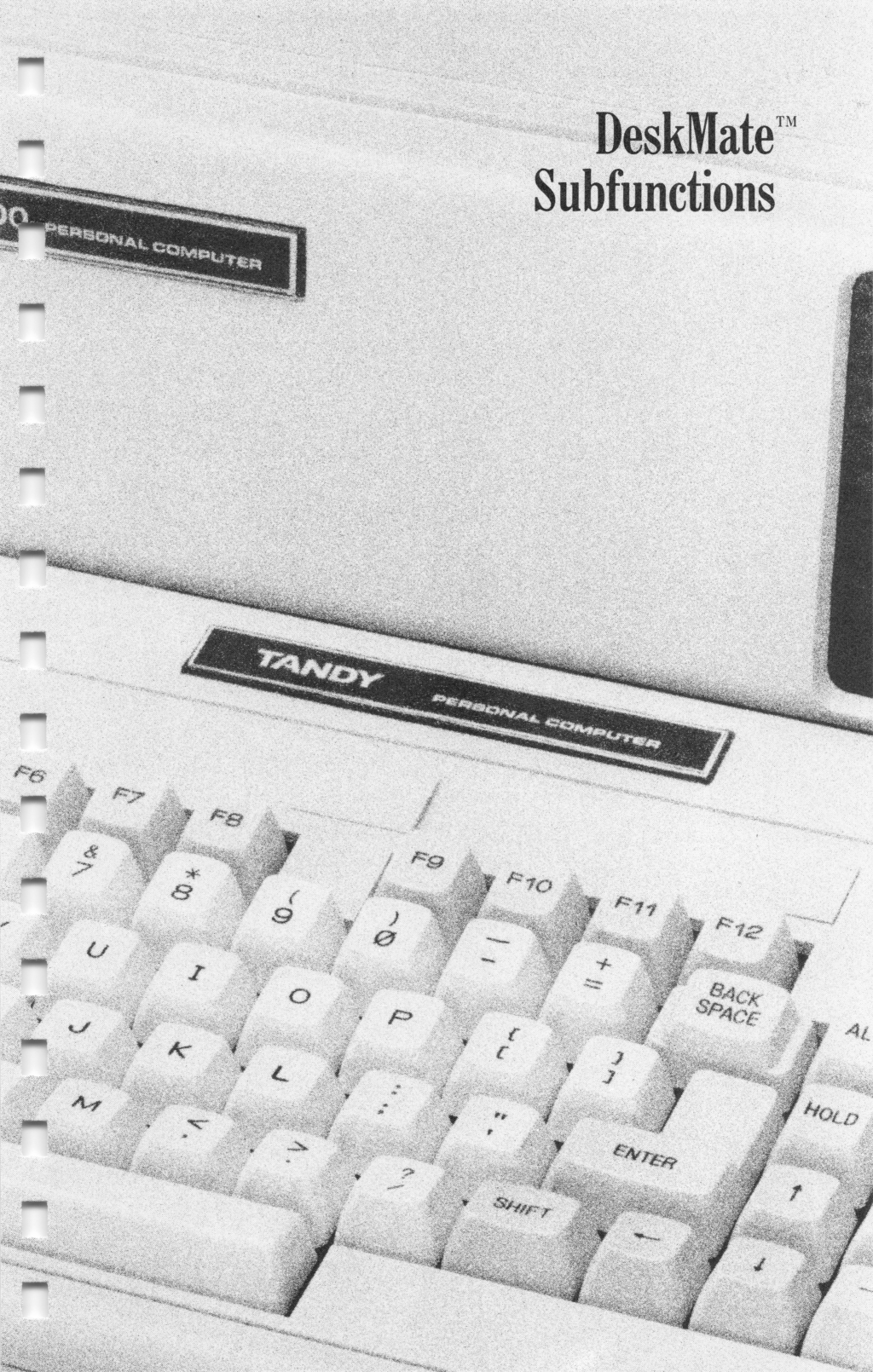
> **Note:** If there are more than 10 data files for an application, (SHIFT) (↓) scrolls to the next screen of data file names.

To exit an application file, press (F12). The screen displays the Main Menu.

Exiting DeskMate

Press (F12) at the Main Menu to exit DeskMate.

DeskMate™ Subfunctions



Chapter 2

DeskMate SUBFUNCTIONS

The DeskMate subfunctions are handy, easy-to-use functions that are available to you throughout all applications and at the Main Menu. Each subfunction is described in detail in this chapter.

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

To restore the application or Main Menu label line, press F11 again.

It is not necessary to display the subfunction label lines in order to access a subfunction. To select a subfunction, hold down the ALT key, and press the appropriate function key.

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

Help

The Help subfunction displays helpful reference information for the Main Menu, or the current application or function (Find, Format, and Formula).

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

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

Press ENTER to display each successive Help screen. The following message displays on the last Help screen:

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

Press F12 to exit the Help subfunction and continue with the current application or function.

After you are thoroughly familiar with an application, and no longer require the assistance of a Help file, you can delete that Help file. We strongly recommend that you only delete Help files from your backups. Leave the master program diskette in its original form.

To delete a Help file, press F9 at the Main Menu, and type one of the following:

TWTEXT.HLP	for Text
TWWORK.HLP	for Worksheet
TWFILER.HLP	for Filer
TWTELCOM.HLP	for Telecom
TWCALEND.HLP	for Calendar
TWMAIL.HLP	for Mail
TWALARM.HLP	for Alarm
TWHOST.HLP	for Host
TWMENU.HLP	for Main Menu

Calculator

The Calculator subfunction lets you use your computer as a calculator. Calculator uses a 10-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 0.0000000001 is the smallest. If the accumulator overflows, it fills with asterisks.

Press ALT F2 to select Calculator. The screen displays the following:

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

To perform a calculation, type the first number, or operand, in the *entry* (bottom) line. Each numeral pushes the number you are typing one character to the left. (Press F8 to reverse the sign of the number you type. For example, 10 becomes −10, and so forth. A minus sign displays in front of a negative number.)

The default operator is + (Add). Press ENTER to Add the amount you typed in the entry line to the amount (0.0) in the *accumulator* (top) line.

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

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

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

Type the logical operator or operator function key at any time before you press ENTER to calculate the result. The calculated result is displayed on the accumulator line.

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

Press F12 to exit Calculator and continue with the current application.

Show Alarm

The Show Alarm subfunction displays Alarm event information. See Alarm in the "Main Menu Functions" chapter of this manual for information on entering events into the Alarm file.

Press ALT F3 to select the Show Alarm subfunction and display Alarm event information. The application label lines are replaced with the last event for which an alarm has sounded and the next Alarm event.

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

Alarm On/Off

Use Alarm On/Off to toggle the alarm on or off. Alarm On/Off must be On in order for the alarm to sound. When the Alarm is Off, no signal of Alarm events is given.

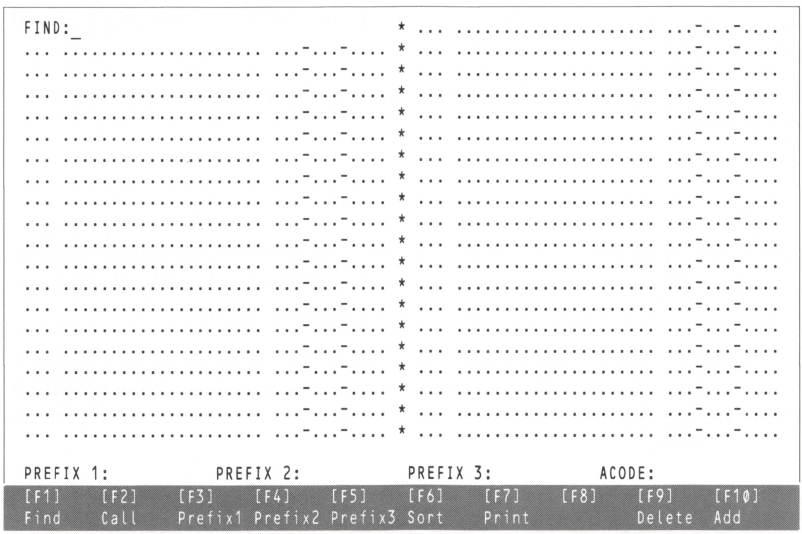
Press ALT F4 to change the Alarm status. An @ appears next to the date and time on the Main Menu and application screens to indicate that the alarm is on.

Phone

Use Phone to record and quickly look up phone numbers. With an auto-dial modem, DeskMate dials the number for you.

> **Note:** To automatically dial a number, you must previously have defined the Voice Dialing sequence in the Telecom application. See the "Telecom" chapter for details.

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



There are 2 screens of 39 lines each for the entry of numbers into the Phone file. To access the second screen, press CTRL ↓. To return to the top of the first screen, press CTRL ↑.

To begin entering phone numbers, move the cursor to the first blank line. Type a maximum of 3 characters to use as a quick look-up reference for a particular number, and press ENTER.

Type a maximum of 21 characters for the name (*lastname, firstname* if you want to Sort them), and press ENTER.

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

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

PREFIX1-3 are for entering special codes that precede phone numbers when auto-dialing. Examples of these are codes for getting an outside line on a PBX system, long distance codes, or access codes to other phone networks. Be sure to include any required pauses for a dial tone in your codes with the letter **P**.

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

ACODE is for entering the local area code. When a number is automatically dialed, it is checked for an area code. If there is no area code entered, or if the listed area code matches ACODE, the area code is considered a local one and is not dialed. Only area codes that do not match ACODE are dialed.

The Phone Functions

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

Find Use Find to search for a specific phone number. Press SHIFT ↑ to move the cursor to the Find line. Type the phone information for which you wish to search, and press F1. If the Find search information is found, the cursor moves to the matching phone line. Press F1 again to Find the next match.

Call Press F2 to Call (dial) the telephone number under the cursor. If you do not have an auto-dial modem, or if the number is invalid, the request is ignored. Any PREFIX codes entered and selected (using F3, F4, or F5) are dialed, in 1, 2, 3 order. The area code is dialed if it is different from ACODE.

Prefix1 Press F3 to select Prefix1 for automatic dialing.

Prefix2 Press F4 to select Prefix2 for automatic dialing.

Prefix3 Press F5 to select Prefix3 for automatic dialing.

Sort Press F6 to sort all phone entries in alphabetical order, by name.

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

Delete Press F9 to delete the phone entry line under the cursor.

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

Press F12 to exit Phone and continue with the current application.

Printer

Use Printer to adjust printer settings for all DeskMate Print functions. Press ALT F6. The screen displays the current printer settings. Enter new values for each, or press ENTER to use the current value, as follows:

```
Left Margin: 5
```

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

```
Printed Line Width: 70
```

Enter the number of characters that can print on one line of your paper, if it is different than the default width. For example, although an 8½-inch page is 85 characters wide (10 characters per inch), many printers can print only 80 columns. Therefore, on an 80 column printer, 80 is the maximum line width.

```
Total Lines per Page: 66
```

Enter the length, in print lines, of the paper. Standard paper is 11 inches long; normal line spacing produces 6 lines per inch. Therefore, 11-inch paper has 66 lines per page.

```
Printed Lines per Page: 60
```

Enter the maximum number of lines to print on a page. The standard is 60, which leaves 6 lines available for top and bottom margins.

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

Press ENTER to keep lines single spaced. Press Y for double spacing.

