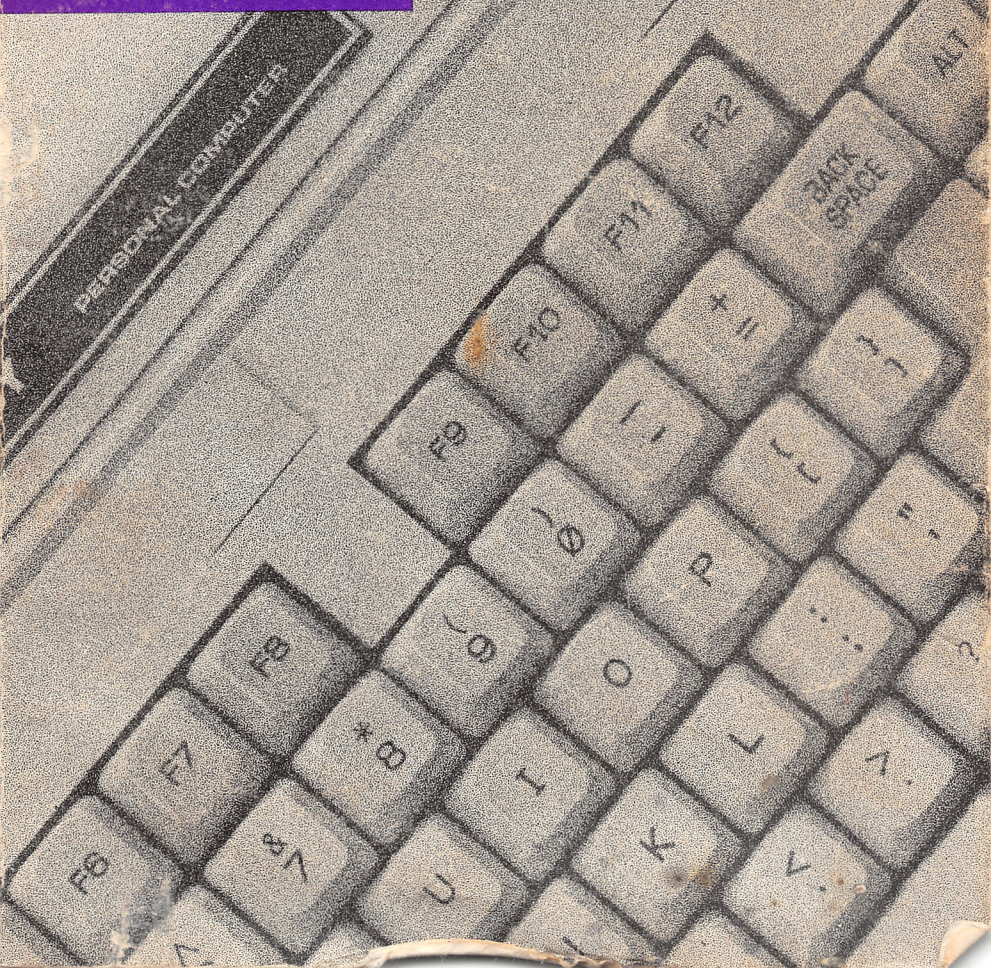




TANDY®
**Personal
DeskMate™**



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CONTENTS

INTRODUCTION

1/Introduction	1
Equipment and Software You Need	3
How to Use the Manual	4
Before You Do Anything Else	5

SAMPLE SESSION

2/Getting Started	9
Installing Personal DeskMate	9
Loading and Exiting Personal DeskMate	10
Getting Ready to Use a Pointing Device	11
Opening Files and Running Applications	11
Moving Around on the Screen	14
Selecting Information in a File	16
Pulling Down Menus and Selecting Options	19
Working With Dialog Boxes	20
Exiting a File and Application	25
Going Ahead	26
3/The Tandy Desktop	27
A Tour of the Tandy Desktop	27
Changing the Tandy Desktop	28
Setting Up to Print	31
Final Words	32
4/Text	33
Creating a File	33
Opening a File	34
Substituting Text	35
Revising the Essay	37
Printing the Essay	40
Back to the Tandy Desktop	43

5/Worksheet	45
Creating a File	45
Labelling the Columns and Rows	46
Typing Figures	48
Writing Formulas	50
Calculating the Worksheet	53
Repositioning the Worksheet	54
Using Different Figures and Recalculating	54
Naming the File and Returning to the Tandy Desktop	55
6/Filer	57
Creating a File	58
Creating the Record Format	58
Adding Records	61
Sorting Records	63
Displaying Records	65
Limiting the Records That Appear	66
Changing the Search Criterion	68
Setting Up a Report	68
Getting Ready to Print	72
Printing the Report	74
Naming the File and Returning to the Tandy Desktop	74
7/Paint	77
Running the Paint Application	77
Choosing Colors	78
Placing Text on the Screen	79
Setting Line Width and Color	80
Drawing the Rectangles	81
Putting Wheels on the Train	84
Drawing the Cowcatcher	86
Finishing the Picture	87
Exiting the Paint Application	88
8/Calendar	91
Opening the File	91
Finding the Correct Date	92
Adding Events	93
Changing Events to Other Dates	94
Displaying a Weekly Calendar	95
Printing a Weekly Calendar	96
Returning to the Tandy Desktop	97

9/Telecom	99
Running Telecom	99
Developing an Autolog File	102
Making the Connection	106
Using the Buffer	106
Disconnecting the Line	107
Saving the Buffer Contents	108
Returning to the Tandy Desktop	108

10/Ending the Sample Session	109
---	-----

REFERENCE

11/General Information and Concepts	111
Installing Personal DeskMate	111
Loading Personal DeskMate	112
Exiting Personal DeskMate	112
Using a Pointing Device	113
Opening Files and Running Applications	113
Moving Around on the Screen	116
Selecting Information in a File	118
Pulling Down Menus and Selecting Options	119
Working With Dialog Boxes	121
The File Menu	125
The Edit Menu	131
Help Windows	133
Exiting a File and Application	134
12/The Tandy Desktop	135
The Title Bar	135
The Menu Bar	135
13/Accessories	147
The Accessory Menu	147
The Calculator	147
The Phone List	149
The Note Pad	153
The Calendar	155
The Clipboard	156
The Color Accessory	156
The Communications Accessory	157
The Date and Time Accessory	159
The Mouse Accessory	159
The Printer Accessory	160

14/Text	163
The Text Screen	163
Using Text	164
The Title Bar	164
The Menu Bar	165
The Bottom Line	168
15/Worksheet	171
The Worksheet Screen	171
Using Worksheet	172
The Title Bar	172
The Menu Bar	172
The Bottom Line	186
16/Filer	187
The Filer Screen	187
Using Filer	187
The Title Bar	192
The Menu Bar	192
17/Paint	213
The Paint Screen	213
Using Paint	213
The Title Bar	214
The Menu Bar	215
The Tools	219
The Colors and Patterns	224
18/Calendar	225
The Calendar Screen	225
Using Calendar	226
The Title Bar	227
The Menu Bar	227
19/Telecom	233
The Telecom Opening Screen	233
Using Telecom	233
The Title Bar	236
The Menu Bar	236

APPENDICES

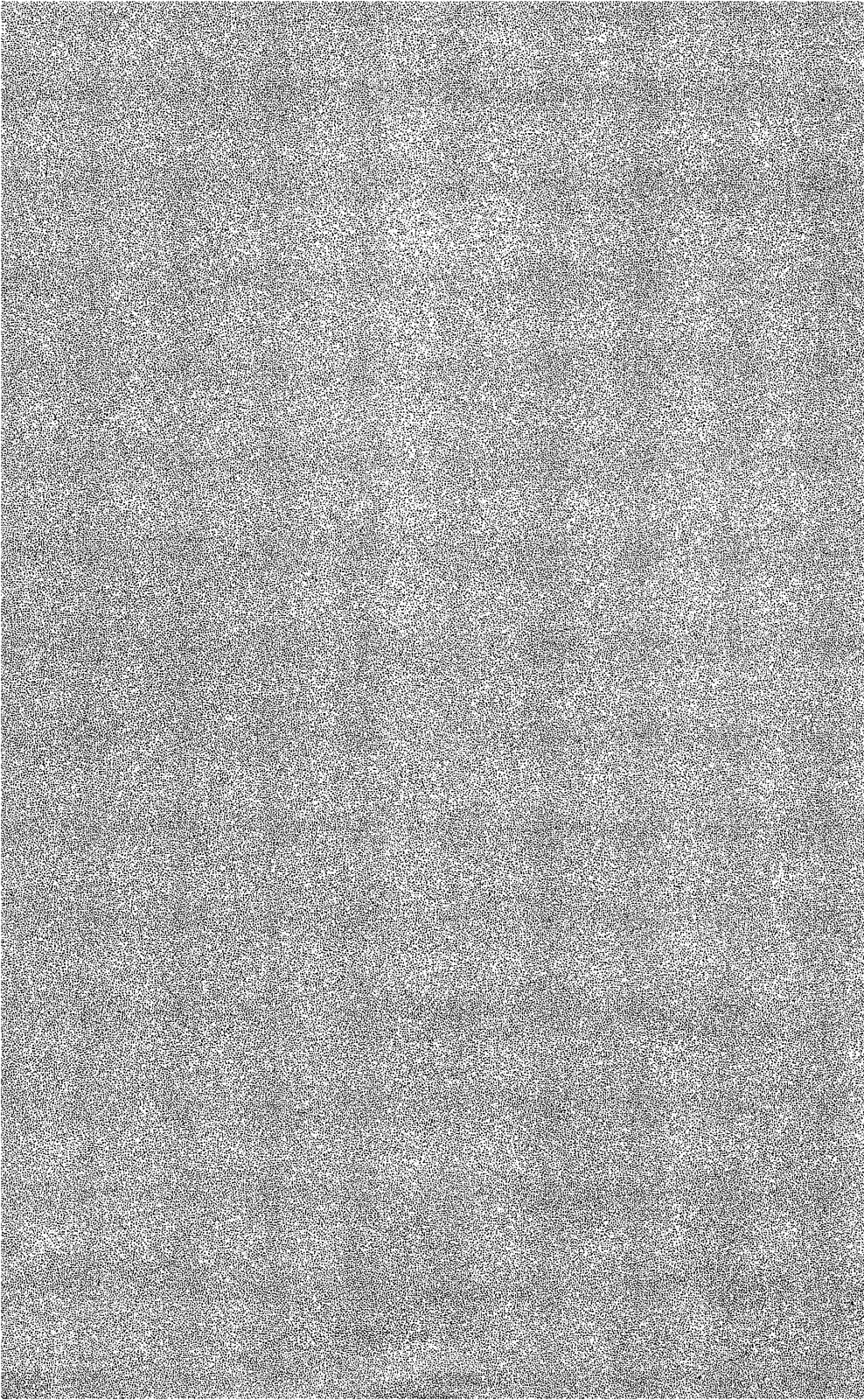
A/Putting Applications on Separate Diskettes 251

B/Setting Up to Use a Pointing Device 255

C/Telecom Sample Autolog 259

Index 265

INTRODUCTION



INTRODUCTION

Welcome to Personal DeskMate™! Personal DeskMate combines seven *applications* and ten *accessories* to give you a complete system for keeping track of anything you like. You'll find a myriad of uses for these applications:

- Tandy Desktop** A visual organizer and manager for the files you create using Personal DeskMate. You gain access to the Personal DeskMate applications, accessories, and files from the Tandy Desktop. You can even install some of the accessories on the Tandy Desktop for quick review.
- Text** An easy to use text processor that lets you handle short letters or longer school reports. Text gives you the power to remove as little or as much unwanted text as you like, copy parts of your text and use them again elsewhere, search for occurrences of certain words you might want to change, and even replace selected text with new text. You can emphasize words by **boldfacing** or underlining them, giving your document a polished, "finished" look.
- Worksheet** An application for working with numbers in *spreadsheet* fashion. You have 99 rows and 99 columns for laying out your budget, figuring interest on your mortgage, or tracking tax deductions. And you can instantly see the result that changing just one figure could have on the entire worksheet.
- Filer** A small *database* system that lets you set up forms for recording any information you need. You can create your own personal Yellow Pages or keep track of the PTA membership drive and print either individual records or lists of records that meet criteria you choose.
- Paint** A graphic "picture editor" that enables you to draw pictures and fill them with a variety of colors and patterns.

Calendar A scheduler for your personal appointments. You can use Calendar to store yearly, monthly, and daily *events*. Calendar lets you print calendars that show all nationally recognized holidays and scheduled appointments in a variety of printing formats.

Telecom A basic telecommunications package that lets you communicate via your computer with information services or with other computers. You can send, receive, and store information you collect. (To use Telecom, you need additional equipment. See "Equipment and Software You Need," later in this chapter.)

You can use the Personal DeskMate accessories from inside any Personal DeskMate application. The accessories are:

Notepad A mini text editor that holds several small pages of notes and reminders you write. You can install the Notepad in your Tandy Desktop application.

Calendar A small monthly calendar for quick reference. You can install the Calendar in your Tandy Desktop application.

Calculator A "pop-up" calculator for quick calculations whenever you need them. You can see a limited running history of calculations on the scrolling visual adding machine-type tape and install the Calculator on the Tandy Desktop.

Phone Directory A means of storing important phone numbers you need at your fingertips. You can print the phone list in two attractive formats and use the accessory to make Personal DeskMate dial one of the phone numbers for you. You can install the Phone Directory on your Tandy Desktop.

Clipboard	An accessory that enables you to take information from one file and use it in another. For instance, use the Clipboard to hold a paragraph in a document you created via Text so that you can put it in another document.
Colors	An accessory that lets you choose four colors from a palette of 16.
Communications	An accessory that enables you to select hardware options and communications settings you need for using the Telecom application and the Phone List accessory.
Date and Time	An accessory that lets you change the date and time from the one you specify when you start up the computer.
Mouse	An accessory that lets you choose the <i>double click speed</i> you want to use if you're using a pointing device (a mouse, joystick, or Touch Pad).
Printer	An accessory that lets you tell Personal DeskMate the type of printer you'll be using. Choose from a list of Tandy® printers or IBM® graphics printers, and set up or change other printer attributes and hardware controls.

Equipment and Software You Need

To use Personal DeskMate, you must have:

- A Tandy 1000 series computer with at least one floppy disk drive and 256K Random Access Memory (RAM)
- A monochrome or color monitor
- The MS-DOS® operating system
- At least three blank floppy diskettes

To use the Telecom application, you need a telecommunications card or a modem.

To enhance your use of Personal DeskMate, you can add the following:

- An additional floppy disk drive
- A Tandy Digi-Mouse®
- A Color Mouse, joystick, or Touch Pad
- A dot matrix or daisy wheel printer
- A CGP 220 color graphics printer for producing color output with the Paint application **only**

How to Use the Manual

The Parts of the Manual. This manual is your guide to Personal DeskMate. It is arranged to give you the information you need quickly and easily. The manual is divided into several parts that you will find useful at different times as you learn about Personal DeskMate.

The **Introduction**, which you're now reading, gives you an overview of Personal DeskMate, lists the equipment you'll need, and gives you some background information that will help you get up to speed.

The **Sample Session** is a set of exercises designed to show you around Personal DeskMate and give you experience in using the software before you actually put it to work using your own information. We suggest that you perform all the exercises so that you'll feel comfortable and be able to start using Personal DeskMate with complete assurance that you won't "get lost" in it. Be sure to read the first chapter of the Sample Session, "Getting Started." It contains critical information about using a keyboard or mouse, as well as explanations of procedures you'll use throughout the Sample Session.

The **Reference** part gives you detailed information about every aspect of Personal DeskMate. Each chapter describes a different application or accessory and explains all its options and functions. Use this part of the manual when you need detailed information about an aspect of Personal DeskMate you might not be familiar with.

The **Appendices** include information about installing applications on separate diskettes and setting up Personal DeskMate so that you can use a pointing device.

The manual concludes with a detailed **Index** that gives you quick access to any subject discussed in the manual.

Things You'll See Throughout the Manual. As you read this manual, keep in mind a few pointers that will help you:

- Anything you see on the screen appears in the manual in this kind of type.
- Anything you need to type appears in the manual in **bold type**.
- Keys you need to press appear in BOXES, with the exception of the space bar.
- Sometimes you'll see two "boxed" keys together, such as CTRL ↓. When you see instructions telling you to press these keys, hold down the first key, and press the second one.
- Most of the Sample Session is laid out in steps. The first part of each step is the broad, general procedure you'll follow. Some of the steps are expanded with supplemental information needed to accomplish that procedure. As you become more and more familiar with Personal DeskMate, you might not need to refer to the supplemental information.

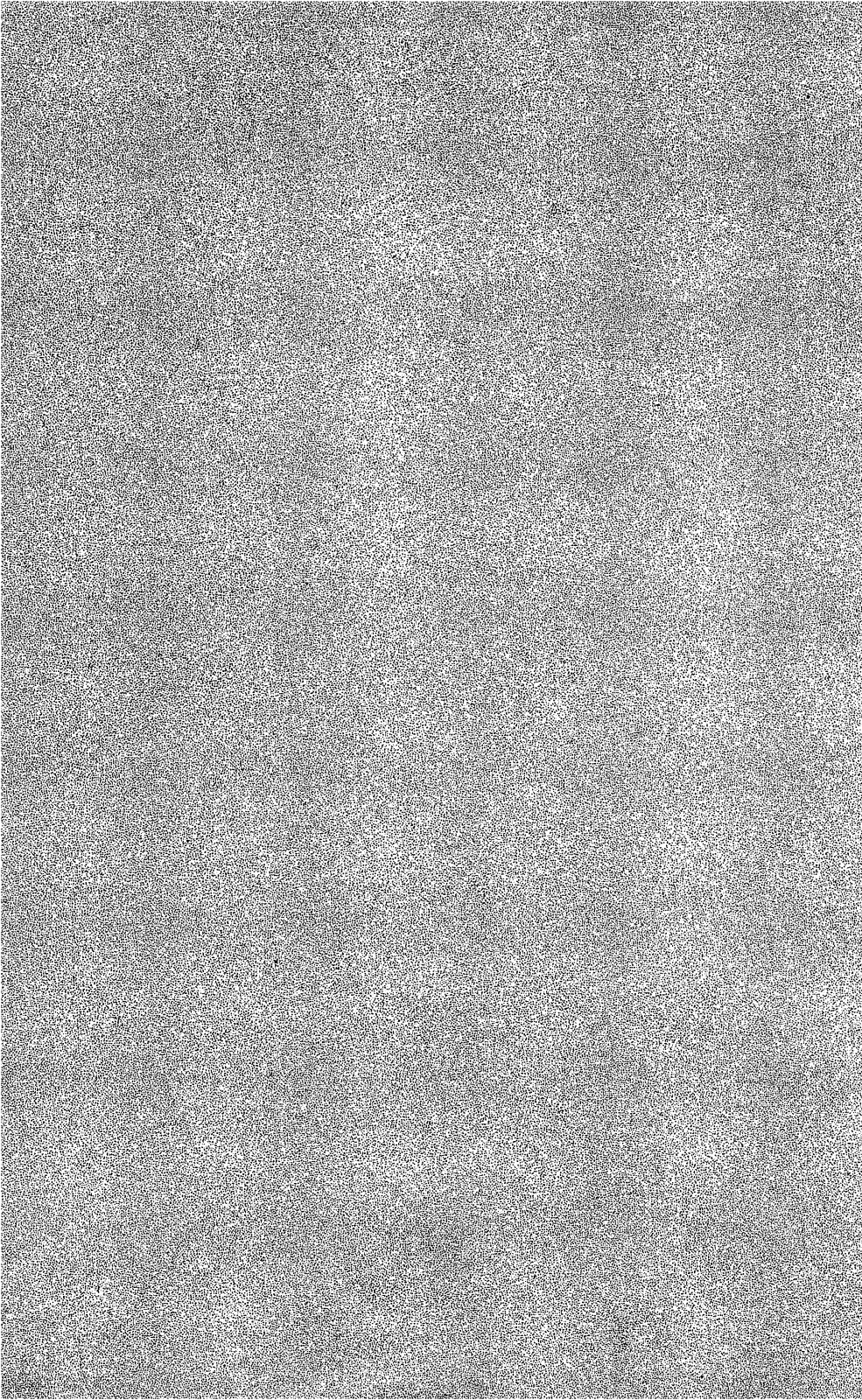
Before You Do Anything Else

Before you do anything else, turn to the *Introduction to MS-DOS* to find out how to make copies of your Personal DeskMate diskettes. **Never** use the originals to run Personal DeskMate. If you do, you'll be in for a big disappointment if your diskettes are ever damaged. Without copies of your software, everything could be lost—the programs, the files you had created—in short, all your Personal DeskMate information! Get into the habit of making copies as you develop files and add or change information, perhaps as often as every day. This is the best insurance you can have that all your information will really be at your fingertips when you need it.

You also need to set up Personal DeskMate for use with a pointing device if you plan on using one. Instructions for doing this are in Appendix B, but read the next three chapters before you actually perform the procedure in the appendix.

When you complete the preliminary steps, you're ready to start the Sample Session. Again, we strongly suggest that you actually **do** the exercises. They'll help you through some of the procedures you'll want to perform regardless of the way you plan on using Personal DeskMate, like starting up the software and choosing colors you want the screen to display. Of course, the Reference part of the manual also contains this information, but why not make it easy on yourself and have a little fun, too?

SAMPLE SESSION



GETTING STARTED

Before you start learning about the Personal DeskMate applications, you need to know about a few concepts and techniques you'll use throughout the Sample Session. This chapter familiarizes you with these techniques and teaches you how to:

- open a file and run an application
- move from one section of the screen to another
- select information on which you'll perform menu commands
- "pull down" a menu and choose commands from that menu
- work with dialog boxes
- exit a file and application

You'll learn these techniques whether you use the keyboard or a pointing device. Instructions are provided for both. As well as instructions, you'll see specific examples to try.

Installing Personal DeskMate

Personal DeskMate comes to you on two diskettes. To gain valuable diskette storage space, we strongly urge you to transfer Personal DeskMate onto at least three diskettes. You'll do this by using the **install** command, explained below.

Format three diskettes. Instructions on formatting diskettes are in *Introduction to MS-DOS*. Temporarily label the diskettes as destination diskettes 1, 2, and 3.

Next, with the **A>** prompt on the screen, insert a copy of Diskette #1 (of the diskettes supplied with this package) in Drive A.

With Diskette #1 in Drive A, type **install** . The diskette that is currently in Drive A is called source disk #1. The other Personal DeskMate diskette is called source disk #2. The formatted diskettes you made are called destination disks #1, #2, and #3.

Follow the instructions on the screen **carefully**. The screen asks you to make choices about the types of files you want to store on each diskette and then instructs you to switch diskettes in Drive A several times. Choose installation option #1 and then **be sure to insert the correct diskettes when the screen requests them**. If you insert a diskette the screen did not ask for, we suggest that you start the procedure again using three formatted diskettes.

When the computer finishes, the A> prompt returns to the screen. Destination diskette #1 contains the Tandy Desktop, the Phone List accessory, and the Calendar application. Diskette #2 contains Text, Paint, and Telecom. Diskette #3 contains Worksheet and Filer. Be sure to note the contents of each destination diskette and to label each diskette in a way meaningful to you. Use only the new diskettes to run Personal DeskMate, and store the original diskettes in a safe place.

Loading and Exiting Personal DeskMate

With the system prompt on the screen and Diskette # 1 (of the diskettes you created) in Drive A, type **desk** . The Desktop soon appears on the screen.

Throughout the Sample Session, you'll need to switch diskettes when a message on the screen asks you to. After you switch diskettes, select the button to continue using Personal DeskMate. (This chapter shows you how to select buttons.)

To exit Personal DeskMate during the Sample Session, use the File Menu from the desktop, and choose the Quit DeskMate option. If you stop working in the middle of a chapter, use the application's File Menu and Quit option to return to the desktop. Be sure to save the information you're using so that you can continue from the same point when you return to Personal DeskMate.

After exiting Personal DeskMate, you might be asked to insert a diskette containing COMMAND.COM in the drive. Insert your MS-DOS diskette, and press .

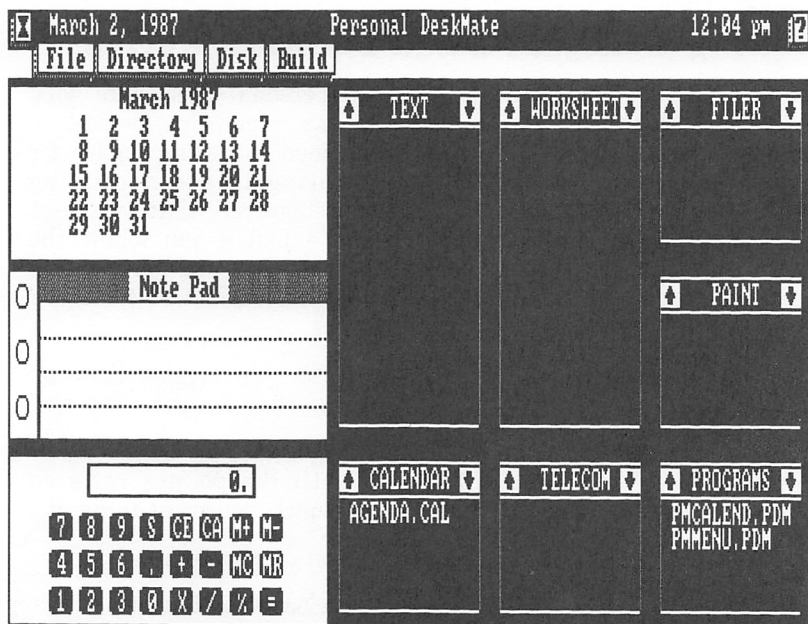
Getting Ready to Use a Pointing Device

You can use the keyboard alone to run Personal DeskMate with no problem. However, if you want to use a pointing device, (a mouse or joystick), the first thing you need to do is prepare for using the device. Instructions for preparing to use a pointing device are in Appendix B. We suggest, however, that you first read this chapter and Chapters 3 and 4 before you follow the instructions in Appendix B. Perform the Text sample session using the keyboard. You'll then have a good foundation for using Appendix B to set up your pointing device.

After you prepare to use the pointing device, we suggest that you become familiar with the following terms that describe the way you move the *pointer* (the marker):

To point	Move the device until the pointer rests on the information to which you want to point.
To press	Hold down the button on the device.
To click	Quickly press and release the button.
To double click	Click the button twice in rapid succession.
To drag	Hold down the button while moving the pointer.

If you haven't already loaded Personal DeskMate, do so now, following the instructions earlier in this chapter. (Load Personal DeskMate from your working Diskette #1.) After you load Personal DeskMate, the desktop appears on the screen:



To use one of the applications, you need to either open an existing file or run the application without opening a file. Doing either is easy. On the desktop, notice the several boxes headed with the application names—TEXT, WORKSHEET, FILER, and so on. These boxes are called *list boxes*. Any names that appear in an application's list box are the names of files that make use of that particular application. For instance, the CALENDAR list box contains a file, AGENDA.CAL. .CAL is a *filename extension*. Unless specifically instructed (as in Telecom), do not enter extensions for filenames. They are automatically entered by Personal DeskMate.

To open a file and its appropriate application, follow these general instructions.

With the Keyboard. Press **[TAB]** to move the marker to the list box containing the file you want to open. If you move past the list box you want, hold down **[SHIFT]** and press **[TAB]** to move the marker back. When the marker is on the correct list box, press **[↓]** until the marker is on the file you want to open. If the list box contains more files than will fit in the box, use **[↓]** or **[↑]** to

scroll the list one item at a time, until you mark the correct file. When the file you want to use is marked, press **[ENTER]** to open the file and run the appropriate application.

Sometimes you must run an application without opening a file at the same time. For instance, if you follow the procedures in the Worksheet and Filer sample sessions, you'll actually **create** a file, not simply open an existing one and use it. To run an application without opening a file at the same time, press **[TAB]** to move the marker to the title of the appropriate list box (using **[SHIFT]** **[TAB]** to move back if you pass the box you want). When the marker is on the list box for the application you want to run, press **[ENTER]**.

With the Pointing Device. Use the device to point to the file you want to open. If the list box contains more files than will fit in the box, point to one of the scrolling arrows in the list box title, and click. This scrolls the list one item at a time in the direction of the arrow. To scroll more than one item, point to the appropriate scrolling arrow, and press and hold the button.

After you point to the file you want to use, double click on that file to open it and run the appropriate application.

To run an application without opening a file at the same time, simply point to the title of the list box for the application you want to use, and double click.

An Example. Open the Text application's Emily.doc file by following the instructions below. (You'll use this file in another example later in this chapter.)

With the keyboard:

1. Replace Diskette #1 with Diskette #2.
2. Hold down **[CTRL]**, and press **[S]**. (This activates the Disk Menu's **SwAp** option.)
3. Press **[TAB]** until the marker is on the **TEXT** list box.
4. Press **[↓]** until the marker is on **Emily.doc**.
5. Press **[ENTER]** to open the file. You see the first part of the document on your screen.

With the pointing device:

1. Replace Diskette #1 with Diskette #2.
2. Point to `DISK` in the menu bar, press and hold the button, and drag the pointer down until you highlight the `SWAP` option. Release the button.
3. Point to `EMILY.DOC`.
4. Double click the button. You see the first part of the document on your screen.

Moving Around on the Screen

Most of the time, moving the marker around on a screen is a matter of pressing arrow keys or pointing and clicking. Several techniques help you move the marker farther and faster.

With the Keyboard. Generally, you can press an arrow key to move the marker one character in the direction indicated on the key. When you're working with information that isn't character-oriented (for example, a field in the Filer application), use the `TAB` key to move forward from field to field or `SHIFT TAB` to move backward from field to field. In addition to the arrow keys and the `TAB` key, these keys help you move around on the screen:

`CTRL` `↑` or
`PG UP`

Moves the marker to the same column at the top of the screen. If you're already at the top of the screen, `CTRL` `↑` moves you to the top of the previous screen (if any).


`CTRL` `↓` or
`PG DN`

Moves the marker to the same column at the bottom of the screen. If you're already at the bottom of the screen, `CTRL` `↓` moves you to the bottom of the next screen (if any).

`CTRL` `→`

Moves the marker to the right margin of the screen. If you're already at the right margin, `CTRL` `→` scrolls the marker to the right margin of the next screen to the right (if any).

CTRL 

Moves the marker to the left margin of the screen. If you're already at the left margin, **CTRL**  scrolls the marker to the left margin of the next screen to the left (if any).

HOME

Moves the marker to the beginning of the file's information.

END

Moves the marker to the end of the file's information.

With the Pointing Device. Position the marker anywhere on the screen by pointing to the appropriate location and clicking. To move the marker to different screens, use the scrolling arrow icons on the screen's *menu bar*. (The menu bar is the second line on the screen. It shows the different menus you can use in an application and the scrolling arrow icons. Note that not every screen displays all the icons that follow in this explanation.)

Point and click on:

To move the marker:



Up one line. If you're at the top line of the screen, the marker moves to the last line of the previous screen (if any).



Down one line. If you're at the bottom line of the screen, the marker moves to the first line of the next screen (if any).



Right one character. If you're at the right margin of the screen, the marker moves to the left margin of the next screen to the right (if any).



Left one character. If you're at the left margin of the screen, the marker moves to the right margin of the next screen to the left (if any).




To scroll more than one line or character at a time, point to the appropriate arrow icon, and press and hold the button. This lets you scroll continuously until you release the button.

An Example. To see how to move around on the screen currently displayed, follow the instructions below.

With the keyboard:

1. Move the marker to the end of the document by pressing **END**.
2. Move the marker up one line by pressing **↑**.
3. Move the marker to the top of the screen by pressing **PG UP**.
4. Display the previous screen by pressing **PG UP** again.
5. Return to the beginning of the document by pressing **HOME**.

With the pointing device:

1. Move the marker to the end of the document by pointing to the  icon, pressing the button, and holding it down. When you reach the last line of the document, release the button. Then, point to the last character, and click.
2. Move the marker up one line by pointing to the character directly above the current marker location and clicking.
3. Move the marker to the top of the screen by pointing to the first character on the screen and clicking.
4. Display the previous screen by pointing to the  icon, pressing the button, and holding it down until the old information scrolls completely off the bottom of the screen. Then, release the button.
5. Return to the beginning of the document by pointing to the  icon and pressing the button. When the first line of the document is again at the top of the screen, release the button.

