Tandy 1000/2000

DeskMate® II

Quick
Reference
Guide

TANDY®

MAIL

Find   Finds specific message(s). Enter `From`, `Date`, and/or `Description` data for which to search. `ENTER` to skip fields. Displays all messages matching Find criteria. `F12` to return to original message list screen.

Create   Displays Create Mail screen. Enter `From`, `Description`, and `To` data for message. (`ENTER` to skip `To` and save in current file.) Text screen appears for message entry. Type message, using Text functions. `F12` when finished.

Display   Displays message under marker. Edit message. Press `F12` to exit.

Print   Prints message under marker. Check printer settings first.

Delete   Deletes message under marker.

Select   Defines block of events on which to perform another function. Place marker on first event. Select, then move marker to last event. Then use Alarm, Merge, Copy, or Delete.

Copy   Copies all selected events to a Text file on disk. Enter Text filename.

Delete   Deletes all selected events or event under marker if none selected.

Add   Displays blank line for adding new event. Enter date (⌈ENTER⌋ to use current date), Begin and End times in *hh:mm(a* or *p)* format, and Description.

DeskMate® II
Quick
Reference

CALENDAR

Find

Finds specific event(s). Choose relationship (default is equal), and enter data for which to search in appropriate fields. F12 begins search. Find functions are:

Equal—Specifies match equal to Find criteria.

Greater—Specifies match greater than or equal to Find criteria.

Less—Specifies match less than or equal to Find criteria.

Reset—Resets Find criteria.

Special Find indicators are:

?—Ignores character in this position.

*—Ignores all characters preceding or following.

Date

Sets Calendar to specific date. Enter date in *mm*/*dd*/*yyyy* format. Displays month, week, and daily events for date entered.

Cal/Events

Toggles marker between calendar area and events list on screen.

Print

Prints all events for current date or those matching Find criteria. Check printer settings first.

Alarm

Copies and places all selected events into Alarm file. Alarm time is set to 30 minutes prior to event's beginning time.

Merge

Events selected: Merges all selected events into another Calendar file. Enter filename.

No events selected: Merges another Calendar file into current file. Enter filename.

Clear—Empties RAM buffer.

Recv—Downloads file from host. Enter filename.

Send—Uploads, or sends, diskette file to host. Enter filename.

Printer—Switches printer option on/off. When on, text from host is sent to printer and screen.

Break—Generates break sequence (250ms null).

Disc—Disconnects phone line (on-hook).

Call—Autodials phone number. Type dialing sequence.

F12 to return to original status screen.

RAM buffer-related functions on status screen are:

Clear	Empties RAM buffer.
Save	Saves contents of RAM buffer on diskette as Text file. Enter Text filename.
Print	Prints contents of RAM buffer.
Load	Loads file from diskette to RAM buffer. Enter filename.
Display	Displays contents of RAM buffer.

CONTENTS

GENERAL KEY USAGE

All Applications

BACKSPACE	Backspaces; deletes previous character.
F11	Toggles subfunction label lines on and off.
F12	Saves all data entered; exits to previous operation or menu.
HOLD	Toggles a pause in computer operation on and off.
SHIFT F12	Cancels changes; returns to Main Menu (Text, Calendar, and Worksheet only).
BREAK	Cancels current request, prompt, or command.
SHIFT PRINT	Prints everything on screen.
ALT F1 - F7	Selects desired subfunction.
ALT =	Toggles between DeskMate and another software package.

Within an Application

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

Load	Loads Voice, Comp, and Answer definitions for highlighted modem. Enter filename if different from selected modem.
Autolog	Executes an autolog file. ENTER for current autolog file, or enter name of another file.
Editlog	Displays Editlog screen. Enter name of autolog file you are creating or editing. Use functions to create logon sequence, entering responses/prompts appropriate to Host. Editlog functions are:

Status—Displays status screen. Set parameters. Press F12 to return.

Call—Places phone number in autolog sequence. Type number, and select another function to end number.