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

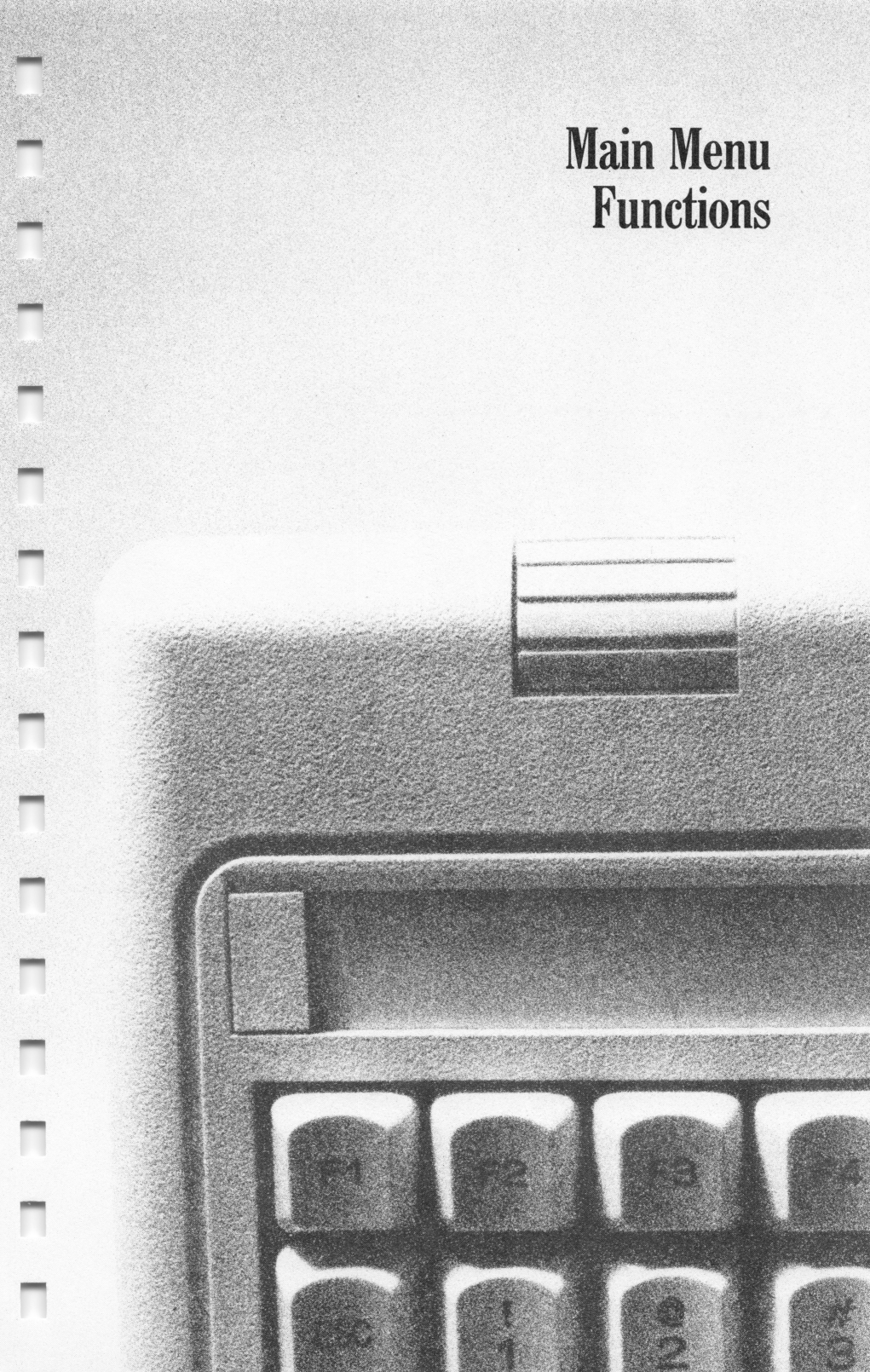
Press ENTER for single-sheet forms (pause after each page to insert another sheet of paper). Press N for continuous forms.

After the last prompt, the application or Main Menu screen reappears.

Date

Use Date to change the system date and time. Press ALT F7. On the date and time line, type the new date in *mm/dd/yyyy* format (for example, 09/22/1984 for September 22, 1984), and press ENTER. Type the new time in the 12-hour *hh:mmx* format (for example 02:45p for 2:45 p.m.), and press ENTER.

Main Menu Functions



Chapter 3

MAIN MENU FUNCTIONS

In addition to the applications, the Main Menu provides 10 Main Menu functions. Each Main Menu Function is described in detail in this chapter.

To select a Main Menu function, press the appropriate function key at the Main Menu, as follows:

Date

Use Date to change the system date and/or time. Press F1 to display a date and time line. Type the new date in *mm/dd/yyyy* format, and press ENTER. Type the new time in *hh:mmx* format. Be sure to include **a** or **p** for a.m. or p.m. and press ENTER.

Name

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

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

The name of the data file that you marked is displayed to the right of `Old filename:`. If you did not place the marker on a data file, a blank appears. Type in the correct filename with its extension. The filename extensions are: .DOC for Text, .WKS for Worksheet, .FIL for Filer, .CAL for Calendar, and .MSG for Mail.

When the correct filename is displayed, press ENTER. The cursor moves to `New filename:`.

The most recently changed filename is displayed to the right of `New filename:`. Type in the correct filename with its extension. If no extension is supplied, the extension from the old filename is used. When the correct filename is displayed, press ENTER. The changed filename is displayed in the appropriate position on the Main Menu.

Free

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

Alarm

Use Alarm when you want to be reminded of important events. Alarm must be turned on in order to sound signaling the occurrence of an event. The alarm sounds regardless of the application you are using. You can merge Calendar events into the Alarm file or add events directly to it. Alarm automatically sorts events in `Date/Time` order and deletes events when they are passed.

Press F4 at the Main Menu to select Alarm.

Alarm is always in the edit (overstrike) mode. Each character replaces the character at the current cursor position. Blank entry lines are displayed when you open the Alarm file for the first time. At this point, you can add an event by entering the appropriate data for each line.

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

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

Enter dates in the *mmddyyyy* format. For example, type **10221984** ENTER for October 22, 1984.

Enter `Descriptions` using a maximum of 44 characters. (No uppercase/lowercase distinctions are made in searches for events. *MEETING* and *meeting* are equal.)

The Help Screen

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

To view the Help screen, press ALT F1 while in the Alarm function. Press F12 to return to the Alarm screen.

The Alarm Functions

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

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

```
From:
```

Enter the name of the Calendar file to merge into the Alarm file. `Merging in process` appears. After the merge is completed, copies of all events in the specified Calendar file appear in the Alarm file. The `Remind@` time is set to `30` minutes prior to the `Begin` time for each event.

Select Use Select to define an event or a block of events in order to perform some other operation on it. Place the marker on the first event line for inclusion in the block, and press F7. Use the arrow keys to place the marker over the last event for the block. All selected events are highlighted as you move the marker.

After you Select the events, Copy or Delete them, as appropriate. Press BREAK if you decide not to use the selected events. If you use any other function or exit Alarm before you Copy or Delete, the events are unselected.

Copy Press F8 to copy the selected event block in a document file (Text application). Press F8 again. `To:` appears.

Enter the name of the diskette file in which you wish to store the contents of the copy buffer (the selected events). The events are copied to the document file.

Delete Press F9 to delete all selected events. The events are immediately deleted. If no events are selected, F9 deletes the event line under the marker.

Add Press F10 to add a new event. A blank line is displayed. Type the data (`Remind@` time, `Date`, `Begin` and `End` times, and `Description`) for the event you wish to add. Press ENTER after completing each field.

The Arrow Keys

A maximum of 20 event lines are displayed on the screen at one time. After you complete the twentieth line, the screen *scrolls,* or moves up line by line, so that you can continue. To see a line after it has scrolled off the screen, press ↑ until the line appears. Press ↓ to return to the line you were typing or editing.

You can use the arrow keys to move the marker a character or line at a time. To move the marker more rapidly, you can press SHIFT or CTRL along with the arrow keys. See Table 1.

Marker Movement Keys

Key	by itself	with SHIFT moves the marker:	with CTRL
→	one character to the right	to the beginning of the first field to the right	Not used
←	one character to the left	to the beginning of the first field to the left	Not used
↑	one line up in the current column	to the first event line on the screen or previous page	to the beginning of the file
↓	one line down in the current column	to the last event line on the screen or next page	to the end of the file

Table 1.

Host

Host allows communication between your computer, as Host, and another computer (such as the TRS-80® Model 100 Portable Computer) as a remote site terminal. At the remote site, you can receive a file from the host DeskMate, create a file and send it to the host, and create and read messages in DeskMate Mail files.

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

Setting the Modem Status and Switches

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

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

Local Operation

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

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

In the normal Host mode, all remote activity echoes (displays) on the DeskMate screen. When you use Host in a security mode, none of the remote activity echoes to the host. (To exit the Host security mode, you must enter the system password if one exists.)

Press N for normal Host mode or Y for the security Host mode. DeskMate is now ready for access by the remote site. No other local activity is allowed in Host.

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

Remote Site Setup

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

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

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

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

Remote Site Operation

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

For example, for a Model 100 at the Model 100 Telecom Entry screen, Find (or type) the number, then Call it.

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

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

If a DeskMate password exists, `Password:` appears on the remote screen (and echoes to the host if not in security mode). Type the DeskMate password, and press ENTER. (For security, the password you type does not echo at the host.) After the password is correctly entered, the DeskMate Remote Menu appears:

```
REMOTE DESKMATE

1) DIRECTORY
2) READ FILE FROM HOST
3) SEND FILE TO HOST
4) READ MAIL
5) SEND MAIL
6) LOG OFF
 SELECT OPTION >
```

Note: If, in 3 tries, you do not enter the correct password, Host disconnects the remote site.

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

Directory Select Option 1 to display a Directory Menu of the DeskMate file types available:

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

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

Option 7 displays all files in DeskMate, by application, in the order in which they are listed on the Directory Menu.

The files' corresponding applications are identified by the filename extensions: Mail is .MSG, Calendar is .CAL, Text is .DOC, Filer is .FIL, Worksheet is .WKS, and Autolog is .LOG.

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

Read File From Host

Select Option 2 to receive a DeskMate file at the remote site. The screen shows:

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

Enter the filename exactly as it appears in the DeskMate Directory, including the proper filename extension. (If you do not enter an extension, .DOC is assumed.) The contents of the file display on the remote screen. The file displays 1 line at a time if you are not using automatic line feed at the remote terminal.

Read File From Host is generally used in conjunction with a printer or RAM buffer option at the remote terminal. Toggle the printer or open the RAM buffer before receiving the file. Consult your terminal's operating instructions for specific information.

CTRL S pauses receiving/displaying of a file at any time; CTRL Q continues.

If your terminal software supports it, you can edit a file saved into the RAM buffer and send it back to DeskMate, using the Send File function. Note that if you do not choose a different name than the original for the edited file, the following prompt appears:.

```
OVERWRITE FILE? Y/N
```

Press Y to replace the old file with the new file. If you press N, you are prompted to enter a NEW FILENAME.

Send File To Host

Select Option 3 to send a file from the remote site to DeskMate. The screen shows:

```
SEND FILE FUNCTION
ENTER HOST FILENAME >
```

Enter a filename for the file you are sending, including the proper filename extension. (If you do not enter an extension, .DOC is assumed.) If the filename matches any existing filename in DeskMate, the overwrite prompt appears.

CTRL S pauses sending/displaying of a file at any time; CTRL Q continues.

Read Mail Select Option 4 to read DeskMate mail at the remote site. The screen shows:

```
READ MAIL FUNCTION
MAIL FOR >
```

Enter the name of the Mail file from which you want to read messages. You do not have to enter the .MSG extension. (For example, enter **MESSAGES** to read mail from the default file.)

The first screen of messages is displayed with the following prompt.

```
SELECT A-S, OR ENTER TO CONTINUE
```

Type the appropriate letter (A-S) to select a message. If there are more messages, press ENTER to view additional screens.

Press CTRL C to return to the DeskMate Remote Menu.

Send Mail Select Option 5 to send a message to DeskMate from the remote site. The screen shows:

```
SEND MAIL FUNCTION
TO >
```

Enter the name of the Mail file to which you want to send a message. You do not have to enter the .MSG extension. (For example, enter **MESSAGES** to send mail to the default file.) The screen shows:

```
FROM >
```

Enter your name (a maximum of 8 characters). The screen shows:

```
SUBJECT >
```

Enter a description for the message (a maximum of 32 characters). The screen shows:

```
ENTER MESSAGE, USE CONTROL C
  TO END MESSAGE
```

Type the message, using a carriage return to start a new line as necessary. Backspace is the only editing feature available in message creation. Press CTRL C to end the message and send it to DeskMate. The DeskMate Remote Menu is then displayed.

Log Off Use Option 6 to disconnect communication between the remote site and the host (DeskMate). The screen shows:

```
REMOTE LOG OFF
```

(Press F12 at the Host screen in DeskMate after disconnecting communication from the remote site. DeskMate returns to the Main Menu.)

Password

Press F6 to assign a password restricting access to DeskMate on initial entry into the system and on exiting the Host security mode. The screen shows:

```
Enter New Password
```

Type a password with a maximum of 8 characters. A valid password begins with a letter and contains no punctuation or blanks. Press ENTER. The Main Menu appears.

Select

Use Select to define more than one data file for deletion. Position the marker on the first file you want to select. Press F7. Now position the marker on the last file for selection (in the same application column), and use Delete.