Selecting Information in a File

Another technique you'll use frequently is selecting information in files to manipulate. For instance, to move a block of information to another part of your file, you must first *select* that information, then move it. Generally, selecting information follows procedures like the ones presented below. These procedures assume that you are using Insert mode, the mode Personal DeskMate automatically assumes when you type. The Text application lets you use either Insert or Overtyping mode. The sample session for Text shows you how to select in either mode.

With the Keyboard. To select information with a keyboard, use these keys:

SHIFT ↑

To select the character on which the marker rests and all previous characters through the same column position on the previous line.

SHIFT ↓

To select the character on which the marker rests and all following characters through the same column position on the next line.

SHIFT →

To select the next character to the right.

SHIFT ←

To select the previous character to the left.

F1 ↑

To select the character on which the marker rests and all previous characters through the same column position at the top of the screen.

F1 ↓

To select the character on which the marker rests and all following characters through the same column position at the bottom of the screen.

F1 →

To select the character on which the marker rests and all following characters through the rightmost character on the same line.

F1 ←

To select the character on which the marker rests and all previous characters through the first character on the same line.

With the Pointing Device. To select information with a pointing device, point to the location at which you wish to begin selecting information, and press and hold the button. Then, drag the pointer in the direction in which you want to select information, releasing the button when all the information you want to select is marked.

An Example. To see how to select information, follow the instructions below, using the screen currently on display.

After you select information, you can do several things. For example, you can use an Edit Menu option, Cut, to remove that information from the screen. You can then use the Edit Menu's Paste option to place the cut information elsewhere in the file.

You can replace the selected text with other characters (in this example) by typing the characters after selecting the text. For instance, you might select several lines and then press the space bar to replace the selected text with a blank space.

To cancel selection, press **ESC** or reposition the marker. The highlighting disappears, leaving the information intact.

With the keyboard:

1. Select the first two characters in the document, #1.
Press **→** until the marker is just before the #. Then, press **SHIFT** **→** twice.
2. Select the first line of the document.
Press **F1** **→**.
3. Select the remainder of the screen.
Press **F1** **↓**.
4. Cancel the selection of the text by pressing **HOME** to move to the beginning of the document.

With the pointing device:

1. Select the first two characters in the document, #1.
Point to the #, and press the button. Do **not** release the button. Drag the pointer to the 1.
2. Select the first line of the document.
Drag the pointer to the last character on the line, still holding down the button.
3. Select the remainder of the screen.
Drag the pointer to the last character on the screen, and release the button.
4. Cancel the selection of the text by pointing to the beginning of the document and clicking.

Pulling Down Menus and Selecting Options

You access most of an application's features by *pulling down* menus. The menus you can use appear on the second line of every screen in Personal DeskMate, in the line known as the Menu Bar, with the exception of the Accessories Menu, which appears as the Tandy icon in the upper left corner of the screen. The screen currently on display shows this menu bar:



With the Keyboard. To pull down a menu by using the keyboard, hold down **[ALT]**, and press the key that corresponds to the first letter of the menu name. An exception to this is the Accessory Menu, which you display by pressing **[ALT]** and the space bar. To cancel the menu display before you choose an option, press **[ESC]**.

To choose an option from a menu, use the arrow keys to mark the option you want to use, and press **[ENTER]**.

With the Pointing Device. To pull down a menu and choose an option by using the pointing device, point to the menu you want to display, and press and hold the button. To cancel the menu display before you choose an option, move the pointer away from the menu, and release the button.

To choose an option from a menu, drag the pointer down to display and mark different menu options. When you mark the option you want to use, release the button.

An Example. To pull down the Accessory Menu and choose an option, follow the instructions below.

With the keyboard:

1. Hold down **[ALT]** and press the space bar. The Accessory Menu appears.

2. Choose the Color option by pressing until you mark Color, and press . You'll use the window that appears in a moment.

With the pointing device:

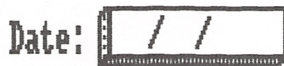
1. Point to the Tandy icon, (in the upper left corner of the screen) and press and hold the button.
2. Drag the pointer down until you mark the Color... option, and release the button. You'll use the window that appears in a moment.

Working With Dialog Boxes

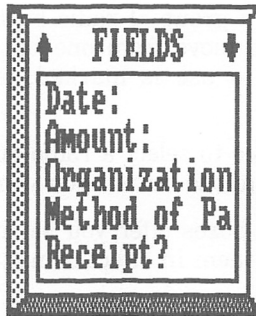
Usually, when you use an application's features, Personal DeskMate tries to perform the function you choose, but occasionally, it needs more information from you before it can carry out your command. Whenever you need to supply information, you'll see a *dialog box*, a window in which you and Personal DeskMate have a short "dialog."

A dialog box can consist of several components. Each component is explained in the paragraphs that follow.

Edit Fields. An edit field is a line following a prompt. In an edit field, you supply information by typing it or by changing information that already appears in the field.



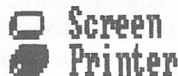
List Boxes. A list box is a list of information from which you choose for display in an edit field to save time rather than typing the information directly in the edit field.



To choose a response that appears in a list box via the keyboard, use the arrow keys to move to the response of your choice. If the list box contains more choices than can display in the box, use the arrow keys to scroll through the list until you mark the response you want to use. Then, after marking your choice, press **[TAB]**. Personal DeskMate places that information in the edit field, and the marker moves to the edit field, which is now filled in. You can press **[TAB]** again to move past the edit field, or you can edit the answer now displayed in the field.

To use a response that appears in a list box via the pointing device, point to the response of your choice. If the list box contains more choices than can display in the box, click on one of the scrolling arrow icons in the list box title. To scroll continuously, press and hold the button while pointing to the icon, releasing the button when you see the response you want. Mark your choice by pointing to it, and click. The response appears in the edit field when you point to the edit field and click.

Radio Buttons. Sometimes you'll see groups of choices with small buttons beside them. These buttons are *radio buttons*, which means that they work the same way as, for instance, an automobile's radio buttons work. When one button is pushed, that "station" plays. The "station" remains the same until you push another radio button.



To select from among a group of radio buttons via the keyboard, use the arrow keys to move from one button to another. When the button you want to use is marked, press the space bar to push the button.

To use a pointing device to select a radio button from among several in a group, point to the button you want to push, and click.

Check Boxes. Check boxes offer you settings that you can toggle on and off to keep them in effect or not, as you choose.



A setting that is on is marked with an x or a check beside it. A setting that is off shows no mark beside it.

To toggle a setting via the keyboard, position the marker on the appropriate setting, and press the space bar.

To toggle a setting via a pointing device, point to the appropriate setting, and click.

Push Buttons. Every dialog box contains push buttons. These buttons let you tell Personal DeskMate that you're finished working with the dialog box. You can push a button to proceed or one to cancel the command you requested.

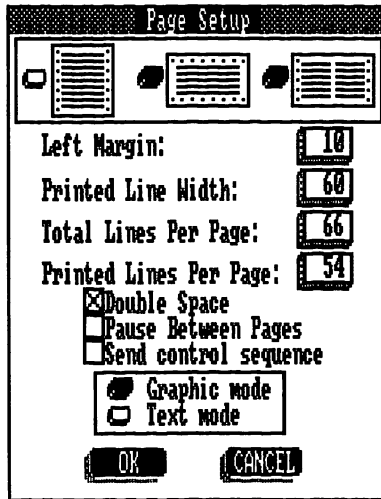


To use a push button via the keyboard, use **TAB** and **SHIFT TAB** to alternate between the push buttons until the button you want to push is marked. Then, press the space bar. Pressing **ENTER** is an *accelerator* (short cut) to the OK button. Pressing **ESC** is an accelerator to the CANCEL button.

The accessories, the help windows, and some applications have buttons at the bottom of the screen. Pressing **CTRL** and the first letter of the name of the button is an accelerator to that button. For example, **CTRL Q** is an accelerator to the **QUIT** button. The **PRINT** key is always an accelerator to the File Menu's **Print** option or any **PRINT** push button.

To use a push button via a pointing device, point to the button you want to push, and click.

The Whole Picture. A dialog box might contain any or all of the components explained above. An entire dialog box might look something like this:



This dialog box contains all the components except a list box. Notice that the box naturally divides into sections: a group of radio buttons at the top, followed by four edit fields, then a group of three check boxes, another group of radio buttons, and finally, two push buttons.

To move around the different sections of a dialog box with the keyboard, use **TAB** to move to the next section. Use **SHIFT TAB** to move backward through the groups.

Using a pointing device, you can simply point and click on any option in any section.

As you use Personal DeskMate, you'll notice that parts of some dialog boxes appear to be "shadowed." A shadowed part means that, because of some other setting in effect, the shadowed part does not apply to you at this time. For instance, in the dialog box pictured above, you might not be able to change certain answers in the box because of the type of printer you have connected to your computer or because of a page format you choose for printing information. When you move the marker around in a dialog box, Personal DeskMate automatically skips the shadowed parts of the box.

An Example. As your introduction to dialog boxes, you'll use a simple one that contains nothing but radio buttons and push buttons. The dialog box you'll use is already on your screen. This dialog box lets you change the colors on the screen. The top section of this dialog box shows you the colors currently selected for the Text application. The next section shows you the colors you can choose when you change the screen's color arrangement. Follow the instructions below to do so.

With the keyboard:

1. First, notice that the button for Color #1 is already pushed. To change the color, press **[TAB]** to move to the section of the box that contains the several color choices available.
2. Use the arrow keys to move the marker around among the different colors. When the marker is on a color you think you'd like, press the space bar to select it. The color you chose appears immediately on the part of the screen that uses Color #1.
3. Press **[SHIFT] [TAB]** to move back to the top section of the box.
4. Use the arrow keys to move to Color #2, and press the space bar to select it.
5. Press **[TAB]** to move to the section containing the color choices.
6. Continue Steps 2 through 5 until you've chosen all four colors.
7. Press **[TAB]** until you move the marker to the **OK** push button, and press the space bar to select it. The dialog box disappears, and now the Text screen appears in the colors you chose. You can use this same technique in any application to display colors you find attractive.

With the pointing device:

1. First, notice that the button for Color #1 is already pushed. Point to a radio button in the section of the box that contains the several color choices available. Point to a button that coincides with a color you think you'd like, and click. The color you chose immediately appears on the part of the screen that uses Color #1.
2. Point to Color #2 in the top section, and click.
3. Point to another color in the lower section that you like, and click.
4. Follow Steps 2 and 3 until you choose all four colors.
5. When you've chosen all four colors, point to the OK push button at the bottom of the window, and click. The dialog box disappears, and now the Text screen appears in the colors you chose. You can use this same technique in any application to display colors you find attractive.

How to Use Help. If you find that you want on-screen help during the Sample Session, press ALT ?, or point to the question mark icon at the top right of the screen, and click. Information on using Help is in Chapter 11, "General Information and Concepts."

Exiting a File and Application

When you finish working with a file and want to return to the desktop, you must *exit* the file. The same procedure is used in the Sample Session to exit all the files you create and use.

To exit a file via the keyboard, pull down the File Menu, and choose the **Quit** option. If you changed any information in the file, you'll see a message asking if you want to save those changes, along with three push buttons. To save the changes, push the **YES** button. To exit the file without saving any changes you made, push the **NO** button. To keep working with the file, push the **CANCEL** button. When you exit the file, you might need to replace the diskette in the drive with Diskette #1, the diskette containing the desktop.

An Example. To exit the Emily.doc file and the Text application, follow these instructions.

With the keyboard:

1. Press **[ALT] [F]** to display the File Menu.
2. Press **[↓]** until you mark the `Quit` option, and press **[ENTER]** to choose it.
3. When the screen asks you to switch diskettes, remove Diskette #2 from the drive, replacing it with Diskette #1.
4. Press **[ENTER]** to choose the `OK` button.

You see the desktop once again. Because you didn't change any of the information in the file, you didn't see the `Save changes?` message.

With the pointing device:

1. Point to `File` on the Menu Bar, and press and hold the button.
2. Drag the pointer down until you mark the `Quit` option, and release the button.
3. When the screen asks you to switch diskettes, remove Diskette #2 from the drive, replacing it with Diskette #1.
4. Point to the `OK` button, and click.

You see the desktop once again. Because you didn't change any of the information in the file, you didn't see the `Save changes?` message.

Going Ahead

You now know the techniques needed to perform the procedures throughout the Sample Session. Wherever you need to use a technique that hasn't been explained here, you'll see specific instructions for using that technique. Refer to this chapter as you go through the sessions if you need help in remembering the techniques you're using. Chapter 11 in the Reference part of this manual gives you more detailed information about the concepts explained in this chapter. Continue reading to find out about the desktop and a few things you can do with it.

THE TANDY DESKTOP

This chapter gets you up and running with Personal DeskMate and shows you a few things you can do with the desktop. In it, you'll learn how to:

- find your way around the desktop
- change the desktop's appearance
- tell Personal DeskMate about the printer you're using

If you didn't read Chapter 2, "Getting Started," return to that chapter now and read it. In it, you load Personal DeskMate and find out how to use the keyboard or a pointing device during the Sample Session.

A Tour of the Tandy Desktop

When you load Personal DeskMate, the first thing you see is the Tandy Desktop. The desktop has on it some of the same things you probably keep on your desk—a clock, a calendar of the current month, a notepad for jotting down reminders, and a calculator. But the desktop also has on it several other boxes. These boxes contain lists of information that Personal DeskMate is storing for you.

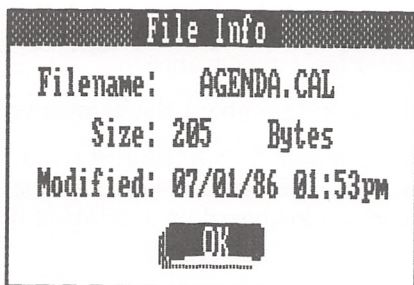
For instance, look at the box entitled `CALENDAR`. It contains a *file* called `AGENDA.CAL`. This file is a personal appointments agenda. If you have a desk calendar it might be hiding beneath other papers. But the desktop organizes information and keeps it together in a systematic way so that you can find anything you need, when you need it. The desktop is Personal DeskMate's "contents" page—it points the way to the different items you can use Personal DeskMate to store.

A Look at a Menu. Look at the screen's second line, the one that has small boxes saying `File`, `Directory`, `Disk`, and `Build`. This is the menu bar. Each box gives you access to a menu that enables you to perform actions on your information. Just for curiosity's sake, use the File Menu to look at some information about the `Agenda.cal` file.

1. Mark the `AGENDA.CAL` file in the `CALENDAR list box`.

The marker is on the calendar in the upper left. Move the marker to the AGENDA.CAL file in the CALENDAR list box.

2. Pull down the File Menu.
3. Select the `Get Info...` command. The screen shows:



4. Return to the desktop.

The `OK` button is already marked by the blinking underline. Select the button.

You're back at the desktop, and now you know a little information about one of the files. You can use the same procedure to look at other files you see in application list boxes.

Changing the Tandy Desktop

The way the desktop looks right now isn't necessarily the way you'll always want to keep it. You can remove some of the boxes from the screen and display others. As a simple example, you'll move the calendar to the calculator's position and place the calculator in the calendar's old position.

Removing the Calendar and the Calculator. To make Personal DeskMate perform a command on any information, you must first *select* that information. You already did this when you highlighted the AGENDA.CAL file a moment ago. This time, you'll work with the calendar and the calculator.

1. Be sure that the marker is on the calendar (**not** the Calendar application's list box, but the actual monthly calendar).
2. Pull down the Build Menu.

3. Choose the `Remove` option.

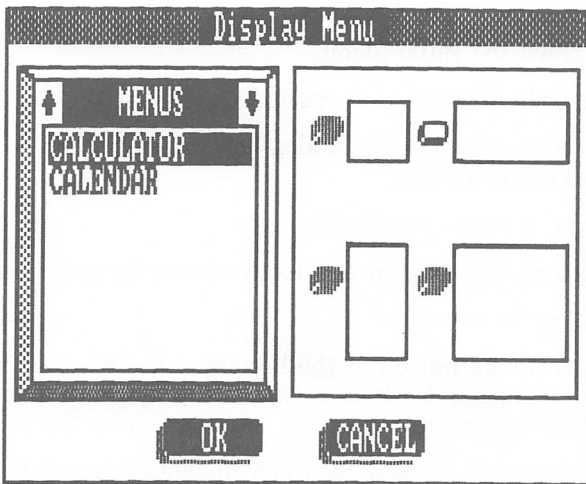
That was simple enough. The calendar disappeared (along with the `Build Menu`), and now there's a "hole" on the screen where the calendar used to be.

4. Move the marker to the calculator.
5. Pull down the `Build Menu`.
6. Choose the `Remove` option.

Again, the `Build Menu` and the calculator disappear. The first step in rearranging the two is complete.

Redisplaying the Calendar and Calculator. Now you'll see how to put the calendar and calculator back on the screen, but in different places.

1. Pull down the `Build Menu`.
2. Choose the `Display...` option. This dialog box appears:



The `MENUS` section of this window contains a list of everything you can display on the desktop. The `Menu size` section lets you decide the amount of space you want the "menu" you choose to occupy on the screen.

3. Select the `Calculator` for display.
4. Choose the short, wide format from the `Menu size` section.

Notice that all the formats except the short, wide one are shaded. You cannot choose any option that is shaded out. In this case, the calculator, which is an accessory, must occupy the format that the screen indicates to you.

5. Finalize your selection.

Press **[TAB]** until you reach the **OK** button at the bottom of the box. Select it to tell Personal DeskMate that you've completed the dialog box and that you want to position the calculator on the screen.

The upper left of the screen now displays a box of the calculator's size.

6. Choose this location for the calculator's new position.

Press **[ENTER]** or double click in the upper left of the dotted box to choose the current location.

The calculator is now in the spot previously occupied by the calendar, but the screen still has one blank spot left beneath the notepad.

7. Pull down the Build Menu.
8. Choose the **Display...** option.

The screen displays the dialog box you saw when you redisplayed the calculator.

9. Select the **MONTH** for display.

The short, wide format is already chosen for you.

10. Finalize the selection.

[TAB] to the **OK** button at the bottom of the window. Select it to tell Personal DeskMate that the dialog box is complete and that you want to position the calendar on the screen.

The upper left of the screen now displays a box of the calendar's size.

11. Position the box at the bottom left of the screen.

Use the arrow keys to move the marker to the spot just below the notepad, and press `[ENTER]`, or point to the spot just beneath and toward the left side of the note pad, and double click.

The calendar is now in the spot previously occupied by the calculator, and the screen is once again complete.

Setting Up to Print

To print anything as you use Personal DeskMate, you must tell Personal DeskMate about the printer you're using with your computer. Follow these instructions to set up Personal DeskMate for printing.

1. Pull down the Accessory Menu.
2. Select the `Printer` option from this menu. The screen shows:

Setup Printer

Printers

- DMP-105
- DMP-200
- DMP-430
- DMP-500

Printer name: DMP-105

Start up printer:

Line feed filter

Printer control codes:

Bold on Bold off

Underline on Underline off

3. Choose a printer.

The list box labelled `Printers` contains a list of printers you can use with Personal DeskMate. Scroll through the list until you mark the type of printer you're using, and then move out of the list box.

The name of the printer you chose appears at the `Printer name:` prompt. Move to the next prompt.

At the `Start up printer:` prompt, you can type characters to be sent to your printer when it starts up. You can, for example, start your printer in condensed mode. (If you use a printer that absolutely requires a startup character to be sent to it, refer to the Reference part of this book to see instructions on making the proper entry here.)

Some printers require a line feed filter. If your printer double spaces when printing in Personal DeskMate, check the line feed filter, and be sure that the `Line feed filter` check box is toggled on. If, on the other hand, your printer tries to print each line over the one it just printed, be sure that the switch is toggled off. Then, move to the next section of the dialog box.

The `Printer control codes` section of the box is filled in for the printer you chose. Skip through the settings.

4. Finalize your decision.

After you skip the `Printer control codes`, the `OK` button is marked. Select it to tell Personal DeskMate that you've finished defining your printer. The desktop reappears.

Note: If your printer does not appear on the list, see the Reference part for information on defining your printer.

Final Words

You've seen just a few of the things you can do with the desktop. As you progress through the Sample Session, you'll return again and again to the desktop to gain access to other parts of Personal DeskMate. The Reference part of this manual tells you about all your desktop options. Read it when you're ready to experiment further with the desktop.

Keep reading to find out about the Text application, where you'll improve on the Dickinson essay.

TEXT

This chapter shows you a few features of the Text application. As you read the chapter and follow the instructions, you'll learn how to do such things as:

- create a file
- open an existing file
- substitute words with other words
- revise text by deleting and adding words
- print a document

If you didn't read Chapter 2, "Getting Started," return to that chapter and read it now. In it, you load Personal DeskMate and learn how to use the keyboard or a pointing device in the sample sessions.

Creating a File

The first thing you'll do is create a file and type a paragraph so that you can get the feel of the way the Text application works.

1. At the desktop, move the marker to `TEXT`, the title of the Text application list box, and select it. A screen appears on which you can type.
2. Type the following paragraph. Don't worry about making mistakes—in a few moments, you'll learn how to correct typing errors.

Although many of Emily Dickinson's poems about nature are also intricate observations on life and death, she is, in addition, extremely adept at nature poems of a purely descriptive genre. Her poem beginning with "A Route of Evanescence" is a perfect example of this type of poem.

Press `[ENTER]` when you finish typing the paragraph. Notice that as you type, the `|` marker moves to the right one space for each character you type. You are working in Insert mode, meaning that every character you type is inserted at the marker's current position.

3. Correct any errors you made in typing by following these procedures:

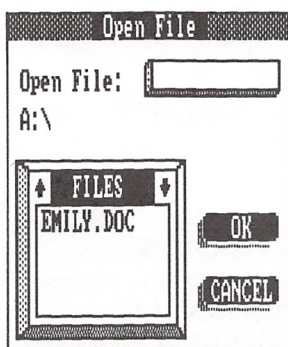
To insert a character, move the marker to the space at which you want to insert, and simply type the correct character.

To delete a mistyped character, move the marker to the space directly following the character you want to delete, and press **[BACKSPACE]**. This deletes the character and moves the remaining text to the left to “close up” the text.

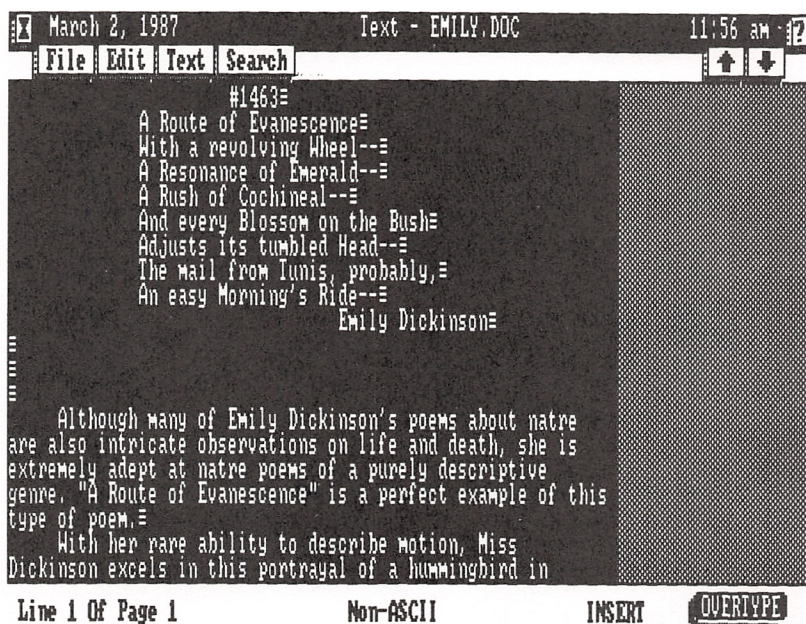
Opening a File

Now that you’ve seen how to type text and make simple corrections, you’ll use a file that is already set up to learn some of Text’s other features.

1. Pull down the File Menu.
2. Choose the **Open...** option. The screen asks whether you want to save your work.
3. Select the **NO** button because you don’t want to save the information you typed.



4. Select the **EMILY.DOC** file from the **FILES** list box.
5. Select the **OK** button to open the file. The screen shows:

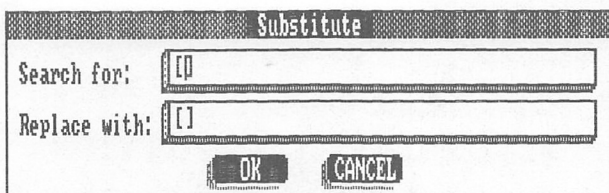


Substituting Text

If you read the first paragraph, you'll notice a misspelling. The word, "nature," is misspelled as "nature." This word is misspelled throughout the entire document. You could read through the entire essay, find each place that "nature" occurs, and insert a "u" in its proper place each time, but there's a much faster way to do the same thing—via the Search Menu.

1. Pull down the Search Menu.

2. Choose the `Substitute...` option.



3. Between the brackets, type the *string* (the group of characters) that you want to replace.

You want to replace the word “natre”, so at the `Search for:` prompt, type **natre**.

4. Between the brackets, type the string you want to use as a replacement.

Move to the `Replace with:` prompt, and type **nature**.

5. Finalize your decision.

Press `ENTER` to select the `OK` button and let Personal DeskMate know that you’re ready to begin the substitution.

6. Affirm each decision to substitute “natre” with “nature.”

Personal DeskMate searches your document from its beginning for each occurrence of “natre.” As it finds each occurrence, you see a window asking whether or not you want to make the replacement.

The `YES` button is already marked, so select it each time you see the window appear.

7. Quit using the `Substitute...` command.

After “nature” replaces all occurrences of the misspelled word, another window appears to tell you the number of replacements Text made.

The `OK` button is marked, so select it.

The document now contains no misspelled words.

8. Press `HOME` to return to the beginning of the essay.

Revising the Essay

All the words in the essay might be spelled correctly, but correct spelling is no guarantee that the essay is worthy of a good grade. In this section, you'll revise the essay and put it in its final form.

1. Change the first sentence to read: *Although many of Emily Dickinson's poems dealing with nature are also intricate observations on life and death, she is, in addition, extremely adept at nature poems of a purely descriptive genre.*

The last line of the screen tells you that you're in Insert mode. Insert *dealing with* by moving the marker until it is just before the *a* of *about* and typing **dealing with**.

Next, delete *about* by pressing **DELETE** until the word disappears.

Insert *, in addition,* by moving the marker directly after the *s* of *is* and typing **, in addition,**.

2. Delete *Miss* from *Miss Dickinson excels . . .* in the second paragraph's first sentence.

Move the marker until it rests just after the *s* in *Miss*. Press **BACKSPACE** five times.

3. This second paragraph also contains an incomplete sentence, the one beginning: *While the combination of the color and sound images . . .* Change this sentence so that it becomes part of the preceding sentence. When you finish, it should read: *the constant whir of the small bird; while the combination of the color and sound images . . .*

Move the marker until it rests just before the period after *bird*. Now, move the Overtyping mode by pressing **CTRL** **O** or by clicking on the OVERTYPE button.

Type **;** over the period, press the space bar, and type **w** over the **W**.

Return to Insert mode by pressing **CTRL** **I** or by clicking on the INSERT button.

4. In the third paragraph, second sentence, delete the last four words, *and is now gone*.

Move the marker until it rests just after the *t* of *present*. Press **DELETE** until the period appears just after *present*.

5. In the next sentence, delete *Miss*.

Move the marker to just before the *M* of *Miss*, and press **DELETE** five times.

6. The next sentence ends with *that is most vividly described*. Change it to read *that is more vividly described*.

Move the marker to just before the *s* of *most*. Go to Over-type mode, and type *re* over the *st*. Return to Insert mode.

7. Look back to the first part of the sentence. To emphasize that the flowers, rather than the poet, react to the departure of the bird, you might want to make *their* in *their reaction to the hummingbird* appear in boldface.

Move the marker until it rests just before the *t* of *their*. Select *their* by pressing **SHIFT** **→** five times or by pressing the button on your pointing device and dragging the pointer to the end of *their*, releasing the button when you finish.

Pull down the Text Menu, and choose the **Boldface** option. As soon as you do, the selected word appears in a different color to let you know that it will print boldfaced.

8. The next paragraph contains an error in noun/verb agreement. The part of the sentence that reads *speed of the bird is further underlined* should contain *are* as the verb rather than *is*. Change the sentence so that it is correct.

Move the marker until it rests just before the *i* of *is*. Press **DELETE** twice. Then, type **are**.

9. The next sentence contains the same type of error—*has appeared* should be *have appeared*. Make the correction.

Move the marker until it rests between the *a* and *s* of *has*. Press **DELETE** once. Then, type **ve**.

10. Look to the paragraph that follows the quote by Shakespeare, the one beginning *Through this allusion, . . .*. Change *Emily* to *Dickinson* in the first sentence.

Move the marker until it is just before the *E* of *Emily*. Type **Dickinson**. Then, press **DELETE** until you delete the unwanted characters.

11. The next paragraph contains another *Miss*. Delete it.

Move the marker until it appears just after the last *s* of *Miss*. Press **BACKSPACE** five times.

12. Find the sentence in the same paragraph that begins with *She also moves . . .*. Make the sentence contain a somewhat more parallel construction by changing *of* “*Wheel*” and “*Cochineal*” to (“*Wheel*” — “*Cochineal*”).

Delete *of* by moving the marker directly before the *o* and pressing **DELETE** three times. Type (to put in the opening parenthesis. Then, move the marker to just before the *a* of *and*, and press **DELETE** three times. Type —. Finally, move the marker to just after the ending quote of “*Cochineal*,” and type).

13. In the last paragraph, delete *Miss* and *splendidly* from the first sentence and *exquisitely* from the last sentence.

Move the marker until it is just before the *M* of *Miss*, and press **DELETE** five times.

Move the marker until it is just before the *s* of *splendidly*. Press **DELETE** until the word and the space following it disappear.

Move the marker until it rests just before the *e* of *exquisitely*, and press **DELETE** until the word and its following space disappear.

14. The essay needs no more revision. But you can fill out the introductory paragraph so that it provides more information about Dickinson. Return to the first paragraph of the essay, and change the last sentence so that it reads: *“A Route of Evanescence” is not only a perfect example of this type of poem, but it is undoubtedly one that she personally liked and in which she had confidence, as she sent it to six of her most favored correspondents at various times.*

Move the marker back to the first paragraph following the actual poem, positioning the marker directly before *a* in *... is a perfect example ...*. Type **not only** and press the space bar. Then, move the marker until it rests just between the *m* of *poem* and the period that ends the sentence. Press the space bar, and type **but is undoubtedly one that she personally liked and in which she had confidence, as she sent it to six of her most favored correspondents at various times.**

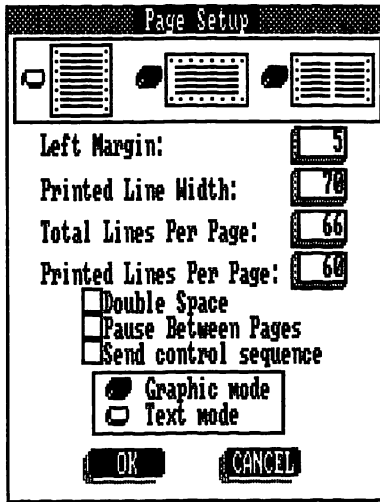
The essay is in its final form. Your next step in finishing it is to print the entire essay.

Printing the Essay

To print the essay, you must set up the way you want each printed page to look by using Text's Page Setup option from its File Menu. After that, you can print the essay. Be sure that you defined your printer, following the instructions in Chapter 3, "The Tandy Desktop."

Setting Up a Page Layout. The first thing you need to do is decide the way you want a printed page to look. To do this, you'll use the File Menu's Page Setup option. (If your printer prints at least 80 characters across one line, you can use the settings explained here. If your printer cannot print as many as 80 characters on one line, you'll need to modify the instructions somewhat. See the Reference part of this book for instructions on the Page Setup option.)

1. Pull down the File Menu.
2. Choose the Page Setup... option. The screen shows:



3. Choose the general format of your page.

The top part of the window shows you three layouts you can choose for printing the essay: A “portrait” style, a “landscape” style, or a “notebook” style. To print a standard essay on 8 1/2” by 11” paper, push the button for the first option, the “portrait” style.