Recv—Specifies response from host. Type text, including any control codes. Select another function to end prompt.

Send—Specifies response to host prompt. Type text, including any control codes. Select another function to end response.

Pause—Places pause in autolog sequence. Type number of seconds to pause. Select another function to continue.

Break—Sends break sequence from within autolog file.

Delete—Deletes sequence item at current marker position.

Insert—Inserts blank line for adding new sequence item at current marker position.

F12 to save completed autolog sequence; returns to original status screen.

Term	Enters interactive terminal mode. Term functions are:

Buffer—Opens/closes RAM buffer in which to capture text from host, appending it to current buffer contents.

TELECOM

Reset   Changes parameters back to original settings.

Select   Changes parameter to setting under marker. Can also place marker on new setting and press [ENTER] to select it.

If you select Yes for Auto Dialing Modem, define the following modem protocol (default modem definitions for 300-Baud Modem Board):

Voice   Selects voice dialing definition function. Voice dialing definition functions are:

         Number—Sends phone number to modem.

         Receive—Receives text from modem. Enter text.

         Send—Sends text to modem. Enter text.

         Pause—Pauses during dialing sequence. Enter number of seconds to pause.

         WaitNC—Waits for No Carrier detect before continuing.

         WaitC—Waits for Carrier detect before continuing.

         Delay—Sets a delay time for data transmission.

         Delete—Deletes line under marker.

         Insert—Inserts blank line under marker.

Comp   Selects computer dialing definition function. Functions are same as voice dialing definition functions.

Answer   Selects answer mode definition function. Functions are same as above with exception of no Number function.

Save   Saves Voice, Comp, and Answer definitions in a .mdm file. Enter filename. Filename appears as a predefined modem type on screen thereafter.

[CTRL] [←]   Displays previous item in file.

[CTRL] [→]   Displays next item in file.

[F1]-[F10]   Selects desired function in application.

Note: Arrow key usage might vary slightly in some applications. See the chapters in the Reference part describing specific applications for exceptions to these key usages.

SUBFUNCTIONS

Help   Displays reference information on Main Menu, the current application, or function (Find, Format, and Formula).

Calc   Displays Calculator mini-screen. Type each operand and operator (or choose operator from function line), and press ENTER.

Show Alarm   Displays previous and next Alarm events.

Alarm On/Off   Turns Alarm function on and off.

Phone   Displays Phone list. Enter a maximum of 78 phone entries consisting of initials, names (last name first), and phone numbers (area code, then number).

Use arrow keys to enter local area code (ACODE) and Prefix codes (1-3) for special codes to precede phone numbers. CTRL ↓ displays second screen of Phone list. Phone functions are:

Find—Enter characters for which to search, then F1 to find first match.

Call—Dials number at current marker position. Area code dialed only if different from local area code. All marked prefix codes are dialed (1, 2, 3, order).

Prefix1—Marks and unmarks Prefix1 to be dialed before phone number.

Prefix2—Marks and unmarks Prefix2 to be dialed before phone number.

Prefix3—Marks and unmarks Prefix3 to be dialed before phone number.

Sort—Sorts entries alphabetically, according to first field entered.

Print—Prints phone list. First, check printer settings.

Delete—Clears data on current phone entry line.

Add—Displays blank line for adding new phone entry.

Special Find indicators are:

?—Ignores character in this position.

*—Ignores all characters preceding or following.

Call   Dials phone number under marker, using current Phone and Telecom voice dialing information.

Display   Displays, in horizontal format, all records matching current Find criteria.

Print   Prints all records matching current Find criteria. Check printer settings first.

Form   Displays Form screen. Change form if desired.

Merge   Merges another Filer file with **same** form into current file. Enter filename to merge.

Select   Defines data in record for copying to Text file. Place marker on first data field of block. Select, then move marker to last field. Copy data block.

Copy   Copies selected data to new Text file on disk. Enter desired Text filename.

Delete   Deletes currently displayed record.

Add   Displays blank form for adding new record.