Copy

Use Copy to duplicate a data file on diskette. Position the marker over the file you want to copy, and press F8. The screen shows:

```
From filename:XXXXX.XXX   To filename:
```

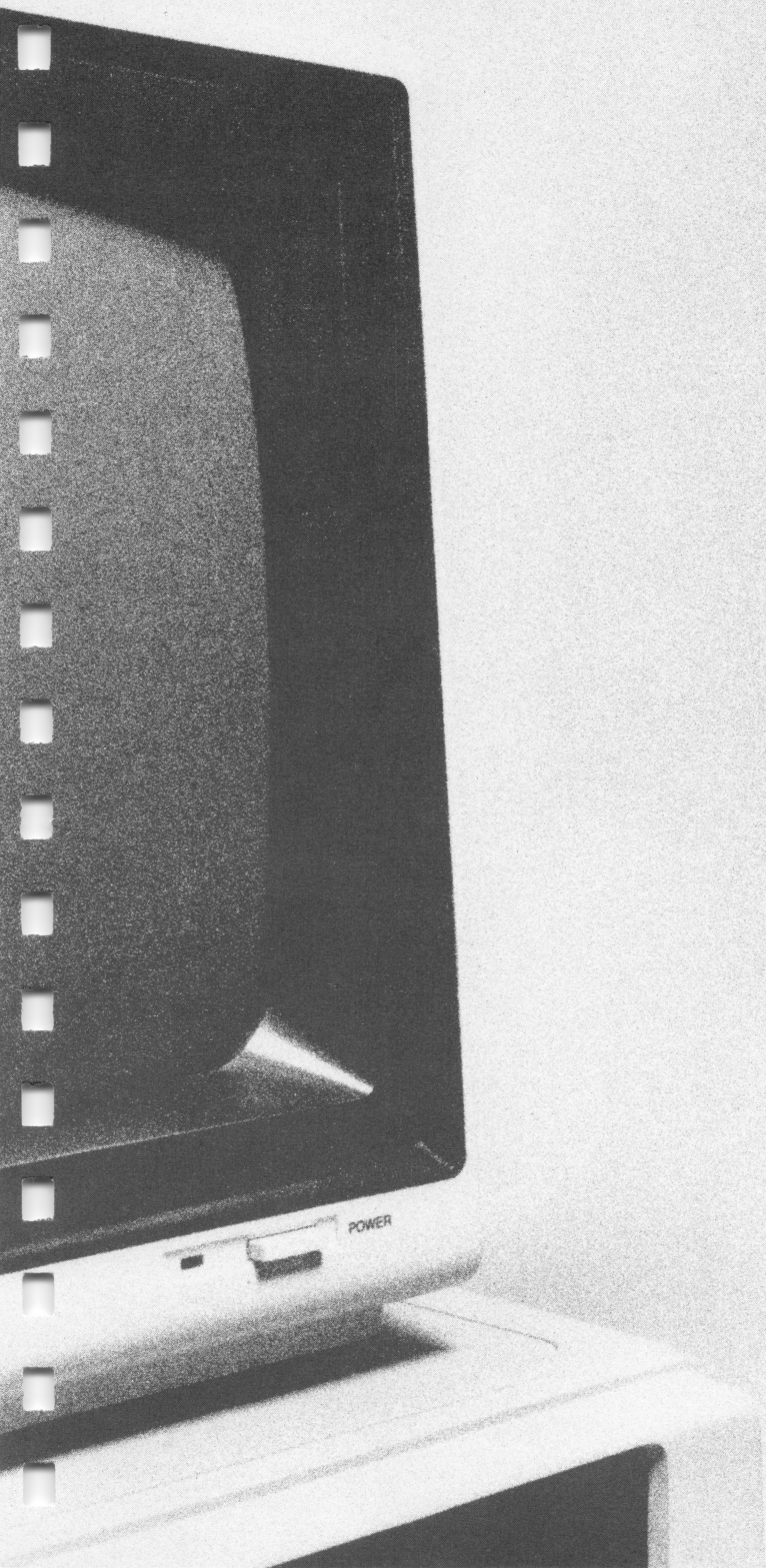
The **From** filename with its extension is displayed. If the filename is incorrect or blank, type the filename with its extension. Press ENTER. Type a filename for the new file and press ENTER.

Delete

Press F9 to delete the data file under the marker or all selected files (in one application) from the DeskMate diskette. The filename of the marked data file is displayed. Enter the correct the filename if necessary, and press ENTER to proceed. The data file is deleted.

Swap

Press F10 to activate the drive not currently in use (2-drive system). For example, at the **Current:** prompt, type **B:** to indicate Drive B.



Text

Chapter 4

TEXT

The Text application is an easy to use, yet powerful text editor program. Use Text to prepare everything from quick memos to letters, articles, and reports.

You can rearrange, delete, and insert text, as well as change the format of your document. You can print documents, combine documents, and save all or a portion of a document to diskette.

Using Text

To create a new document file, place the marker over Text, press (ENTER), and enter the new filename. The first screen for that document is displayed.

To open an existing document file, position the marker over the filename, and press (ENTER). The first page of the selected document file is displayed.

The first 22 lines of the screen hold your document. The Text functions are displayed on the next 2 lines. The last line indicates location (line number and page number) of the marker.

After you fill the screen through the twenty-second line, the screen scrolls, or moves up line by line, to let you continue. To see a line after it has scrolled off the screen, use the arrow keys as described in the arrow keys section of this chapter.

The Help Screens

The 2 Text Help screens contain brief summaries of the functions and ways to use them. Within the Text application, press (ALT) (F1) to view the first Help screen. To view the next Help screen, press (ENTER). Press (F12) to return to the Text screen.

The Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing SHIFT or CTRL along with the arrow keys moves the marker more rapidly. Refer to Table 2 for exact marker movement.

Marker Movement Keys

Key	by itself	with SHIFT moves the marker:	with CTRL
→	one character to the right	one word to the right	to the right margin of the current line
←	one character to the left	one word to the left	to the left margin of the current line
↑	one line up in the current column	to the top of the screen in the current column, or to the top of the previous screen if already at the top or press PG UP	to the beginning of the document or press HOME
↓	one line down in the current column	to the bottom of the screen in the current column, or to the bottom of the next screen if already at the bottom or press PG DN	to the end of the document or press END

Table 2.

The Text Functions

Use Text functions (listed at the bottom of the Text screen) to manipulate the text within your document and from document to document. To select a function, press the appropriate function key.

Find

Press F1 to search for and Find a *string* (sequence of characters) of as many as 40 characters. The following prompt appears at the bottom of the screen:

```
Search string:
```

Type the string you want, and press ENTER. Find ignores uppercase and lowercase. For example: *STRING* and *string* are recognized as equal. If the string is found, the line containing the string is displayed at the top of the screen. To find the next occurrence of the string, press F1 again, then press ENTER to use the same search string.

Substitute

Press F2 to search for a string and replace it with another string. The screen shows:

```
Search string:
```

Enter the string you wish to replace. The screen shows:

```
Replacement string:
```

Enter the string you wish to Substitute. The first occurrence of the string is found. The screen shows:

```
Replace? (Y/N)
```

Press Y to replace this occurrence of the string. Press N to skip those occurrences that you do not wish to replace with the new string. Press BREAK at any time to cancel any further substitution.

Add/Replace

Press F3 to toggle Text between the Add and Replace modes. Add (insertion) is the default mode. Everything you type is inserted (added) at the current marker position, and any text following the marker is shifted to the right one space for every character inserted. In the Add mode, BACKSPACE deletes the previous character, moves one space to the left, and closes up the text.

In Replace (overstrike) mode, each character you type overstrikes (replaces) the character under the marker. The text is not moved. Note that you cannot replace a carriage return. You must skip over a carriage return when in this mode, toggle to Add mode and insert characters in front of it, and/or use (DELETE) to remove it. In the Replace mode, (BACKSPACE) erases the previous character, moves one space to the left, and leaves the space blank.

Format

You can Format the screen to any width you choose. For example, you may want to use the same width as your printed document so that you can see how it will look when printed. The maximum screen width is 79 characters.

Press (F4) to specify the screen Format you want to use for your document. The following prompt appears:

```
Line Width = 70
```

Enter the number of characters you want to appear across each line on the screen.

Merge

Press (F5) to Merge (combine) a copy of another document with the document on which you are currently working. The following prompt appears:

```
Enter merge filename:
```

Enter the name of the document file that you want to Merge into your document, and press (ENTER). The length of the document file is checked, and if there is enough room, it is copied into the document at the current marker position.

If there is not enough room in your document for the entire Merge document file, the merge is cancelled, and the screen displays:

```
Not enough memory [ENTER] to continue
```

Save

Press F6 to Save a copy of this document to a diskette file. The following prompt appears:

```
Enter save filename:
```

Enter the name of the file to which you wish to Save this document, and press ENTER. If you do not enter a filename, the document name is used, and the file is saved onto the diskette in Drive A or the Drive you specified in the Main Menu Swap function.

Select

Use Select to define a word or block of text in order to perform some other operation on it. Position the marker on the first character you want to select, and press F7. Then, use the arrow keys to place the marker over the last character in the block. All highlighted text between the first and current marker positions is selected.

After you select your text, Copy or Delete it, as appropriate. Press F7 if you decide not to use the text you have selected. If you use any other Text operation except Find or exit the Text function before you Copy or Delete, the text is unselected.

You can use the Find function to display text for selecting. Use Find to search for the first character, word, or string you want to include in your text block. Then select the block as usual.

Copy

Press F8 to place all selected text in the copy buffer. Copy does not delete the text but merely makes a duplicate of it. You can Insert this duplicate somewhere else in your document or Copy it to a diskette file. Copy can also save all or part of a document file to diskette or duplicate a diskette file and copy it to this document.

To Insert duplicated text at another location, move the marker to the appropriate position, and press F10. The text is inserted at that position.

To Copy the contents of the copy buffer to or from a diskette file, press F8 again. (When copying from a diskette file, do not select text before you use Copy.) The following prompt appears:

```
From:                To:
```

Enter the name of the diskette file from which you wish to Copy text into this document. The file is loaded into the copy buffer. If there is not enough room in the copy buffer for the entire document file, the **From:** message is cancelled, and the screen shows:

```
Not enough memory
```

To copy the text currently in the copy buffer, press ENTER to move to the **To:** prompt. Enter the name of the diskette file to which you wish to copy the text. The text is appended to that file.

Delete

Press F9 or DELETE to Delete all selected text. The text is immediately deleted. If no text is selected, the character under the marker is deleted.

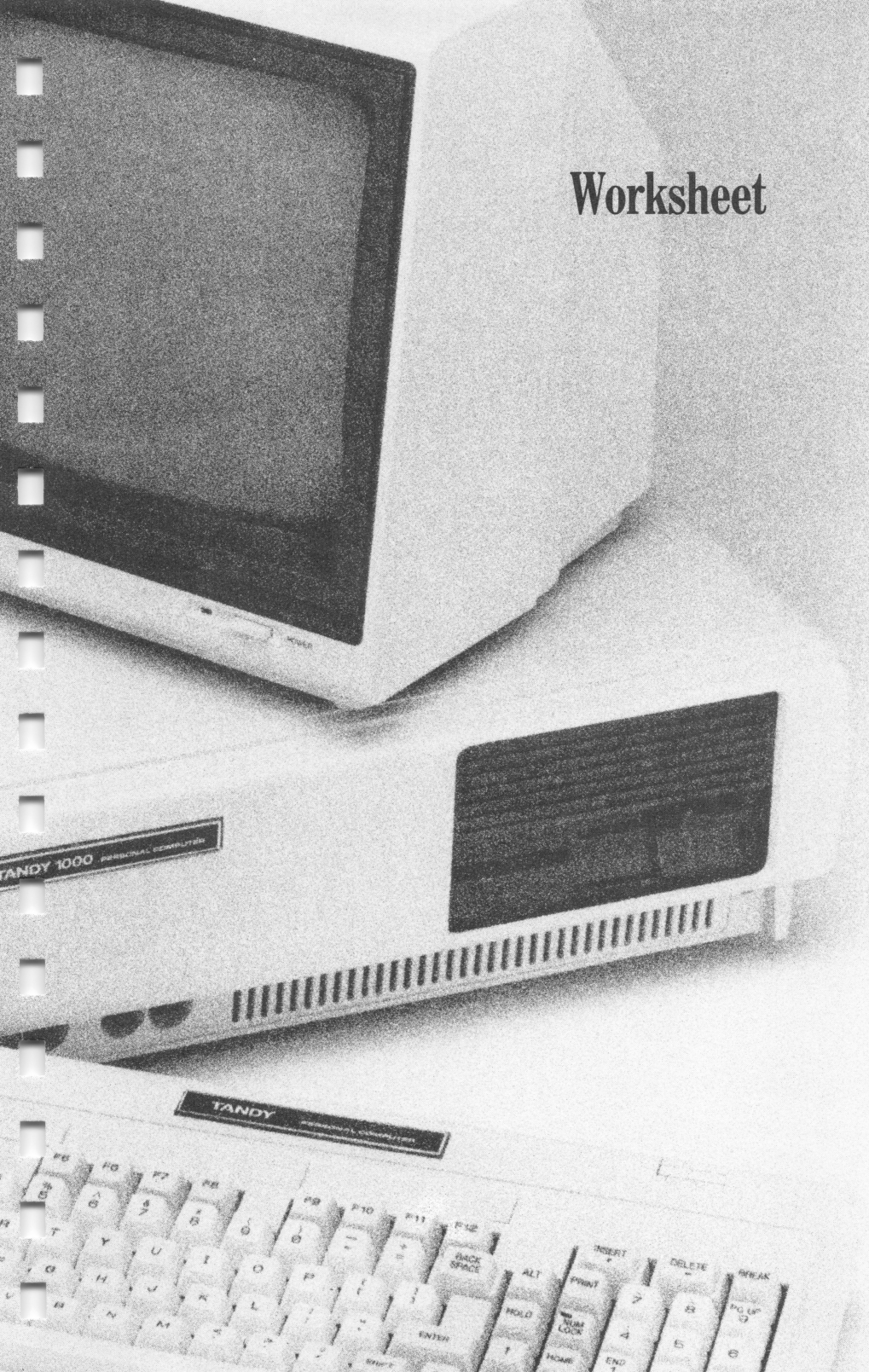
Insert

Press F10 or INSERT to Insert the contents of the copy buffer at the current marker position.