4. Set up the margins and limits for a printed page.

At the **Left Margin:** prompt, type **10** to specify a left margin of 10 characters (about one inch).

At the **Printed Line Width:** prompt, type **60** to specify that you want no more than 60 actual characters to appear on a line.

At the **Total Lines Per Page:** prompt, type **66** to tell Personal DeskMate that the paper you’re using can print a maximum of 66 lines on one 8 1/2” by 11” page. (This assumes that the printer prints six lines per vertical inch.)

At the **Printed Lines Per Page:** prompt, type **54** to specify that you want to print only 54 lines on one page. This gives you top and bottom margins of about one inch each ($66 - 12 = 54$).

5. Choose any features you want to use while printing.

At the `Double Space` prompt, turn double spacing on (which means that the essay will print double spaced).

At the `Pause Between Pages` prompt, either toggle the setting on (if you're using single sheets in your printer), or leave it off (if you're using continuous-feed forms).

At the `Send control sequence` prompt, toggle the choice to turn it off if you left the `Start up printer` prompt (in the `Printer accessory`) blank. If you entered a sequence to start up your printer, toggle this setting on.

6. Choose the mode you want your printer to use for the essay.

The next small box lets you choose between printing in `Graphic mode` or `Text mode`. To use the graphic mode (of a printer capable of producing graphics) for printing the essay, select `Graphic mode`. (Note that the essay will print **very** slowly and that the quality of the output will be reduced.) If your printer cannot print graphics, or if you want to use the text mode of a graphics printer, select the `Text mode` button.

7. Finalize your selections.

Press `TAB` to reach the `OK` button, and select it. The `Page Setup` dialog box disappears, and you're back at the essay.

Printing. To print the essay, you'll use the `Print` option on the `File Menu`.

1. Pull down the `File Menu`.
2. Choose the `Print...` option. A window gives you the choice of printing on the screen or on a printer.
3. Use your printer to produce a copy of the essay.

Skip the `Screen` line, and select `Printer` as the device to which you'll print the essay.

4. Get your printer ready.

Be sure that your printer is properly connected to the computer and that it's turned on. Be sure that the top of the paper is aligned with the print head. Finally, check to see that the printer is on line.

5. Finalize your selection.

Select the `OK` button. The essay begins printing. When it finishes, take it from the printer.

Back to the Tandy Desktop

You've seen some of the ways you can use the Text application's features. The Reference part of the manual explains all the Text options and features. You can now close the `Emily.doc` file and return to the desktop.

1. Pull down the File Menu.
2. Choose the `Quit...` option.
3. At the `Save changes?` prompt, the `YES` button is already marked, so select it. The `Emily.doc` file closes, saving the revisions you made to it throughout this chapter. Once again, the desktop returns to the screen.

WORKSHEET

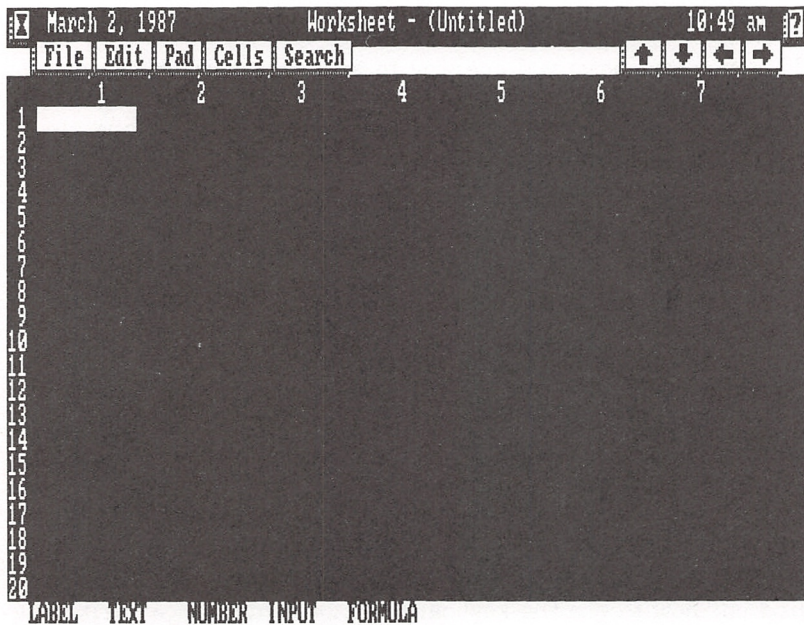
This chapter shows you one way to apply the Worksheet application in developing a monthly expense budget. The budget is a simple one, but you can expand it and make it more elaborate to suit your needs. As you develop the budget and try it out, you'll learn how to:

- label columns and rows to organize the information on the worksheet
- position the budget figures on the worksheet
- write simple formulas
- calculate a worksheet
- shift the positions of rows on the worksheet
- plug in several figures to see how they affect the budget

If you didn't read Chapter 2, "Getting Started," return to that chapter now and read it. In it, you load Personal DeskMate and find out how to use the keyboard or a pointing device during the Sample Session.

Creating a File

You'll build the budget from scratch, so you need to create a file to hold it. Select and open the Worksheet application. The screen shows:



Labelling the Columns and Rows

The first thing you need to do is lay out the way your budget will be presented on the screen.

1. Label the major headings for the columns—EXPENSE CATEGORIES, BUDGET AMOUNT, ACTUAL AMOUNT, and NET AMOUNT.

The marker is in Cell 1,1. 1,1 is the cell's *address*. Each cell address corresponds to a row and column number. You could also read this address as Row 1, Column 1.

In Cell 1,1, type **EXPENSE**. Notice that LABEL is highlighted on the bottom line of the screen to indicate the type of information you're placing on the worksheet.

Move the marker to Cell 2,1, and type **CATEGORIES**.

Move the marker to Cell 1,2. Press the space bar four times, and type **BUDGET**.

Move to Cell 2,2, press the space bar four times, and type **AMOUNT**.

Move the marker to Cell 1,3, press the space bar four times, and type **ACTUAL**.

Move the marker to Cell 2,3, press the space bar four times, and type **AMOUNT**.

Move the marker to Cell 1,4, press the space bar four times, and type **NET**.

Move to Cell 2,4, press the space bar four times, and type **AMOUNT**.

Your headings should look like this:

	1	2	3	4	5	6	7
1	EXPENSE CATEGORIES	BUDGET AMOUNT	ACTUAL AMOUNT	NET AMOUNT			
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

2. Label the expense categories (the row labels)—Mortgage, Phone, Electric, Water, Gasoline, Car Ins, Svc Chg, Credit Crd, Groceries, and Daycare.

Move the marker to Cell 4,1, and type **Mortgage**.

Using the arrow keys, move the marker to the following cells and type the appropriate labels:

In this cell:	Type this:
5,1	Phone
6,1	Electric
7,1	Water
8,1	Gasoline
9,1	Car Ins
10,1	Svc Chg
11,1	Credit Crd
12,1	Groceries
13,1	Daycare

Skip Row 14, and in Cell 15,1, type **TOTALS**.

Your worksheet should look like this:

	1	2	3	4	5	6	7
1	EXPENSE	BUDGET	ACTUAL	NET			
2	CATEGORIES	AMOUNT	AMOUNT	AMOUNT			
3							
4	Mortgage						
5	Phone						
6	Electric						
7	Water						
8	Gasoline						
9	Car Ins						
10	Svc Chg						
11	Credit Crd						
12	Groceries						
13	Daycare						
14							
15	TOTALS						
16							
17							
18							
19							
20							

LABEL TEXT NUMBER INPUT FORMULA

Typing Figures

The worksheet is labelled, and you can now add the budgeted and actual dollar amounts to it.

1. Enter the budgeted amounts.

Move the marker to Cell 4,2, and type **900** **[ENTER]**. This budgets \$900.00 per month to the mortgage expense. Notice that **NUMBER** is now highlighted at the bottom of the screen to indicate that you're typing numbers rather than labels. Notice also that you don't have to type **900.00** to display your entry in "dollars and cents" format. Worksheet automatically assumes this format until you change it.

Type the rest of the budgeted amounts in these cells:

In this cell:	Type this:
5,2	50
6,2	100
7,2	35
8,2	100
9,2	70
10,2	12
11,2	350
12,2	200
13,2	250

2. Enter the actual amounts.

Move the marker to Cell 4,3, and type **900** .

Enter the rest of the actual amounts in these cells:

In this cell:	Type this:
5,3	32.56
6,3	89.17
7,3	24.88
8,3	114
9,3	70
10,3	12
11,3	341.27
12,3	179.35
13,3	250

Your worksheet should look like this:

	1	2	3	4	5	6	7
1	EXPENSE	BUDGET	ACTUAL	NET			
2	CATEGORIES	AMOUNT	AMOUNT	AMOUNT			
3							
4	Mortgage	900.00	900.00				
5	Phone	50.00	32.56				
6	Electric	100.00	89.17				
7	Water	35.00	24.88				
8	Gasoline	100.00	114.00				
9	Car Ins	70.00	70.00				
10	Svc Chg	12.00	12.00				
11	Credit Crd	350.00	341.27				
12	Groceries	200.00	179.35				
13	Daycare	250.00	250.00				
14							
15	TOTALS						
16							
17							
18							
19							
20							

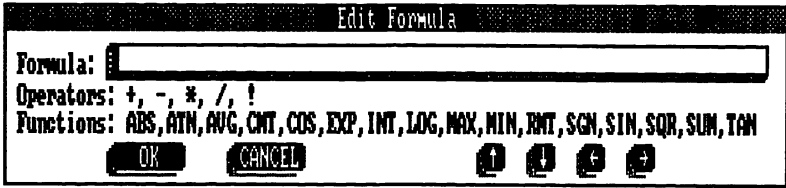
LABEL TEXT NUMBER INPUT FORMULA

Writing Formulas

The worksheet has all the numbers plugged into the right places, but they won't do you any good until you can calculate totals and see how much over or under budget you are. To perform calculations, you need to give Worksheet some formulas to use.

A Formula to Total the Budgeted Amounts. First, give Worksheet a formula that will total the budgeted amounts.

1. Move the marker to Cell 15,2.
2. Pull down the Cells Menu.
3. Choose the `Formula...` option. The lower part of the screen displays this window:



This window lets you type new formulas or change existing ones. The `Formula:` prompt has nothing following it because the marker is on a blank cell in the worksheet and because you've entered no formulas yet.

4. Type a summation formula to add the amounts in Rows 4-13, Column 2.

You could use the `+` operator (which stands for "add") and type `R4 + R5 + R6 + R7...` and so on, until you included all the rows you wanted to include in the summation, but `Worksheet` offers you an easier way. At the `Formula:` prompt, type:

SUM(R4)

This tells `Worksheet` to display the **sum** of all the amounts in the column where the marker is (Column 2), beginning at Row 4 and ending at the row above the current one (Row 14).

5. Confirm the formula.

Select the `OK` button.

The window disappears, and your formula is displayed at the bottom of the screen.

A Formula to Total the Actual Amounts. The formula you used for totalling budgeted amounts is equally useful in totalling actual amounts spent. Enter the same formula in the `ACTUAL AMOUNT` column.

1. Move the marker to Cell 15,3.
2. Pull down the Cells Menu.
3. Choose the `Formula...` option.

4. Type a summation formula to add the amounts in Rows 4-13, Column 3.

At the `Formula:` prompt, type `SUM(R4)`.

This tells Worksheet to display the sum of all the amounts in the column where the marker is (Column 3), beginning at Row 4 and ending at the row above the current one (Row 14).

5. Confirm the formula.

Select the `OK` button. The window disappears.

A Formula for Calculating Net Amounts. You need only one more formula—one for figuring whether the actual amounts for each category are under or over budget. This formula will give you totals for each category **and** for the total budget amount *v* the total actual amount.

1. Move the marker to Cell 4,4.
2. Select Rows 4-15 in Column 4. This lets Worksheet know that you intend the formula you type to apply to all the selected cells.

With a keyboard: Hold down `[SHIFT]`, and press `[↓]` until the cells through Row 15 are highlighted.

With a pointing device: Point to cell 4,4, and press and hold the button. Drag the pointer down until the cells through Row 15 are highlighted, releasing the button when you finish.

3. Pull down the Cells Menu.
4. Choose the `Formula...` option.
5. Type a formula to calculate net amounts of budget categories.

At the `Formula:` prompt, type `C2-C3`.

This formula takes, for each category (including `TOTALS`), the amount in Column 2, subtracts the corresponding actual amount in Column 3, and displays the net amount for that category in Column 4.

6. Confirm the formula.

Select the `OK` button.

Calculating the Worksheet

You're ready to see what Worksheet does with the figures in this simple budget.

1. Pull down the Pad Menu.
2. Choose the Calculate option.

Worksheet calculates the entire budget, row by row, one expense category after another. When calculations finish, your screen should look like this:

1	2	3	4	5	6	7
1	EXPENSE	BUDGET	ACTUAL	NET		
2	CATEGORIES	AMOUNT	AMOUNT	AMOUNT		
3						
4	Mortgage	900.00	900.00	0.00		
5	Phone	50.00	32.56	17.44		
6	Electric	100.00	89.17	10.83		
7	Water	35.00	24.88	10.12		
8	Gasoline	100.00	114.00	-14.00		
9	Car Ins	70.00	70.00	0.00		
10	Soc Chg	12.00	12.00	0.00		
11	Credit Crd	350.00	341.27	8.73		
12	Groceries	200.00	179.35	20.65		
13	Daycare	250.00	250.00	0.00		
14						
15	TOTALS	2067.00	2013.23	53.77		
16						
17						
18						
19						
20						

LABEL TEXT NUMBER INPUT FORMULA

The budget looks good. Only the gasoline expense went over budget, and enough other expenses were under budget so that the total amount spent, 2013.23, is nicely under the planned total.

Repositioning the Worksheet

You can give the worksheet a title so that you'll know which month's budget you're calculating. To do this, you need to insert two rows at the top of the worksheet and then type the title. But what about all the cell addresses you used in the formulas? Won't those have to change once the two new rows are on the worksheet? Yes, they'll need to change, but Worksheet does this work for you. Follow the instructions below to find out how.

1. Move the marker to the beginning of the worksheet.
Press **HOME**, or point to the appropriate scrolling arrow on the menu bar, and press and hold the button until you reach the beginning of the worksheet.
2. Pull down the Pad Menu.
3. Choose the **Insert row** option. The information on the worksheet shifts down, and Row 1 is now blank.
4. Leaving the marker in its current location, follow the same procedure again to insert a second blank row. Rows 1 and 2 are now blank.
5. Type the budget's name, **BUDGET FOR SEPTEMBER**.
Move the marker to Cell 1,2, and type the first part of the title: **BUDGET FOR**. Then, move to Cell 1,3. Press the space bar, and type **SEPTEMBER**.
6. Move the marker to Cell 17,2.

You can see that the formula has changed to accommodate the extra rows you added. It now shows **SUM(R06)**.

Using Different Figures and Recalculating

So far, Worksheet has shown you that it can perform a few calculations. But you could have gotten the same results using a calculator. Worksheet takes you a step further, though. Once you set up a worksheet, you can plug in different figures and see how they affect calculations—much more quickly than you could go through the calculations by hand. For instance, you can use the worksheet to calculate another month's budget by changing the figures in the **ACTUAL AMOUNT** column.

1. Move the marker to Cell 13,3, the ACTUAL AMOUNT for the Credit Crd category. Suppose that you charged more than usual due to a wallpapering project in one of the bedrooms. Change the amount from 341.27 to 463.00.

Type **463**. When you type the 4, the remainder of the cell clears to let you type a new number.

2. Move the marker to Cell 14,3, the Groceries category. Change 179.35 to 258.75 to reflect a higher grocery total because of a party you gave.

Type **258.75** .

3. Pull down the Pad Menu.
4. Choose the Calculate option.

Worksheet recalculates the budget, and you can quickly see the difference between the first budget and this latest one.

Naming the File and Returning to the Tandy Desktop

You're finished with the file for now, so you can give it a name and return to the desktop. The Reference part of the manual explains all the Worksheet features.

1. Pull down the File Menu.
2. Choose the Quit option.

The screen asks, Save changes?

3. Save the worksheet as it now stands.

The YES button is marked, so select it. Now the screen asks, Save as:.

4. Name the worksheet BUDGET.

Type **BUDGET** as the filename.

You return to the desktop.

FILER

The Filer application lets you track anything you might keep in a filing cabinet on a form. Using Filer, you create a *database* (a filing cabinet drawer) to hold *records* (individual file folders) that contain *fields* (the information in the folder). This chapter shows you about Filer, teaching you how to:

- create a form to hold information
- add records to the database
- sort the records in any of several orders
- create and print a report about the records

You'll learn how to work with Filer by setting up a file to hold information about charitable contributions.

If you didn't read Chapter 2, "Getting Started," return to that chapter now and read it. In it, you load Personal DeskMate and find out how to use the keyboard or a pointing device during the Sample Session.

Warning: If you're using a single-drive computer, you **must** keep the Filer program (PMFILER.PDM) and any data files you create on the **same** diskette. If you're using multiple drives, you can store PMFILER.PDM and its data files on separate diskettes.

Whether you use one or two drives with Filer, **never** switch diskettes unless and until the screen instructs you to do so. If you switch diskettes at any other time, you risk destroying **both** program and data files.

If you're not using subdirectories, continue with this chapter. If, however, you **are** running the Filer application from a subdirectory, that subdirectory **must** appear in the list of paths used by the **path** command. For example, if you include the **path** command in your autoexec.bat file, it might look like this:

```
path = a:\path1;a:\deskmate
```

where *deskmate* is the subdirectory in which Filer resides.

Creating a File

To open the Filer application and create the file you'll use, follow these instructions.

1. Move the marker to the title line of the FILER list box on the desktop.
2. Press , or double click to run the application.
3. Pull down the File Menu, and choose the New option.

A blank screen appears with the file name, (Untitled). This is the screen on which you create the *record format*, the form that will hold the information.

Creating the Record Format

To set up a database, you need a way to organize and type the information you want to track. To do this, you create a record format. The record format is similar to a sheet of paper in a file folder. To create the format, follow these instructions.

1. Position the marker toward the center of the screen, on the second line from the top.
2. Type **Charitable Contributions--1987** .
3. Move the marker two or three lines down, 20 spaces from the left margin of the screen.
4. Pull down the Field Menu, and choose the Add option.
5. Define the size of this *field*, or unit of information, as eight characters.

With the keyboard: Press seven times to display eight *character slots*, or squares that hold characters. Press .

With the pointing device: Position the marker where you want the first character to appear. Press and hold the button, and drag the pointer until eight *character slots* (small squares that hold characters) appear. Release the button.

This dialog box appears:

6. Give the field a label of Date:
At the `Label:` prompt, type **Date**.
7. The buttons in the `Outlined`, `Data Type`, and `Label` sections of the box are already set to the definitions you want for this field. Skip these sections of the box.
8. Finalize your choices.
Select the `OK` button at the bottom of the dialog box.
9. Move the marker to different locations on the screen, and create the following fields, following the procedures in Steps 4-8 and using these guidelines.

Number of character slots:	Label:	Outlined	Data Type	Label Type
8	Amount:	yes	number	left
30	Organization:	no	text	top
20	Method of Payment:	no	text	left
1	Receipt?	no	text	left
50	Comments:	no	text	top

When adding the receipt field, simply press `ENTER` when defining the field's size.

3. Format the `Date:` field so that dates will appear in a `mm/dd/yy` format.

Use the arrow keys to move to the third character slot, and type `/`. Skip two more characters, and type another `/`. Then, press `ENTER`.

4. Move the marker to the `Amount:` field, and select it.
5. Pull down the Field Menu, and choose the `Format` option.
6. Format the `Amount:` field so that it begins with a dollar sign and contains a decimal point in the third-to-last slot.

Type `$` in the first character slot. Move to the third-to-last slot in the field, and type a period (`.`). Finally, press `ENTER`.

The record format is now complete. You can begin adding records to the file.

Adding Records

You have a form on which you can enter information. Now you can add information about your contributions to the database. Follow the instructions below.

1. Pull down the `Records Menu`, and choose the `Change` option.

The `Add` option automatically becomes active because you have no records in the file yet.

2. The record format appears on the screen, and the marker is in the `Date:` field. Type `021087`.

Notice that the marker skipped over the slashes you included as format characters.

3. Move to the `Amount:` field.

With the keyboard: Press `TAB` to move the marker from one field to the next, top to bottom, left to right. Use `SHIFT` `TAB` to move backward from one field to another.

With the pointing device: Point to the `Amount:` field, and click.

4. Type **350** as the amount of this contribution.

The number appears as 3.50 because of the decimal point format character.

5. Move to the **Organization:** field, and type **Birdville ISD**.
6. Move to the **Method of Payment:** field, and type **cash**.
7. Move to the **Receipt?** field, and type **N**.
8. Move to the **Comments:** field, and type **Candy Sale**.
9. Store the first record, and prepare to add a few more.

To store a record and continue adding, simply pull down the **Records Menu**, and choose the **Add** option (or press **CTRL** **A**). Filer stores the record, and you see another blank form, ready for you to complete.

10. Add the following records, following the same procedure as you used in adding the first one, and using the information below. After you add the last record, do not pull down the **Record Menu** and choose **Add** again. Continue reading the next section.

Date: **021987**
Amount: **2000**
Organization: **United Way**
Method of Payment: **check**
Receipt? **Y**
Comments: **Monthly Contribution**

Date: **022387**
Amount: **2200**
Organization: **Girl Scouts**
Method of Payment: **check**
Receipt? **Y**
Comments: **Cookies**

Date: **030987**
Amount: **5000**
Organization: **USA for Africa**
Method of Payment: **Visa**
Receipt? **Y**
Comments: (leave this field blank)

Date: **031887**
Amount: **6000**
Organization: **KORA-TV**
Method of Payment: **AmEx**
Receipt? **Y**
Comments: **1 year of public TV**

Date: **031987**
Amount: **2000**
Organization: **United Way**
Method of Payment: **check**
Receipt? **Y**
Comments: **Monthly contribution**

Date: **040487**
Amount: **7500**
Organization: **Gospel Mission**
Method of Payment: **goods**
Receipt? **Y**
Comments: **Donated old bed**

Sorting Records

You have seven records in the file, enough to see the way Filer can arrange and present the information for you. As you added the records, you might have noticed that you added records in order of when the contributions were made, beginning with earlier dates and ending with later ones. The records were already *sorted* according to date. Filer can, however, sort your records for you in any order you like. For instance, in this section, you'll see how to make your records appear in order of smallest contributions to largest ones.

1. The last record you added should be on the screen. Pull down the Records Menu, and choose the `Sort` option. You see this dialog box:



Notice that the box is divided into several sections. The blank lines preceded by radio buttons is the section in which you establish *priorities* you want Filer to use when it sorts your records.

2. Scroll through the FIELDS list box until you mark the label, Amount:.
3. Move out of the FIELDS list box, back to the blank lines.

Filer places Amount: in the first blank, meaning that when it searches your records, Filer will scan the Amount: field in each record, see which record has the least amount listed, and display it first. Then, it will display the record with the next larger amount, and so on, until finally it shows you the record containing the largest amount.

4. Push the radio button for the second priority (the second line in the section).
5. Move to the FIELDS list box, and mark the Date: label.
6. Move out of the FIELDS list box, back to the priorities section.

Filer places Date: in the second priority slot. If Filer encounters two records containing the same amounts (the first priority), it will then search through the Date: field of each record and list the two records in order of the contribution made earliest.

7. Finalize the priorities.

Push the **OK** button at the bottom of the dialog box to establish these priorities. If you had several records and they contained many fields, you could have defined as many as five priorities for sorting.

Displaying Records

You can see the results of the sorting priorities you established by displaying the records in the file and noting the order in which they appear. Use the following instructions to display the records in order of amount and organization.

1. Pull down the Records Menu, and choose the **Display** option.

The record that contains the least amount, the one for the Birdville School District's Candy Sale, is the first record you see.

2. Display the next record.

With the keyboard: Press **CTRL** **N** to activate the **NEXT** button at the bottom of the screen.

With the pointing device: Point to the **NEXT** button, and click.

The record for the United Way contribution on 2/19/87 appears. There are two records for United Way contributions of the same amount, but this is the contribution that was made earliest.

3. Continue displaying records, one by one, using the **NEXT** button.
4. When you see the record for the Gospel Mission contribution, you've reached the end of the records. (Notice that the **NEXT** and **LAST** buttons are shadowed.) Display the first record again by pushing the **FIRST** button at the bottom of the screen.

With the keyboard: Press **CTRL** **F**.

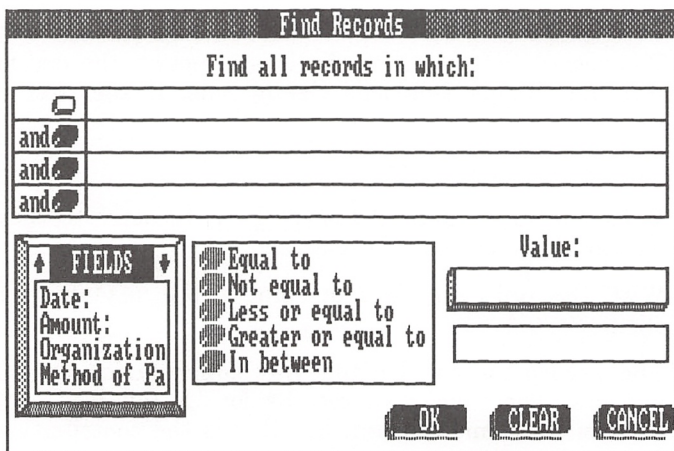
With the pointing device: Point to **FIRST**, and click.

Limiting the Records That Appear

Sometimes you might not need to see every record in your file, but only those containing certain information. You could look through every record, searching for the ones you want—but why bother, when Filer can search for the records and display them for you?

Suppose that you want to see only records for contributions of \$50.00 or greater. To make Filer find and display only these records, follow the instructions below.

1. Pull down the Records Menu, and choose the Find option. This dialog box appears:



Notice the section of the box entitled Find all records in which. The section is empty. Your *search criteria* will appear here after you tell Filer information about the records you want to see.

2. Tell Filer that you want to see records in which the number in the Amount: field is greater than or equal to \$50.00.

This is a matter of “composing a sentence” that tells Filer the field that must meet a standard, the *relationship* between information in the field and the standard it must meet, and the standard itself.

Look at the `FIELDS` list box. Scroll through the list until you mark the `Amount:` field, and then move the marker to the group of radio buttons beside the section containing the relationships: equal to, not equal to, and so on. The field label you marked appears in the first line of the `Find all records` section.

Move to the radio button beside `Greater or equal to`, and push the button. Then, move the marker to the edit field below the `Value:` prompt. Notice that the relationship now appears as well as the field name in the `Find all records` section.

In the blank edit field, type `5000` to specify \$50.00 as the standard against which the information in the `Amount:` field will be judged. Then, move the marker to the `OK` push button at the bottom of the window. The value you typed now appears in the `Find all records` section, and the “sentence” is complete.

3. Select the `OK` button to put this search criterion into effect.

You could specify other criteria by pushing the radio buttons in the succeeding lines of the `Find all records` section and composing more sentences, but this example is enough to show you the concepts involved in limiting the records you want to see.

The record for the USA for Africa contribution appears. Because the sorting criteria you established is still in effect, the records containing amounts of \$50.00 or more appear in order of least amount to greatest amount.

4. Use the `NEXT` button to see the next record that meets the search criteria—the KORA contribution of \$60.00.
5. Use `NEXT` again to see the Gospel Mission contribution of \$75.00.

Notice that the `NEXT` and `LAST` buttons now appear shadowed. This tells you that this is the final record that meets the criteria. There is no “next” record to see.

6. Use the `FIRST` button to display the USA for Africa record again.

Changing the Search Criterion

You need to change the criterion already established to one that shows you only records from March, 1987. Follow these instructions:

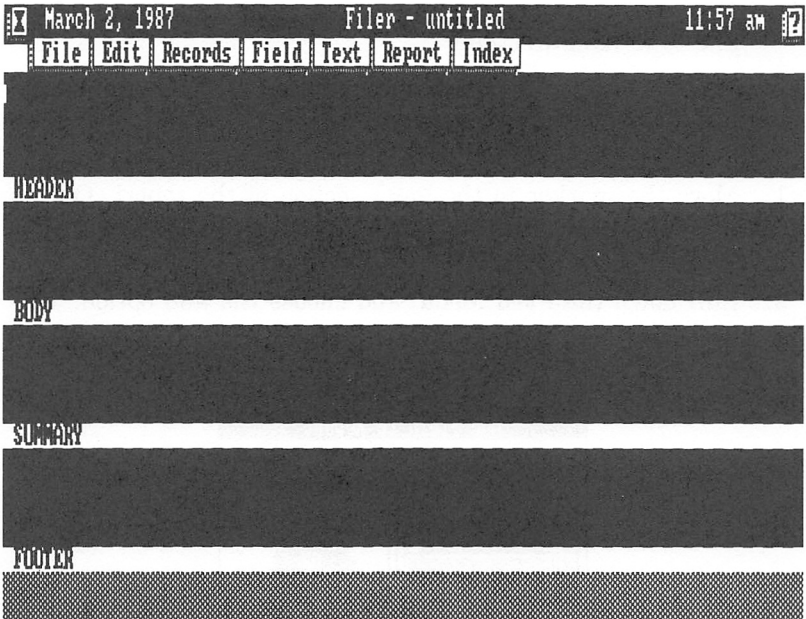
1. Pull down the Records Menu, and choose the `Find` option.
The radio button beside the first line in the `Find all records` section is already pushed. Your previous search criterion still appears.
2. Be sure the marker is in the `FIELDS` list box, and mark the `Date:` field.
3. Move to the “relationships” section of the box, and push the radio button for `In between`.
4. Move to the first edit field below the `Value:` prompt, and type `030187`. Move to the second field, and type `033187`.
This tells Filer that you want to find records that fall in a date range between 03/01/87 and 03/31/87, including the 1st and the 31st.
5. The new criterion should now be on the first line of the `Find all records` section. Select the `OK` button to put the criterion into effect.

Setting Up a Report

You can see that Filer, even with a file this small, is a powerful tool. To see another way you can use the application to organize your information, you'll develop a report that shows you all the contributions you made in March, 1987.

Putting Headings on the Report. Now that you've told Filer which records you want to see, you need to set up the report. Begin by placing headings on the report.

1. Pull down the Report Menu, and choose the `Define` option.
The screen shows:



Notice the four sections on the screen: Header, Body, Summary, and Footer. These sections are ones in which you define different types of report information.

2. In the Header section, move the marker to slightly left of the center of the screen on the second line, and type **Contributions for March** .
3. On the same line, move the marker to about 15 spaces before the right margin of the screen. Pull down the Report Menu, and choose the Today's date option.

MMM DD, YYYY appears at the marker position. When you see the report, the date you entered when you started up the computer will appear instead of the MMM DD, YYYY symbol.

4. Move the marker to the last line of the section. About three spaces in from the left margin, type **Date** .
5. Move the marker about 9 spaces to the right on the same line, and type **To** .

6. Move the marker 33 spaces to the right on the same line, and type **Amount** [ENTER].

Positioning Fields. You have a rough idea of the column positioning for information on the report. Now you need to tell Filer the fields you want to see on the report.

1. Move the marker to the **Body** section of the report. On the first line of the section, position the marker just under the **Date** heading you typed.
2. Pull down the **Field Menu**, and choose the **Add** option. This dialog box appears:



The **Date:** label already appears in the edit field.

3. Move the marker to the **OK** button, and select it.
Eight character slots appear to let you know that a field is positioned at this place on the report.
4. Move the marker on the same line until it is directly beneath the **To** heading you typed.
5. Pull down the **Field Menu**, and choose the **Add** option.
6. Move the marker to the **FIELDS** list box, and mark the **Organization:** label.
7. Select the **OK** button.

Thirty character slots appear where the marker is positioned.

8. Move the marker on the same line until it is directly beneath the Amount heading.
9. Pull down the Field Menu, and choose the Add option.
10. Move the marker to the FIELDS list box, and mark the Amount: label.
11. Select the OK button.

Formatting Summary Information. You've determined the fields whose information will appear in the different columns of the report. You can also place summary information on the report. For this report, place a total of the contributions you made in March in the Summary section by following these instructions.