FILER

Form

Automatic if new file. Enter a maximum of 21 lines of fields. Type label for each field, press [ENTER]. Press [ENTER] twice to fill rest of line with dots, or enter dots one-by-one by pressing [F10] (edit characters optional), press [ENTER]. Form functions are:

Order   Identifies field as sort key. Press priority number or [ENTER] for next available number. Priority fields sort first. Other fields sort in order of appearance.

Number   Right justifies data in field.

Delete   Label area: Deletes label under marker and associated data area.

               Data area: Deletes character under marker.

Add   Label area: Inserts blank line at current marker position.

               Data area: Inserts blank character at current marker position.

After form setup, [F12] to exit. Enter data on blank form.

Find   Finds specific data in file. Choose relationship (default is Equal), and enter data for which to search in appropriate fields. [F12] begins search. Find functions are:

               Equal—Specifies match equal to Find criteria.

               Greater—Specifies match greater than or equal to Find criteria.

               Less—Specifies match less than or equal to Find criteria.

               Reset—Resets Find criteria.

               Mark—Toggles between marking and unmarking fields for use with Display or Print functions. Default is marked.
               • appears in label areas of marked fields.

Printer   Displays printer settings screen. Change or keep following default settings before printing:

Left Margin:	0
Printed Line Width:	80
Total Lines per Page:	66
Printed Lines per Page:	60
Double Space (Y/N):	N
Pause between Pages (Y/N):	Y
New Page after Print (Y/N):	Y

Date   Changes system date and time.
Date format—*mm*/*dd*/*yyyy*.
Time format—*hh:mm*(*a* or *p*).

MAIN MENU

Date
Changes system date and time. Format: *mm*/*dd*/*yyyy hh*:*mm*(*a* or *p*).

Name
Renames file. Enter old name of file (or `ENTER` for file under marker), then enter new name for file.

Free
Displays amount of free space on current disk.

Alarm
Displays Alarm screen. On blank line, enter `Remind@` time, `Date`, `Begin` and `End` times, and `Description` for each Alarm event. Alarm functions are:

Merge—Merges Calendar file into Alarm file. Enter Calendar filename.

Select—Defines block of events. Place marker on first event of block; select, then move marker to last event of block. Copy or delete block.

Copy—Copies selected event block to a new or existing Text file on disk. Enter Text filename.

Delete—Events selected: Deletes event block. No events selected: Deletes current event line.

Add—Displays blank line for adding new event. Enter event `Remind@` time, `Date`, `Begin` and `End` times, and `Description`.

Host
Places DeskMate in Host mode for remote job entry. Host computer can choose to use or not use security option. Remote site computer can use the following functions:

Directory—Lists eight options. Choose one file type, or press `7` to see all DeskMate files. Press `8` to change diskette or directory currently in use.

Read File From Host—Retrieves file from Host. Enter filename. Follow directions on screen.

Select
Defines block of cells on which to perform another function. Place marker on first cell of block. Select, then use arrow keys or Find to highlight block. Use Formula, Text, Format, Merge, Buffer, Copy, Delete, or Print.

Copy
Copies selected cells to an ASCII Text file. Enter valid Text filename.

Delete
Cells: Deletes cell or selected block.

Row or Column Label: Deletes all data (except text taking up more than one column) in row or column under marker. All following rows or columns and formulas are adjusted. Text blocks shift with deletion.

Insert
Cells: Inserts copy buffer contents at current marker location.

Row or Column Label: Inserts a new row or column at current marker location. All following rows or columns and formulas are adjusted.

`PRINT`
Prints selected area or current window. First, check printer settings.

LOG   Logarithm
SGN   Sign
SIN   Sine
SQR   Square root
TAN   Tangent

Special formula symbols:

?—Indicates constant to be entered during calculation.

#—Precedes cell location to mark it as "direct reference" for formula (does not change to current row or column when entered in more than one cell).

[CTRL] [F]—Erases values in formula cells.

Format   Changes format or width for cell or selected cells.