Print

Press PRINT to Print the entire document. Make sure that you have checked the printer settings in the Printer subfunction (subfunction ALT F6) and that your printer is ready to print.

> **Note:** To print part of a document, you can use the print command SHIFT PRINT and print everything currently on the screen. Use the Find function or the arrow keys to display the text you want to print.



Worksheet

Chapter 5

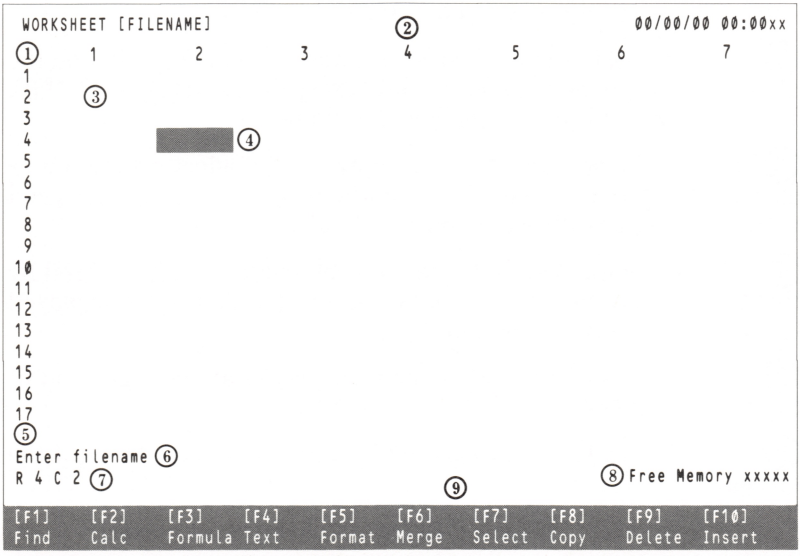
WORKSHEET

With Worksheet, you can easily perform complex calculations for budgeting, forecasting, statistical analysis, engineering, and many other previously tedious tasks on a spreadsheet that you customize to meet your specific needs. You can find data quickly and copy and merge files, as well as print all or part of a spreadsheet.

Using Worksheet

To create a new worksheet file, place the marker over Worksheet, press ENTER, and type the new filename. An empty worksheet screen is displayed.

To open an existing worksheet file, place the marker over the filename, and press ENTER.The first worksheet screen for that file is displayed.



If you use the default column width (10 characters), no setup procedures are necessary. You can begin entering your worksheet data right away. There are four types of data you can enter: numeric data, formulas, cell text, and block text. See "The Worksheet Functions."

(1) Row numbers appear down the left side of the screen in the Row Label area.

(2) Column numbers appear across the top of the screen in the Column Label area.

A *window* consisting of 17 rows and 7 columns (more or less, depending on the column width you set) can be displayed on the screen at one time. You can have as many as 99 rows and 99 columns in each worksheet. To move from window to window in the worksheet, use the arrow keys or the Find function.

(3) Each intersection of a row and a column is a *cell.*

(4) The highlighted rectangle is the entry marker. Use the entry marker to select a cell for data entry.

(5) To add data to the worksheet, position the entry marker on the correct cell, type the data on the data entry line, and press ENTER. The entry is displayed in the cell simultaneously.

(6) The command line either prompts you to select a function or displays the function you are currently using. Error messages and warnings also are displayed on this line.

(7) The cell status line indicates the cell currently highlighted by the entry marker (R4C2). The data contained in that cell is displayed to the right of the cell number.

(8) The amount of Free Memory is displayed at the right end of the cell status line.

(9) The Worksheet functions are listed on the last two lines of the screen.

To exit Worksheet, press F12 (saves changes) or SHIFT F12 (cancels changes). Press Y at the prompt to confirm the command.

The Help Screens

The 7 Worksheet Help screens contain brief summaries of the functions and ways to use them. Within the Worksheet application, press (ALT) (F1). The screen most appropriate to your current situation on the Worksheet is displayed. Press (F12) to return to the Worksheet.

The Arrow Keys

Use the arrow keys to move the entry marker from cell to cell and to the row and column Labels. The arrow keys move the marker a cell at a time, in the direction of the arrow. Press (SHIFT) or (CTRL) along with an arrow key to move the marker more rapidly. See Table 3.

Key	Marker Movement Keys by itself	with (SHIFT) moves the marker:	with (CTRL)
(→)	one cell (or column Label) to the right	to the last column on the screen, or to the last column on the next screen if the entry marker is in the last column	to Column 99 in the current row
(←)	one cell (or column Label) to the left	to the first column on the screen, or to the first column on the previous screen if the entry marker is in the first column	to Column 1, or to the row Label if entry marker is in Column 1
(↑)	one cell (or row Label) up	to the first row on the screen, or to the first row on previous screen if the entry marker is in the first row	to Row 1, or to the column Label if the marker is in Row 1
(↓)	one cell (or row Label) down	to the last row on the screen, or to the last row on the next screen if the entry marker is in the last row	to Row 99 in the current column

Table 3.

The Worksheet Functions

The Worksheet functions are displayed at the bottom of the screen. To select a function, press the appropriate function key.

Find

Press F1 to search for and Find a string of characters or a specific cell. The following prompt appears:

```
Specify string or cell
```

Enter the cell contents that you want to Find. The window containing that cell is displayed. The entry marker highlights the cell.

When searching for a specific cell, only a valid cell number is recognized. Type **R**, the row, then **C**, and the column number. The window containing that cell is displayed with the entry marker highlighting the cell. If a row or column number is omitted, the row or column number corresponding to the cell location of the entry marker is taken.

Note that you cannot search for a string entered using the Text function. Find searches for data by cell and therefore disregards Text, since it is not cell oriented.

To find the next occurrence of the same search string, press F1 again.

Calc

Press F2 to Calculate the worksheet you set up. Also use Calc to recalculate a worksheet in which you make changes. Data is calculated according to cell contents, from left to right and top to bottom. Any non-numeric data is skipped. Results of the calculation are displayed in the cells in which formulas were entered.

Formula

To enter a formula into a cell, position the entry marker on that cell. Press F3 to mark the cell for formula entry, then enter the formula on the data entry line.

To enter a formula into several cells, select the cells, using F7 and the arrow keys. Next, mark them for formula entry, then enter the formula.

To erase values in formula cells while leaving the formula intact, press CTRL F.

Within a formula, mathematical operations are performed from left to right. Parenthetical operations are performed first, multiplication and division second, and addition and subtraction last. When parentheses are nested, the innermost operations are performed first. The operations available for use in formulas are given in Table 4.

Formula Operations			
between two cells:			
+	Addition	*	Multiplication
–	Subtraction	/	Division
		!	Power
for a row, column, or selected block:			
AVG	Average (mean) of the values	MIN	Minimum value
		RMT	Cumulative sum of the row
CMT	Cumulative sum of the column	SUM	Sum of the values
MAX	Maximum value		
for a cell:			
ABS	Absolute Value	LOG	Logarithm
ATN	Arctangent	SGN	Sign
COS	Cosine	SIN	Sine
EXP	Exponential	SQR	Square root
INT	Integer truncation	TAN	Tangent

Table 4.

Two special characters can also be used in a formula: A question mark (?) indicates a constant that is entered at the time of calculation (Calc), and a number sign (#) indicates a cell in a formula that is not adjusted for each successive row or column, but remains constant. The # is required in CMT and RMT formulas, but is useful in other formulas as well.

Following are examples of formulas using some of these operations.

? CONST A Sets a cell up to receive a constant (labeled CONST A) to be entered at the time of calculation.

(R1 + R2) Adds 2 cells in the same column.

(C3) – (R1C4) Subtracts the value of the cell in Row 1, Column 4 from the value of the cell in Column 3 of the current row.

C1*C2 Multiplies 2 cells in the same row.

(R1C2)/100 Divides the value of the cell in Row 1, Column 2 by 100.

C6R3!3 Calculates the cube of the value of the cell in Row 3, Column 6.

ABS(R2C3) Multiplies the value of the cell in Row 2, Column 3 by –1 if (and only if) it is a negative number (absolute value).

ATN(R3C5) Displays the arctangent of the value of cell R3C5—the angle that has its tangent equal to the value of cell R3C5. (The result displays in radians; use **ATN(R3C5)*57.29578** to display the arctangent in degrees.)

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

CMT(#R4C3) Gives a cumulative total for Column 3, beginning with Row 4. For example:

```
                [  3  ] [  4  ]
[  4  ]           5.00
[  5  ]          10.00
[  6  ]          20.00
```

If cells 4, 5, and 6 of Column 4 are selected and the above formula is entered, calculation produces the following results:

```
                [  3  ] [  4  ]
[  4  ]           5.00      5.00
[  5  ]          10.00     15.00
[  6  ]          20.00     35.00
```

COS(R3C5) Displays the cosine of the value of cell R3C5. (Use **COS((R3C5)*.01745329)** if the value in cell R3C5 is in degrees instead of radians.)

EXP(R4C3) Displays *e* raised to the power of the value of cell R4C3 (Napierian, or natural exponential e^x).

INT(R4C2) Displays the truncated value of cell R4C2.

LOG(R2C4) Displays the logarithm to the base 10 of the value of cell R2C4.

MAX(C4) Displays the maximum value of the current row, beginning with Column 4, over to the current cell, skipping any non-numeric data.

MIN(R1) Displays the minimum value in the current column, beginning with Row 1, down to the current cell, skipping any non-numeric data.

RMT(#R4C3) Gives a cumulative total for Row 4, beginning with Column 3. For example:

```
                [  3  ] [  4  ] [  5  ]
[  4  ]          5.00    10.00    20.00
[  5  ]
```

If cells 3, 4, and 5 of Row 5 are selected, and the above formula is entered, calculation produces the following results:

```
                [  3  ] [  4  ] [  5  ]
[  4  ]          5.00    10.00    20.00
[  5  ]          5.00    15.00    35.00
```

SGN(R3C4) Displays the sign of the value in cell R3C4 (displays 1.00 if the argument is positive or zero, and –1.00 if it is negative).

SIN(R2C1) Displays the sine of the value of cell R2C3 (use **SIN((R2C1)*.01745329)** if the value in cell R2C3 is in degrees instead of radians).

SQR(R5C1) Displays the square root of the value of cell R5C1.

SUM(R5) Displays the sum of the values in the current column, beginning with Row 5, down to the current cell, skipping any non-numeric data.

TAN(R2C3) Displays the tangent of the value of cell R2C3 (use **TAN((R2C3)*.01745329)** if the value of cell R2C3 is in degrees instead of radians)

Text

If you require more space for text than a single cell, or if you want a more formal-looking worksheet, you can select a block of cells in which to enter Text. The Text boundaries are defined by the selected block as a whole, rather than by each individual cell in the block. The program creates a window for writing, editing, and manipulating Text.

Press F4 to enter (or edit existing) Text in a selected area. (See "Select.") Word wrapping is automatic, and you can use limited editing features in Text.

Press BACKSPACE to delete the Text character preceding the cursor. DELETE deletes the character highlighted by the cursor. CTRL W deletes text from the cursor to the start of the next word. CTRL L deletes text from the cursor to the next carriage return. CTRL D deletes text from the entry marker to the end of the Text block.

Existing text blocks can be reformatted into larger or different shaped blocks in the same or slightly altered location. To do so, select a block of cells including at least one cell of the existing text block that you wish to reformat. Press F4. The Text block is reformatted into the newly selected block.

To exit the Text function with current changes intact, press F12. To restore Text to pre-edited condition, or to cancel a new block selection for Text, press SHIFT F12.

Format

Use Format to change column widths, number, or alphanumeric data format. Press CTRL ↑ while the entry marker is in Row 1. The marker moves up into the Column Label area. Move the marker onto a column you want to change. To change all columns to the same width, move the entry marker to the Column Label area, and press F5 for Format. The following message appears on the command line:

```
Specify ALL, width or width
```

Type **ALL,** and the new width to change the width of Columns 1-99. Type only the new width to change the width of the current column.

To use Format to specify a certain number format for existing cell data, place the entry marker on the cell you want to change, and press F5. The screen shows:

```
Specify format types
```

At the data entry line, enter the letter for the format you wish to use, as follows:

L = left-justified
R = right-justified
D = decimal (up to 7 decimal places)
I = integer (whole number)
$ = dollar format (two digits after the decimal)

You can enter more than 7 digits after a decimal, but precision is lost after 7. You can also select a group of cells to format.

> **Note to Color Monitor Users:** You can designate a special color for a particular cell or Text block while using Format. Type **,C=** and one of the following: **BLU**, **GRN**, **CYN**, **RED**, **MAG**, or type **NOR** (normal) to reset to the original color arrangement. The special color designation is saved to diskette.