1. Move the marker to the first line of the Summary section. A few spaces in from the left margin of the screen, type **Total Contributions Made:** .
2. Skip two or three spaces. Then, pull down the Report Menu, and choose the Summary... option. Leave eight slots for the field, and press . This dialog box appears:

The screenshot shows a dialog box titled "Report Summary". It contains the following elements:

- A "Label:" text input field.
- An "Outlined" section with radio buttons for "yes" (selected) and "no".
- A "Label" section with radio buttons for "left", "top" (selected), and "hidden".
- A "FIELDS" list box with a scroll bar, containing: "Date:", "Amount:", "Organization:", "Method of Paym", "Receipt?", and "Comments:".
- Three radio buttons on the right: "Total" (selected), "Average", and "Count".
- "OK" and "CANCEL" buttons at the bottom.

3. At the Label: prompt, type **TOTALS**. Move to the section entitled Outlined.

4. Press the radio button for `no outline` around the summary field.
5. Move to the `Label` section of the dialog box, and press the radio button for `hidden`.
6. Move the marker to the `FIELDS` list box, and scroll through the box until you mark the `Amount:` field.
7. Move to the group of radio buttons that specify the type of summary you want to see. Press the button for `Total`.

This tells Filer to show you a total of the amounts that are listed on the report. (You could have chosen to see an average of the amounts or a count of the number of contributions you made by pressing the other radio buttons in this group.)

8. Select the `OK` button to create the summary field.
9. Format the summary field.

Pull down the `Field Menu`, and choose `Format`. Type `$` in the first slot. Use the arrow keys to move to the third slot from the end, and type a period. Then, press `ENTER`.

Finishing the Definition. You've finished defining the report format. Notice that you didn't put any information in the `Footer` section of the report. Because the file as a whole is so small, the entire report requires less than a page, making an element like a page number unnecessary.

The next thing you'll do is print the actual report. Pull down the `File Menu`, and choose the `Page setup` option. This gets you ready for the next step.

Getting Ready to Print

If you performed the steps in Chapter 3, "The Tandy Desktop," you've already set up your printer. If you haven't defined the type of printer you're using, return to Chapter 3 now, and follow the instructions.

If your printer is already set up and you followed the instructions in "Finishing the Definition," the `Page setup` dialog box is on the screen. Follow these instructions to set up the report so that it prints on an 8 1/2" by 11" sheet of paper.

1. Be sure that the radio button for the first type of format, the portrait style, is pushed.

2. Set up the limits for a printed page.

At the `Printed Line Width:` prompt, type **80** to specify that you want no more than 80 actual characters to appear on a line.

At the `Total Lines Per Page:` prompt, type **66** to tell Personal DeskMate that the paper you're using can print a maximum of 66 lines on one 8 1/2" by 11" page.

At the `Printed Lines Per Page:` prompt, type **54** to specify that you want to print only 54 lines on one page. This gives you top and bottom margins of about one inch each ($66 - 12 = 54$).

3. Choose any features you want to use while printing.

At the `Pause Between Pages` prompt, leave the setting as it is. The report is only one page in length, so it doesn't matter whether you use single sheets or continuous-feed paper.

At the `Send control sequence` prompt, toggle the choice to turn it off if you left the `Start up printer` prompt (in the `Printer accessory`) blank. If you entered a sequence to start up your printer, leave this setting on.

4. Choose the mode you want your printer to use for the report.

The next section lets you choose between printing in `Graphic mode` or `Text mode`. To use the graphic mode (of a printer capable of producing graphics) for printing the report, select `Graphic mode`. (Note that the report will print **very** slowly and that the quality of the output will be reduced.) If your printer cannot print graphics, or if you want to use the text mode of a graphics printer, select the `Text mode` button.

5. Finalize your selections.

Select the **OK** button, and the Page setup dialog box disappears.

Printing the Report

You're ready to print the report. Follow these instructions to produce the report.

1. Pull down the Report Menu, and choose the **Display** option.
2. Pull down the File Menu, and choose the **Print** option.
3. Specify that you want to print the report on your printer rather than on the screen.

Push the **Printer** button to make the choice.

4. Get your printer ready.

Be sure that your printer is properly connected to the computer, that it's turned on, loaded with paper, and on line. Roll the paper so that the print head is six lines from the top of the page.

5. Finalize your selection.

Select the **OK** button. The report begins printing. When it finishes, take it from the printer.

Notice that all the contributions for March, 1987, are listed on the report and that you can see the total amount you spent on contributions at the bottom of the report.

Naming the File and Returning to the Tandy Desktop

You've seen some of the things that Filer can do to help streamline your filing system and organize your information. Filer contains other features, such as indexing, that offer you even more possibilities. The Reference part of this manual explains all Filer's features in detail. For now, name the file you created, and return to the desktop by following these steps.

1. Pull down the File Menu, and choose the **Quit** option.

The screen asks, **Save changes?**

2. Save the file as it now stands.

Select the YES button. The screen shows, `Save as:`.

3. Name the file DONATION.

Type **DONATION** . You return to the desktop.

PAINT

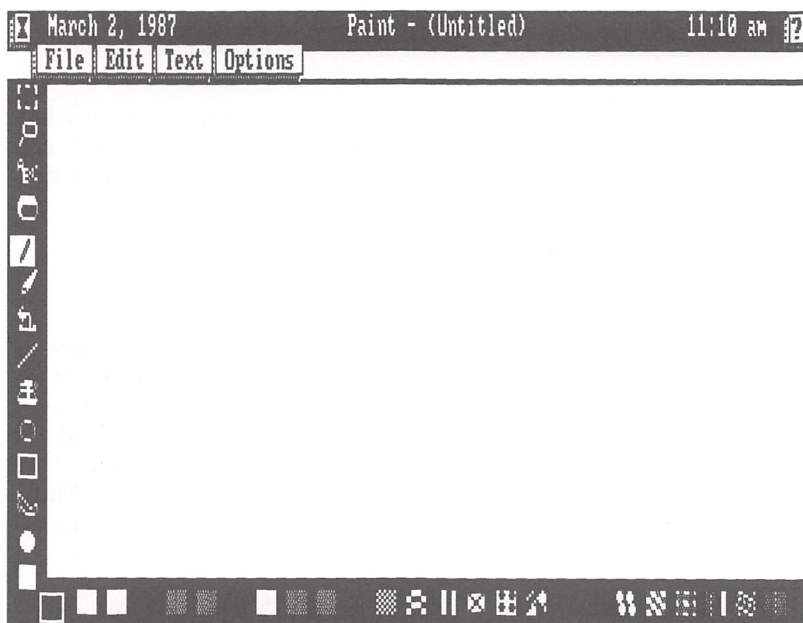
This chapter shows you one way to use the Paint application. Paint lets you become an artist on the computer screen. You can draw freehand pictures or let Paint draw some standard shapes for you. In this chapter, you'll learn how to:

- put text characters into a picture
- use different *tools* to create a picture

You'll paint a very simple picture of a train to try out a few of Paint's features. Because some of the keyboard and pointing device procedures in this application differ from the ones used normally in Personal DeskMate, instructions are provided for both pointing device and keyboard users when necessary. Note that if you are using a pointing device with Personal DeskMate, you **cannot** use the keyboard to move the marker on the canvas.

Running the Paint Application

To load and run the Paint application, move the marker on the desktop to the PAINT list box, and press or double click. The screen shows:



Along the bottom of the screen are the colors Paint is currently using. You'll use these colors as you create your painting. The left of the screen shows you the different tools you can use. You'll use a few of these tools as you paint in this chapter.

Choosing Colors

The first thing you'll do is choose the four primary colors with which you'll paint. These colors will appear as the first four along the bottom of the screen. The next six colors are combinations of the four primary ones you choose. To choose colors, follow these instructions:

1. Pull down the Accessory Menu, and choose the `Color` option.
2. Select blue as the first color.

Push the radio button for color #1 in the `Palette colors:` section. Then, move the marker to the next section, and press the button for `Blue`.

3. Select green as the second color.

Move the marker back to the top section, and push the radio button for color #2. Move the marker back to the Color Choices: section, and press the button for Green.

4. Select light yellow as the third color.

Move the marker back to the top section, and push the radio button for color #3. Move the marker back to the Color Choices: section, and press the button for Light Yellow.

5. Select red as the fourth color.

Move the marker back to the top section, and push the radio button for color #4. Move the marker back to the Color Choices: section, and press the button for Red.

6. Finalize your color selections.

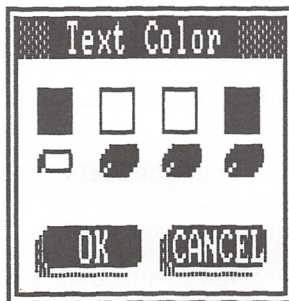
Move the marker to the OK button at the bottom of the window, and select it.

The window disappears, and you can see the colors you chose along the bottom of the Paint screen.

Placing Text on the Screen

The next step is to put a label at the top of the picture. To do this, follow these instructions.

1. Pull down the Text Menu, and choose the Color option. You see this dialog box:



2. Push the radio button that corresponds to red.
3. Finalize your color selection.
Select the button to make all text you type appear in red.
4. You're back at the canvas, ready to choose the Text tool, the tool that looks like this:



With the keyboard: Press to move to the Tools section of the screen. Use the arrow keys to mark the Text tool. Press the space bar to use the Text tool. Then, press to move back to the canvas.

With a pointing device: Point to the Text tool in the Tools section of the screen. Click to use the tool. Then, point at the canvas again.

5. Position the marker near the top of the screen, slightly left of the center.

With the keyboard: Press until the marker is near the top of the canvas. Then, press to move it near the center of the line. Press the space bar.

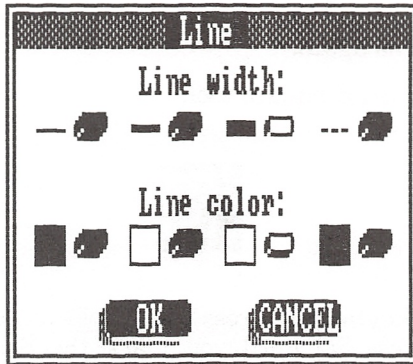
With a pointing device: Point to a line near the top of the canvas, slightly left of the center of the canvas, and click.

6. Type **TRAIN** , and press the space bar or click again.
Notice that the word appears in red.

Setting Line Width and Color

Drawing the body of the train involves using another tool, the solid square. Before you draw the rectangles that make up most of the train, you need to set the line width and color so that the parts appear outlined the way you want.

1. Pull down the Options Menu, and choose the **Line** option. You see this dialog box:



2. Choose the widest line width.

Move the marker to the third radio button (the one for the widest line), and push it.

3. Move to the next section of the box, and choose yellow as the line color.

Move the marker to the radio button corresponding to the yellow color, and push it.

4. Move the marker to the button, and select it.

This lets you use a fairly wide, yellow line as the outline around the rectangles.

Drawing the Rectangles

Next, you need to choose a color for the rectangles to use. You'll use the palette of colors and patterns at the bottom of the screen to do this. Then, you can draw the different rectangles.

1. Select red as the current color.

With the keyboard: Press to move the marker from the canvas to the colors and patterns at the bottom of the screen. Press until you mark the red color square, and press the space bar to choose it. Then, press to move back to canvas.

With a pointing device: Point to the red color square at the bottom of the screen, and click to choose it. Then, point at the canvas again.

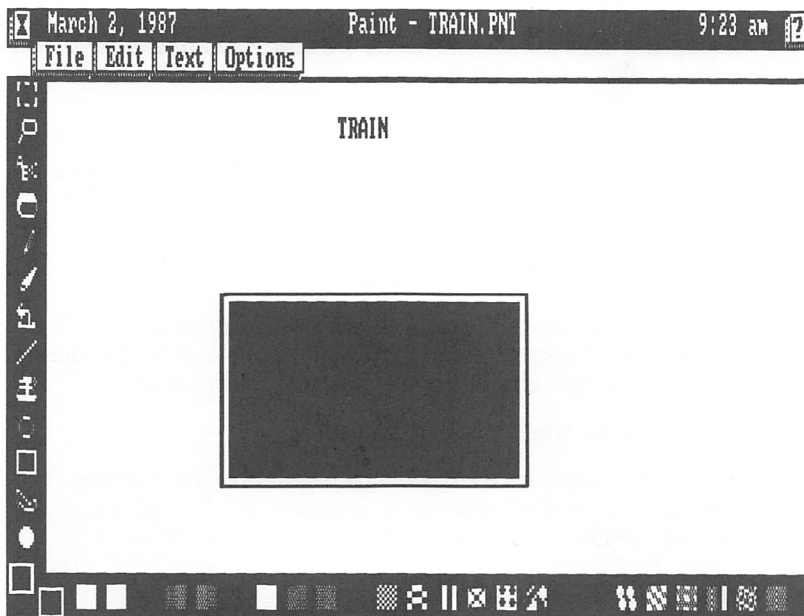
2. Choose the Solid Square tool:



With the keyboard: Press **[SHIFT]** **[TAB]** to move to the Tools section. Press **[↓]** until you mark the Solid Square tool. Then, press the space bar to select it. Press **[TAB]** to move back to the canvas.

With a pointing device: Point to the Solid Square tool in the Tools section, and click to choose it. Then, point at the canvas again.

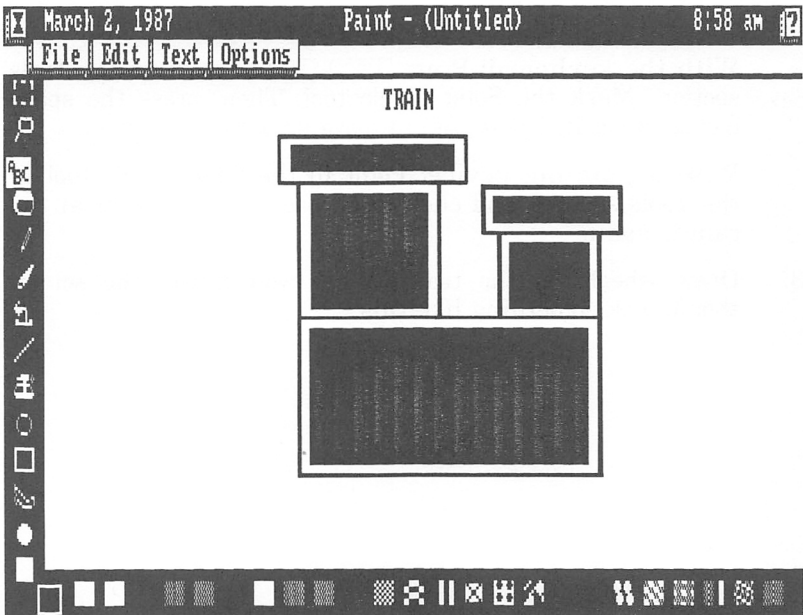
3. Draw a rectangle that resembles this:



With the keyboard: Start by using the arrow keys to move the marker to the top left corner of the square. Press the space bar. Then, using \leftarrow and \downarrow , “pull” the bottom right corner of the square to a size near the one pictured above. Press the space bar again. The rectangle appears, filled with red and outlined in yellow.

With a pointing device: Point to where the top left corner of the square will be. Press and hold the button, and drag the pointer to “pull” the bottom right corner of the square to a size near the one pictured above. Release the button. The rectangle appears, filled with red and outlined in yellow.

4. Use the same method you used in Step 3 to draw the other rectangles needed for the train. When you finish, the picture should look like this:



Putting Wheels on the Train

The next step in creating the train picture is to put wheels on it. To do this, you'll use the Solid Circle tool.

1. Select blue as the current color.

With the keyboard: Press **TAB** to move the marker from the canvas to the colors and patterns at the bottom of the screen. Press the space bar to choose the blue color square. Then, press **SHIFT TAB** to move back to canvas.

With a pointing device: Point to the blue color square at the bottom of the screen, and click to choose it. Then, point at the canvas again.

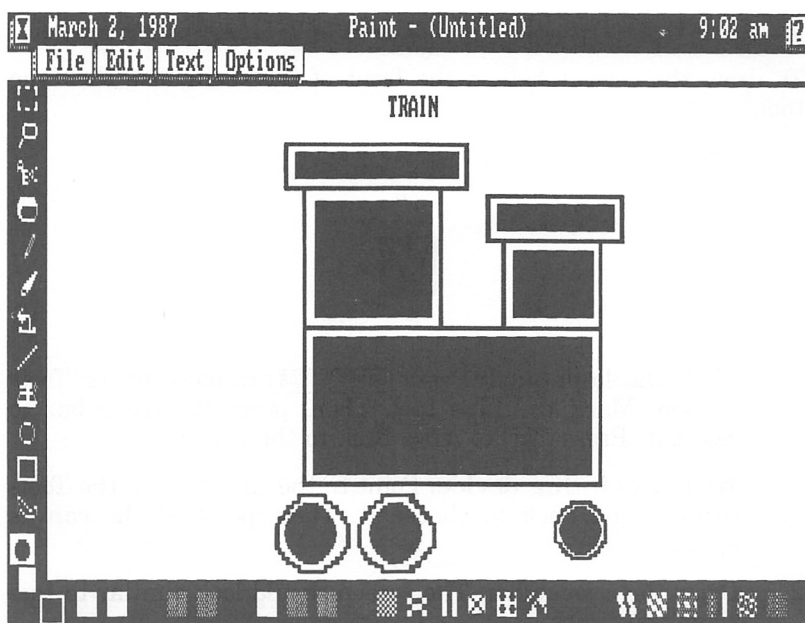
2. Choose the Solid Circle tool:



With the keyboard: Press **SHIFT TAB** to move to the Tools section. Mark the Solid Circle tool. Then, press the space bar to select it. Press **TAB** to move back to the canvas.

With a pointing device: Point to the Solid Circle tool in the Tools section, and click to choose it. Then, point at the canvas again.

3. Draw wheels on the train. When you finish, the screen should look something like this:



With the keyboard: Use the arrow keys to move the marker to a location at the approximate center of the first wheel you want to draw. Press the space bar. Then, using any arrow key, "pull" the circle to the size you want. Press the space bar again. The circle appears, filled with blue and outlined in yellow.

With a pointing device: Point to where the center of the circle will be. Press and hold the button, and drag the pointer to "pull" the circle to the size you need. Release the button. The circle appears, filled with blue and outlined in yellow.

4. Use the procedure from Step 3 to draw the other wheels on the train.

Drawing the Cowcatcher

To draw the cowcatcher on the front of the train, use the Line tool.

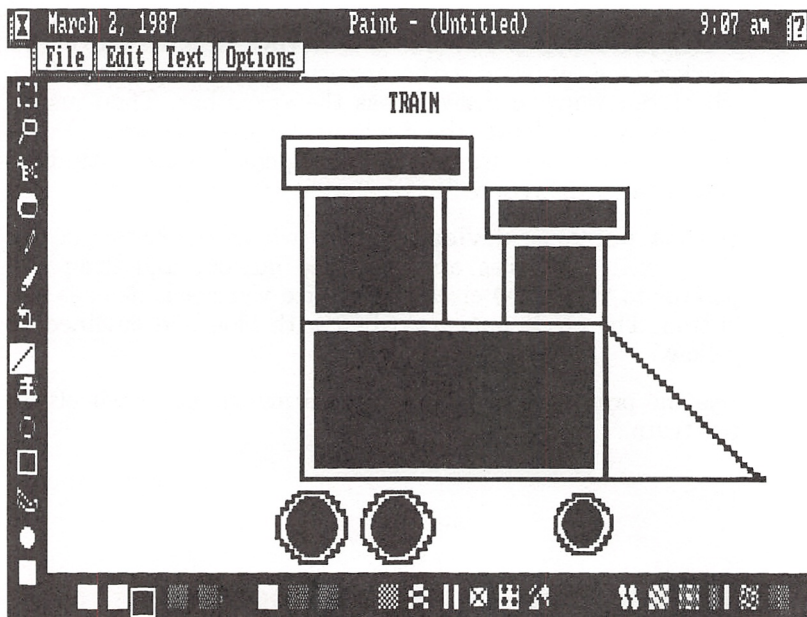
1. Choose the Line tool:




With the keyboard: Press **SHIFT** **TAB** to move to the Tools section. Mark the Line tool. Then, press the space bar to select it. Press **TAB** to move back to the canvas.

With a pointing device: Point to the Line tool in the Tools section, and click to choose it. Then, point at the canvas again.

2. Draw the cowcatcher. The screen should look similar to this when you finish:



With the keyboard: Use the arrow keys to move the marker to where the top of the cowcatcher should be. Press the space bar. Then, move the marker with the arrow keys until the end-point of the line matches the bottom of the train's body. Press the space bar again.

Again, press the space bar, and use  to move the marker along the same line until the end-point of the line connects to the train's body. Press the space bar one more time to complete the cowcatcher.

With a pointing device: Point to where the top of the cowcatcher should be. Press and hold the button. Then, move the marker until the end-point of the line matches the bottom of the train's body. Release the button.





At the same point, press and hold the button, and move the marker until the end-point of the line connects to the train's body. Release the button to complete the cowcatcher.

Finishing the Picture

The last thing you need to do is paint some smoke coming from the smoke stack. Use the Spray Can tool to do this. (This tool uses the current color. You can use the blue color already chosen for the smoke.)

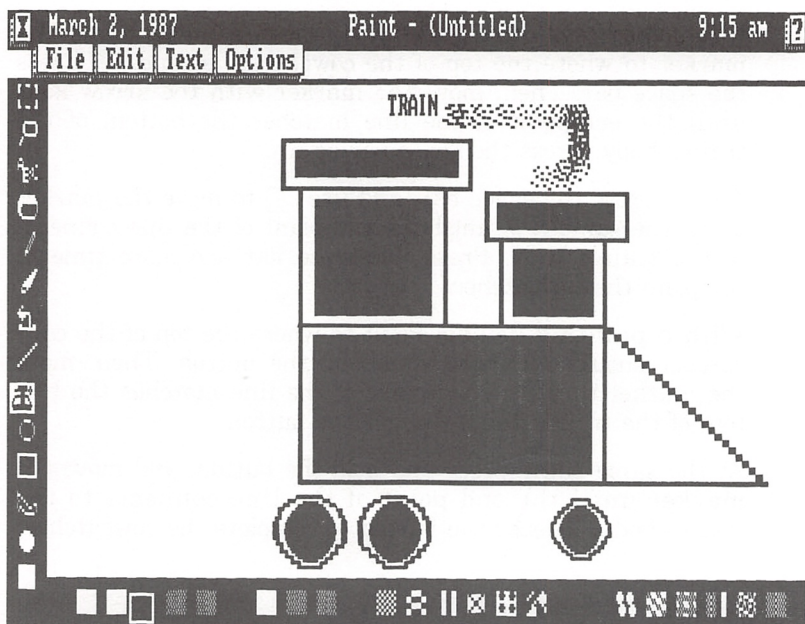
1. Choose the Spray Can tool:



With the keyboard: Press   to move to the Tools section. Press  until you mark the Spray Can tool. Then, press the space bar to select it. Press  to move back to the canvas.

With a pointing device: Point to the Spray Can tool in the Tools section, and click to choose it. Then, point at the canvas again.

2. Draw the smoke. The screen should look like this when you finish:



With the keyboard: Use the arrow keys to position the marker just above the smoke stack. Then, press the space bar. Use **[ALT]** **[←]** in combination with **[↑]** and **[←]** to draw smoke blowing up and to the left. Press the space bar when you finish.

With a pointing device: Point to just above the smoke stack. Press and hold the button, and drag the pointer up and to the left to draw the smoke. When you finish, release the button.

Exiting the Paint Application

You've finished painting the picture. To save it so that you can display it later for admirers, follow the instructions below. The Reference part of the manual explains Paint's features in detail.

1. Pull down the File Menu.
2. Choose the **Save as...** option.
3. At the **Save as:** prompt, type **train**.

4. Move to the `SAVE` button, and select it.
The picture is saved, and now you can exit `Paint`.
5. Pull down the `File Menu`, and choose the `Quit` option.
`Paint` closes, and the desktop reappears.

CALENDAR

This chapter shows you the basics about the Calendar application. As you work through the chapter, you'll learn how to:

- find the month and day on which you want to schedule an event
- schedule personal events
- change the dates of already scheduled events by using the clipboard
- display a weekly calendar
- print a weekly calendar in “notebook” format

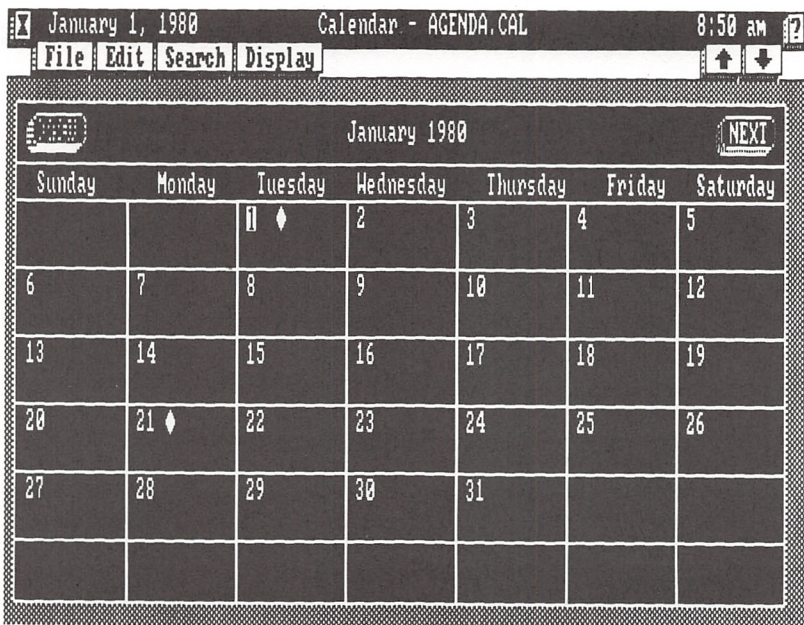
If you didn't read Chapter 2, “Getting Started,” return to that chapter now and read it. In it, you load Personal DeskMate and find out how to use the keyboard or a pointing device during the Sample Session.

Opening the File

For your work in this chapter, you'll use the Agenda.cal file. This file already contains sample events for you to see and use.

The first thing you must do is open the Agenda.cal file and display the correct day.

Open the AGENDA file. You see a screen similar to this:



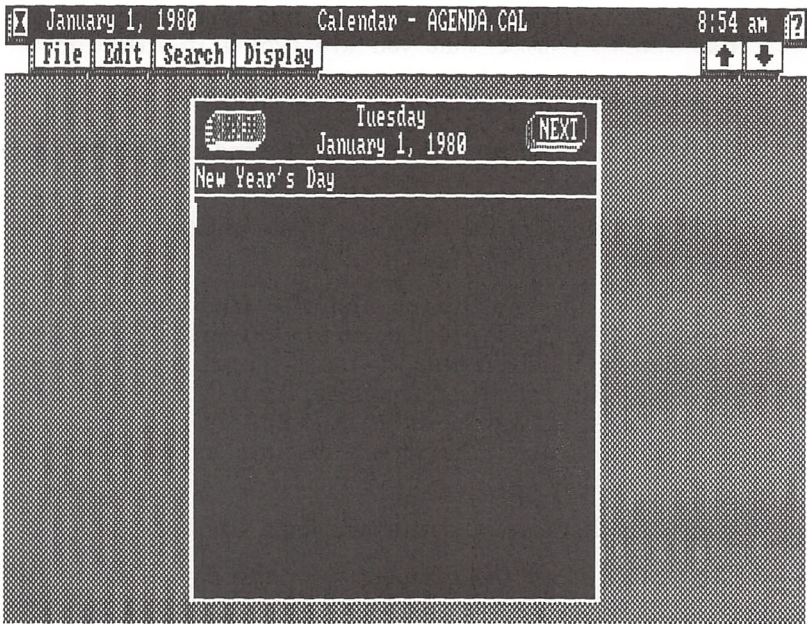
Your screen will display a calendar for the month you entered when you started up the computer. If you skipped entering a date, your screen shows a monthly calendar for January, 1980.

Finding the Correct Date

You need to make the screen display Friday, April 3, 1987, so that you can add an event to the day's schedule. To do this, you must first make Calendar display a **daily** event list rather than a monthly one. Then, you can search for the correct date.

1. Pull down the Display Menu.
2. Choose the Daily option.

The screen now shows you a daily event list similar to this:



3. Pull down the Search Menu.
4. Choose the Find date... option.
5. Find April 3, 1987.

At the Date: prompt, type **04031987**. Notice that you don't have to type slashes between the month, day, and year. Calendar supplies these for you.

6. Finalize your entry.

The **OK** button is marked, so select it. The screen now shows the agenda for Friday, April 3, 1987. Notice that the day already has one event scheduled—Paige's birthday.

Adding Events

The cursor is on the entry for Paige's birthday. Suppose that April 3 is also Jane's birthday.

1. Add Jane's birthday to the list of events for the day.

Move the marker to a blank line, and type **Jane's birthday** . (Notice that you are typing in insert mode. Each character you type is inserted at the cursor's current position, pushing existing text to the right.)

Now, you need to remind yourself to send a birthday card to Jane.

2. Page back through the daily event lists until you reach Friday, March 27, 1987.

You could use the Search Menu to find the date, but instead, press (or point to PREV and click) to activate the PREV button near the top of the screen. The screen now shows the events for Thursday, April 2, 1987. Continue paging back, noting the different events that are scheduled on each day, until the screen displays an event list for March 27, 1987.

3. Add to the list a reminder to send Jane a birthday card.

The cursor is on the first entry for the day. Move to the first blank line, and type **Send birthday card to Jane** .

Changing Events to Other Dates

You have something else to do on March 27—softball practice at 6:30 p.m. Suppose, though, that practice has been changed to Saturday, March 28, at 3:00 p.m. You need to move the event to the new date and change its time.

1. Select `6:30--softball practice`.

Move the marker to the line containing the softball practice. Then, select the entire line.

2. Pull down the Edit Menu.
3. Choose the `Cut` option. The event disappears from the schedule for March 27.
4. Display the events for March 28, 1987.

Press (or point to the NEXT button and click) to display the next day, March 28.

5. Pull down the Edit Menu again.

- Choose the `Paste` option. The softball practice now appears on the correct date.
- Change the time of the practice to 3:00 p.m.

Position the marker just before the 6 of 6:30. Press `DELETE` four times to erase the time. Then, type **3:00**.

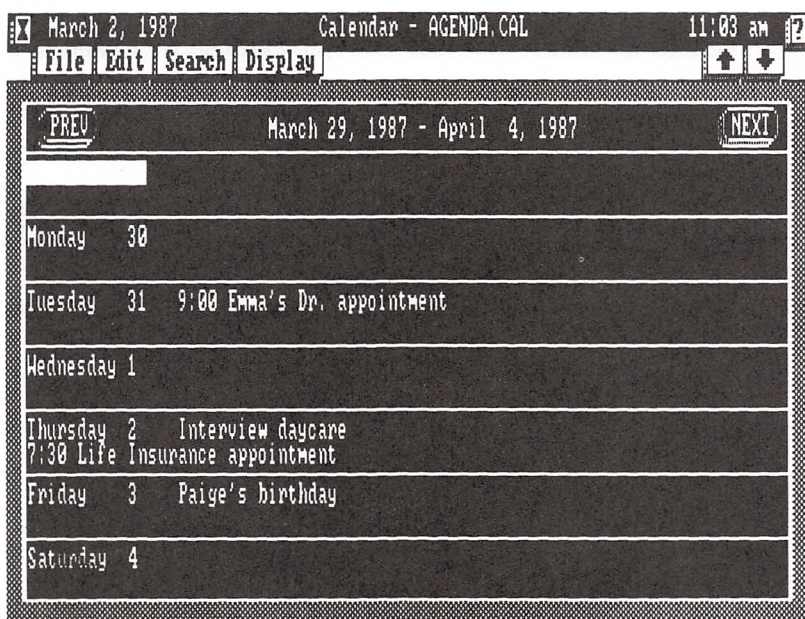
Displaying a Weekly Calendar

To see a calendar showing you the week of Sunday, March 29, 1987 through Saturday, April 4, 1987, use the Display function.

- Display the daily event list for March 29, 1987.

Press `CTRL` `N` (or point to the `NEXT` button and click) to display the correct day.

- Pull down the Display Menu.
- Choose the `Weekly` option. The screen shows:



You can see the events scheduled for the week on this screen.

