

Text	<p>Defines selected block of cells as text area. Select block, then Text. Type text, then F12 to exit. Text editing functions include:</p> <p>DELETE — Deletes character highlighted by the cursor</p> <p>BACKSPACE — Deletes character in front of cursor.</p> <p>CTRL W — Deletes text from cursor to beginning of next word.</p> <p>CTRL L — Deletes text from cursor to next carriage return.</p> <p>CTRL D — Deletes text from cursor to end of text block.</p> <p>SHIFT F12 — Cancels selection of newly marked block as text area; unedits changes to old text block; exits Text.</p>	Select	<p>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, Copy, Delete, or Print.</p>
Format	<p>Changes format or width for cell or selected cells.</p> <p>Cell: Default is \$. Format indicators are:</p> <p>L — Left justification</p> <p>R — Right justification</p> <p>D — Decimal format (enter number of decimal places)</p> <p>I — Integer format</p> <p>\$ — Dollar format (2 decimal places)</p> <p>Column: CTRL L to move to Column Label area. Change all columns (ALL <i>width</i>) or current column (<i>width</i>).</p>	Copy	<p>Copies selected block to copy buffer. Insert block at another location, or Copy again to save contents of copy buffer on disk as new Text file. Enter Text filename.</p> <p>SHIFT F8 — Releases memory used by copy buffer.</p>
Merge	<p>Cells Selected: Saves selected area to Worksheet file. Enter save filename.</p> <p>No Cells Selected: Loads and inserts Worksheet file at current marker location. Enter filename.</p>	Delete	<p>Cells: Deletes cell or selected block.</p> <p>Row or Column Label: Deletes all data (except text taking up more than a single column) in row or column under marker. All following rows or columns and formulas are adjusted. Text blocks do not shift.</p>
		Insert	<p>Cells: Inserts copy buffer contents at current marker location.</p> <p>Row or Column Label: Inserts a new row or column at current marker location. All following rows or columns and formulas are adjusted.</p>
		PRINT	<p>Prints selected area or current window. First, check printer settings.</p>

WORKSHEET

Functions:

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.

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
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 1 cell).

(CTRL) (F) — Erases values in formula cells.

- 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.

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 in order of appearance.

Pack Packs data in file after changing form or deleting records; improves efficiency of file.

Number Right justifies data in field.

Delete Label Area: Deletes label under marker and associated data field.

Field Area: Deletes character under marker.

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

Field 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** to start 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 — Switches between marking and unmarking fields to Display or Print. Default is marked; * displays in Label area.

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. First, check printer settings.

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 a new Text file on disk. Enter Text filename.

Delete Deletes currently displayed record.

Add Displays blank form for adding new record.

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.

Merge Merges another Text file into current document. Move marker to desired insert location; Merge, then enter name of file to merge.

Save Stores document in its current form. Enter new name for file or **ENTER** to save to current file.

Select Defines text block. Place marker on first character of block; Select, then move marker to last character of block. Copy or Delete block.

Copy Text Selected: Copies selected block to copy buffer.
No Text Selected: Loads file from disk to copy buffer. Enter name of file to load. Save copy buffer contents on disk. Enter new filename for copy buffer save.

Delete Text Selected: Deletes text block from document.
No Text Selected: Deletes character under marker.

Insert Inserts copy buffer contents at current marker location.

Read Mail — Displays list of messages from 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 with as many as 8 characters.

Select Defines a group of files for deletion.

Copy Duplicates selected file. Enter names 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. **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 drive (or directory) indication at the **C u r r e n t** prompt; for example, type: **B:** to change to Drive B.

TELECOM

Reset Changes parameters back to original settings.

Select Changes parameter to setting under the marker. Can also place marker on new setting; press **ENTER** to select it.

If you select Yes for Auto Dialing Modem, define the following modem protocol (default modem definitions for Modem Option 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. Enter number of seconds to delay.

Delete — Deletes line under marker.

Insert — Inserts blank line under marker.

Comp Selects computer dialing definition function. Functions same as Voice dialing definition functions.

Answer Selects answer mode definition function. Functions same as above except no Number function.

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; 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.

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.

Clear — Empties RAM buffer.

Recv — Downloads file from Host. Enter filename.

Send — Uploads, or sends, disk file to Host. Enter filename.

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 a 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 6 options. Choose one file type, or press (Z) to see all DeskMate files.

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

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

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.

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

Left Margin: 5
Printed Line Width: 70
Total Lines per Page: 66
Printed Lines per Page: 60
Double Space (Y/N): N
Pause between Pages (Y/N): Y

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

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:

Clear Empties RAM buffer.

Save Saves contents of RAM buffer on disk as Text file. Enter Text filename.

Print Prints contents of RAM buffer.

Load Loads file from disk to RAM buffer. Enter filename.

Display Displays contents of RAM buffer.

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** **F** 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.

- CTRL ←** Displays previous item in file.
- CTRL →** Displays next item in file.
- F1—F10** Selects desired function in application.

Note: Arrow key usage may vary slightly in some applications. See the sections in the *Reference Manual* describing specific applications for exceptions to these key usages.

CALENDAR

Find Finds specific event(s). Choose relationship (default is Equal), and enter data for which to search in appropriate fields. **F12** to start 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.

Print Prints all events of current date or those matching Find criteria. First, check printer settings.

Alarm Copies and places all selected events into Alarm file. Alarm time is set for 30 minutes prior to event begin 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.

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 copy buffer. Copy again to save copy buffer contents to new or existing 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** for current date), Begin and End times, in *hh:mm(a or p)* format, and Description.

GENERAL KEY USAGE

All Applications:

- BACKSPACE** Backspaces; deletes previous character.
- F11** Toggles Subfunction label line 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 and Worksheet only).
- BREAK** Cancels current request, prompt, or command.
- SHIFT PRINT** Prints everything on screen.
- ALT F1—F7** Selects desired subfunction.

Within an Application:

- ↑** Moves marker to previous line.
- ↓** Moves marker to next line.
- ←** Moves marker a single space to the left.
- Moves marker a single space to the right.
- 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.

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 search criteria. (F12) to return to original Message Listing screen.
- Create** Displays Create Mail screen. Enter From, Description, and To data for message. ((ENTER) to skip To and save to current file.) Text screen displays 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. First, check printer settings.
- Delete** Deletes message under marker.

NOTES

TABLE OF CONTENTS

General Key Usage	1
All Applications	1
Within an Application	1
Subfunctions	3
Main Menu	5
Text	7
Worksheet	9
Filer	13
Telecom	15
Calendar	19
Mail	21

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Tandy 2000

DeskMate™

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Reference
Guide

RADIO SHACK, A DIVISION OF TANDY CORPORATION

U.S.A.: FORT WORTH, TEXAS 76102
CANADA: BARRIE, ONTARIO L4M 4W5

TANDY CORPORATION

AUSTRALIA

91 KURRAJOONG AVENUE
MOUNT DRUITT, N.S.W. 2770

BELGIUM

PARC INDUSTRIEL
5140 NANINNE (NAMURI)

U.K.

BILSTON ROAD WEDNESBURY
WEST MIDLANDS WS10 7JN

TANDY®