Merge

Press F6 to save a selected block to diskette or insert data from a diskette file at the current marker position. If nothing is selected, the second prompt is displayed:

```
SAVE: Enter filename.
```

or

```
LOAD: Enter filename.
```

At the data entry prompt, enter the name of the file in which you wish to save the selected block or from which you wish to load and insert at the current marker position. (If Text is encountered and the entire Text block is not included in the selected area, the Text can be copied as individual cells.)

Select

Use Select to define a block of the worksheet. Position the entry marker on the first cell for the block, and press F7. Move the marker to the last cell that you wish to include. All selected cells are highlighted.

After you select the block, use Formula, Text, Format, Merge, Copy, Delete, or Print as appropriate.

Copy

Press (F8) to place a selected area in the copy buffer. If Text is encountered (maximum of 10 Text blocks) and an entire Text block is not included, the Text is copied as individual cells. Use Insert to place the contents of the copy buffer in another area on the worksheet.

(SHIFT) (F8) releases the memory used by the copy buffer.

Delete

To delete an entire row or column, position the marker in a Row or Column Label and press (F9). All formulas are adjusted to correctly reflect the row or column deletion. Text blocks do not shift.

On the worksheet, press (F9) to Delete the data in the current cell or all selected cells. If Text is encountered (maximum of 10 Text blocks) and an entire Text block is not included in selected area, that Text block is skipped, and deletion continues with the next non-Text cell.

Insert

Press (F10) within a Row or Column Label to insert a blank row or column at the current position. All formulas and Text blocks are adjusted to correctly reflect the row or column width. Text blocks do not shift.

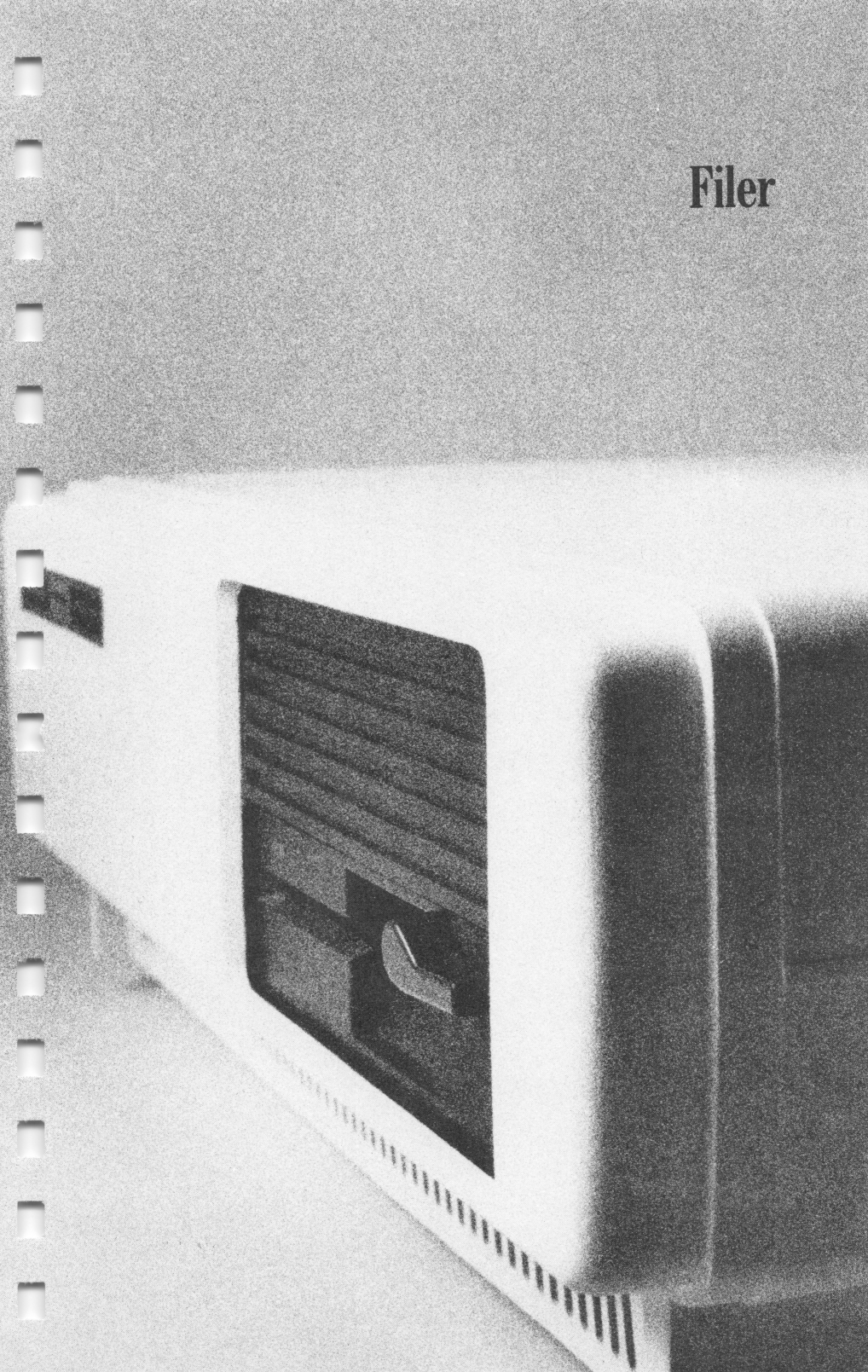
On the worksheet, press (F10) to insert the contents of the copy buffer at the current entry marker position. Row data can only be inserted into another row. Column data can only be inserted into another column.

If the destination area contains any Text cells or if the contents of the copy buffer will not fit, the command is ignored.

Print

Press (PRINT) to print the selected area of the worksheet or the current window if no area is selected. Make sure the printer settings are correctly adjusted (in the Printer subfunction) before you use the print function.

Filer



Chapter 6

FILER

The Filer application provides information storage and retrieval. Filer is easy to set up, maintain, and access. You can refer to the files you set up at any time.

Filer's flexibility permits you to set up a custom data entry form for each file so that you can include any information in any desired format. You can sort or search for a record by any of the fields that you set up on the Filer form. You can also automatically dial a phone number listed in your file, print records or list them to the screen, combine 2 Filer files, add or delete records from the file, and copy records to another diskette file.

Using Filer

Place the marker over Filer and press ENTER to create a new file. Then, enter the new filename.

To open an existing file, position the marker over the filename, and press ENTER.

When you first create a file, no format is set up, and no records exist. A blank Form screen is displayed. Before you enter records into a file, you must set up a Form for that file. Set up the labels and fields you want to include in your file. (See "The Filer Functions—Form" for more information.)

When you open an existing file (one that has a format defined), the first record is displayed. A blank Filer entry screen is displayed if a file format exists but no records are currently in the file.

You can examine or change the displayed record or press CTRL → and display the next record. If no records are in the file (a blank record form displays), you can enter the data for your first record. (See "Adding Records.")

> **Note:** If you have a 128K computer, you can have a maximum of 550 records per file. If you ever have trouble using Filer, review the CONFIG.SYS file to see if it contains ANSI.SYS or LPDRVR.SYS. If it does, remove them. Ideally, boot up using a diskette that contains no CONFIG.SYS file.

The Help Screens

The 5 Filer Help screens contain brief summaries of the functions and ways to use them. The first 2 screens contain general information. Within the Filer application, press (ALT) (F1). After the first Help screen is displayed, press (ENTER) to view the second screen. Press (F12) to return to the main Filer screen.

The remaining 3 screens are for specific information concerning Find, Form, and Display. Press the appropriate function key, and then press (ALT) (F1). Press (F12) to return to the appropriate function screen.

The Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Press (SHIFT) or (CTRL) along with the arrow keys to move the marker more rapidly. See Table 5.

Key	Marker Movement Keys by itself	with (SHIFT) moves the marker:	with (CTRL)
→	one character to the right	to the Field area in Form	to the next Find match or to the next record
←	one character to to the left	to the Label area in Form	to the previous Find match or to the previous record
↑	one line up in the current column or to the first character in the previous field	to the first field on the screen	to the first Find match or to the first record on file
↓	one line down in the current column or to the first character in the next field	to the last field on the screen	to the last Find match or to the last record on file

Table 5.

The Filer Functions

The Filer functions are displayed at the bottom of the screen. To select a function, press the appropriate function key.

Find

Press F1 to search for and Find a record or group of records. The Find function screen displays a blank form with the special Find functions (Equal, Greater, Less, Reset, Mark) at the bottom of the screen. The marker is on the primary key (Order) field.

Type the search data for each field. You can include * and ? as *wildcard* indicators. Type * before or after data in a field to disregard all characters that appear before or after the data, respectively. The use of ? is similar, except that it causes only 1 character to be ignored. (Use wildcard indicators only if you use equal (=) as the Find operator.) Press ENTER or ↓ to skip any field.

Press a function key (F1, F2, or F3) to set the Find criteria Equal to, Greater than or equal to, or Less than or equal to the information you have typed in that field. The default is Equal. (Choose the function any time the marker is over the appropriate field—before, during, or after you enter the data.)

Press F12 to begin the search. If search criteria exist for more than 1 field, Find searches for records that match all the criteria. All records that match the criteria are found, and the first one is displayed. Use CTRL with the → and ← keys to scroll forward or backward through the records.

Special Find functions are:

Reset Press F5 to Reset the Find criteria. The records are reset, and the main Filer screen is displayed.

Mark Press F7 to mark or unmark the fields when you use the Display and Print functions. Marked fields are visible—displayable or printable. An asterisk appears in the Label area of all visible fields. Invisible fields do not Display or Print. The default is visible.

Call

Define Voice dialing in "Telecom." Press F2 to dial any phone number currently highlighted. If a valid sequence of numbers is highlighted, the number is dialed. Pick up the telephone receiver for normal conversation. Filer operation resumes at the point at which you made the request.

Display

Press F3 to display a list of all records that match the Find criteria.

A Label line is displayed at the top of the screen. The data for the records chosen is displayed horizontally. The data for each field appears under its corresponding Label. The length of each field is determined by the longest item of data entered for that field. Two spaces are inserted between each field.

Wrapping. If the records take up more than 80 characters across the screen, the records (Label line and data lines) wrap to the next line, indented 5 spaces.

Eliminating Fields from the Display. If you do not wish to display certain fields, unmark those fields in Find.

Scrolling Through the Records. If more records are chosen to display than can fit on the screen, use the arrow keys to scroll through the records. (See "The Arrow Keys.")

Press F12 to return to the main Filer screen.

Print

Press F4 to Print a list of all records that match the Find criteria. Make sure that you have first set the printer settings in the subfunction, Printer.

The record list prints. A Label line appears across the top of the paper. The data for the records chosen is printed horizontally. Each field appears under its corresponding Label. The length of each field is determined by the longest item of data entered for that field. Two spaces are inserted between each field.

Wrapping. If the records use more characters than are available on 1 line, the records (Label line and data lines) wrap to the next line, indented 5 spaces.

Eliminating Fields from the List. If you do not wish to print certain fields, unmark those fields in Find.

> **Note:** To print only 1 record, use the print command (SHIFT) (PRINT), and print everything currently on the screen, including the label line. Use the Find function or the arrow keys to display the record you want to print.

Form

Press (F5) to display the Form screen. For each field you want to include in your records, you must set up a field in Form. A format field line consists of a Label and a Field area. You can define a format with a maximum of 21 fields.

Defining a Label. The left side of the screen is reserved for field Labels. A Label always begins at the left margin. Type 1 or more characters (a maximum of 15) on a line in this area to create a new field on that line. Press (ENTER) after you complete the Label. The unused Label area fills with a line of dots and a colon. The marker is positioned to set up the Form for the Field area.

> **Note:** For blank lines between field lines, press (ENTER) or (↓) before you enter any characters in the Label area.

Defining a Field Area. Press (ENTER) in the first position of the Field area to display a line of insert dots, and specify a maximum of 59 alphanumeric characters for a line of data in this field. (See "Number" if you want to set up a numeric field.) Press (ENTER) again to move to the next line.

You can enter a maximum of 255 insert dots. Press (ENTER) at the beginning of a line to fill the line with insert dots. If the Field length is greater than 59, it wraps to the Field area on the next line. The Label area on that line is left blank.

You can enter fewer than 59 insert dots in a line or combine them with *edit characters*. To enter insert dots one-by-one press (F10) for each dot.

Edit characters convey a certain type of required entry—in either alphanumeric or numeric data fields. A common use of edit characters is for formatting telephone numbers; for example:

```
(...) ...-....
```

The parentheses, the space, and the dash are edit characters; they are skipped over during data entry.

Special Form functions are:

Order In data entry, records are sorted in the order you set here. The ordered, or *key*, fields are sorted first, in ascending order. Then, the rest of the fields are sorted in their order of appearance on the screen. The priority number of ordered keys appears in the Label area on the screen.

Press F1 to make the field under the marker a key field. The screen shows:

```
>Priority Number:
```

Enter the priority for this key. If you press ENTER without entering a priority number, the field is given the next available number (1 if no fields are ordered yet).

If you choose a field that is already a key, press ENTER to leave the priority unchanged, or enter a new priority. If an existing priority is used, the priority numbers are shifted to allow for it.

A priority number of 0 removes the key status of a field and reorders the keys.