Printing a Weekly Calendar

To print the calendar, you must first tell Personal DeskMate about the printer you're using via the Printer accessory. (If you followed the instructions in Chapter 3, "The Tandy Desktop," you've already done this.) Next, you must set up the way you want each printed page to look by using Calendar's Page setup option from its File Menu. Finally, you can print the calendar.

Setting Up a Page Layout. You need to decide the way you want the calendar to look when it prints. To do this, you'll use the File Menu's Page setup option.

1. Pull down the File Menu.
2. Choose the `Page setup...` option.
3. Choose the general format of your page.

The top part of the window shows you three layouts you can choose for printing the calendar: A "portrait" style, a "landscape" style, or a "notebook" style. If you aren't using a printer with a graphics mode, choose the "portrait" style format. To print a calendar that you can use as a page in a notebook, you'll use the "notebook" style. It is already marked, and none of the other prompts apply to printing a calendar.

4. Finalize your selections.

The `OK` button is marked for selection. Select it, and the Page setup window disappears. You're back at the calendar.

Printing. To print the calendar, you'll use the `Print` option on the File Menu.

1. Pull down the File Menu.
2. Choose the `Print...` option.
3. Use your printer to produce a copy of the calendar.

Select the `Printer` button to choose your printer as the device to which you'll send the calendar.

4. Get your printer ready.

Be sure that your printer is properly connected to the computer, that it's turned on, loaded with paper, and on line.

5. Finalize your selection.

Select the `OK` button. The calendar begins printing. When it finishes, take it from the printer.

Returning to the Tandy Desktop

You've learned about a few features of the Calendar application, so you can now close the `Agenda.cal` file and return to the desktop. The Reference part of the manual details all the Calendar features.

1. Pull down the File Menu.
2. Choose the `Quit` option.
3. At the `Save changes?` prompt, the `YES` button is already marked, so select it. The `Agenda.cal` file closes, saving the revisions you made to it throughout this chapter. The desktop returns to the screen, and you're ready to move on to another session.

TELECOM

This chapter introduces you to Telecom, the application that lets you communicate with other computer systems. You can use Telecom to “talk” to information services, bulletin board groups, or even another computer connected to yours by a cable. In this chapter, you’ll learn how to:

- create an autolog file for use with an autodial modem
- call an information service
- place information you receive and send in the communications buffer
- disconnect from an information service
- save the contents of the buffer in a file

Because you might not be an information service user, this chapter presents the steps you would take, without giving you specific information, such as actual phone numbers to dial, baud rates to use, and so on. If you like, return to this chapter when you are ready to actually call and communicate with an information service, and follow the instructions.

Before you perform the procedures in this chapter, be sure that you’ve read all the information that came with your modem, that you know how to connect it, and that you know the settings your computer service requires you to use. Be sure that you use the Communication accessory to define your modem type.

Running Telecom

First, run the Telecom application. Move the marker to the title line of the Telecom list box on the desktop. Press **[ENTER]**, or double click to run the application.

A blank screen appears with the filename, (Untitled). This screen is the one you use in developing an *autolog* file, a file that gives Telecom instructions for automatically dialing and logging onto an information service. You also set up your *communications parameters* on this screen, even if you aren’t developing an autolog file.

Setting Communication Parameters. The first part of an autolog file or any preparation for communications should always be where you set, or define, your *communication parameters*, technical information that tells Telecom about the modem you're using and the way you want it to handle certain standard telecommunications features. To set up your own parameters, follow these instructions:

1. Pull down the Commands Menu, and choose the Set option.

This dialog box appears:

Set Communications Parameters

Baud
 300 600 1200
 2400 4800 9600

Word Length 7 bits 8 bits
Parity Even Odd None
Stop Bits 1 2
Flow control (Xon/Xoff) On Off

Ascii filter
 Self echo
 Add line feed

OK CANCEL

2. Set the baud rate to the transmission speed that your service uses.

Push the radio button for the correct baud rate.

3. Set the Word Length to the setting your service requires.

Push the button for either 7 bits or 8 bits.

4. Set the Parity to your service's requirements.

Push one of the three buttons: Even, Odd, or None.

5. Define the number of Stop Bits your service uses.

Push either the 1 or 2 button.

- Specify whether you want flow control on or off during communications.

Use flow control if your service uses it. If your service doesn't use flow control, you cannot. Push the appropriate button, `On` or `Off`.

- Finalize your selections.

Select the `OK` button to put the autolog file on your screen into effect. The command screen returns, and you now see a window similar to this:

Commands	Parameters
Set	1200, 8, N, 1, OFF

The next section, "Developing an Autolog File," is for those who want to use an autodial modem for communications. If you do not have an autodial modem, skip the next section, and continue with "Making the Connection."

Developing an Autolog File

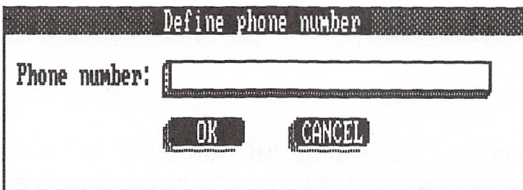
If you have an autodial modem, you can create a special file, called an *autolog* file, that Telecom can use in calling and logging onto an information service. To develop a file, follow the instructions in this section.

Using the Command Menu. After you set parameters, the rest of the autolog file consists of commands that tell Telecom what to do as it tries to connect and log on to another system, as well as the order in which it should carry out the commands. Different systems use different methods of connecting and logging on. The autolog file usually contains the telephone number you want to call and a series of messages you want to send and expect to receive. The order and type of the “send” and “wait” message, of course, varies from system to system.

The Command Menu gives you the development tools to put the necessary information into the autolog file. You used the menu when you defined the communication parameters. In the steps that follow, you use the `Call`, `Wait`, and `Send` options on the menu to set up the procedure your service requires when you log on to it. The steps are not necessarily in the order you need for logging on to your particular information service. They are, instead, general guidelines you need to follow when using the different options on the Command Menu. To develop the autolog file for actual use, you must determine the order in which you use the options.

1. Pull down the Commands Menu, and choose the `Call...` option.

When you choose `Call...`, you see:



2. Type the telephone number you must dial to connect to your service.

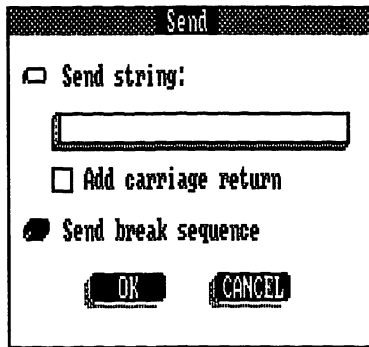
Use no more than 30 characters. You can include dashes between area codes, exchanges, and numbers.

3. Confirm the phone number definition.

Select the button. Notice, as you confirm settings and return to the command screen, that the information you're setting up appears on the screen in columns—Commands and Parameters. Each time you add information to the autolog file, the information appears in this command screen window.

4. Pull down the Commands Menu, and choose the Send... option.

When you choose Send, you see:



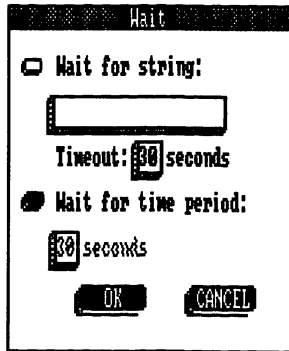
Usually, you must get the attention of the other system by sending it either a string of characters or a *break sequence*. Your service provides you with the information you need to send. Push the radio button for the type of information you want to send, either a string or a break sequence. If you choose to send a string, toggle the Add carriage return switch on if your service requires lines to end with a carriage return.

5. Confirm the information you want to send.

Select the button at the bottom of the dialog box.

6. Pull down the Command Menu, and choose the `Wait...` option.

When you choose `Wait`, you see this dialog box:



After you send information to the other system, you usually expect it to answer you by requesting more information, or you expect to send more information after a certain number of seconds. In this dialog box, press the radio button that corresponds to the type of waiting you need to do, either for information from the service, or for a time period to elapse.

If you choose `Wait for string:`, type the information you expect to receive. For example, after you dial a service and send a break sequence (or other information), the service might respond with a request for the name you've chosen as your "user name." In the field below the `Wait for string:` prompt, you'd type the message you receive from your service, such as **login:**.

After typing the string you expect to receive, type the greatest number of seconds you expect to wait before receiving the string. Telecom automatically uses 30 seconds as its wait time. Feel free to change it to the number of seconds you realistically expect to wait.

If you choose `Wait for time period:`, type the number of seconds you need to wait before sending more information to the service.

7. Confirm the information you supplied.

To place the `wait` information in the autolog file, select the `OK` button. (You'll see the string in quotes, followed by the timeout period.)

8. Continue using the `Send...` and `Wait...` options until you define the complete sequence needed to connect to and log on to the service.
9. After you finish, check your work on the command screen.

If you find that you've omitted a necessary line in the autolog sequence, position the marker on the line that should fall just **below** the missing one. Then, pull down the Commands Menu, and choose the `Insert` option. This inserts a blank line, and you can choose another menu option to define the line that needs to appear here.

If you've included an unnecessary line, move the marker to the line you want to delete. Pull down the Commands Menu, and choose the `Delete` option. The line disappears, and all the lines below move up to accommodate the deleted one.

Saving the File. Once you develop a complete and correct autolog file, you need to store it on disk so that you can use it again and again. To save an autolog file to disk, follow these steps.

1. Pull down the File Menu, and choose the `Save as...` option.

Type a name you want to give this autolog file, using eight or fewer characters.

2. Confirm the filename.

Select the `SAVE` button to save the file using the name you typed. The command screen remains on display, and you now have an autolog file you can use.

Making the Connection

Whether you have an autodial modem or not, you can now call your information service and begin communicating. Be sure that all your communication equipment is connected and that all switches on your modem are properly set for communicating. Then, follow the steps that pertain to the type of modem you're using—autodialing or non-auto-dialing.

Auto-Dialing Modem Owners:

If you have an autodial modem, pull down the Commands Menu, and choose the `Execute` option.

You move immediately to the *terminal* screen, where you can see the communications taking place. A small window on the screen shows you the progress of your call. The window disappears after the connection is established. You then see the results of your `Wait` and `Send` commands.

Non-auto-Dialing Modem Owners:

1. Pick up the receiver, and dial the telephone number of your service. When the other system answers the phone and you hear a high-pitched noise, connect the phone to the acoustic coupler on your modem (or hang up the phone if you use an internal modem card).
2. Choose the `Terminal` option by pressing `[F10]`.

This displays the *terminal* screen, where you can see the communications taking place. You should see `On line` at the bottom of the screen.

3. Press any keys required by your service (usually `[ENTER]` or `[BREAK]`).
4. Answer any prompts sent by the service for logging on.

Using the Buffer

By now, you should be communicating with your service. As you use the service, you might find that you want to keep some of the information you are receiving so that you can review it later. You can place information in the *buffer*, an area of memory reserved specifically for holding communicated information. You can later display the content of the buffer or save it as a file.

Turning On the Buffer. To turn on the buffer and begin “capturing” characters for later review, press `[ALT] [B]`.

The buffer is on, and Telecom is placing everything you see into the buffer as you send or receive the information. You should see the message, `Buffer on`, on the bottom line of the terminal screen.

Turning Off the Buffer. When you finish capturing information in the buffer, turn it off by pressing `[ALT] [B]` at the terminal screen. The buffer turns off, and you no longer see the `Buffer on` message on the bottom line of the terminal screen.

Disconnecting the Line

When you finish a session with your service, you need to log off the service and disconnect your phone from the line. To do so, follow these instructions.

1. Exit the service by typing the characters your service requires for logging off.
2. Press `[ALT] [C]` to return to the command screen.

This disconnects the telephone. If you aren't using an auto-dial modem, place the phone receiver back in its cradle. If you're using an autodial modem, your phone is ready for other use.

Saving the Buffer Contents

Now that you've finished communicating with the service, you can use the information you placed in the buffer. You can display the contents, clear them from the buffer, print them, or save them in a file. This section shows you how to save the buffer contents in a file that you can use with the Text application.

1. Pull down the Buffer Menu, and choose the `Save as...` option.

2. At the `Save as:` prompt, give the file a name.

Type a name containing eight or fewer characters. The line below the prompt tells you the drive and directory in which the file will reside.

3. Select the `SAVE` button to save the file.

Telecom saves the file and adds the extension, `.doc`, to it. When you return to the desktop, the file will appear in the Text application's list box.

4. Clear the contents of the buffer now that you have the information in a file on disk.

Pull down the Buffer Menu, and choose the `Clear` option. The buffer is once again empty, ready to hold more information from your next telecommunications session.

Returning to the Tandy Desktop

You've finished using Telecom, so you can return to the desktop. To do so, pull down the File Menu, and choose the `Quit` option. A dialog box asks whether you want to disconnect the device. Select the `YES` button.

Note: You are not asked whether you want to save buffer contents when you exit Telecom, so be sure to save the contents (if you like) via the Buffer Menu's `Save as` option.

When the desktop reappears, you can move the marker to the file you created, which appears in the `TEXT` list box, and review the file if you like. Be sure to return to the desktop when you finish reviewing the file.

ENDING THE SAMPLE SESSION

You've seen a few ways to use Personal DeskMate, and you should now be more familiar with the way DeskMate works. You can continue to experiment with the sample data you created and changed until you feel completely at ease in running Personal DeskMate.

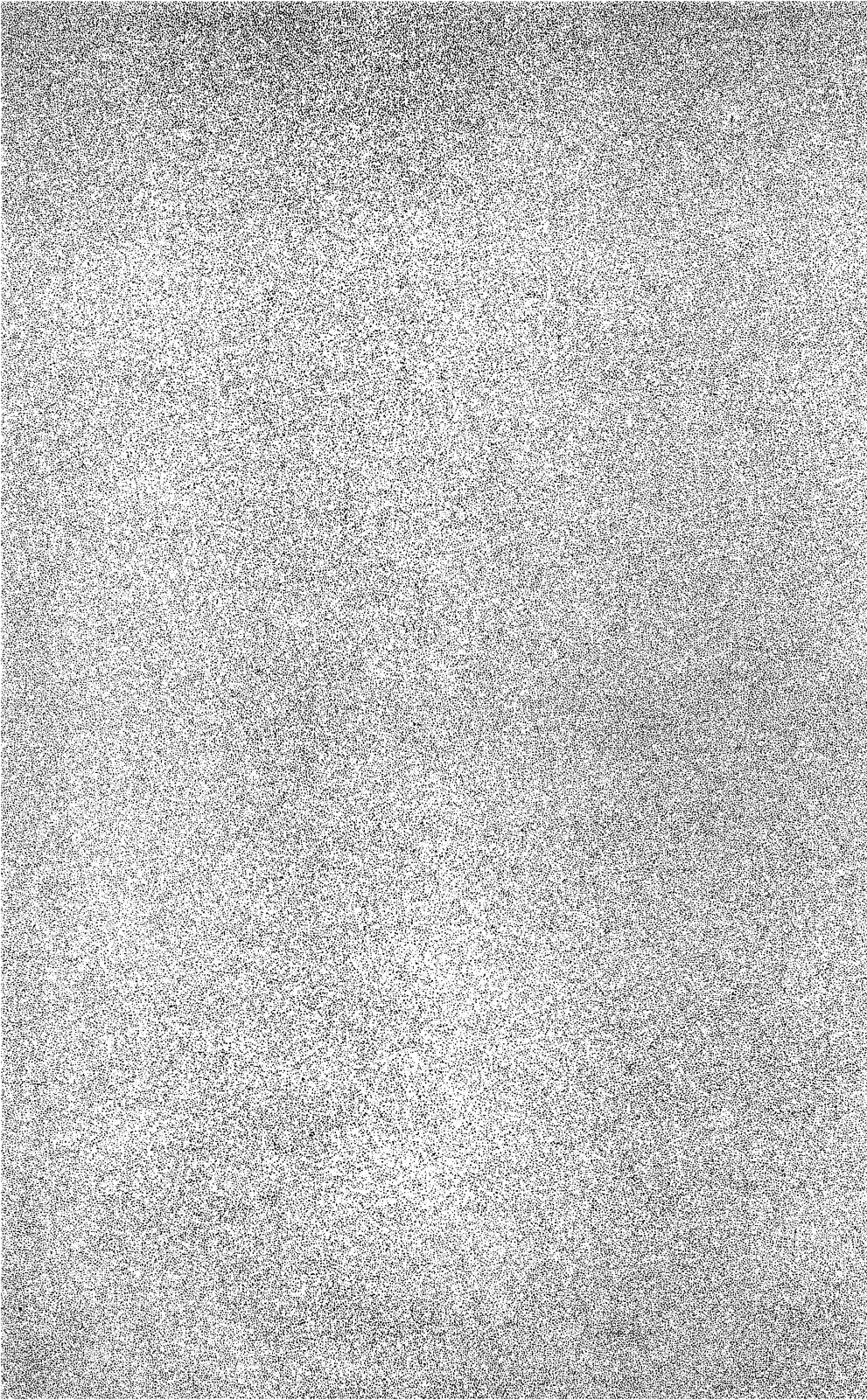
When you're ready to use Personal DeskMate for your own projects, delete the sample data files you created or used during the Sample Session. You can make new copies of the master diskettes and then delete the files that exist on the new copy, or you can use the diskettes you used throughout the Sample Session, deleting all the files you developed. If you created an autolog file during the Telecom sample session, you might want to consider keeping the file (if it's one that actually runs correctly for the type of telecommunications you normally use).

To delete files, follow the steps below for each file you see listed in an application's list box on the desktop.

1. With the desktop on the screen, move the marker to the file you want to delete.
2. After you mark the appropriate file, pull down the File Menu.
3. Choose the `Delete` option from the File Menu.
4. The file whose name you marked appears at the `File-name:` prompt. Select the `OK` button to delete the file.
5. Follow Steps 1-4 for each file you want to delete.

After you delete the sample data files, you're ready to go.

REFERENCE



GENERAL INFORMATION AND CONCEPTS

This chapter gives you instructions about loading and exiting Personal DeskMate and provides information about the two menus that most applications use—the File Menu and the Edit Menu. The chapter also discusses the concepts and techniques you use in working with Personal DeskMate. If you read Chapter 2, “Getting Started,” at the beginning of the Sample Session, you’ll find much of that information repeated here, as well as additional procedures you didn’t use during the Sample Session. Instructions are provided for both keyboard and pointing device users.

Installing Personal DeskMate

Personal DeskMate comes to you on two diskettes. To gain valuable diskette storage space, we strongly urge you to transfer Personal DeskMate onto at least three diskettes. You’ll do this by using the **install** command, explained below.

First, decide whether you want to keep Personal DeskMate’s built-in help information on a diskette separate from the diskettes that contain the other programs and files. **If you do**, format four diskettes. **If you do not**, format three diskettes. Instructions on formatting diskettes are in *Introduction to MS-DOS*. Temporarily label the diskettes as destination diskettes 1, 2, 3, and 4 (if you formatted four diskettes).

Next, with the **A>** prompt on the screen, insert the diskette that contains the file, **install.exe**, in Drive A. (You can type **dir** **ENTER** at the **A>** prompt to see a list of the files on any diskette in the drive.)

With the correct diskette in Drive A, type **install** **ENTER**. The diskette that is currently in Drive A is called source disk #1. The other Personal DeskMate diskette is called source disk #2. The formatted diskettes you made are called destination disks #1, #2, #3, and #4 (if you formatted four diskettes).

Follow the instructions on the screen **carefully**. The screen asks you to make choices about the types of files you want to store on each diskette and then instructs you to switch diskettes in Drive A several times. **Be sure to insert the correct diskettes when the screen requests them.** If you insert a diskette the screen did not ask for, you can start the procedure again.

When the computer finishes, the A> prompt returns to the screen. Be sure to note the contents of each destination diskette (by using the MS-DOS **dir** command) and to label each diskette in a way meaningful to you. Use the three or four new diskettes to run Personal DeskMate, and store the original diskettes in a safe place.

Loading Personal DeskMate

To load Personal DeskMate, first be sure that the system prompt is on the screen. *Introduction to MS-DOS* contains instructions on starting up the computer and displaying the system prompt.

Next, be sure that the diskette containing the PMMENU.PDM and DESK.EXE files is in Drive A. Type **dir** with a diskette in Drive A and the A> prompt on the screen to determine which diskette contains these files.

Then, be sure that you are working from the directory in which Personal DeskMate resides. Instructions for changing to the correct directory are also in *Introduction to MS-DOS*.

Once you have the system prompt on the screen, the correct diskette in Drive A, and are working in the correct directory, type **desk** at the system prompt.

The desktop appears, and you are ready to begin using Personal DeskMate.

Exiting Personal DeskMate

To exit Personal DeskMate, be sure that the desktop is on the screen. Then, pull down the File Menu, and choose the **Quit DeskMate** option. (If you worked through the Sample Session, you know how to pull down a menu and choose an option. If not, this chapter contains specific instructions for doing so.)

After you choose the `Quit DeskMate` option, the desktop disappears. You might be asked to place a diskette containing `COMMAND.COM` in the drive. Insert your MS-DOS diskette, and press `ENTER`.

Using a Pointing Device

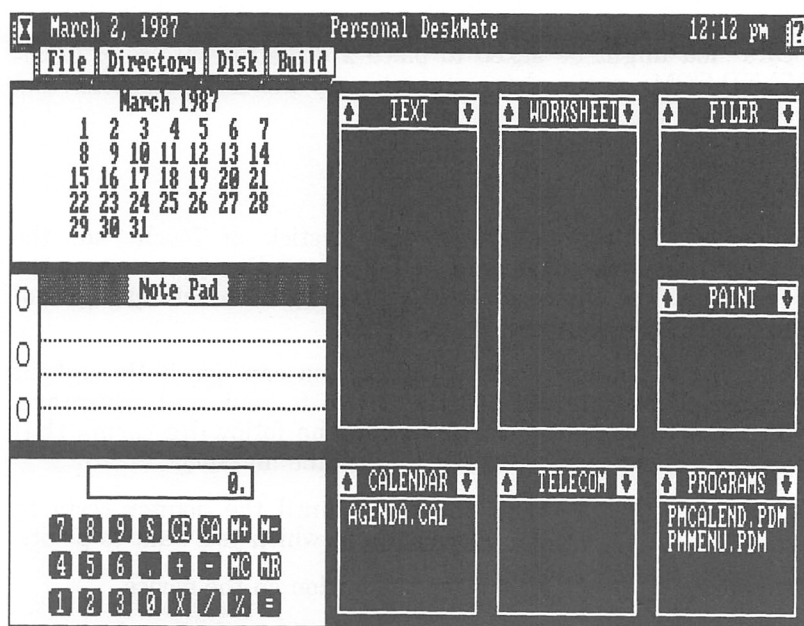
To use a pointing device (a mouse, joystick, or Touch Pad), the first thing you need to do is tell Personal DeskMate about the device. See the instructions in Appendix B to set up Personal DeskMate for a pointing device.

Once you define the pointing device, you can use it throughout Personal DeskMate. To use the device to your best advantage, you need to become familiar with the following terms that describe the way you move the *pointer* (the marker):

To point	Move the device until the pointer rests on the information to which you want to point.
To press	Hold down the button on the device.
To click	Quickly press and release the button.
To double click	Click the button twice in rapid succession.
To drag	Hold down the button while moving the pointer.

Opening Files and Running Applications

If you haven't already loaded Personal DeskMate, do so now, following the instructions in "Loading Personal DeskMate," earlier in this chapter. After you load Personal DeskMate, the desktop appears on the screen:



To use one of the applications, you need to either open an existing file or run the application without opening a file. On the desktop, notice the several boxes headed with the application names—TEXT, WORKSHEET, FILER, and so on. These boxes are called *list boxes*. Any names that appear in an application's list box are the names of files that make use of that particular application. For instance, the CALENDAR list box contains a file, AGENDA.CAL.

To open a file and its appropriate application, follow this procedure.

With the Keyboard. Press **[TAB]** to move the marker to the list box containing the file you want to open. If you move past the list box you want, hold down **[SHIFT]** and press **[TAB]** to move the marker back. When the marker is on the correct list box, press **[↓]** until the marker is on the file you want to open. If the list box contains more files than will fit in the box, use **[↓]** or **[↑]** to scroll the list one item at a time, until you mark the correct file. When the file you want to use is marked, press **[ENTER]** to open the file and run the appropriate application. (You might have to switch diskettes to run certain applications. The screen will tell you when you need to switch. Note that you can open an application and develop a data file, saving the data file on a separate diskette. Be sure you use formatted diskettes to store data files. Filer is the exception to this—see Chapter 16 for information about storing Filer data files.)

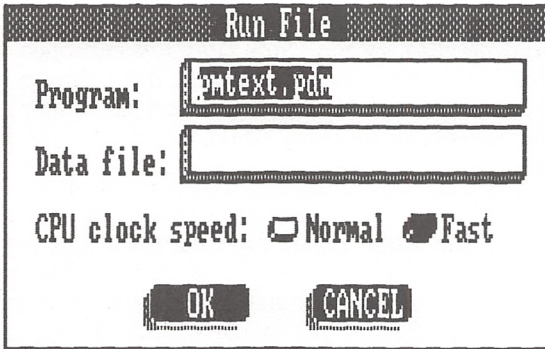
Sometimes you must run an application without opening an existing file at the same time, such as when you create a new file. To run an application without opening a file at the same time, press **[TAB]** to move the marker to the title of the appropriate list box (using **[SHIFT]** **[TAB]** to move back if you pass the box you want). When the marker is on the list box for the application you want to run, press **[ENTER]** or the space bar. Again, you might have to switch diskettes.

With the Pointing Device. Use the device to point to the file you want to open. If the list box contains more files than will fit in the box, point to one of the scrolling arrows in the list box title, and click. This scrolls the list one item at a time in the direction of the arrow. To scroll more than one item, point to the appropriate scrolling arrow, and press and hold the button.

After you point to the file you want to use, double click to open the file and run the appropriate application. (You might have to switch diskettes to run certain applications. The screen will tell you when you need to switch.)

To run an application without opening a file at the same time, simply point to the title of the list box for the application you want to use, and double click. Again, you might have to switch diskettes.

An Alternative. You can also run an application with or without opening a file at the same time by using the File Menu. Press **ALT F**, or point to the File Menu, and press and hold the button. Choose the **Run** option by pressing **↓** until you mark that option and then pressing **ENTER**. With a pointing device, drag the pointer until you mark the **Run** option, and then release the button. You see this dialog box:



At the **Program:** prompt, type the name of the application you want to run. You **must** supply a filename extension. Press **TAB**, or point to the **Data file:** prompt. At this prompt, type the name of the data file you want to use in conjunction with the application. (To run an application without opening a data file at the same time, leave the **Data file:** prompt blank.)

Next, select the **OK** button to run the application (and optional file). Do this by pressing **TAB** until you mark the **OK** button and then pressing the space bar, or by pointing to the **OK** button and clicking. (You can press **ENTER** without marking the button.) Select the **CANCEL** button (via the **TAB** key or by pointing and clicking) to cancel running the application and return to the desktop.

Moving Around on the Screen

Most of the time, moving the marker around on a screen is a matter of pressing arrow keys or pointing and clicking. Several techniques help you move the marker farther and faster.

With the Keyboard. Generally, you can press an arrow key to move the marker one character in the direction indicated on the key. When you're working with information that isn't character-oriented (for example, a field in the Filer application), use the **TAB** key to move forward from field to field or **SHIFT TAB** to move backward from field to field. In addition to the arrow keys and the **TAB** key, these keys help you move around on the screen:

CTRL ↑ or
PG UP

Moves the marker to the same column at the top of the screen. If you're already at the top of the screen, **CTRL ↑** moves you to the top of the previous screen (if any).

CTRL ↓ or
PG DN

Moves the marker to the same column at the bottom of the screen. If you're already at the bottom of the screen, **CTRL ↓** moves you to the bottom of the next screen (if any).

CTRL →

Moves the marker to the right margin of the screen. If you're already at the right margin, **CTRL →** scrolls the marker to the right margin of the next screen to the right (if any).

CTRL ←

Moves the marker to the left margin of the screen. If you're already at the left margin, **CTRL ←** scrolls the marker to the left margin of the next screen to the left (if any).

HOME

Moves the marker to the beginning of the file's information.

END

Moves the marker to the end of the file's information.

With the Pointing Device. Position the marker anywhere on the screen by pointing to the appropriate location and clicking. To move the marker to different screens, use the scrolling arrow icons on the screen's *menu bar*. (The menu bar is the second line on the screen. It shows the different menus you can use in an application and the scrolling arrow icons.)

Point and click on:



To move the marker:

Up one line. If you're at the top line of the screen, the marker moves to the last line of the previous screen (if any).



Down one line. If you're at the bottom line of the screen, the marker moves to the first line of the next screen (if any).



Right one character. If you're at the right margin of the screen, the marker moves to the left margin of the next screen to the right (if any).



Left one character. If you're at the left margin of the screen, the marker moves to the right margin of the next screen to the left (if any).

To scroll more than one line or character at a time, point to the appropriate arrow icon, and press and hold the button. This lets you scroll continuously until you release the button.

Selecting Information in a File

Another technique you'll use frequently is selecting information in files to manipulate. For instance, to move a block of information to another part of your file, you must first *select* that information, then move it. Generally, selecting information follows procedures like the ones presented below. These procedures assume that you are using Insert mode, the mode Personal DeskMate automatically assumes when you type. The Text application lets you use either Insert or Overtyping mode. The sample session for Text shows you how to select in either mode.

With the Keyboard. To select information with a keyboard, use these keys:

SHIFT **↑**

To select all previous characters through the same column position on the previous line

SHIFT **↓**

To select all following characters through the same column position on the next line

SHIFT **→**

To select the next character

- | | |
|---------|---|
| SHIFT ← | To select the previous character |
| F1 ↑ | To select all previous characters through the same column position at the top of the screen |
| F1 ↓ | To select all following characters through the same column position at the bottom of the screen |
| F1 → | To select all following characters through the rightmost character on the same line |
| F1 ← | To select all previous characters through the first character on the same line |

Pressing these keys a number of times adds characters to those already selected. Pressing keys that move the marker in the direction opposite to the one you were using for selection removes characters from the selected group. Any other cursor movement cancels the entire selection process.

With the Pointing Device. To select information with a pointing device, point to the location at which you wish to begin selecting information, and press and hold the button. Then, drag the pointer in the direction in which you want to select information, releasing the button when all the information you want to select is marked.

Pulling Down Menus and Selecting Options

You access most of an application's features by *pulling down* menus. The menus you can use appear on the second line of every screen in Personal DeskMate, in the line known as the Menu Bar, with the exception of the Accessory Menu, which appears as the Tandy icon in the upper left corner of the screen.

With the Keyboard. To pull down a menu by using the keyboard, hold down **ALT**, and press the key that corresponds to the first letter of the menu name. An exception to this is the Accessory Menu, which you display by pressing **ALT** and the space bar.

If the menu bar contains two or more menus that begin with the same letter, when you press **[ALT]** and the first letter of the menu name, the marker moves to the first menu beginning with the letter. Use the arrow keys to move back and forth along the menu bar until you reach the menu you want to use.

To choose an option from a menu, use the up and down arrow keys to mark the option you want to use. You can also type the first letter of the option you want to use. This moves the marker to that option. Each time you type the letter, the marker moves to the next option beginning with that letter. Press **[ENTER]** to choose a marked option. Cancel display of a menu by pressing **[ESC]**.

With the Pointing Device. To pull down a menu and choose an option by using the pointing device, point to the menu you want to display, and press and hold the button. Drag the pointer down to display and mark different menu options. When you mark the option you want to use, release the button. Cancel display of a menu by moving the pointer outside the menu and releasing the button.

Shadowed Options in Menus. Depending upon the application you want to use and the point you've reached in developing a file, some menu options might appear "shadowed." This means that the menu option is unavailable to you. You might later be able to use the option after progressing further in developing the file. For instance, you cannot display a report in the Filer application until you add records, so the options on the Report Menu appear shadowed.

Accelerators. Throughout Personal DeskMate, some menu options that you use frequently have *accelerators*, keys you can press rather than pulling down the menu and choosing the option. For instance, the Edit Menu has accelerators for the Cut, Copy, and Paste options—**[F9]**, **[F8]**, and **[F10]**. To use an accelerator, simply press the appropriate key.