Cell: Default is $. Format indicators are:

L—Left justification

R—Right justification

D—Decimal format (enter number of decimal places)

I—Integer format

$—Dollar format (two decimal places)

C—Color

Column: [CTRL] [↑] to move to column label area. Change all columns (**ALL,***width*) or current column (***width***).

Buffer   Copies selected block to copy buffer. Insert block at another location. [SHIFT] [F5] releases memory used by copy buffer.

Merge   Cells selected: Saves selected area to Worksheet file. Enter save filename. No cells selected: Loads and inserts Worksheet file at current marker location. Enter filename.

Send File To Host—Sends file to Host. Enter filename. Follow directions on screen.

Read Mail—Displays list of messages in Mail file. Type appropriate letter to read message contents. Press [ENTER] to view additional Read Mail screen. Press [CTRL] [C] to return to Remote Menu.

Send Mail— Places messages in Mail file. Enter Mail filename. Enter From and Description data. Type message. Press [CTRL] [C] to return to Remote Menu.

Log Off—Ends hookup to Host DeskMate.

Passwd   Assigns password for restricting access to DeskMate and Host. Enter password using as many as eight characters.

Select   Defines more than one file for deletion.

Copy   Duplicates selected file. Enter name for file from which to copy (or [ENTER] for file under marker) and for new file to which you are copying.

Delete   Files selected: Deletes selected files. Press [ENTER] to delete selected files. No files selected: Deletes file. Enter name of file to delete, or [ENTER] for file under marker.

Swap   Activates drive or directory not currently in use. Type new path indications at Current prompt. For example, type **b:\projects** [ENTER] to specify a change in drive and directory.

TEXT

Find	Finds specific string. Enter text for which to search. Marker moves to first match.
Substitute	Finds and replaces specific text. Enter text for which to search and text to use as replacement. Marker moves to first match; press `Y` to replace string, `N` to skip to next match.
Add/Replace	Switches between Add mode (inserting characters) and Replace mode (replacing existing characters).
Format	Changes line width of displayed text. Enter new line width.
Buffer	Copies selected text block to copy buffer. Insert at different location.
Merge	Merges another Text file into current document. Move marker to desired insert location. Merge, then enter name of file to merge.
Select	Defines text block. Place marker on first character of block. Select, then move marker to last character of block. Copy, print, buffer, or delete block.
Copy	Stores document or selected text on disk. Enter new name for file or `ENTER` to save to current file.
Delete	Text selected: Deletes text block from document. No text selected: Deletes character under marker.
Insert	Inserts copy buffer contents at current marker location.
`DELETE`	Text selected: Deletes text block from document. No text selected: Deletes character under marker.
`INSERT`	Inserts copy buffer contents at current marker location.
`PRINT`	Prints text. First, check printer settings.

WORKSHEET

Find	Finds specific string or cell. Enter string for which to search or cell location (**R#C#**).
Calc	Calculates and displays computed results. Enter any constants when prompted.
Text	Defines selected block of cells as text area. Select block, then Text. Type text, then `F12` to exit. Text editing functions include:

`DELETE`—Deletes character under cursor.

`BACKSPACE`—Deletes character in front of cursor.

`CTRL` `W`—Deletes text from cursor to beginning of next word.

`CTRL` `L`—Deletes text from cursor to next carriage return.

`CTRL` `D`—Deletes text from cursor to end of text block.

`SHIFT` `F12`—Cancels selection of newly marked block as text area; unedits changes to old text block; exits Text function.

Formula	Defines formula for cell or all selected cells. Use the following operators and functions:

$+$	Addition
$-$	Subtraction
$*$	Multiplication
$/$	Division
$!$	Power
$( )$	Priority operation
AVG	Average of values
MAX	Maximum value
MIN	Minimum value
SUM	Sum of values
CMT	Column summation
RMT	Row summation
ABS	Absolute value
ATN	Arctangent
COS	Cosine
EXP	Exponential
INT	Integer Truncation