Pack Press F2 to Pack the file when the efficiency decreases because of many additions, deletions, and changes to records. The file efficiency (A, B, C, or D) displays on the Form screen. Pack if the efficiency drops below B. If efficiency drops to D, it is displayed on the main Filer screen. Use Pack immediately to recover lost diskette space.

Number Press F3 to specify the field under the marker as a numeric field. A number sign (#) appears in place of the colon for a numeric field. (Press F3 again to change the field back to alphanumeric.)

If the Field is not yet set up when you use Number, Filer sets it up for 12 digits, a decimal, and 2 decimal places. You can edit the number of digits on either side of the decimal with Add or Delete. Data entered in the field aligns around the decimal.

If the Field is already defined, Number right-justifies any data entered in the field when it is displayed or printed.

Delete In the Field area, press F9 to delete the character under the marker.

In the Label area, press F9 to delete the entire field, including the Label.

Add In the Field area, press F10 to add 1 character at the current marker position.

In the Label area, press F10 to add a new field at the current marker position. All fields below the marker move down 1 line.

To save the new form, press F12.

Merge

Press F6 to merge another Filer file into the current file.

At the prompt, enter the name of the file you want to merge into this file. If the file formats are **exactly** the same, copies of all the records in the (`From`) file are merged into this file. If duplicate records exist in the 2 files, the extra records are not merged into the file.

Copying a Form to Use in Another File. When you merge 2 files, the formats of the files must be identical. Since 1 character difference makes the files incompatible, make a copy of this file after you set up your format (before you enter any records). This procedure is done at the Main Menu. (See "Main Menu Functions—Copy.")

Select

Use Select to mark the contents of a record for copying to a document file on diskette. Place the marker over the first field's data to select, then press F7. Move the marker over the last field to include. All selected data is highlighted. You can now Copy the selected area.

Copy

Press F8 to copy to a new document file on diskette the field contents of the selected record.

At the prompt, enter the name of the new diskette file you are creating to which you wish to Copy the selected data. The data is copied to the new document file.

Delete

Press F9 or DELETE to delete the record currently displayed.

Add

After you set up a format, a blank form is displayed for record entry. (If you are opening an existing file, the first record in the file is displayed. You can edit the record or press F10 to display a blank form.)

The entry screens are always in the overstrike mode; each character replaces the character at the current marker position. Type the appropriate data for each field. Alphanumeric fields are left-justified. Numeric fields are aligned around the decimal or right-justified if there is no decimal.

Press ENTER after each field. Use the arrow keys to move through the data fields as desired.

Press F10 to add the record and display another blank form. F12 adds the record and returns to the main Filer screen.

As you add records, they automatically sort according to the primary key field. If you used the Order function in Form, records sort by the key fields first, then the rest of the fields in descending order. Records sort correctly, regardless of the order in which they are added.

Telecom

Chapter 7

TELECOM

Telecom is a telecommunications application, designed for communication between the DeskMate computer and another computer running a host program. Telecom can transmit and receive any DeskMate type file. Hookup to the host computer can be over telephone lines or direct.

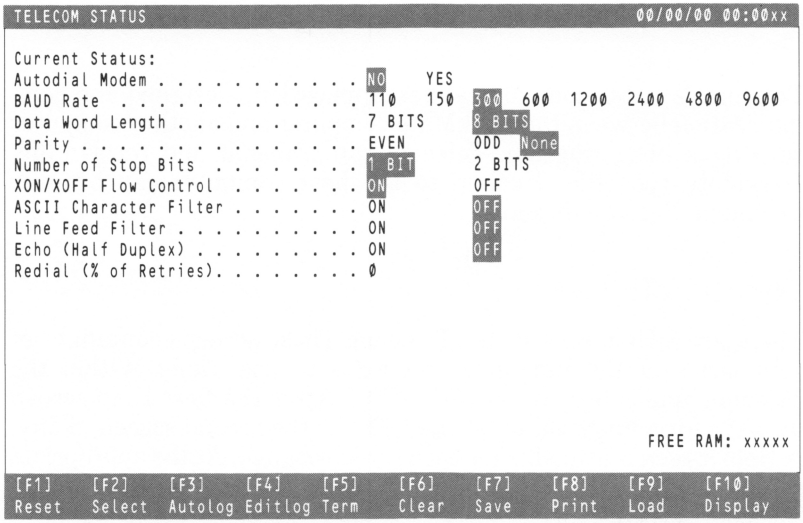
The Help Screens

There are 8 Help screens for Telecom. These screens contain brief summaries of the functions and ways to use them. Within the Telecom application, press ALT F1. After the first Help screen displays for a function, press ENTER for the second screen, if any. A Help screen is available for each screen change. At the appropriate screen press ALT F1. F12 returns you to the appropriate Telecom screen.

Setting the Status

The first step in communicating with a host computer is to connect a modem to the DeskMate computer. Refer to your modem's operating instructions for details.

After the modem is properly connected and set, place the marker over Telecom, and press ENTER. The screen shows the current telecom status settings. The default settings are as shown:



To change a setting, use the arrow keys to move the marker to the correct value, then press ENTER or F2 (Select). The new setting is highlighted.

If you are using an Autodial Modem, change that status to **YES**. The Define Modem Type screen appears.

> **Note:** If you are directly connecting DeskMate as host to another computer, the Autodial Modem status **must** be **NO**.

The functions for voice dialing, computer dialing, and answer mode are displayed.

Voice Voice Dialing Definition defines the dialing sequence that your modem uses when auto dialing phone numbers in the Phone and Filer applications. Determine the specific sequence for your modem, then press F1 to display the Voice Dialing Definition functions.

Press F1 to send the phone Number to the DeskMate modem.

Press F2 to Receive text from the modem. At the prompt, type the text you expect to receive from the modem, and press ENTER.

Press F3 to Send text to the modem. At the prompt, type the text to send, and press ENTER.

Press F4 to Pause during a command sequence. The message **PAUSE:** appears on the screen. Type the number of seconds to pause, and press ENTER.

Press F5 (WaitNC) to wait for No Carrier detected before continuing. **WAITNC** is displayed.

Press F6 (WaitC) to wait for a Carrier detected before continuing. The message, **WAITC**, appears.

Press F7 to set a new Delay time for transmitting data.

Press F9 to Delete the line under the marker.

Press F10 to Insert a blank line at the current marker position.

Press F12 to save the completed voice dialing sequence and return to the Define Modem Type screen.

Comp Computer Dialing Definition defines the dialing sequence your modem uses when executing auto logon sequences in Terminal. (This is the dialing sequence, not the logon sequence.) Determine the specific dialing sequence for your modem, then press F2 to display the Computer Dialing Definition functions. The Computer Dialing functions are the same as those for Voice Dialing.

Press F12 to save the completed computer dialing sequence and return to the Status screen.

Answer Answer Mode Definition defines the answer sequence your modem uses for answering the remote site when DeskMate is in the Host mode. Determine the specific answer sequence for your modem, then press F3 to display the Answer Mode Definition functions.

Press F2 to Receive text from the remote modem. The prompt **RECEIVE:** appears. Type the text you expect to receive from the modem, and press ENTER.

Press F3 to Send text to the remote modem. **SEND:** appears on the screen. Type the text to send, and press ENTER.

Press F4 to Pause during a command sequence. **PAUSE:** appears on the screen. Type the number of seconds to pause, and press ENTER.

Press F5 (WaitNC) to wait for No Carrier detected before continuing. **WAITNC** appears on the screen.

Press F6 (WaitC) to wait for a Carrier detected before continuing. **WAITC** appears on the screen.

Press F7 to set a new Delay time for the transmission of data.

Press F9 to Delete the line under the marker.

Press F10 to Insert a blank line at the current marker position.

Press F12 to save the completed answer sequence and return to the Define Modem Type screen.

Cancel Cancel Mode Definition defines the sequence certain modems require to cancel auto-answer after exiting a communication function. The functions are similar to Voice, Comp, and Answer. The 300 Baud Modem Board default settings are not necessary for all modems. If your modem does not require these settings, use Delete to erase them from the screen. See "Appendix B" for more detailed information.

Press F12 to return to the Define Modem Type screen.

Press F12 a second time to return to the Status screen.

Refer to the host's requirements for baud rate, word length, parity, and number of stop bits settings. In most cases, you can use the default values for these parameters. Also, check your modem's operating instructions for its maximum baud rate. (The 4800 and 9600 baud rates are for transmission between computers that are directly connected.) If you use XON/OFF Flow Control, transmission to a host computer stops when the host sends an XOFF.

Transmission resumes when the host sends an XON. Telecom sends an XOFF to pause transmission from the host computer when data is coming in too fast for the input buffer. Telecom sends an XON to resume transmission.

The ASCII filter strips out all characters over 8Ø Hex and control characters except backspace, horizontal tab, line feed, form feed, carriage return, and escape.

Turn the Line Feed Filter On to add a Line Feed (ØAH) to all carriage returns (ØDH) received. Turn the option off to accept line feeds and carriage returns "as is."

Use the Echo (Half Duplex) option if the host does not echo the text you send. If the host echoes the text (full duplex), turn Off the Echo.

The Redial option lets you enter the number of Retries you want, when you are dialing a computer phone number or executing an automatic logon dialing sequence.

The Telecom Functions

The Telecom status functions are displayed at the bottom of the screen. To select a function, press the appropriate function key.

Reset

Press F1 to reset the Telecom parameters to the default settings. Current settings are always highlighted.

Select

To Select a setting on the Status screen, position the marker on the correct value and press F2 (or ENTER).

Autolog

Press F3 to execute an automatic logon sequence. The name of the auto logon file currently in RAM (if any) is displayed at the bottom of the screen. Press ENTER to use the current file, or enter the filename for the auto logon you wish to use. If you are using a manual-dial modem, the Telecom status setting is automatically used instead of the Autolog status setting.

If the carrier is detected, Telecom executes the auto logon sequence and goes into the interactive Terminal mode. If no carrier is detected, Telecom waits 5-10 seconds, then redials (retries if the Retries setting is greater than 0).

Editlog

Press F4 to create or edit an automatic logon sequence. The name of the auto logon file currently in RAM (if any) displays at the bottom of the screen. Press ENTER to use the current file, or enter a filename for the auto logon you wish to create or edit. To include embedded control characters in a logon sequence, precede the command with the character ^. Special Editlog functions are:

Status Press F1 to place the current status in the autolog sequence. The Status screen is displayed. Set the parameters, and press F12. A summary of the status appears on the screen.

Call Press F2 to place a dialing sequence in the autolog sequence. Type the dialing sequence, and press ENTER.

Recv Press F3 to Receive text from the host computer. At the prompt, type the text you expect to receive from the host, and press ENTER.

Send Press F4 to Send text to the host computer. At the prompt, type the text to send, and press ENTER.

Pause Press F5 to Pause during a command sequence. Type the number of seconds to pause, and press ENTER.

Delete Press F9 to Delete the line under the marker.

Insert Press F10 to Insert a blank line at the current marker position.

Press F12 to save the completed auto logon sequence and return to the Status screen.

Terminal

Press F5 to enter the interactive terminal mode. In the interactive terminal mode, characters you type are sent to the host program. Incoming characters are displayed as they are received. If the host program echoes your transmissions, they are displayed as well. (If the host does not echo, you can use the self echo option on the Status screen to display your keyboard input.) Special Terminal functions are:

Buffer Press F1 to open or close the RAM Buffer for capturing the text of the Terminal session. You can examine the text later, using the Display or Print function on the Status screen. When you open the buffer, incoming text appends to the current buffer contents.

Clear Press F2 to Clear the contents of the RAM buffer. All data in the buffer is lost when you use this function.

Recv Press F3 to Receive a file from the host computer. At the prompt, type the filename, and press ENTER. There are no restrictions on file type.

> **Note:** Use 8-bit transmission, and turn off all filters and character translation options when receiving binary data.

Send Press F4 to Send (transmit) a file to the host computer. At the prompt, type the name of the diskette file, and press ENTER.

Printer Press F5 to turn on or off the printer option. When the option is on, the text of the Terminal session is sent to the printer as it is received and displayed. (If the ASCII Character Filter is on, only codes 20-7F Hex, 08, 09, 0A, 0C, 0D, and 1B are sent.)

When the printer option is on, transmission is much slower. Also, if you are transimitting at a baud rate greater than the maximum character input rate of your printer, some characters are lost as they are sent to the printer. Check your printer's specifications for its maximum character input rate.

Break Press F6 to generate a Break sequence (250ms null).

Disc Press F7 to Disconnect communication with the host (hang up the phone).

Call Press F8 to auto dial a phone number (for example, an information service number). At the prompt, type the dialing sequence, and press ENTER.

Press F12 to return to the Status screen.

Clear

Press F6 to clear the RAM buffer. All contents are lost when the buffer is cleared.

Save

Press F7 to save the contents of the RAM buffer on diskette as a document (Text application) file. Enter a filename for the document. The Status screen is displayed after the file is saved.