Applications also use accelerators to let you perform other functions, such as **[CTRL]** **[I]** to use insert mode in the Text application, or **[CTRL]** **[N]** to see the "next" page of a daily calendar in the Calendar application. Available accelerators are discussed in each application's reference chapter. Note that the **[PRINT]** key is an accelerator to the File Menu's Print option.

Working With Dialog Boxes

Usually, when you use an application's features, Personal DeskMate tries to perform the function you choose, but occasionally, it needs more information from you before it can carry out your command. Whenever you need to supply information, you'll see a *dialog box*, a window in which you and Personal DeskMate have a short "dialog."

A dialog box can consist of several components. Each component is explained in the paragraphs that follow.

Edit Fields. An edit field is a line following a prompt. In an edit field, you supply information by typing it or by changing information that already appears in the field.

When you move the marker to an edit field (or when the dialog box appears with the edit field already marked) there are several techniques for editing an answer that already appears in the field. Typically, when you see an edit field, the default reply for the field is already selected. So, to type a completely new answer, simply begin typing. The information you type replaces the selected information in the edit field.

To change characters in an edit field, use or to move to just before or after the unwanted character(s). Then, use or to select the unwanted character(s). Type the new information to replace the selected ones, or press to erase the selected character(s). You can also use to delete characters.

To add characters in an edit field, move the marker to the position at which you want to add characters, and type the new information.

List Boxes. A list box is a list of information from which you choose for display in an edit field to save time rather than typing the information directly in the edit field.

To choose an answer that appears in a list box via the keyboard, use the arrow keys to move to the answer you want to choose. If the list box contains more choices than can display in the box, use the arrow keys to scroll through the list until you mark the answer you want to use. Then, after marking your answer, press **[TAB]**. Personal DeskMate places that information in the edit field, and the marker moves to the edit field, which is now filled in. You can press **[TAB]** again to move past the edit field, or you can edit the answer now displayed in the field.

To use an answer that appears in a list box via the pointing device, point to the answer you want to use. If the list box contains more choices than can display in the box, click on one of the scrolling arrow icons in the list box title. To scroll continuously, press and hold the button while pointing to the icon, releasing the button when you see the answer you want. Mark your answer by pointing to it, and click. The answer appears in the edit field when you move the pointer out of the list box and click.

Radio Buttons. Sometimes you'll see groups of choices with small buttons beside them. These buttons are *radio buttons*, which means that they work the same way as, for instance, an automobile's radio buttons work. When one button is pushed, that "station" plays. The "station" remains the same until you push another radio button.

To select from among a group of radio buttons via the keyboard, use the arrow keys to move from one button to another. When the button you want to use is marked, press the space bar to push the button.

To use a pointing device to select a radio button from among several in a group, point to the button you want to push, and click.

Check Boxes. Check boxes offer you settings that you can toggle on and off to keep them in effect or not, as you choose.

A setting that is on is marked with an \times or a check beside it. A setting that is off shows no mark beside it.

To toggle a setting via the keyboard, position the marker on the appropriate setting, and press the space bar.

To toggle a setting via a pointing device, point to the appropriate setting, and click.

Push Buttons. Every dialog box contains push buttons. These buttons let you tell Personal DeskMate that you're finished working with the dialog box. Every dialog box contains an affirmative button, usually labelled OK. Selecting this button tells Personal DeskMate to accept the information and proceed.

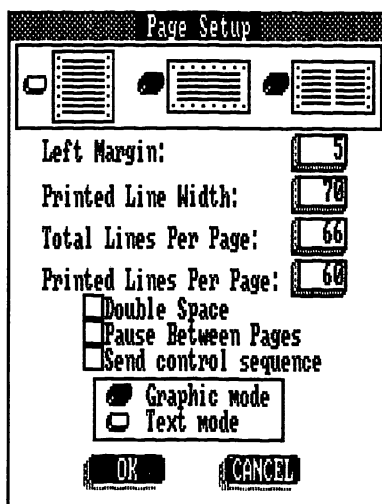
Some dialog boxes contain a NO button. Selecting this button answers the question asked by the dialog box in a negative manner and tells Personal DeskMate to proceed.

The CANCEL button tells Personal DeskMate not to perform the operation at all. For example, if you try to exit an application without saving your work, the dialog box asks whether you want to save the work or not before quitting. You can answer YES (save the work and quit), NO (quit without saving the work), or CANCEL (do not quit).

To use a push button via the keyboard, use **[TAB]** to move through the push buttons, until the button you want to push is marked. Then, press the space bar. Pressing **[ENTER]** is an *accelerator* (short cut) to the affirmative or OK button in **every** dialog box you use. Pressing **[ESC]** is an accelerator to the CANCEL button.

To use a push button via a pointing device, point to the button you want to push, and click.

The Whole Picture. A dialog box might contain any or all of the components explained above. An entire dialog box might look something like this:



This dialog box contains all the components except a list box. Notice that the box naturally divides into sections: a group of radio buttons at the top, followed by four edit fields, then a group of three check boxes, another group of radio buttons, and finally, two push buttons.

To move around the different sections of a dialog box with the keyboard, use **[TAB]** to move to the next section. Use **[SHIFT] [TAB]** to move backward through the groups.

Using a pointing device, you can simply point and click on any option in any section.

Shadowed Choices in Dialog Boxes. As you use Personal DeskMate, you'll notice that parts of some dialog boxes appear to be shadowed. A shadowed part means that, because of some other setting in effect, the shadowed part does not apply to you at this time. For instance, in the dialog box pictured above, you might not be able to change certain answers in the box because of the type of printer you have connected to your computer or because of a page format you choose for printing information. When you move the marker around in a dialog box, Personal DeskMate automatically skips the shadowed parts of the box.

The File Menu

The File Menu is available in each application, in much the same form from application to application. The options on the menu cover procedures that pertain to a data file for that application. You'll find that each File Menu might have different options; however, most File Menus contain a core of common options that remain the same across the applications. These options are the ones discussed in detail in this section. If you are using a File Menu that contains options other than the ones described in the following paragraphs, look for explanations of those options in the chapter that explains the application you're using. Also note in the appropriate chapter any special restrictions the application might place on its File Menu options (such as the Page Setup option).

Filenames. The `Save as` and `Open` options accept filenames of as many as eight characters plus an optional extension. All the applications provide default extensions if you don't type one. You can, in addition to the eight-character name and optional three-character extension, begin the filename with a disk drive letter and a colon, such as `b:`. You can also type a directory pathname before typing the actual filename. Use no spaces in filenames or between parts of a pathname.

A small section of the dialog box shows you the current drive and directory names.

Displaying the File Menu. To pull down a File Menu, either press `[ALT] [F]`, or point to the menu name, and press and hold the button. The standard options on this menu are:

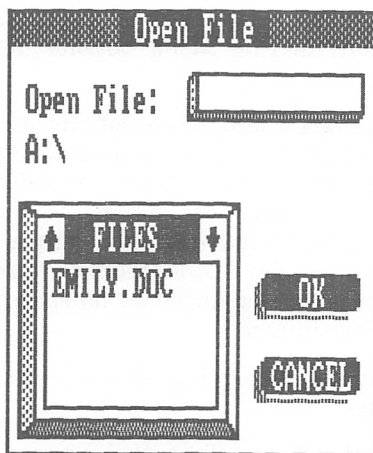
New This option clears from the screen and from memory any existing information and lets you create a new file. If you've changed information since the last time you used the `Save` or `Save as` options, a message asks:

Save changes?

Select the YES button to save the information on the screen as it now stands and then clear the screen for the new file. Select the NO button to discard any changes made to the file and clear the screen for the new file. Select the CANCEL button to cancel clearing the screen and continue working with the file currently displayed.

Open...

Use this option to open an existing file. When you choose this option, you see:



At the `Open File:` prompt, you can type the name of the file you want to display, or you can scroll through the list box entitled `FILES` until you mark the file you want to open. Move the marker out of the list box to place the marked filename in the `Open File:` edit field. You can also choose a filename by pressing the space bar or clicking on that filename.

Select the `OK` button to open the file, or select the `CANCEL` button to cancel the file opening and return to the screen you were using.

Save

This option lets you store the currently displayed file using the filename that appears in the title bar. (You cannot use this option with an untitled file. Use the `Save as` option instead.)

Save as...

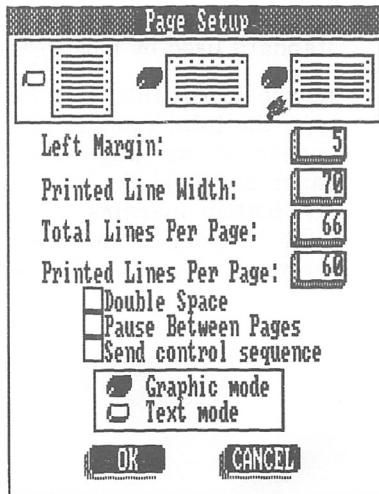
This option lets you store the file currently on the screen using a filename different from the one that appears in the title bar.

At the `Save as:` prompt, type a name that you want to use for the file. The section below the `Save as:` prompt shows you the drive and directory in which the file will be saved.

Select the `SAVE` button to save the file under the new name, or select the `CANCEL` button to cancel saving the file under a new name.

Page setup...

This option lets you choose the way you want any information in this file to appear when printed. When you choose this option, this dialog box appears:



Depending upon the application you're using and other factors (such as the printer you've set up), different areas of the dialog box are shaded out, unavailable to you for change. Following are explanations of the various components.

Select one of the three formats available in the top section: the "portrait" style format, the elongated "landscape" style format, or the standard "notebook" format.

At the `Left Margin:` prompt, type the number of character spaces you want to leave as a left margin before characters actually begin printing on a page.

At the `Printed Line Width:` prompt, type the total number of characters you want to print on one line. (Be sure that the entry for `Left Margin` plus the `Printed Line Width` entry does not exceed the width of your paper.)

At `Total Lines Per Page:`, type the total number of lines on one sheet of the paper you plan on using. For instance, 8 1/2" by 11" paper contains 66 lines when figured at six lines per vertical inch, the standard used by most printers.

At the `Printed Lines Per Page:` prompt, type the total number of lines you want to appear on one page. For instance, if your paper can hold 66 lines and you want top and bottom margins of six lines each, subtract 12 from 66 to arrive at 54, the number you will type at this prompt.

Next, select any or all of the three features that follow: Double space, Pause between pages, or Send control sequence. Selecting Double space causes the file to print double spaced rather than single spaced. Selecting Pause between pages causes the printer to stop as it completes each page so that you can insert a new sheet of paper (if you aren't using continuous forms). Selecting Send control sequence allows you to send a control sequence established via the Printer accessory to your printer before printing begins.

Select either Graphic mode or Text mode. Graphic mode enables you to print boldfaced and underlined text on a printer that can't handle boldface or underline in text mode. Selecting Graphic mode slows down printing considerably and reduces the quality of printed output. Text mode lets you print using the text mode of your printer.

After you furnish the information requested in this window, select the OK button to put that information into effect, or select CANCEL to cancel the setup and return to the screen you were using.

Print...

This option prints the file on your screen or printer in the format you specify via the Page setup option.

Push the radio button for either `Screen` or `Printer`, and then select `OK` to print or display the file. Select `CANCEL` to cancel printing the file. If you push the radio button for `Screen`, your file's information appears in the major part of the window, in the format you chose via `Page setup`. Notice that you can pull down an `Edit Menu` on this screen. The only options you can choose from this menu are the `Copy` and `Select all` options. Use the arrow keys or the pointing device techniques to select any **rectangular** portion of the screen and place it in the clipboard. The `Select all` option on this menu selects the entire "page" of information for copying to the clipboard. Information you select and copy remains on the screen as well as on the clipboard. To copy data from either `Worksheet` or `Filer` into another application, you must first perform a "print to screen," explained previously, and then select information from the resulting display. Information clipboarded by using any other procedure in `Worksheet` or `Filer` can be pasted only within that specific application.

At the bottom of the screen are push buttons that let you display the next page of the file or quit using the `Print to screen` option. `CTRL` `N` and `CTRL` `Q` are the respective accelerators to these buttons.

If you push the radio button for `Printer` in the `Print` dialog box, select the `OK` button, and your file prints, using the format you specified in `Page setup`.... A new message box appears. If you selected the `Pause between pages` option in `Page setup`, press the `Next page` button (or press `CTRL` `N`) to print the next page as each page completes printing. Press the `CANCEL` button to stop printing.

Quit

Use this option to exit the file and application you're using. If you made any changes to the file since you last saved it, you see this message:

Save changes?

Select YES to close the file, storing the changes you made. If the file is one not yet named (one you just created), a message asks:

Save as:

Type a filename, and select the SAVE button to save the file or the CANCEL button to cancel closing and saving the file.

Select NO at the Save changes? message to close the file without storing the changes you made. If the file is one not yet named (one you just created), selecting NO cancels any information you typed in the document and returns you to the desktop without creating the file.

Select the CANCEL button to cancel closing the file and to continue working with it.

The Edit Menu

The Edit Menu is available in most applications, in much the same form from application to application. The options on the menu cover procedures that pertain to manipulating information you select in a data file. Some Edit Menus might have different options; however, most Edit Menus contain common options that remain the same across the applications. These options are the ones discussed in detail in this section. If you are using an Edit Menu that contains options other than the ones described in the following paragraphs, look for explanations of those options in the chapter that explains the application you're using. Also note in the appropriate chapter any special restrictions the application might place on its Edit Menu options.

To pull down an Edit Menu, either press **[ALT] [E]**, or point to the menu name, and press and hold the button. The standard options on this menu are:

Cut (or **F9**)

Use this option to remove selected information from the screen and place it on the clipboard, replacing any previous clipboard contents. You can paste the cut information at another place in the same file or in another file. See the explanation of the **Paste** option in this section for restrictions in pasting information into a file used by a different application.

Copy (or **F8**)

Use this option to place selected information on the clipboard without removing it from its current position on the screen. The copied information replaces any previous clipboard contents. You can paste the copied information at another place in the same file or in another file. See the explanation of the **Paste** option in this section for restrictions in pasting information into a file used by a different application.

Paste (or **F10**)

This option takes information currently on the clipboard and inserts it at the cursor's current position, leaving it on the clipboard as well. You can paste cut or copied information into another place in the same file or into another file used by the same application.

Not all applications can accept information cut or copied from all other applications. If an application cannot paste information currently on the clipboard, the **Paste** options appears shadowed on the Edit Menu. You cannot paste data into Paint from any other application. Data clipboarded from the Worksheet and Filer applications cannot be directly pasted into other applications' files. However, data clipboarded by using a "print to screen" in these applications is treated as plain text and can be pasted elsewhere.

Clear

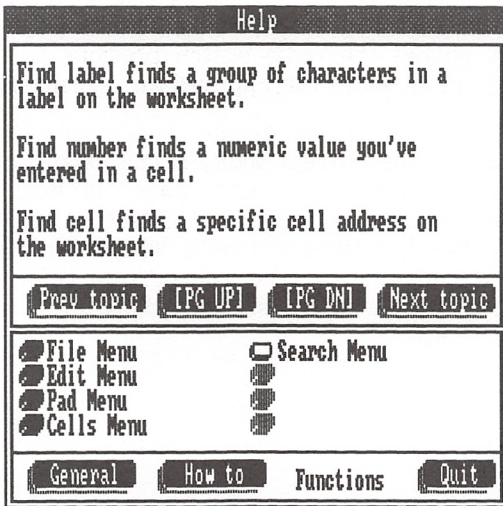
Use this option to delete selected information from the document. When you use this option, the information does not move to the clipboard but is completely erased from the file.

Select all

Use this option to select all information in the file, from beginning to end, so that you can perform another function on it.

Help Windows

As you use Personal DeskMate, you can receive helpful information without leaving the screen you're using. To see help information about the application you're using, either press **[ALT] [?]**, or point and click on the question mark icon in the title bar of the screen. A window similar to this appears:



The bottom of the window contains four push buttons you can use. You can move the marker from button to button to choose the type of information you want to see: general information about an application, specific “how to” information for instructions about accomplishing different tasks in application, or descriptive information about the menus and their functions. You can also quit viewing help information via the **Quit** button. The accelerators to these push buttons are:

CTRL	G
CTRL	H
CTRL	F
CTRL	Q

General help
How to help
Functions help
Quit

Select the appropriate button, and a group of radio buttons for even more specific choices becomes active. For instance, you can, if you're using Filer, select the How to button and then push a radio button for Define a record format. The large area in the top section of the window then shows you the help information you requested.

While you view help information, you can use the four push buttons in the middle of the window—Prev topic, [PG UP], [PG DN], and Next topic. Selecting the Prev topic button automatically pushes the radio button previous to the one currently pushed and displays the appropriate information.

Selecting the [PG UP] button displays a previous “page” of help information about the current topic, if one exists. Selecting the [PG DN] button displays the next “page” of help information about the current topic, if one exists. Selecting the Next topic button automatically pushes the radio button after the one currently pushed and displays the appropriate information. The accelerators to these buttons are:

CTRL	P
PG UP	
PG DN	
CTRL	N

Prev topic
[PG UP]
[PG DN]
Next topic

Exiting a File and Application

When you finish working with a file and want to return to the desktop, you must *exit* the file. To exit a file via the keyboard, pull down the File Menu, and choose the Quit option. If you changed any information in the file, you'll see a message asking if you want to save those changes, along with two push buttons. To save the changes, push the YES button. To exit the file without saving any changes you made, push the NO button.

THE TANDY DESKTOP

After you load Personal DeskMate, you see the Tandy Desktop. From here, you choose the applications and files you want to run, as well as change and create information you want to see on the desktop. Opening files and running applications is explained in Chapter 11, "General Information and Concepts," as is the procedure for using either the keyboard or a pointing device to move the marker on the screen and select information.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the date you entered when you started up the computer and the title of the package (Personal DeskMate), and gives you access to any help windows available for the desktop via the question mark icon.

The Accessory Menu. When you select the Tandy icon, you see the Accessory Menu. Detailed explanations of the accessories are in Chapter 13, "Accessories."

The Help Windows. To view help windows for the desktop, select the question mark icon. Help windows are explained in Chapter 11, "General Information and Concepts."

The Menu Bar

The menu bar, just below the title bar, gives you access to the four menus you can use from the desktop: the File Menu, the Directory Menu, the Disk Menu, and the Build Menu.

The File Menu. The File Menu lets you perform functions related to the files you see listed on the desktop. The desktop's File Menu is different from the standard File Menu explained in Chapter 11. The desktop's File Menu options are:

Get Info...

Selecting this option from the File Menu displays a window you can use to see the size of the selected file as well as the date and time you last worked in the file.

Select the button to return to the desktop after viewing file information.

Run...

Select the **Run** option to run an application.

At the **Program:** prompt, type the name of the application or program you want to use. At the **Data:** prompt, type the name of the data file you want to use with your chosen application. If you leave the **Data:** prompt blank, Personal DeskMate runs the application/program you specify without opening a corresponding data file. (You can run non-Personal DeskMate applications if you like. Personal DeskMate leaves a small program in memory so that it can return when you finish using the other application.)

Push one of the buttons for the CPU clock speed. Choosing **Normal** runs the CPU at normal speed. Choosing **Fast** runs the CPU at a faster rate and lets you process Personal DeskMate information more quickly. Some non-Personal DeskMate applications might require running at normal speed to operate properly.

Select the **OK** button at the bottom of the window to run the application (and file, if you specified one).

Select the **CANCEL** button to cancel your entries and return to the desktop without executing an application/program.

Copy...

This option enables you to place a copy of a file in your current directory or in another directory. You can select several files from the same application's list box if you like by first moving the marker to the list box. Use **↑** or **↓** to move the marker to the first file you want to select. Next, move the marker to another file using **ALT ↑** or **ALT ↓**. Pressing the space bar selects the new file, or, if the file is already selected, removes it from the selected group. Using **↓** or **↑** causes the most recently selected file to be the only one marked. Continue making selections until you select all the files you want to copy from the list box. Then, choose the **Copy** option.

At the **From:** prompt in the dialog box that appears, enter the name of the file you want to copy (including a pathname if you are going to copy it from another directory). You can specify the drive in which the file you want to copy resides. You can use * as a "wildcard" to accept any number of characters, for instance, *.doc for all files that have the extension, .doc. You can restrict a wildcard by beginning with specific characters, for example, ab*.doc to find all files beginning with ab and that have the extension, .doc. If you select a file on the desktop, that filename is the default entry in the edit field.

At the **To:** prompt, enter the name you want the copied file to have, including a pathname if the destination is another directory, as well as a drive name if you like. To copy the file to a new drive or directory, enter only the drive and/or directory information.

Note: If you have only one drive, you can specify Drive A at the **To:** prompt and Drive B at the **From:** prompt. You'll then be prompted to switch diskettes when it is necessary during the copying process.

Select the **OK** button to carry out the copy. If you are using a single-drive computer and specified Drive B at the **To:** prompt, the screen asks you to switch diskettes. When the file is copied to the new file, the desktop reappears.

If you're copying multiple files, the second filename you selected appears at the **From:** prompt. Select the **OK** button to copy this file. The process repeats until you copy all the selected files.

Select the **CANCEL** button to cancel the entire copying operation and return to the desktop.

Delete...

This option lets you delete a file or files from Personal DeskMate. You can select several files from one application's list box for deletion. First, move the marker to the list box. Use **↑** or **↓** to move the marker to the first file you want to select. Then, move the marker to another file using **ALT** **↑** or **ALT** **↓**. Pressing the space bar selects the new file, or if the file is already selected, removes it from the selected group. Using **↓** or **↑** causes the new file to be the only one marked. Continue selecting files from the same list box until you select all the ones you want to delete. Then, choose the **Delete** option.

At the **Filename:** prompt in the dialog box that appears, enter the name of the file you want to delete, including a full pathname if the file is not in your current directory. You can use ***** as a "wildcard" character to specify any number of characters in a filename. For instance, you could type ***.doc** to delete all files that have the extension, **.doc**. You can restrict a wildcard by beginning with specific characters, for example, **ab*.doc** to find all files beginning with **ab** and that have the extension, **.doc**.

Select the **OK** button to carry out the deletion and redisplay the desktop once the file is deleted.

If you are deleting multiple files, each filename appears, one by one. Select **OK** to carry out deletion of the displayed file.

Select the **CANCEL** button to cancel your entry and return to the desktop without deleting the file.

Select the **ALL** button to delete all the files you specified (either on the desktop or with the ***** wildcard) without pausing between each filename.

Rename... This option enables you to change the name of a file.

At the `From:` prompt, type the name of the file you want to rename. At the `To:` prompt, type the new name for the file.

When renaming a file, it is important that it retain its original extension to function correctly in Personal DeskMate. Because Personal DeskMate does not automatically assume an extension, be sure to specify one at the `To:` prompt. Normally, the extension will be the same as the one shown at the `From:` prompt.

Select the `OK` button to go ahead and rename the file, or select the `CANCEL` button to cancel your entries without renaming the file and return to the desktop.

The Directory Menu. When you select this menu, you can create, delete, and change directories without exiting Personal DeskMate and using MS-DOS to do the job. The Directory Menu options are:

Create... Select this option to create a new subdirectory.

At the `Path:` prompt, enter a pathname for the subdirectory you want to create. Select the `OK` button to create the subdirectory, or select the `CANCEL` button to cancel your entry without creating a new subdirectory. The desktop reappears.

Delete... This option lets you delete an existing subdirectory. You can delete a subdirectory only if you first delete all the files and other subdirectories within that subdirectory. (Use the `Delete` function on the File Menu to delete individual files.) When you select `Delete`, a new dialog box appears.

At the `Path:` prompt, enter the pathname of the subdirectory you want to delete.

Select the `LIST` button to display the directory structure of the disk in your current drive in “outline” form—subdirectories indented under higher level subdirectories. You can move the marker around on the list to choose directories you want to delete. Select the `OK` button at this list to delete the subdirectory and return to the desktop. Select the `CANCEL` button at this list to return to the desktop without deleting the subdirectory.

Select the `OK` button to delete your chosen subdirectory. The desktop returns to the screen.

Select the `CANCEL` button to cancel your entry without deleting the subdirectory and return to the desktop.

Change...

This option enables you to change the directory in which you are currently working to a new one.

At the `Path:` prompt, enter the pathname of the directory to which you want to move. You can enter nothing at this prompt and select the `LIST` button, explained below, to see the contents of the directory you are currently using.

Select the `LIST` button to display the directory structure of the disk in your current drive in “outline” form—subdirectories indented under higher level subdirectories. You can move the marker around on the list to choose a directory to which you want to change. Select the `OK` button at this list to return to the desktop and change to the new subdirectory. Select the `CANCEL` button at this list to return to the desktop without changing to a new subdirectory.

If you didn't display the directory list, select the `OK` button at the `Change` window to switch to your new directory and begin working in it. The desktop reappears.

Select the CANCEL button at the Change window to cancel your entry without changing directories. The desktop reappears.

The Disk Menu. When you select this menu, you have access to several functions that deal with your diskettes or hard drive. The Disk Menu options are:

Get Info...

This option shows you the available free space on the diskette in the current drive, along with the *volume* name. Use the Change option on the Directory Menu to change the current drive.

Select the OK button after you review the information to return to the desktop.

Format...

This option lets you format a diskette, preparing it to store information. When you select this option, you see this dialog box:



At the Drive: prompt, enter the name of the drive on which you want to format a diskette—either A or B.

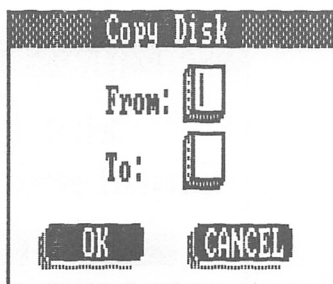
Toggle on the check box at Install operating system if you want to install MS-DOS on the diskette you format.

Select the OK button to proceed with the format. Select the CANCEL button to cancel your entry and return to the desktop without formatting a diskette.

If you select the **OK** button, Personal DeskMate runs the program, `format.com`. (You might need to insert a copy of your MS-DOS diskette in Drive A at this point.) `Format.com` asks you to insert a blank diskette into the drive you specified. Insert the diskette, and press any key to begin formatting. (Refer to *Introduction to MS-DOS* for more details about the `format.com` program.) When you finish, you have a formatted diskette in the drive you specified. Replace the formatted diskette with your Personal DeskMate diskette if necessary.

Diskcopy...

This option lets you make a copy of a diskette. When you select `Diskcopy`, this window appears:



At the `From:` prompt, type the name of the drive that will contain the diskette you want to copy.

At the `To:` prompt, type the name of the drive to contain the formatted diskette that will become your new copy of the original diskette. Select the **OK** button to make the copy. Select the **CANCEL** button to cancel your entries and return to the desktop without copying a diskette.

Personal DeskMate then runs the program, diskcopy.com. (You might need to insert a copy of your MS-DOS diskette at this point.) (Refer to *Introduction to MS-DOS* for details about the diskcopy.com program.) If you specified Drive B at the Copy to: prompt when you're using a single-drive computer, the screen asks you to swap diskettes several times as it copies the diskette.

When the copy procedure is completed, replace the diskette in Drive A with your Personal DeskMate diskette if necessary.

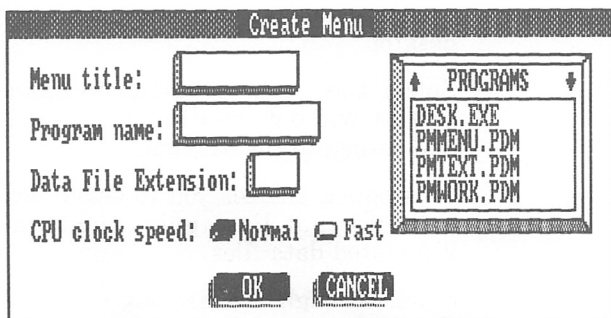
Swap

This option reads the current directory of the diskette in the current drive. Place a diskette in the drive, and then choose this option.

The Build Menu. This menu gives you access to the functions that create and change the way the Main Menu looks. You can choose to display applications and their associated data files (in the current directory) and the Notepad, Calendar, Calculator, and/or Phone directory accessories. The Build Menu options are:

Create

This option lets you create a list box for display on the desktop that contains the name of an application or program and its associated data files. When you choose this option, the screen shows:



At the `Menu title:` prompt, enter the name you want to display at the top of the box.

At the `Program name:` prompt, either type a name (including the name and its extension), or scroll through the `PROGRAMS` list box and mark a name. When you move the marker out of the list box, the name you marked appears at the `Program name:` prompt.

At the `Data file extension:` prompt, type the extension that all data files for this application/program use. The extensions for Personal DeskMate application data files are:

Text	.doc	Paint	.pnt
Worksheet	.wks	Calendar	.cal
Filer	.fil	Telecom	.log

At the `CPU clock speed:` prompt, select either `Normal`, which processes information through the computer's CPU at the normal rate, or `Fast`, which processes information at a faster rate. (Select `Fast` to run Personal DeskMate applications. Some non-Personal DeskMate applications might require running at normal speed to operate properly.)

When you finish, select the `OK` button to create the list box and return to the desktop.

Select the `CANCEL` button to cancel your entries without creating the new list box and return to the desktop.

Delete...

This option enables you to delete definitions of boxes that list applications and their associated data files.

Scroll through the list box until you mark the application whose list box you want to delete.

Select the **OK** button to delete the specified list box and return to the desktop.

Select the **CANCEL** button to cancel the deletion and return to the desktop, leaving the application list box definition intact.

Redefine...

This option lets you change any responses you previously set up via the **Create** option. First, move the marker to the title line of the list box you want to redefine, and then choose this option. When you select the **Redefine** option, you see the same dialog box that you use in the **Create** option.

Follow the instructions previously explained for the **Build Menu's Create** option to change any already defined information.

Display...

This option enables you to choose list boxes or accessories you want to display on the desktop.

Scroll through the **MENUS** list box until you mark the list box or accessory you want to display. When you mark the appropriate item, move the marker to the **Menu size** section. Depending on the item you marked in the **MENUS** list box, you might be restricted to choosing a specific menu size. For instance, all accessories must use a specific menu size—the choices appear shadowed to let you know that you have no choice of menu size.

Choose the size of menu you want to display, and push its radio button.

To cancel displaying the menu or accessory and redisplay the desktop, select the **CANCEL** button at the bottom of the window.

Select the `OK` button at the bottom of the window to display the desktop and a “floating box” for positioning the menu. Use the arrow keys or the pointing device to move the box around to different screen locations. When the box is in the position you want, press `ENTER`, or double click the button.

If you choose a location that does not contain enough room to hold a menu of the size you chose, a message tells you that the menu `Will not fit`. Select the `OK` button to erase the message and then reposition the menu, or select the `CANCEL` button to cancel the operation. Then, use the `Display` option again, choosing a different size.

Remove

This option lets you remove a menu or accessory from the desktop display. First, position the marker on the title line of the menu or accessory you want to remove, and then pull down the `Build Menu` and choose this option. The menu/accessory immediately disappears from the screen. However, it is not completely deleted. You can use the `Display` option to display it at the same location or at another screen location.

ACCESSORIES

The Personal DeskMate accessories are ten utilities that you can use when you're running applications or from the desktop. You can install the calculator, the phone list, the notepad, and the calendar on the desktop for display purposes so that you can quickly see information you often need.

The Accessory Menu

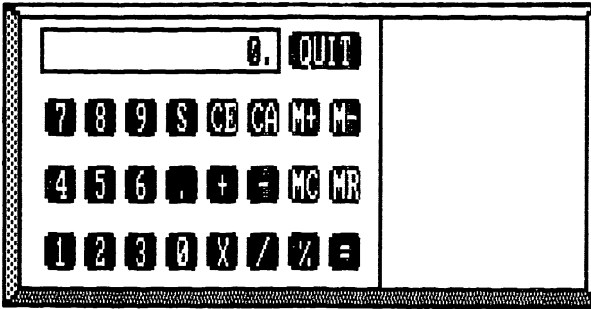
The Tandy icon, in the upper left corner of every Personal DeskMate screen, lets you display the Accessory Menu. When you pull down the menu, you see:



The Calculator

Choose the `Calculator` option from the Accessory Menu to use a five-function calculator that has an internal memory and a "tape" display of the calculations you perform.

When you choose the `Calculator` option, you see this window:



You can see as many as 15 digits (minus decimal points and exponents, but not commas) on the calculator's display line. The display line uses exponential notation to show larger numbers.

Use the calculator as you would any normal hand-held calculator. Enter numbers (*operands*) and functions, and see the displayed results. If you see **ERROR** on the calculator display, use the **CA** function before you continue.