Print

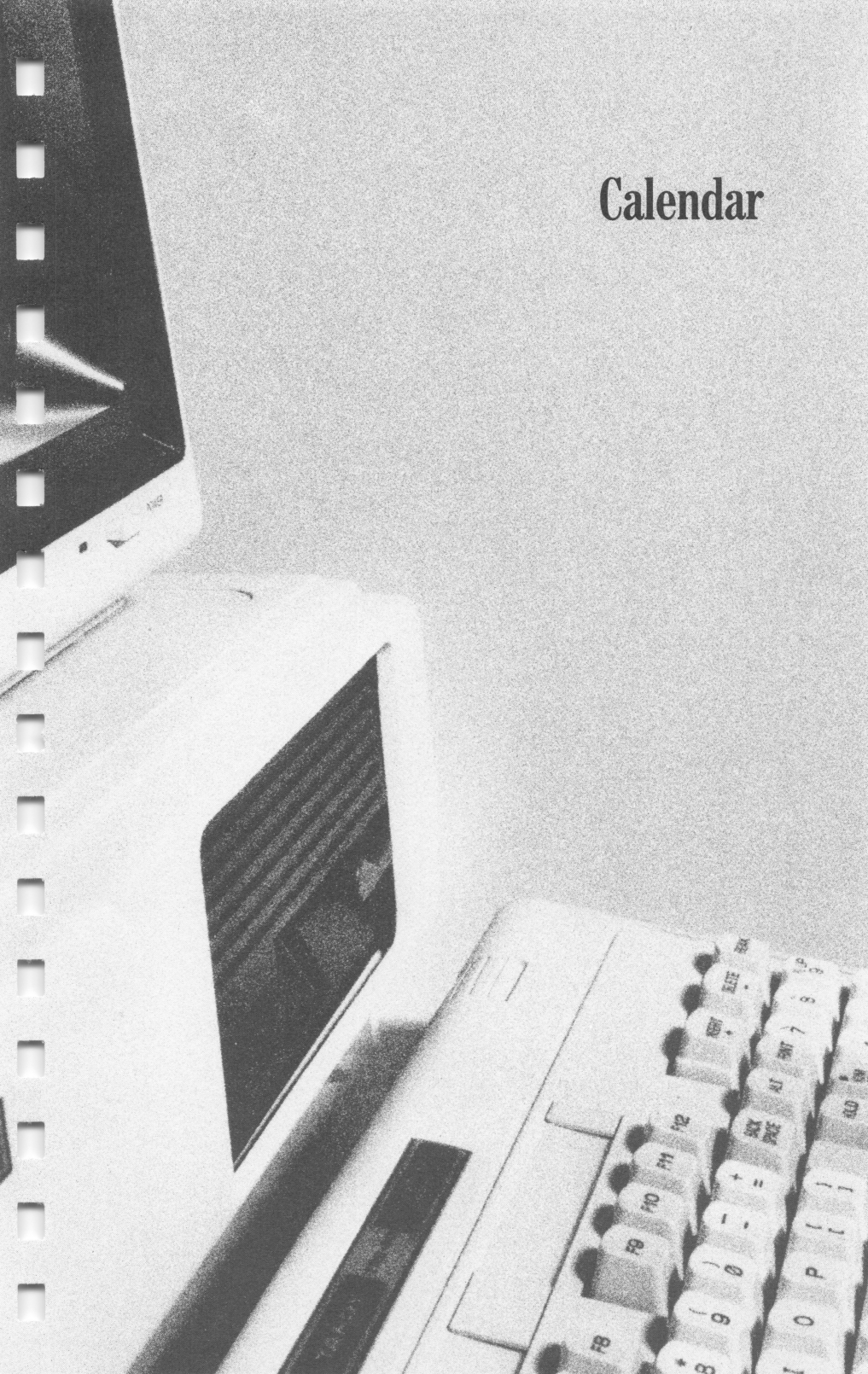
Press F8 to print the contents of the RAM buffer. The Status screen is displayed when the buffer print is complete.

Load

Press F9 to load a file from diskette to the RAM buffer. Enter the name of the file from which to load. The Status screen displays after the file is loaded.

Display

Press F10 to display the contents of the RAM buffer. Press HOLD to pause the display. Press any key to continue. Press any key to return to the Status screen after the buffer display is complete.



Calendar

Chapter 8

CALENDAR

The Calendar application is an event scheduler. You can use it as a general purpose calendar and planner to replace your desk calendar and date book. It records important events, their dates, and their times so that you can refer to them at any time. Beginning with the current day, Calendar provides you with a week-at-a-glance schedule.

You can search for an event by date, time, and description, print a list of and set the alarm for selected events, combine 2 Calendar files, add and delete events from the calendar, and copy events to another diskette file.

Using Calendar

To create a new file, place the marker over Calendar, press ENTER, and enter the new filename. A blank Calendar entry/edit screen is displayed.

To open an existing file, place the marker over the appropriate filename, and press ENTER. The entry/edit screen for that file is displayed.

In the upper left corner of the screen is the Weekly Time Chart. The days of the week (Mon, Tue, and so forth), beginning with the current date (1st, 2nd, and so forth), are displayed down the left side of this area. The times of day, beginning with 12:00 a.m., are displayed across the top.

Any events for the week are marked with asterisks (*) in their corresponding day and time slots. When event times conflict with each other, the conflicting times are marked with an exclamation point (!).

In the upper right corner of the screen is the Month Calendar, similar to a standard desk calendar. The current date is highlighted.

In the bottom section of the screen is the Daily Events Calendar, in which events are entered and displayed. Calendar is always in the overstrike mode. Each character typed replaces the character at the current marker position.

Events are automatically sorted in Date/Time order regardless of the order in which they are added to the file.

With Calendar, you can define sections, or blocks, of events, duplicate them, and save them to a Text file (Copy), Merge them with a Calendar or Alarm file, or Delete them. To define a text block, first Select it. Once the text is selected, immediately Copy or Delete it. If you choose any other function or exit the file, the block is unselected. See "The Calendar Functions" for more information on these functions.

The Help Screens

The 2 Calendar Help screens contain brief summaries of the functions and ways to use them. Within the Calendar application, press ALT F1 to view the Help screens. After the first Help screen is displayed, press ENTER for the second screen. Press F12 to return to the main Calendar screen.

The Arrow Keys

Twelve event lines can be shown on the screen at once. After you complete the twelfth line, the events scroll, or move up line by line, to let you continue. To see a line after it has scrolled off the screen, press ↑ until the line appears. Press ↓ to return to the last line you were typing or editing.

Use the arrow keys to move the marker a character or line at a time. Press SHIFT or CTRL along with the arrow keys to move the marker more rapidly. See Table 6.

Marker Movement Keys

Key	by itself	with SHIFT moves the marker:	with CTRL
→	one character to the right	to the beginning of the first field to the right	to the next day
←	one character to the left	to the beginning of the first field to the left	to the previous day
↑	one line up in the current column	to the first entry on the current screen or previous page	to the first Find match or press HOME
↓	one line down in the current column	to the last entry on the current screen or next page	to the last Find match or press END

Table 6.

The Calendar Functions

The Calendar functions available are displayed at the bottom of the screen. To use a function, press the appropriate function key.

Find

Press F1 to search for and Find an event. An event line containing the current (default) Find settings is displayed. (A blank line is displayed if no search criteria have been entered.) The Find functions (Equal, Greater, Less, Reset) are displayed at the bottom of the screen.

To use the default settings, press F12. All events that match the criteria are found, and the first 12 are displayed. If more than 12 events match the criteria, use the ↓ and ↑ keys to scroll forward or backward through the events.

If no criteria are entered or if you want to change the search criteria, enter the new search data.

* and ? are wildcard indicators. Type * before or after specific data to be ignored. All characters that come before or after the data (respectively) are disregarded. ? is similar to * except that only one character is disregarded.

Type the search data for each field (including * and ? if you wish), and press ENTER. Press the appropriate function key F1 (equal to), F2 (greater than or equal to), or F3 (less than or equal to) to set the Find criteria for the information you have typed in that field. (You can choose the function any time the marker is over the appropriate field, before, during, or after you enter the data.)

Press F12 to begin the search. All events that match the criteria are found, and the first 12 are displayed. If more than 12 events match the criteria, use the ↓ and ↑ keys to scroll forward or backward through the events.

Reset Find Criteria. Press F5 to Reset the Find criteria. All fields are restored to their original settings.

Date

Press F2 to search for and display events that match a certain date. The screen shows:

```
>Enter Date (mm/dd/yyyy):
```

Type a new date, and press ENTER. (Use a 4-digit year.) All events for the date specified are found, and the first 12 displayed. If more than 12 events match the date, use the ↓ and ↑ keys to scroll forward or backward through the events.

Print

To print a list of all events chosen with the Find function or that match the current date if Find is not used, check the printer setting, and press F4.

> **Note:** To print only a few events that are displayed on the screen, use the print command, SHIFT PRINT, to print everything currently on the screen. Use the Find, Date, or Select functions or the arrow keys to display the events you want to print.

Alarm

Press F5 to insert selected events into the Alarm file. The alarm for each event is set for 30 minutes prior to the scheduled **Begin** time of the event. If the **Begin** time is **00:00**, no alarm is set for that event. See the Alarm chapter of this manual for more information.

Merge

Press F6 to merge all selected events into another Calendar file or to merge another Calendar file with this event file.

Merging Another File into the Current file. If no events are selected, the screen shows:

```
From:
```

Enter the name of the event file to merge into this file. Copies of all events in the **From** file merge into the current file.

Merging Selected Events into Another File. If any events are selected, the screen shows:

```
To:
```

Enter the name of the event file into which you wish to merge the selected events. Copies of all selected events in the current file merge into the `To` file.

Select

Use Select to define an event or a block of events in order to perform some other operation on it. Position the marker on the first event line you want to select, and press F7. Use the arrow keys to place the marker over the last event for the block. (See Table 6 for arrow key movement.) All selected events are highlighted as you move the marker.

After you select the events, Merge, Copy, Delete, or place them in the Alarm file, as appropriate. If you use any other function or exit the Calendar application before you perform one of the above operations, the events are unselected. You can also use Find to search for the events you want to select.

Copy

Press F8 to put all selected events into the copy buffer. Press F8 again to Copy the contents of the copy buffer to a document file on diskette. The screen shows:

```
To:
```

Enter the name of the diskette file to which you wish to copy the events. The events are copied to the document file.

Delete

Press F9 or DELETE to delete all selected events. The events are immediately deleted. If no events are selected, the event line under the marker is deleted.

Add

Press (F10) to add a new event. A blank event line appears. Type the Date of the event in *mm/dd/yyyy* format, and press (ENTER).

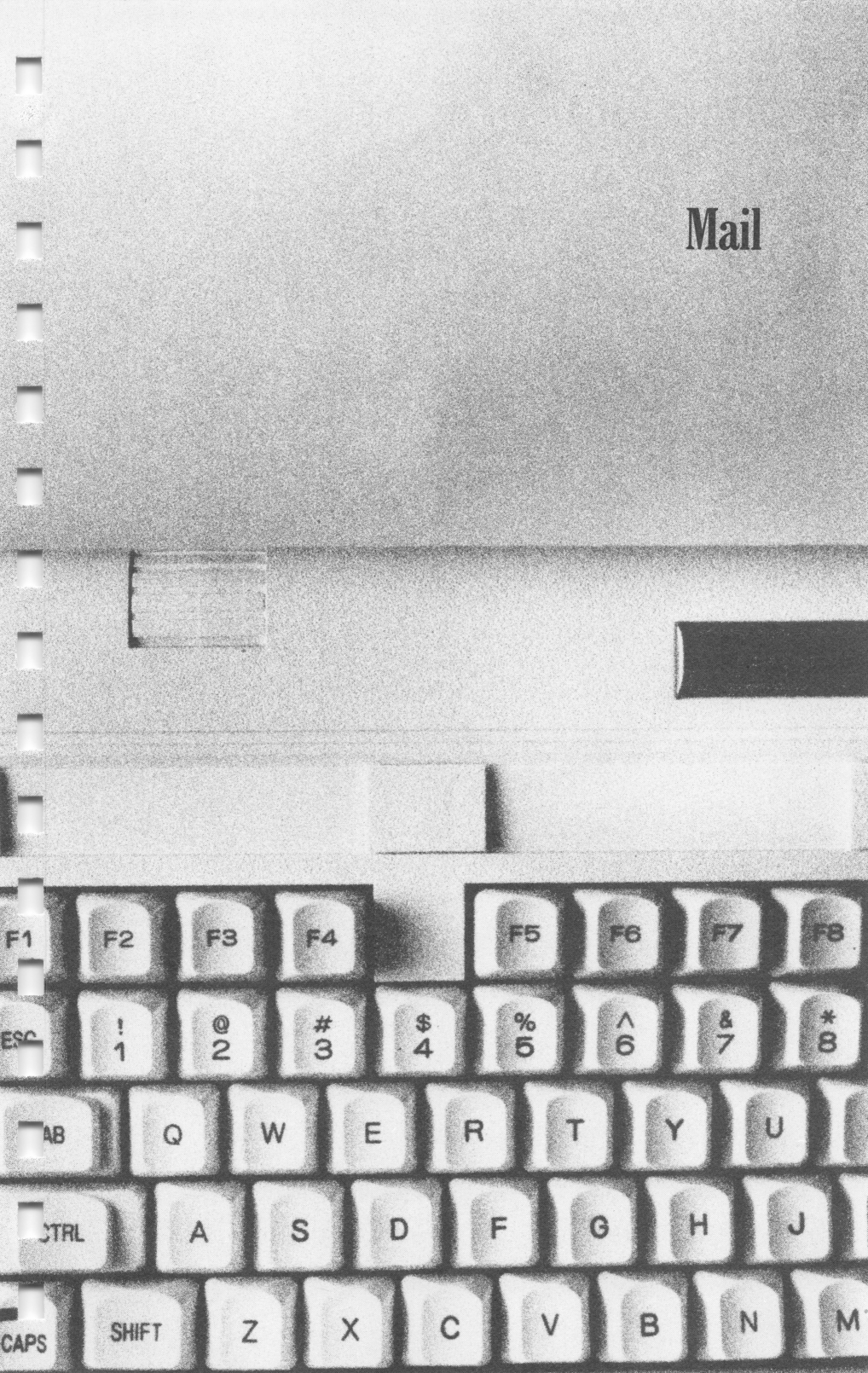
Type the time (12-hour) that the event **Begins**, and press (ENTER). For example, type **730a** (ENTER) for 7:30 a.m.