With the Keyboard. To use the calculator from the keyboard, simply type the operands and functions. To enter the Sign, Clear Entry, Clear Accumulator, Memory +, Memory -, Memory Clear, or Memory Recall functions, type the characters displayed on the appropriate calculator buttons. To quit using the calculator, press **CTRL Q** or **ESC**.

With the Pointing Device. To use the calculator with a pointing device, click on each operand or function you want to use. To quit using the calculator, point to the **QUIT** button, and click.

The Functions. The calculator functions are:

- S** Use this function to change the sign of a number.
- CE** This function clears the current operand for quick correction.
- CA** This function clears the calculator.
- +** This function adds the currently displayed number to the next one you enter.
- This function subtracts the next number you enter from the one currently displayed.

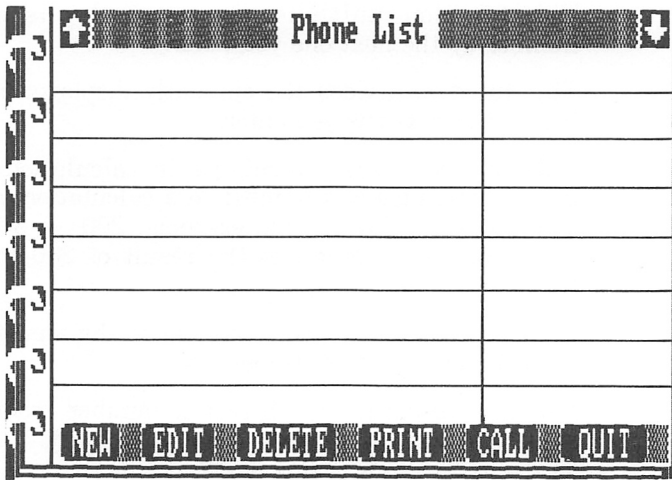
x	This function multiplies the currently displayed number by the next one you enter.
/	This function divides the currently displayed number by the next one you enter.
%	This function uses percentages in calculations. To use a percentage of a number in a calculation, enter a formula similar to this example: $200 - 3\% =$. This calculation produces the result of 200 minus 3% of 200.
M+	Use this function to add a number to the amount in the calculator's internal memory.
M-	Use this function to subtract a number from the amount in the calculator's internal memory.
MC	Use this function to clear any amount from the calculator's internal memory.
MR	Use this function to recall to the display the amount in the calculator's internal memory.
=	Use this function to display the accumulated result of a calculation.

Installing the Calculator on the Tandy Desktop. For information about installing the Calculator accessory on your desktop, see Chapter 12, "The Tandy Desktop." Note that when you install the calculator on the desktop, it is for display purposes only. You cannot use the calculator that appears on the screen to perform calculations. Use it only to see the last result you accumulated on the calculator. You can, however, pull down the Accessories Menu and use the calculator from the desktop.

The Phone List

The Phone list accessory gives you a quick way to look up names and phone numbers, and even a way to make Personal DeskMate dial a number you want to call (if you have an auto-dialing modem connected to your computer).

When you choose the Phone list option from the Accessory Menu for the first time, a dialog box appears. In the box, move the marker to the CREATE button, and select it. You see this window:



If you haven't entered names and numbers yet, the page is blank. Otherwise, the list shows as many as eight names and the last 12 characters of their corresponding numbers.

Reviewing Numbers on the List. To see numbers not currently displayed, use one of the following methods.

Use the scrolling techniques discussed in Chapter 11, "General Information and Concepts," to scroll the list line by line, page by page, or in a continuous motion.

To see the part of the list that contains a specific name, type the first letter of the entry you want to see. The display moves to that area of the list. For example, if you typed **Doe, John** as an entry, you could type **D** to see the first "D" on the phone list plus the next seven entries. You could then scroll to the **Doe, John** entry. If the entry were **John Doe**, you'd type **J** to see the first "J" on the list, plus the next seven entries.

To see complete information about a specific name on the list, including comments you entered about the name, use the arrow keys or the pointing device to mark the name, and do one of the following:

- choose the **EDIT** function (described in the following section)
- press **ENTER** after you mark the name

The Phone List Functions. The master list contains six functions you can use. The functions are:

NEW

Click on this button, or press **CTRL N** to add an entry to the list. When you push the **NEW** button, you see a small window that lets you add an entry to the list.

At the **Name:** prompt, type a name containing as many as 30 characters. The Phone list accessory alphabetizes the name according to the first character you type.

At the **Phone:** prompt, type as many as 30 digits for the telephone number. You can include area codes if you like, as well as **P** (or a character your modem recognizes) to indicate a pause in the dialing sequence.

At the **Notes:** prompt, type any notes you like, such as addresses, using no more than 90 characters on three lines.

When you finish adding one entry and want to add another, press **CTRL Q**, or click on the **QUIT** button. At the master list, push the **NEW** button again to add another number.

EDIT

To change information about the entry on which the marker rests in the master list, click on this button, press **CTRL E**, or press **ENTER**.

The window that appears shows you all the information you typed for the entry—the name, the phone number, and any notes (such as addresses) about the entry.

Make any changes you like to the entry, remembering that you are working in insert mode. Use the keyboard techniques explained in Chapter 11, “General Information and Concepts,” to change the entry.

To display and edit the entry previous to the current one, press **CTRL P**, or click on the PREV button. To see and edit the entry that occurs after the current one, press **CTRL N**, or click on the NEXT button. To stop editing entries and redisplay the master list, press **CTRL Q**, or click on the QUIT button.

DELETE

To delete the entry on which the marker currently rests on the master list, press **CTRL D**, or click on the DELETE button. Personal DeskMate immediately deletes the entry, and the rest of the master list adjusts accordingly.

PRINT

Press **PRINT**, or click on the PRINT button to print the entire master list of entries. A message box asks you whether you want to print in "portrait" style or "notebook" style. Select the button for the type of format you want to use. The entries then print. Note that if your printer does not support graphics, you do not see the message box, and the list prints in "portrait" style.

CALL

Press **CTRL C**, or click on the CALL button to have your autodial modem dial the number on which the marker currently rests. Be sure that your modem is properly connected and functioning before you use the CALL function. (See the explanation of the Communications accessory later in this chapter.) Pick up your receiver when the dialing finishes.

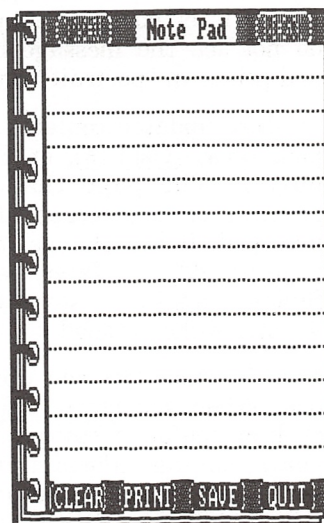
QUIT

Press **CTRL Q** or **ESC**, or click on the QUIT button to quit using the Phone list accessory and return to the application you were previously using.

Installing the Phone list on the Tandy Desktop. For information about installing the Phone list on your desktop, see Chapter 12, "The Tandy Desktop." Note that when you install the Phone list on the desktop, it is for display purposes only. You cannot use any of its functions from the list displayed on the desktop. Instead, you see the page from the master list that was on display the last time you used the accessory. You can, however, pull down the Accessory Menu and use the Phone list option from the desktop to work with the information.

The Note Pad

The note pad lets you type and keep track of short notes, "to-do" lists, and other quick reminders that don't require the more sophisticated Text application. When you choose the Note pad option from the Accessory Menu for the first time, a dialog box appears. In the box, move to the CREATE button, and select it. You see this window:



The note pad holds five pages. On the page, type any notes you like. Remember that you're typing in insert mode. See Chapter 11, "General Information and Concepts," for information about using this mode to type and edit.

To see a previous page of notes, press **CTRL** **P**, or click on the **PREV** button. To see the next page of notes, press **CTRL** **N**, or click on the **NEXT** button. You can move the marker only to the top and bottom of the page. (You can move the marker to display previous and next lines and/or pages of notes.)

The Note Pad Functions. The accessory contains four functions you can use. The functions are:

CLEAR Use this function to clear the entire note pad of all notes. When you press **CTRL** **C** or click on the **CLEAR** button, the note pad clears, and you can type new notes on it.

PRINT Press **PRINT**, or click on the **PRINT** button to print the entire note pad. A message box asks you whether you want to print in “portrait” style or “notebook” style. Select the button for the type of format you want to use. The note pad then prints. Note that if your printer does not support graphics, you do not see the message box, and the note pad prints in “portrait” style.

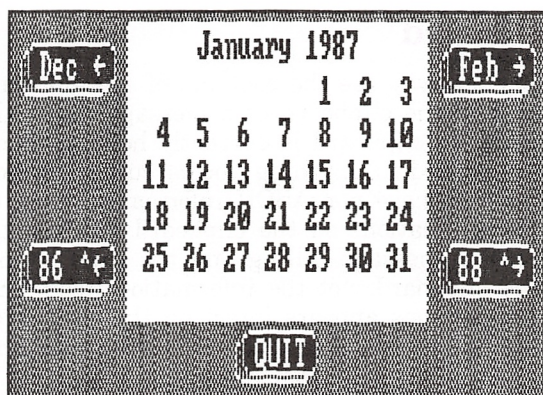
SAVE To store updated contents of the entire note pad, press **CTRL** **S**, or click on the **SAVE** button. The page that was on display remains on the screen after you save the note pad. If you change information on the page or add to it later, be sure to use this function again to store the most current version of the notepad.

QUIT This function lets you quit using the note pad. When you press **CTRL** **Q** (or **ESC**) or click on the **QUIT** button, the window disappears, saving information you changed if you specify, and you return to the application you were previously using.

Installing the Note Pad on the Tandy Desktop. For information about installing the Note pad accessory on your desktop, see Chapter 12, "The Tandy Desktop." Note that when you install the Note pad on the desktop, it is for display purposes only. You cannot use any of the note pad functions from the one that appears on the screen. Instead, you see the page that was on display the last time you used the accessory. You can, however, pull down the Accessory Menu and use the `NOTE PAD` option to revise contents of the note pad from the desktop.

The Calendar

This accessory lets you quickly look up dates on a monthly calendar. When you choose the `CALENDAR` option from the Accessory Menu, you see a window similar to this:



The calendar you see will be for the month you typed when you started up the computer. If you entered no date at that time, you see a calendar for January, 1980.

To see the the previous month's calendar, press `←`, or click on the window's top left button.

To see the next month's calendar, press `→`, or click on the window's top right button.

To see a calendar for the same month in the previous year, press `CTRL ←`, or click on the window's bottom left button.

To see a calendar for the same month in the next year, press **CTRL** **→**, or click on the window's bottom right button.

To quit using the Calendar accessory, press **CTRL** **Q** or **ESC**, or click on the **QUIT** button.

Installing the Calendar on the Tandy Desktop. For information about installing the Calendar accessory on your desktop, see Chapter 12, "The Tandy Desktop." Note that when you install the Calendar on the desktop, it is for display purposes only. You cannot use any of its functions from the calendar that appears on the desktop. Instead, you see the month to which the system date is currently set (the date you entered when you started up the computer or set if you used the **Date & Time** accessory, described later in this chapter). You can, however, pull down the **Accessory Menu** and use the **Calendar** option to change the calendar to different months.

The Clipboard

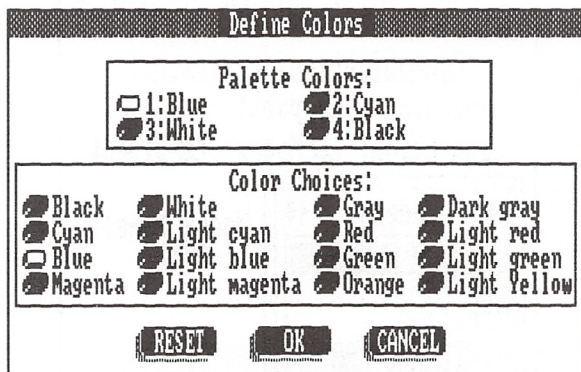
This accessory lets you see the contents of any information currently residing on the clipboard or a message that tells you the **type** of content the clipboard is currently holding. The information on the clipboard is anything you've cut or copied (via the **Edit Menu**). If you have non-ASCII information from the **Worksheet** or **Filer** applications on the clipboard and use this accessory, you'll see a message telling you the type of information that is on the clipboard, not the information itself. Information from other applications appears intact on the clipboard because it is either ASCII-based information or high-resolution graphics information.

To quit displaying the Clipboard contents, press **CTRL** **Q** or **ESC**, or click on the **QUIT** button.

The Color Accessory

This accessory lets you choose a set of colors in which you want the screen to appear. In the **Paint** application, you can choose different color sets for each picture you create.

When you choose the **Color** option from the **Accessory Menu**, you see this window:



The colors currently in effect appear in the top section of the window. To change any palette color, push the radio button next to the color you want to change. Move to the **Color Choices** section, and push the radio button next to the new color. That color immediately takes effect, changing the appropriate parts of the screen.

Change any or all of the four colors. When you finish, select the **OK** button to continue using the application. The window disappears, and you return to the application you were using. To cancel the color changes you made, select the **CANCEL** button, or press **[ESC]**. To reset the colors to the ones displayed before you chose the **Color** accessory, select the **RESET** button.

The Communications Accessory

Use this accessory to tell Personal DeskMate about the telecommunications hardware you plan to use. When you choose this option from the **Accessory Menu**, you see this window:



At the `Communications port:` prompt, push the radio button for the communications port on your computer that you use for connecting equipment, either Port 1 or Port 2. You can choose only **one** port at a time for communications.

At the `Connection:` prompt, push the radio button that describes the type of connection you'll use in telecommunications—either a `Modem` connection or a `Direct` connection through a cable to the other computer.

To answer the `Modem name:` prompt, use the `Modems` list box to select the modem you'll use. The list box shows the different modems you can use for telecommunications in Personal DeskMate. Scroll the list until you mark the appropriate modem, and then select it to display it in the `Modem name:` field.

When you finish, select the `OK` button to use the settings you chose, or select the `CANCEL` button (or press `[ESC]`) to cancel your setup. The window disappears, and you return to the application you were previously using.

The Date and Time Accessory

This accessory lets you specify a new date and time to use in running Personal DeskMate. When you choose the **Date & time** option from the Accessory Menu, you see this window:



At the **Date:** prompt, type a date in *mmddyyyy* format.

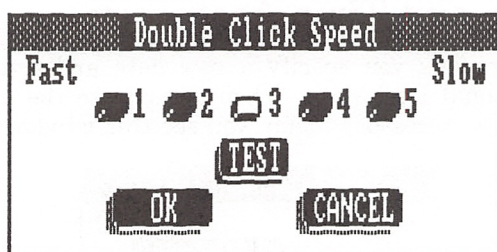
At the **Time:** prompt, type a time in *hhmmss* format. Use military (24-hour) time in making your entry.

Select the **OK** button to put the date/time change into effect, or select the **CANCEL** button (or press **ESC**) to cancel the date/time change. The window disappears, and you return to the application you were using.

The Mouse Accessory

This accessory enables you to set the double click speed for the pointing device you're using. Before you use the Mouse accessory, be sure that your pointing device is properly connected to your computer and that it is ready for use. (See Appendix B for instructions on setting up to use a pointing device.)

When you choose the **Mouse** option from the Accessory Menu, you see this window:



In the `Double Click:` section, push a button, 1-5, for a speed you want to use when you double click. Then, point to the `Test` button, and double click. The button reacts if you double clicked at a speed in the range you chose. If nothing happened, you double clicked too slowly for the speed range you chose.

Continue selecting different speeds and testing them until you find the speed that is right for you.

When you finish using the window, select the `OK` button to put the setting into effect, or select the `CANCEL` button (or press `[ESC]`) to cancel the setting. The window disappears, and you return to the application you were using.

The Printer Accessory

The `Printer` accessory lets you choose the printer you want to use with `Personal DeskMate` and tell `Personal DeskMate` about the way your chosen printer handles certain hardware-controlled settings. When you choose the `Printer` option from the `Accessory Menu`, you see this window:

Setup Printer

Printers: DMP-105, DMP-200, DMP-430, DMP-500

Printer name: DMP-105

Start up printer: _____

Line feed filter

Printer control codes:

Bold on: 27, 71, 0 Bold off: 27, 72, 0

Underline on: 27, 45, 1 Underline off: 27, 45, 0

OK CANCEL

To answer the `Printer name:` prompt, use the list box to the left of the prompt. Scroll through the list of printers, using either the arrow keys on the keyboard or the scrolling arrows at the top of the list box. When you mark the printer you want to use, select it to transfer its name to the `Printer name:` field.

The `Start up printer:` prompt lets you type any sequence of decimal numbers that you want to send to the printer when you print anything in Personal DeskMate. This prompt is where you would enter a decimal sequence to start your printer in, for instance, condensed mode. Personal DeskMate sends this sequence to the printer only when you print in Text mode, using a portrait format. See your printer instruction manual to determine the decimal sequence you'd type to make the printer print in a special way. (See Chapter 11, "General Information and Concepts," for details about Text mode and the portrait format.)

The `Line feed filter` toggles between on and off. Check your printer's switch. If it is on, leave this setting toggled on. Otherwise, toggle it off.

The choices in the `Printer control codes:` section of the window default to the decimal sequences for boldfacing and underlining used by the printer you previously chose. You can type different decimal sequences if you're using a printer that doesn't appear on the list. Choose the printer that most closely resembles yours, and then enter its appropriate decimal sequences for the boldface on, boldface off, underline on, and underline off print codes. Use this "customizing" procedure on **only one** printer from the list.

When you finish setting up the information in this window, select the `OK` button to put your settings into effect, or select the `CANCEL` button (or press `ESC`) to cancel the setup. The window disappears, and you return to the application you were previously using.

TEXT

The Text application offers you a simple word-processing system so that you can prepare essays, letters, or anything else that you might normally use a typewriter to produce.

The Text Screen

After you access the Text application, you see a screen that is, for the most part, blank. (If you opened an existing file, you see the first screen of the document.)

The screen contains a title bar that contains access to the Accessory Menu, the application's title and your document title (if you opened an existing document), and a question mark icon for accessing a help window about the Text application.

Below the title bar is a menu bar that gives you access to the File Menu, Edit Menu, Text Menu, and Search Menu. Also on the menu bar are up and down arrow icons that enable you to scroll the screen via a pointing device.

The majority of the screen is your workspace. You can type or display as many as 20 lines of text on one screen.

The bottom line of the screen contains a reference pointer that tells you the line and page number of the document on the screen. Also on this line are the INSERT and OVERTYPE buttons that, when you select one, enable you to switch between using insert mode and overwrite mode. **CTRL** **I** is the accelerator to the INSERT button, and **CTRL** **O** is the accelerator to the OVERTYPE button. Finally, the line contains a message that tells you whether your document is currently in non-ASCII or ASCII format.

Using Text

To start a new document, simply begin typing. When you first access a document, you automatically begin in insert mode. (You can see that the INSERT button at the bottom of the screen is pushed down.) As you type, the | marker moves to the right each time you type a character, and any existing characters also move right to accommodate the characters you type. Note that the `BACKSPACE` key works differently, depending upon whether you are working in insert or overtype mode. When in insert mode, pressing `BACKSPACE` deletes the previous character and closes up text. In overtype mode, explained later, `BACKSPACE` replaces the previous character with an open, blank space.

To end a paragraph, press `ENTER`. To leave a blank line in your document, press `ENTER` when the cursor is at the beginning of a new line. To force a page to end before you've typed an entire page's worth of text (the number of lines currently stored in the Page setup option of the Accessory Menu), type `.N ENTER` in the first two positions of a new line. Type nothing else on the line.

To see part of a document not currently on the screen, either use the keys described in Chapter 11, "General Information and Concepts," or select one of the arrow icons in the menu bar.

The features available to you as you type or edit a document are explained in the remainder of this chapter.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the name of the application (`Text`) and the name of the document currently on the screen (`untitled` if the document is one you just created), and gives you access to any help windows available for the application via the question mark icon.

The Accessory Menu. Detailed explanations of the options on the Accessory Menu are described in Chapter 13, "Accessories."

The Help Windows. To view help windows for the application, select the question mark icon. Help windows are described and explained in Chapter 11, "General Information and Concepts."

The Menu Bar

The Menu Bar gives you access to the four menus you can use in the Text application: the File Menu, the Edit Menu, the Text Menu, and the Search Menu.

The File Menu. The File Menu lets you perform functions related to the document file as a whole. To see the File Menu, press **[ALT] [F]**, or point to the menu name, and press and hold the button.

Detailed explanations of most of the options on this menu are in Chapter 11, "General Information and Concepts." Following are detailed explanations of the Merge, To ASCII, and From ASCII options.

Merge...

Use this option to insert text from another file into the currently open file at the cursor's current position.

Use the arrow keys to scroll through the box that contains filenames available for merging. When you mark the appropriate file, move out of the list box, and select **OK** to insert the document at the cursor's current position, or select **CANCEL** to cancel the merge and return to the text screen.

To ASCII

Selecting this option makes Text delete any non-ASCII characters from your document. When you create a document, it is in a non-ASCII format so that you can use boldfaced and underlined text. However, when you use the To ASCII option, Text removes the boldface and underline codes from the file. You can clipboard parts of the document for use in other ASCII-based programs or send an ASCII file via telecommunications to another computer. Note that you cannot use the Boldface and Underline options on the Text Menu when your file is in ASCII format.

From ASCII Selecting this option enables you to insert non-ASCII characters in a document so that you can use boldfaced and underlined text. When your file is in non-ASCII format, you can use the **Boldface** and **Underline** options on the Text Menu.

The Edit Menu. This menu gives you the means to move, copy, and delete selected text from a document. First, select the text you want to manipulate, and then display the menu. (If you are working in overtype mode, Text automatically selects the character beneath the cursor, plus any other characters you choose to select. In insert mode, no character is selected until you actively select it.)

Detailed explanations of the options on this menu are in Chapter 11, "General Information and Concepts."

The Text Menu. This menu lets you make selected text appear and print either in a standard way, in **boldface**, or underlined. The Text Menu options are:

Plain Use this option to make selected text appear in a normal fashion on the screen and print in the standard way your printer prints text. (Text automatically assumes this appearance and printing characteristic. Use this option to change text that you've boldfaced or underlined back to normal.)

Bold This option lets you make selected text appear and print in **boldface**. You can make plain or underlined text bold.

Underline Use this option to make selected text appear and print underlined. You can underline either plain or bold text.

Note: You can print bold or underlined characters on printers that support bold and underline control codes. If you're using a dot matrix printer that doesn't support these codes, you can print a document in graphics mode to achieve the bold or underlined effect; however, printing speed is greatly reduced.

The Search Menu. This menu enables you to find a string of characters in your document or find the string and substitute another one in its place. The Search Menu options are:

- Find...** Use this option to locate the **first** occurrence of a string in a document.
- At the `Search for:` prompt, type the string of characters you want to find (up to the maximum of 38 characters). Then, select `OK` to carry out the option or `CANCEL` to cancel the option and return to the text screen.
- If you select `OK`, Text starts searching from the current cursor position for the string you specified, ignoring upper-/lowercase distinctions. (If your search string is `WORK`, Text will find occurrences of `WORK`, `Work`, and `work`.)
- If Text finds the string, the part of the document containing the string appears, and Text positions the cursor at the beginning of the string. If Text cannot find the string, you see a message—`Search string not found`. Select the `OK` button to continue working with the document.
- Find next** Use this option to locate subsequent occurrences of a string you specified in the `Find` option. Simply select this option, and the cursor moves to the next occurrence of the string.
- Substitute** This option enables you to have Text search for a particular string of characters and replace it with another.
- At the `Search for:` prompt, type the text string you want to find and replace, using no more than 38 characters. Press `[TAB]`.
- At the `Replace with:` prompt, type the text string you want to use as a replacement, using no more than 38 characters.
- After you specify the search and replacement strings, select the `OK` button to begin the search, or select `CANCEL` to cancel the function and return to the text screen.

If you select `OK`, Text begins searching from the current cursor position for the text string you specified. If it finds it, the part of the document that contains the string appears, and a dialog box asks whether or not you want to make the substitution at this occurrence.

Select `YES` to go ahead with the replacement and have Text continue searching for another occurrence of the string. Select `NO` to make Text skip this replacement and continue searching for another occurrence of the string. Select `CANCEL` to skip this replacement and cancel the `Substitute` function, returning to the text screen.

If all the text in an occurrence of a string found by the `Substitute` function is boldfaced or underlined, the text that replaces it will also be boldfaced or underlined. If only part of the text in the found occurrence is boldfaced or underlined, `Substitute` replaces it with plain text.

After Text finds and replaces the last occurrence of a string, it tells you the number of occurrences it found and replaced. Select `OK` to continue working with your document.

The Bottom Line

The last line on the screen displays your location in the document and the format, ASCII or non-ASCII, of your document. In addition, the line displays two buttons that let you switch between using the insert and overtype modes.

Line and Page Numbers. The `Line` and `Page` messages show you the cursor's location in a document. The number of lines per "page" equals the number of printed lines per page that resides in the `Page setup` option (on the File Menu). So, if you chose 54 as the number of printed lines that you want to appear on a page and the cursor was on the 55th line of a document, the location would be `Line 1, Page 2`.

Insert and Overtyping Modes. When you first create or open a document, Text sets you up to type in insert mode. This means that anything you type is inserted at the cursor's location. All text that follows the cursor moves to the right to accommodate the insertion. If you are using overtype mode and want to switch to insert mode, select the INSERT button by pointing and clicking or by pressing **CTRL I**.

Overtyping mode, on the other hand, makes any character you type replace the one at the cursor's current position. The cursor moves to the right as you type each character, removing the character previously there. To switch to overtyping mode from insert mode, select the OVERTYPE button by pointing and clicking or by pressing **CTRL O**.

ASCII and Non-ASCII Format. When you create a document, Text sets you up to type a non-ASCII, word-processing type document. You can, by using the TO ASCII option on the File Menu, change your document to ASCII format. ASCII format means that all characters in the document can be translated into ASCII code for use in telecommunications or other ASCII-based programs. If your document is in ASCII format, you cannot use boldfaced or underlined characters in the document. The bottom line of the screen shows that the document is an ASCII-formatted one.

Non-ASCII format means that you can use boldfaced and underlined characters in your document; however, you cannot use parts of the document with other ASCII-based programs. When your document is in non-ASCII format, the bottom line of the screen tells you.

WORKSHEET

The Worksheet application provides you a way to set up and arrange numeric information in tables of as many as 99 rows and 99 columns. Worksheet can calculate and display answers for complex formulas quickly and help you keep track of anything from gas mileage to tax deductions.

The Worksheet Screen

After you access the Worksheet application, you see a screen that is, for the most part, blank. If you open an existing file, you see the worksheet held in that file. The screen contains a title bar that gives you access to the Accessory Menu via the Tandy icon, the application's title and the file's name (if you opened an existing file), and access to help information via the question mark icon.

Below the title bar is a menu bar that lets you use the Worksheet menus: The File Menu, the Edit Menu, the Pad Menu, the Cells Menu, and the Search Menu. Also on the menu bar are four arrow icons that enable you to scroll the screen using a pointing device.

The major part of the screen is the worksheet. Although you can see only a small part of the available workspace, you can use as many as 99 rows and 99 columns in a particular worksheet.

Row numbers are on the left side of the screen. Column numbers appear across the top of the worksheet area. Each intersection of a row and column is called a *cell*. The marker highlights an entire cell. Position the marker on any cell in which you want to type information. Type the information, and it appears in the cell.

The bottom line of the screen shows you the types of information you can type on a worksheet: LABELs to organize columns and rows, blocks of TEXT that do not fit into column/row format, NUMBERS, INPUT cells, where you type information only at the time you calculate a worksheet, and FORMULAs.

Using Worksheet

To develop a new worksheet, move the marker to the cell at which you want to place information, and type the information. You can use any number of features described in the remainder of this chapter to develop the worksheet.

To see part of a worksheet not currently on the screen, either use the keys described in Chapter 11, “General Information and Concepts,” or select one of the arrow icons in the menu bar.

Selecting Cells. Any cell on which you position the marker is the currently selected cell. To add or remove cells to or from the group already selected, press **SHIFT** and an arrow key. Pressing **F1** and an arrow key selects to the end of the screen page in the direction you chose.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the name of the application (`Worksheet`) and the name of the file currently on the screen (“untitled” if the file is one you just created), and gives you access to any help windows available for the application via the question mark icon.

The Accessory Menu. Detailed explanations of the options on the Accessory Menu are described in Chapter 13, “Accessories.”

The Help Windows. To view help windows for the application, select the question mark icon. Help windows are explained in Chapter 11, “General Information and Concepts.”

The Menu Bar

The Menu Bar gives you access to the five menus you can use in the Worksheet application: the File Menu, the Edit Menu, the Pad Menu, the Cells Menu, and the Search Menu.

The File Menu. The File Menu lets you perform functions related to the worksheet file as a whole.

Detailed explanations of most of the options on this menu are in Chapter 11, “General Information and Concepts.” Following is a detailed explanation of the `Merge` option.

Merge... Use this option to insert another Worksheet file into the currently open file at the marker's current position.

Either type a filename at the Merge file: prompt, or use the arrow keys to scroll through the box that contains filenames available for merging. When you mark the appropriate file and place it in the edit field, select the button to insert the file at the marker's current position, or select CANCEL to cancel the merge and return to the screen you were using.

The Edit Menu. This menu gives you the means to move, copy, and delete selected cells from a worksheet. First, select the cells you want to manipulate, and then display the menu. (The cell on which the marker is positioned is automatically selected.)

Detailed explanations of the options on this menu are in Chapter 11, "General Information and Concepts."

Note: Any information you cut or copy can be pasted only into a Worksheet file.

The Pad Menu. This menu lets you change the displayed width of columns on the screen, or insert/delete rows and columns. The menu also enables you to calculate a worksheet. The Pad Menu options are:

Column width... Use this option to change the width of the column in which the marker is currently positioned or all columns if you so choose. Columns automatically appear with a width of 10 characters unless you change them. If you're changing the width of only one column, move the marker into that column (at any row), and then use this option.

Select either the Current column or All columns.

At the Width: prompt, type the new width you want the column(s) to have. You can specify a maximum of 77 characters and a minimum of 3 for the new width, although labels or numbers you type can be no longer than 46 characters, including spaces.

Select **OK** to make the width change, or select **CANCEL** to cancel the width change and return to the worksheet.

Insert column

Use this option to insert a new, blank column at the marker's current position. When you insert a column, the current column and all columns to its right move right to accommodate the insertion. If Column 99 contains information and the insertion would "push" that column off the worksheet, you see a warning message. Respond to the message by selecting the appropriate button to accept or cancel the insertion.

Note that **Worksheet** takes the column insertion into account and changes all existing formulas so that they contain revised and correct column numbers.

Delete column

Use this option to delete the column at the marker's current position. When you delete a column, all columns to the right move left to "close up" the space left by the deleted column.

Worksheet takes the column deletion into account and changes all existing formulas so that they contain revised and correct column numbers.

Insert row

Use this option to insert a new, blank row at the marker's current position. When you insert a row, the current row and all rows below move down to accommodate the insertion. If Row 99 contains information and the insertion would "push" that column off the worksheet, you see a warning message. Respond to the message by selecting the appropriate button to accept or cancel the insertion.

Worksheet takes the row insertion into account and changes all existing formulas so that they contain revised and correct row numbers.

Delete row Use this option to delete the row at the marker's current position. When you delete a row, all rows below move up to "close up" the space left by the deleted row.

Worksheet takes the row deletion into account and changes all existing formulas so that they contain revised and correct row numbers.

Calculate Use this option to calculate a worksheet, either for the first time or after you revise information on it. Worksheet calculates from left to right and top to bottom, skipping any non-numeric information. Results appear in cells in which you typed formulas.

Note: If the insertion or deletion causes a formula to refer to a non-existent cell, the formula will need to be changed.

The Cells Menu. Use this menu to change the way numbers appear on the worksheet (in decimal format, integer format, or "dollar" format with only two decimal places). specify variable information that you want Worksheet to ask you to provide each time you calculate the worksheet, type formulas for calculations to be performed, or type text in a "block" format, not associating it with particular cells. First, type your entry in the cell (or select the cells on which you want to perform one of these menu options). Then, pull down the Cells Menu. The Cells Menu options are:

Format... Use this option to change the way selected cells appear on the worksheet.