Enter the time (12-hour) at which the event **Ends**, and press (ENTER).

Enter a **Description** with a maximum of 44 characters for the event, and press (ENTER). (No uppercase/lowercase distinctions are made when searching for events. *A* and *a* are the same.)

Day Events. If no times are entered for an event, it is considered a *day* event—for the entire day—and it is not put into the Weekly Time Chart.

Mail


F1
F2
F3
F4
F5
F6
F7
F8
ESC
!
1
@
2
#
3
$
4
%
5
^
6
&
7
*
8
TAB
Q
W
E
R
T
Y
U
CTRL
A
S
D
F
G
H
J
CAPS
SHIFT
Z
X
C
V
B
N
M

Chapter 9

MAIL

The Mail application supports a simple message handler. It records important messages along with their dates, times, and authors. You can write or read a message at any time. You can also delete messages or print a list of messages

Using Mail

To open the default Mail file, MESSAGES, place the marker over Mail, and press ENTER.

To open an existing file, position the marker over the filename, and press ENTER. A listing of the messages in that file is displayed in ascending date/time order.

Each message line in the listing includes: the author's name, the date and time of the message, and a brief description of the message. Use the arrow keys to scroll through the listing if there are more than 20 messages.

To add a message to a Mail file or create a new Mail file, use the Create function. (See "The Mail Functions" for more information.)

The Help Screen

The Mail Help screen contains brief summaries of the functions and ways to use them. Within the Mail application, press ALT F1. F12 returns you to the Mail screen.

The Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing SHIFT or CTRL along with an arrow key moves the marker more rapidly. See Table 7.

Note that on the Text editor screen, the arrow keys are used in exactly the same way as they are in the Text application.

Marker Movement Keys			
Key	**by itself**	**with (SHIFT) moves the marker:**	**with (CTRL)**
(→)	Not used	Not used	to the next message
(←)	Not used	Not used	to the previous message
(↑)	one line up in the current column	to the top of the screen	to the beginning of the file
(↓)	one line down in the current column	to the bottom of the screen	to the end of the file

Table 7.

The Mail Functions

The Mail functions are displayed at the bottom of the message listing screen. To select a function, press the appropriate function key.

Find

Press (F1) to search for a particular message. Enter the author (`From`), `Date`, or `Description` of the message. All messages that match the search criteria are displayed. Display, print, or delete the messages. Press (F12) to return to the main message listing.

Create

Press (F2) to create a message. The Create Mail screen appears. The `Date` of the message you create is automatically determined by the current system date and time. Enter your name or the name of the author of the message (`From`). Enter a brief `Description` (32 characters maximum) of the message.

The last prompt is for the person to whom the message is written (`To`). The name you enter here is the name of the data file in which you want to store this message. If you do not enter a filename, the current file is assumed.

After the message information screen is complete, a Text entry screen is displayed.

Type the message, using the Text functions and editing features. Press F12 to save the message in the current Mail file (the To name). The message listing screen returns. The data you entered on the Create Mail screen is displayed in the listing.

The Text editor begins in the Add (insertion) mode. Everything you type is inserted at the current marker position. Any text following the marker shifts to the right 1 space for every character inserted.

The first 22 lines of the editor screen are for typing and editing your message. After you complete the twenty-second line, the screen scrolls, or moves up line by line, to let you continue. To see a line after it scrolls off the screen, press ↑ until the line appears. Press ↓ to return to the line you were typing or editing.

The Text functions are displayed at the bottom of the screen. Use any of the Text functions for your message. See "The Text Functions" in the chapter on Text for more information.

Press F12 to save the message and return to the message listing screen for the current file.

Display

With the marker on the listing of the message you want to display, press F3. The Text entry/edit screen for that message is displayed. Press F12 to return to the listing screen, and press Y or N to indicate whether or not to save changes. Press SHIFT F12 to return without saving changes.

Note that after saving an edited message, the edited version is saved as a separate message. To eliminate the old version, use the Delete function.

Print

Press F4 to print the message. Make sure the printer settings are properly set in the Printer subfunction before you print.

> **Note:** You can also print a message at the Text editor screen, using the Text Print function. (See "The Text Functions — Print" in the Text chapter.)
>
> To print part of a message, use the print command, SHIFT PRINT, at the Display screen to print everything currently on the screen.

Delete

Place the marker over a message listing, and press F9 or DELETE. The message is immediately deleted.

Appendices

BACKING UP YOUR DISKETTE

One-Drive System

If you have only 1 disk drive, follow these steps to make a backup of your DeskMate diskette.

1. Turn on the computer.
2. Insert the MS-DOS/BASIC diskette into the drive.
3. At the system prompt, `A>`, type: **Format** (ENTER). The following prompt appears:

```
Insert new diskette for drive A:
and strike any key when ready
```

4. Remove your MS-DOS/BASIC diskette, and insert a blank diskette into the drive.
5. Press any key to begin. A series of dashes appears on the screen. These dashes change to dots as your diskette is *formatted.*
6. When the formatting is complete, a prompt is displayed:

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

7. Press (Y) to continue formatting as many diskettes as you need. When the last diskette is formatted, press (N) at the prompt. The system prompt reappears.
8. Reinsert the MS-DOS/BASIC diskette, and type: **Diskcopy** (ENTER).
9. DISKCOPY prompts you to insert the formatted *target diskette* into Drive A. Insert the newly formatted diskette and press any key.
10. You are prompted to insert the *source diskette* (the diskette you wish to copy). Remove the target diskette, insert the DeskMate diskette, and press any key to continue. During DISKCOPY, you are prompted to switch the diskettes several times.

11. When DISKCOPY is completed, the following prompt is displayed:

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

12. Press N to end the session or Y to make more backups.

Two-Drive System

If you have a system with 2 disk drives, the backup procedure for the DeskMate diskette is much easier.

1. Turn on the computer.
2. Insert your MS-DOS/BASIC diskette into Drive A and your target diskette (your blank diskette) into Drive B.
3. At the system prompt, **A>**, type: **Format B:** ENTER.
4. Press any key to begin. When completed, the following prompt appears:

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

   You now have a formatted diskette which can be used as a *data diskette* in Drive B.

5. Select Y to format more diskettes or N to end the formatting procedure and return to the system prompt.
6. At the system prompt, type: **Diskcopy A: B:** ENTER. The following prompt is displayed:

```
Insert source diskette into Drive A:
Insert formatted target diskette
into Drive B:
Press any key when ready
```

7. Insert the source diskette (the diskette you wish to copy) into Drive A. With the target diskette in Drive B, press any key to begin. When the backup is complete, the next prompt appears:

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

8. Press Y to make more copies or N to end the session and return to the system prompt.

MODEM INFORMATION

The following are the modem definitions for the Modem II, DC-1200, and DC-2212.

Note: If you are using a rotary phone, omit **T** wherever it appears in the definition for your modem.

Modem II

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
DELAY	5	DELAY	5	DELAY	5
SEND	**ODT	SEND	**ODT		
NUMBER		NUMBER			
SEND	X	SEND	X	SEND	**C
RECEIVE	X	RECEIVE	X	RECEIVE	C
WAITNC		WAITNC			
WAITC					

DC-1200

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
DELAY	5	Not applicable		DELAY	5
SEND	**ODT			No definition required—always in answer mode	
NUMBER					
SEND	X				
RECEIVE	ON LINE				

DC-2212

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
DELAY	2	DELAY	2	DELAY	2
SEND	*.C*.G@^\DT	SEND	*.C*.G@^\DT	SEND	*.C*.G@^\AX
RECEIVE	T	RECEIVE	T	RECEIVE	AUTO ANSWER
NUMBER		NUMBER			
SEND	X	SEND	PPPPX		
RECEIVE	ON LINE ORIG	RECEIVE	X		
		PAUSE	4		
		SEND	*		
		RECEIVE	DISCONNECT		

300 Baud Modem Board (Default Settings)

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
DELAY	2	DELAY	2	DELAY	2
SEND	*C*MG@^\DT	SEND	*C*MG@^\DT	SEND	*C*M@^\AX
RECEIVE	T	RECEIVE	T	RECEIVE	X
NUMBER		NUMBER			
SEND	X	SEND	PPX		
RECEIVE	X	RECEIVE	X		
		PAUSE	2		
		SEND	*		

(If you are using rotary dialing, replace each T with an R.)

Appendix C

INSTALLING MS-DOS ONTO YOUR DeskMate DISKETTE

To allow for more data space, Tandy 1000 applications do not have MS-DOS installed. Therefore, your DeskMate diskette is not a bootable diskette. You can boot (start up) your system with your MS-DOS diskette and then insert the DeskMate diskette to execute the program. For extra convenience, you can make a bootable DeskMate diskette by following these instructions.

> **Note:** This procedure reduces usable disk space from 52224 bytes to 12288 bytes.
>
> Do not use this procedure if your printer requires LPINST. (See "Printer Configuration Instructions" in your tutorial.) In this case, you must boot your system using the MS-DOS diskette.

If you want to use the tutorial, please do so **before** you install MS-DOS on your DeskMate diskette. The installation, though making your diskette bootable, does not leave room for data files needed for your use during the tutorial.

One-Drive System

1. With the Computer turned on, insert an MS-DOS system diskette in the drive, and press the RESET button. The system prompt, `A>`, is displayed once you answer the date and time prompts.
2. Type **format /s** ENTER. The following message appears:

   ```
   Insert new diskette for drive A:
   and strike any key when ready
   ```

3. Remove the system diskette, and insert a blank diskette into the drive.
4. Press any key to begin. A series of dashes appears on the screen. These dashes change to dots as the diskette is formatted. When the diskette is formatted, you are asked:

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

5. Press Y to continue formatting diskettes. Press N when the last diskette is formatted. The system prompt reappears.

6. Insert the original DeskMate master diskette that came with your computer. (Do not use a copy that already contains data you created.)

7. Type **copy *.exe b:** ENTER.

   The following prompt appears:

   ```
   Insert new diskette for drive B:
   and strike any key when ready.
   ```

8. Insert the newly formatted diskette, and press any key. You are asked to switch diskettes several times. (Use the DeskMate diskette when you are prompted to insert the diskette for Drive A, and use the newly formatted diskette when you are prompted for the diskette for Drive B.)

9. With the original DeskMate diskette in Drive A, type **copy *.hlp b:** ENTER.

   As before, you are asked to insert the formatted diskette and strike any key. Do so, and when asked to switch diskettes, follow the instructions on the screen. The system prompt reappears when the transfer is complete.

10. Again, with the DeskMate diskette in Drive A, type: **copy *.tws b:** ENTER. Insert the formatted diskette, and press any key. Switch diskettes as instructed by the screen messages.

When you are finished, the system prompt reappears. Now, you have a bootable DeskMate diskette.

Two-Drive System

1. With the computer turned on, insert an MS-DOS system diskette in Drive A (the lower drive), and press the RESET button. The system prompt, `A>`, is displayed once you answer the date and time prompts.

2. Type **format b: /s** ENTER. The following message appears:

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

3. Insert a blank diskette in Drive B (the upper drive), and press any key to begin. `Format another (Y/N)?` appears when the diskette is formatted. Press Y to continue formatting diskettes. Press N when the last diskette is formatted. The system prompt reappears.

4. Insert your original DeskMate master diskette in Drive A (do not use a copy that already contains data you created), and type **copy *.exe b:** ENTER.

5. When the system prompt reappears, type **copy *.hlp b:** ENTER. When the transfer of .hlp files is complete, the system prompt reappears.

6. Type **copy *.tws b:** ENTER.

When you are finished, the system prompt reappears. Now, you have a bootable DeskMate diskette.

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