In the *Align* section, select *Left* to make all numbers appear aligned to the left or *Right* to make numbers align to the right. Worksheet automatically aligns text to the left and numbers to the right if you do not choose an alignment.

In the `Type` section, select `Decimal` to make numbers appear with decimal points and a number of decimal places that you specify. Select `Integer` to make numbers appear with no decimal places. Select `$ Dollar` to make numbers appear with two decimal places. `Worksheet` automatically uses the `Dollar` format if you do not specify another format.

If you chose `Decimal` format, type the number of decimal places you want to display at the `Number of decimal digits:` prompt. Specify no more than seven decimal digits.

Select `OK` to put your format choices into effect, or select `CANCEL` to cancel the format and redisplay the worksheet screen.

Input...

Use this option to make `Worksheet` prompt you for a cell's contents each time you calculate the worksheet.

At the `Field Name:` prompt, type a phrase by which you can identify the cell, such as **AMOUNT OF LOAN**.

At the `Field Value:` prompt, type a response you think you'll most often use in the field. You can change this default answer at the time of calculation.

Select `OK` to use the `Field Name` you typed and define the cell as a variable one, or select `CANCEL` to cancel defining the cell as a variable and return to the worksheet screen.

Note that input cells do not display unless you reference them in a formula.

When you calculate and `Worksheet` reaches a formula that references an input field you've defined, you see:

At the `Field Value:` prompt, type the number you want the cell to contain for this calculation.

Select `OK` to use the value and continue with the calculation, or select `CANCEL` to cancel both the entry you made for `Field Value:` and the calculation.

Formula...

Use this option to write or revise a formula to a cell or selected group of cells. When you select the `Formula` option, the lower part of your screen shows:

Move to the scrolling arrow icons in this dialog box, and press the space bar or click to move the worksheet to different cells so that you can read their contents.

At the `Formula:` prompt, type the formula you want to place in the cell(s).

As you write a formula, keep in mind that math operations are performed left to right. Parenthetical operations are performed first. (If you nest parentheses, innermost operations are performed first.) Multiplication and division are performed second, and addition and subtraction last.

Worksheet lets you use the value in another cell just as you would any number in a formula. This value can be a number, or it can be the result of a previous calculation. If the cell contains a label or text, its value is nothing, so any formula that references a label or text cell does not calculate. To use the value of a cell in a formula, reference that cell by typing its row and column number, for example R5C3 to refer to the value in the cell at Row 5, Column 3. Because Worksheet calculates formulas beginning with the one in Row 1, Column 1, and works to the right through Row 1, then down through Row 2, and so on, until it calculates the last formula, any cell reference you use must be to cells with either smaller or equal row numbers and smaller column numbers.

If your cell reference supplies only a row number, Worksheet uses the cell in the same column as the formula, but at the row specified. If you supply only a column number, Worksheet uses the cell in the same row as the formula, but at the column specified.

Formulas always appear in the currently selected cell. When you select more than one cell, Worksheet copies the formula into each selected cell, using different cell references. The exact formula is copied into the first (lowest row and column) cell. For each reference in the formula, Worksheet computes the relative difference in row and column number, storing the formula with references that provide the same relative differences in column and row position. For example, suppose that the first three cells in Column 2 are selected and that you type the formula, **10+R1C1**. The first selected cell is R1C1, and the row difference is 0 (the same row), while the column difference is 1. At each cell, the reference will be to a cell in the same row as that cell, but one column over. That is:

Cell	Formula
R1C2	10 + R1C1
R2C2	10 + R2C1
R3C2	10 + R3C1

You can change this rule by placing a # at the beginning of the reference, for example **10+#R1C1**. This changes the above example to:

Cell	Formula
R1C2	10 + R1C1
R2C2	10 + R1C1
R3C2	10 + R1C1

Once the selected area fills with formulas, Worksheet discards the # sign, which now has no effect on subsequent operations, such as Copy.

The next two lines on the window show you the operators and functions you can use in formulas. Following are descriptions of the operators and functions. After the descriptions are a few examples of formulas that use the operators and functions.

The arithmetic operators are:

+	Addition	*	Multiplication
-	Subtraction	/	Division
		!	Power

Several functions operate on a group of cells. The group is determined as follows: If the argument is a row, the group includes all cells from (and including) the cell in the same column at the indicated row, down to but not including the cell containing the formula. If the argument is a column, the group includes all cells from (and including) the cell in the same row at the indicated column, over to but not including the cell containing the formula.

These functions are:

- AVG Sum of the values in the cells divided by the number of cells
- MIN Minimum value in the cells
- MAX Maximum value in the cells
- SUM Sum of the values in the cells

Two more functions provide an accumulation of part of another row or column: CMT and RMT. These functions are useful only if you use an absolute reference (one with a # sign) to a cell (not only a row or only a column). In addition, they should appear in a selected part of another row or column.

CMT works as follows: The first cell of the selected column contains the number from the referenced cell. The second cell contains the first cell plus the cell one row below the referenced cell. The third cell contains the second cell plus the cell two rows below the referenced cell. This continues with each cell containing the previous cell plus the cell at the same relative position in the referenced column.

RMT works as follows: The first cell of the selected row contains the number from the referenced cell. The second cell contains the first cell plus the cell one column below the referenced cell. The third cell contains the second cell plus the cell two columns below the referenced cell. This continues with each cell containing the previous cell plus the cell at the same relative position in the referenced row.

Other functions appear below. Note that results of calculations that use trigonometric functions display in radians.

ABS	Absolute value	LOG	Logarithm
ATN	Arctangent	SGN	Sign
COS	Cosine	SIN	Sine
EXP	Exponential	SQR	Square root
INT	Integer truncation	TAN	Tangent

A few examples using the operations and functions follow.

$(R1 + R2)$	Adds two 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 two cells in the same row.
$(R1C2)/2$	Divides the value of the cell in Row 1, Column 2 by 2.

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

AVG(C1) Adds all the values in the current row, starting with Column 1, up to the current cell, and divides by the number of cells added.

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

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

If you select Rows 4, 5, and 6 in Column 4 and enter the example formula, the calculation produces:

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

MAX(C4) Shows the maximum value of the current row, starting with Column 4, up to the current column.

MIN(R1) Shows the minimum value in the current column, starting with Row 1, up to the current row.

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

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

If you select Columns 3, 4, and 5 and enter the example formula, the calculation produces:

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

SUM(R5)	Displays the sum of the values in the current column, starting with Row 5, up to the current row.
ABS(R2C3)	Displays the absolute value of the cell in Row 2, Column 3 (the distance from 0 of the 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 an arctangent in degrees.
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 (Naperian, 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 in cell R2C4.
SGN(R3C4)	Displays the sign of the value in Cell R3C4 (1.00 if the argument is positive or zero, and -1.00 if the argument is negative).
SIN(R2C1)	Displays the sine of the value in Cell R2C1. (Use SIN((R2C1)*.01745329) if the value in Cell R2C1 is in degrees instead of radians.)
SQR(R5C1)	Displays the square root of the value in Cell R5C1.
TAN(R2C3)	Shows the tangent of the value in Cell R2C3. (Use TAN((R2C3)*.01745329) if the value in Cell R2C3 is in degrees instead of radians.)

Start text

This function defines a selected group of cells as a text block. Choose this option when you want to type a block of text that doesn't fit conveniently into cells—for instance, notes about parts of a worksheet. When you use the `Text` option, `Worksheet` gives you standard editing features, and words wrap to succeeding lines as they do in the `Text` application.

Text blocks are like notes attached to a spreadsheet. Deleting rows and columns will not affect the text block. However, you should use caution because worksheet information moved under `Text` due to insertions and deletions of rows and columns will be lost. To select an existing text block, simply move the pointer to a position in the block and press the space bar.

End text

Choose this option when you finish typing or editing text in a block.

The Search Menu. This menu lets you find special parts of the worksheet—labels, numbers you've entered in cells, or cell addresses. The Search Menu options are:

Find label...

Use this option to find a group of characters in a label on the worksheet.

At the `Label:` prompt, type the characters you want to find. Then, select `OK` to make `Worksheet` find the characters.

Select `CANCEL` to cancel the option and return to the screen you were using.

If you select `OK`, `Worksheet` begins searching for the first occurrence of the characters, from the currently marked cell to the right and downward. If it finds the characters you wanted, the marker moves to the cell containing the characters. If it cannot find the characters, you see this message:

Label not found. Search cancelled

Select the `OK` button to make the message disappear and continue using the worksheet.

Find number...

This option enables you to find a numeric value you entered in a cell.

At the `Number:` prompt, type the number you want Worksheet to find. Then, select `OK` to make Worksheet find the number, or select `CANCEL` to cancel the option and return to the screen you were using.

If you select `OK`, Worksheet begins searching for the first occurrence of the number, starting at the currently marked cell and searching to the right and downward. (To search the entire worksheet, press `HOME` before you use the `Find number` option.) If Worksheet finds the number you wanted, the marker moves to the cell containing the number. If it cannot find the number, you see this message:

```
Number not found. Search cancelled
```

Select the `OK` button to make the message disappear and continue using the worksheet.

Find cell...

Use this option to move the marker to a specific cell address.

At the `Column:` prompt, type the column number you want to find. At the `Row:` prompt, type the row number you want to find. Then, select `OK` to make Worksheet find the cell, or select `CANCEL` to cancel the option and return to the screen you were using.

If you select `OK`, Worksheet moves the marker to the cell you specified.

Find next

Choose this option to find the next occurrence of a group of characters or a numeric value you specified using the `Find label` or `Find number` options.

When Worksheet finds the first occurrence, choose the `Find next` option, and Worksheet again searches for the next occurrence. If it can find no other occurrence, you see:

Label not found. Search cancelled.

or

Number not found. Search cancelled.

Select the `OK` button to make the message disappear and continue using the worksheet.

The Bottom Line

The bottom line of the screen shows you the five types of entries you can make on the Worksheet. The type of entry in use by the cell in which the marker currently rests appears highlighted. The four types of entries are:

`LABEL`, for a non-numeric cell in which you enter a maximum of 46 characters of text to serve as a label for a section or row/column of the worksheet.

`TEXT`, for a non-numeric group of cells in which you enter “free-form” text that doesn’t lend itself to a cell-by-cell format.

`NUMBER`, for cells in which you enter values to be used in calculations. Values must not exceed 46 characters in length.

`INPUT`, for cells in which you enter information to be supplied only when you calculate the worksheet. You also see the actual value being used in the particular input cell.

`FORMULA`, for cells in which you enter formulas to calculate portions of the worksheet. You also see the actual formula in use by the cell.

FILER

The Filer application is an all-purpose information storage and retrieval system—an electronic filing cabinet. Unlike a filing cabinet, however, Filer does all the sorting for you, shows you either an entire record or only the information you want to see, gives you summary lists of information that meets criteria you establish, and even displays and prints reports about your information.

The Filer Screen

When you first access the Filer application, you see a screen that is, for the most part, blank. The screen contains a title bar that shows the Tandy icon for access to the Accessory Menu, the application's title and your file's name (if you opened an existing file), and a question mark icon for access to help information about the Filer application.

Below the title bar is a menu bar that gives you access to the File Menu, Edit Menu, Records Menu, Field Menu, Text Menu, Report Menu, and Index Menu.

Using Filer

Creating Record Formats. If you are working with a new, untitled file, the first step in setting up the file (or *database*) is to create a form, or *record format*, to hold the information you want to store. A brief procedure follows. Use the explanations later in this chapter for details on the techniques used in the procedure.

1. Pull down the File Menu, and choose **New**.
2. Position the marker anywhere on the screen that you want a *field* to appear. A field is a unit of information. If you were keeping an inventory of books, one field might be "Title of Book."
3. Pull down the Field Menu, and choose the **ADD** option.

4. Using the arrow keys or pressing the pointing device button and dragging the pointer, define the number of characters you want the field to use when you actually type information about the field in a record. Moving the marker horizontally adds or deletes characters in each row, one character at a time. Moving the marker vertically adds or deletes entire rows of characters. As you define the field's size, notice that every tenth character appears shaded to help you count the number of characters quickly.
5. When the field is the size you want, press **ENTER**, or release the button on the pointing device.
6. A dialog box appears, in which you give the field a label for identification purposes, specify whether or not you want the field to appear with a box drawn around it, tell Filer the type of information you'll store in the field (either text or numeric), and specify where you want the field's label to appear (to the left of the field, directly above the field, or not at all). Fields of more than one row **must** be text only. Finalize your decisions when you finish the dialog box.
7. Repeat the above steps until you create all the fields you want. Use the **Format** option to place *format characters* in a field for creating a specific format (such as (xxx) xxx-xxxx for a phone number). Select the field, and then use the **Format** option. Use the arrow keys to move the marker around in the field, typing any characters that you want to make part of the field. Press **ENTER** when you finish.
8. Add additional, cosmetic text that is not part of a field's information (for instance, a title or heading for a section of the record). First, pull down the **Text Menu**, and choose the options you want for making the text appear boldfaced or underlined. Then, position the marker wherever you want to type the text, and type it. Use the **Edit Menu** to cut, copy, or paste this text in different locations.
9. Delete fields or explanatory text by selecting the field or text and then using the **Edit Menu's Clear** option.
10. To change the size of an already created field, select the field, and then use the **Field Menu's Size** option. Use the arrow keys, or point to the field's final character slot, and press and hold the button, dragging the pointer to lengthen or shorten the field. Press **ENTER** or release the button when you finish.

11. To change a field, first select the field, and then use the Field Menu's `Change` option. You see the dialog box you used when creating the field. Change the responses in the box to reflect your choices. You can change numeric fields into text fields but not text fields into numeric ones. Finalize your responses when you finish.
12. To move a field to another location, first select the field. Then, use the Edit Menu's `Cut` option. Move the marker to the new location, and use the Edit Menu's `Paste` option.

When your record format is complete, you can enter information and develop the rest of your database.

Adding Records. Once you have a record format to hold the information you want to store, you can begin adding records. Follow the procedure below to add information to your database. Refer to the detailed explanations later in the chapter to complete the procedure.

1. Pull down the Records Menu, and choose the `Change` option. If no records exist, Filer automatically chooses the `Add` option to let you begin adding records. If records already exist and you want to add more, pull down the Records Menu, and choose the `Change` option. Then, pull down the Records Menu again, and choose the `Add` option. (`CTRL` `A`) is the accelerator to this option.)
2. The form you defined appears on the screen, ready for additional records. Type the information needed for each field. Information in text fields appears aligned to the left. Numeric field information aligns to the right. To move to succeeding or previous fields, use `TAB` or `SHIFT` `TAB`. With a pointing device, point to the field in which you want to enter data, click the button to select that field, and type the information.
3. To store a completed record and add another one, pull down the Records Menu, and choose the `Add` (`CTRL` `A`) option. Personal DeskMate stores the record currently on display and presents you with another blank form.
4. Continue adding records as long as you like.
5. When you finish adding records, select any available menu option (other than the Records Menu's `Add` option), or select the `FIRST` or `LAST` buttons at the bottom of the screen. Filer stores the record and performs the action you specify.

Defining Reports. After your database contains records, you can see reports about any of the information in those records. To generate a report on your information, you must first create a report format. To do so, follow this procedure, referring to the details later in this chapter.

1. Pull down the Report Menu, and choose the `Define` option. The screen that appears is divided into four sections—one for heading information, one for the body of the report (where the field information will appear), one for any summary information you want to see, and one for “footer” information. If you used `Page setup` to define a report narrower than 80 columns, a vertical line appears on the screen at your right margin position.
2. The `Header` section appears at the top of each page of the report. Type any cosmetic text that you want to appear as column heading information on the report, including a report title if you like. Position the marker anywhere you want the text to appear, and type it.
3. To make the date appear in the heading, position the marker where you want the date to appear. Then, pull down the Report Menu, and choose the `Today's date` option. A `MMM DD, YYYY` symbol appears at the marker position. When you display the report, the actual date will appear here instead of the symbol.
4. To make the page number of the report appear in the heading, position the marker where you want the page number to appear. Then, pull down the Report Menu, and choose the `Page #` option. `###` appears at the marker position. When you display the report, the actual page number will appear here instead of the symbol.
5. In the `Body` section of the report, position the marker where you want information from a field to appear. Then, pull down the Field Menu and choose the `Add` option. A dialog box appears, in which you choose the field you want to place on the report. Filer checks to see whether the field can fit at the marker's position. If the field is larger than the amount of space available at the marker position, you can choose whether to drop from the report any characters that don't fit or cancel adding the field at this location. (You can add it at another location.) Finalize your decision.

Place as many fields in the `Body` section as you like. You can also type cosmetic text in this section. This part of the report repeats as many times on each page as space allows.

6. In the `Summary` section, you can type cosmetic text and specify that you want summary information to appear beneath a column of information in the `Body` section. First, position the marker where you want the summary to appear. Next, pull down the `Report Menu`, and choose the `Summary` option. A marker appears. Define the size of the summary field in the same way as you defined the size of a field on the record format. Summary fields can occupy only a single row because they are numeric fields. When you finish, press `ENTER` or release the button.
7. A dialog box appears. Complete the box, giving the summary field a label, specifying whether you want it to appear with a box drawn around it, and deciding whether you want the label to appear to the left of the field, above the field, or not at all. Specify the type of summary you want to see: a numeric total, an average of values in the column, or a count of the number of items listed. Finalize your choices when you finish. After you add a summary field, you can use the `Field Menu's` `Format` option to add format characters to the field.
8. If you like, place a page number and/or date in the `Footer` section, following the procedures in Steps 3 and 4 above. You can also type cosmetic text in the `Footer` section if you like.
9. To change the size of any section on the report, position the marker in the section whose size you want to change. Then, pull down the `Report Menu`, and choose the `Resize section` option. A highlighted marker appears.
10. Use the arrow keys, or press the button and drag the pointer to enlarge or shrink the size of a section. As long as you see gray space at the bottom of the screen, you can enlarge a section without affecting the size of any sections below it. When you've used all the available extra space, enlarging a section shrinks the section immediately below it, and vice versa. When you finish changing a section's size, press `ENTER` or release the button. Use the same method to enlarge/shrink other sections of the report.

11. When you finish creating the report format, use another menu option. Filer stores the report format and performs the action you specify.

After you set up your database, you have a wealth of options available for using and manipulating the information. The remainder of this chapter is devoted to explaining all the menus and options available to you in the Filer application.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the name of the application (Filer) and the name of the file currently on the screen, and gives you access to any help windows available for the application via the question mark icon.

Filenames. If you are creating a file and have not yet named it when a power failure or other mishap occurs, your work is not likely to be lost. To access the information, display the desktop. Then, pull down the File Menu, and choose **Rename**. In the dialog box specify **untitled** at the **From:** prompt and any suitable filename at the **To:** prompt.

Once you rename the file, you can open it and continue using it.

The Accessory Menu. Detailed explanations of the options on the Accessory Menu are described in Chapter 13, "Accessories."

The Help Windows. To view help windows for the application, select the question mark icon. Help windows are explained in Chapter 11, "General Information and Concepts."

The Menu Bar

The menu bar gives you access to the seven menus you can use in Filer: the File Menu, the Edit Menu, the Records Menu, the Field Menu, the Text Menu, the Report Menu, and the Index Menu.

The File Menu. The File Menu lets you perform functions related to the file as a whole. To see the File Menu using the keyboard, press **[ALT] [F]**. With a pointing device, point to the menu name, and press and hold the button.

Detailed explanations of most of the options on this menu are in Chapter 11, "General Information and Concepts." Following is a detailed description of the `Copy layouts` option. Note that Filer uses a database that resides on your disk. Changes you make to records are stored on the disk each time you display a new record.

Warning: If you're using a single-drive computer, you **must** keep the Filer program (PMFILER.PDM) and any data files you create on the **same** diskette. If you're using multiple drives, you can store PMFILER.PDM and its data files on separate diskettes.

Whether you use one or two drives with Filer, **never** switch diskettes unless and until the screen instructs you to do so. If you switch diskettes at any other time, you risk destroying **both** program and data files.

If you're not using subdirectories, continue with this chapter. If, however, you **are** running the Filer application from a subdirectory, that subdirectory **must** appear in the list of paths used by the `path` command. For example, if you include the `path` command in your `autoexec.bat` file, it might look like this:

```
path = a:\path1;a:\deskmate
```

where `deskmate` is the subdirectory in which Filer resides.

Copy layouts...

Use this option to make a duplicate of existing record formats, report formats, and index formats to store under another filename.

At the `Copy to:` prompt, type a filename containing eight or fewer characters to which you want to save the formats. To save formats on a different drive and/or directory, type a complete pathname, using as many as 64 characters.

Below the `Copy to:` prompt, you see the current drive and directory in which your existing file layouts are stored.

When you finish, select the **SAVE** button to complete the **Copy layouts** process, or select the **CANCEL** button to cancel copying the formats. You return to the screen you were previously using.

Print...

This option prints the form currently on the screen, or if you're displaying a report, prints the entire report. Forms and indexes always print in "portrait" format. Reports print according to the limits you assign via the **Page setup** option. See Chapter 11 for other details about the **Print** option.

The Edit Menu. This menu gives you the means to move, copy, and delete selected information from the screen. First, select the information you want to manipulate, and then display the menu. To select a field, position the marker on the field itself (not on its label), and press the space bar.

Detailed explanations of the options on this menu are in Chapter 11, "Loading and General Information." Following are brief descriptions of the options and limitations on their uses in the **Filer** application.

Cut (or **F9**)

Use this option to remove selected information from the screen and place it on the clipboard. You can use this option when you are defining a record's form to cut cosmetic text or fields. When changing information in records, use the option to cut a single field's information, not including format characters you might have in the field. Use the option when defining a report format to cut any information on the screen. The option is not available when you are simply displaying records, displaying reports, defining index formats, or displaying indexed lists of records.

Copy (or **F8**)

Use this option to place selected information on the clipboard without removing it from its current position on the screen. Use this option when defining a record's format to copy only cosmetic text. When changing information in records, use the option to copy a single field's information, not including format characters you might have in the field. Use the option when defining a report format to copy cosmetic text on the report. The option is not available when you are simply displaying records, displaying reports, defining index formats, or displaying indexed lists of records. You can use it after displaying a record, report, or indexed list via the File Menu's Print to screen option.

Paste (or **F10**)

This option takes information currently on the clipboard and pastes it into the file at the marker's current position. You can paste the copied information into the file currently in use or, if the information is in ASCII format, into another file. Field and report definitions **cannot** be pasted into another file. Use this option when defining a record's format to paste cosmetic text or field information for the Filer application only. When changing information in records, use the option to paste a single field's information. Use the option when defining a report format to paste any information onto the report screen. The option is not available when you are simply displaying records, displaying reports, defining index formats, or displaying indexed lists of records.

Clear

Use this option to delete selected information from the file. When you use this option, information does not move to the clipboard but is completely erased from the file. Use the option when defining a record's format to clear cosmetic text or field information. If you delete a field from a record format, any data already established in records for the field is also deleted from your records. When defining a report format, use the option to clear any fields or text on the report screen. The option is not available when you are simply displaying records, displaying reports, defining index formats, or displaying indexed lists of records.

The Records Menu. The Records Menu is for your use in defining a format for a file's records, displaying records, or changing information in existing records. To pull down the Records Menu using the keyboard, press **[ALT] [R]**. With a pointing device, point to the menu name, and press and hold the button.

First, make a selection from the first three options listed—Define layout, Display, or Change. Then, pull down the menu again, and choose one of the remaining four options. The Records Menu options are:

Define layout

This option lets you define the format you want your records to follow when you add information to them. When you create a file, Personal DeskMate automatically selects this menu option so that you can set up the screen and the fields you want to use.

Display

Use this option to display existing records one at a time. The records you see are determined by information you supply using the **Find** and **Sort** options on this menu. Use the **FIRST**, **NEXT**, **PREV**, and **LAST** buttons to display the corresponding records. The accelerators to these buttons are:

FIRST	CTRL	F
NEXT	CTRL	N
PREV	CTRL	P
LAST	CTRL	L

Change

This option is similar to the `Display` option but enables you to change information in existing records, one record at a time. Use this option only to change data in records, not simply to display records.

The records displayed for your editing are determined by information you supply using the `Find` and `Sort` options on this menu. Move the marker to a field whose information you want to change. Then, edit the information, remembering that you are working in `Insert` mode. When you finish changing information in one record, use another `Filer` feature, or display the first, next, previous, or last record in the file via the `FIRST`, `NEXT`, `PREV`, and `LAST` buttons at the bottom of the screen. The accelerators to these buttons are the same as those used in the `Display` option. Changes you make to one record are immediately stored on diskette when you display another record.

Add

Use this option to add new records to your file. Use this option only after you choose the `Change` option from this menu. When you choose this option, a blank record appears on the screen. Type the information needed to complete the record. When you finish adding a record, use the option again to continue adding records to the file, or use another `Filer` option. Records you add are immediately stored on disk when you display another blank form or use another option.

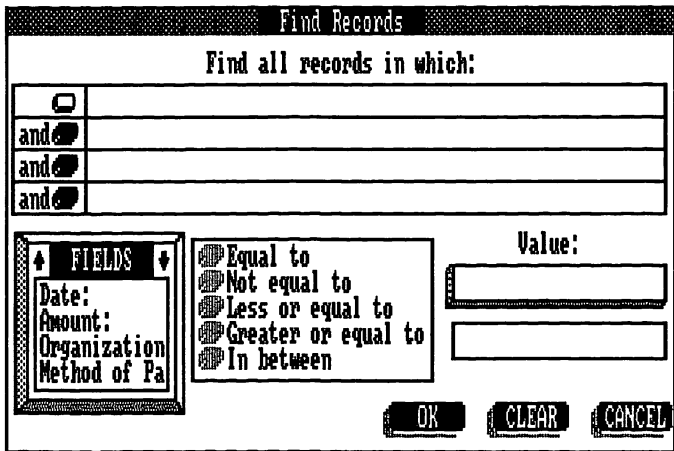
Delete...

Use this option to delete the currently displayed record. You can use the `Delete` option only after you choose the `Change` option from this menu.

Select the **OK** button to carry out the deletion. Filer automatically deletes the record from the screen and from the disk, and the next record in the file appears. Select the **CANCEL** button to cancel the deletion and return to the record display.

Find...

This option lets you decide which records you want to display, change, or include in a report. When you choose the **Find** option, this dialog box appears:



The section of the box entitled **Find all records in which:** is the section in which your **Find** criteria appears. The first time you establish criteria, this section is empty.

The `FIELDS` list box lets you scroll through a list of all field labels in the file. When you choose a field, you then define criteria that the information in that field must meet to be included in the records you want displayed. Scroll through the list using the arrow keys or the scrolling arrow icons in the title line of the box. When you mark the field whose criteria you want to set, move out of the list box. The field label appears in the `Find all records in which:` section.

Next, move to the group of radio buttons that let you determine whether you want the information in your chosen field to be equal to (`=`), not equal to (`≠`), less than or equal to (`≤`), greater than or equal to (`≥`), or inside a range of data that you supply in the `Value:` section of the dialog box. When you deal with alphabetic characters, these radio buttons imply “alphabetically equal to,” “alphabetically less than or equal to,” and so on, using alphabetic order. After you select one of the radio buttons, move out of this section. The information you chose appears in the `Find all records in which:` section of the dialog box.

The next section lets you specify a standard against which the information in your chosen field will be judged. For instance, you might choose the `Balance` field, specify that you want information in this field to be greater than or equal to, and then enter in this section the amount that the balance must equal or exceed for a record to be displayed. Type the information. If you chose a range of values that the information must fall between, you see two edit fields. Type the first value in the first field, and the ending value in the second field.

You can use two “wildcard” characters when typing a value—? and *. Typing ? tells Filer that you don’t care what the character at that position is. Typing **?ank** would find sank, bank, or tank, but not Frank.

Typing * tells Filer that the character at that position and all subsequent characters should match. Typing **a*** would find any word that begins with “a”. Typing ***ank** would find any word at all, because the first character is *, meaning that any number of characters of any type should match.

When you finish, move the marker out of this section of the dialog box. The value you entered appears in the **Find all records in which:** section of the dialog box.

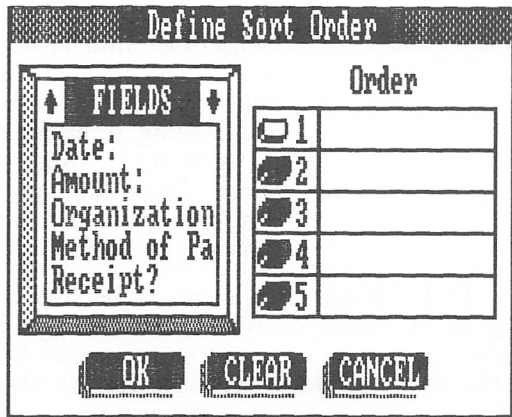
To specify more criteria for your records to meet, push one of the three remaining radio buttons in the **Find all records in which:** section. Specify as many as four separate criteria to limit the records you’ll see.

Select the **CLEAR** button to clear the box of the information you set up so that you can begin again. Selecting **CLEAR** and then leaving the dialog box blank displays all the records in a file.

Select **OK** to put the criteria into effect and begin displaying records or setting up the report. Select the **CANCEL** button to cancel the criteria you established and keep any criteria that existed when you first displayed this dialog box.

Sort...

This option enables you to decide the order in which your records appear when you display or change them. When you choose this option, you see this dialog box:



One section of the dialog box is a group of radio buttons and blank lines. The top radio button by the first line indicates the first *priority* by which Filer will sort records. Push the radio button for the priority to which you want to assign a field.

The FIELDS list box in the left of the window lets you scroll through a list of all field labels in the file. The information in these fields then determines the order in which your records will appear when you display/change them or use them in a report. Scroll through the list using the arrow keys or the scrolling arrow icons in the title line of the list box. Mark a field to which you want to assign a priority. You can assign five priorities for sorting purposes. Filer then sorts the records in ascending order, according to the priorities you set. To assign a priority to a field, mark the field in the list box, and then move the marker out of the list box. The field label appears in the Order section of the dialog box, in the blank next to the radio button you pushed.

When you finish assigning priorities, select the **OK** button to put the sort order you established into effect. To clear the dialog box of the information you established, select the **CLEAR** button. Clearing the box and leaving it blank displays your records in the order in which you added or updated them. To cancel new priorities without changing the ones previously used, select the **CANCEL** button.

The Field Menu. This menu is for your use when you are setting up a record or report format. Use the **Field Menu** after you've chosen the **Define layout** option from the **Records Menu** or the **Define** option from the **Report Menu**. To pull down the **Field Menu**, press **[ALT] [F]**, and use the **[→]** arrow key to reach the menu, or point to the menu name, and press and hold the button. The **Field Menu** options are:

Add...

This option lets you add a field when defining a record format or a report format. Personal DeskMate adds the field at the marker's current position on the screen. To add a field to a record format, position the marker where you want the field to appear. Then, choose this option.

Drag the marker, using the arrow keys or the pointing device, to the position at which you want the field to end. After you define the size of the field, press **[ENTER]** or release the button. A dialog box appears.

Type an identifying label you want the field to have at the **Label:** prompt. The label must contain 20 or fewer characters.

In the **Outlined** section, select a radio button to specify whether or not you want the field to appear with a box drawn around it.

In the **Data Type** section, select the radio button to specify whether information in this field will be text (alphanumeric characters) or numbers (numeric characters only—0-9, +, and -).

In the `Label` section, select a radio button to specify whether you want the field label to appear to the left of the actual field, just above the field, or not at all.

When you complete this dialog box, select the `OK` button to proceed with the field creation. Select `CANCEL` to cancel creation of the field. You return to the screen you were previously using.

To add a field to a report format, position the marker in the `BODY` section of the report format screen, and choose this menu option.

Scroll through the `FIELDS` list box to find the label of the field whose information you want to list on the report. Use the arrow keys or the scrolling arrow icons in the list box's title line. When you mark the field you want to include on the report, move the marker out of the list box. (You can also type a field label directly into the edit field rather than searching for it in the list box.)

Filer checks to see whether the position at which you want to place the field actually contains enough space to hold the field's information. If the field is too large to fit at the position you chose, a message tells you so.

To reposition the field on the report, select the `NO` button, and add the field at a different location in the `BODY` section. To keep the field at its current location and drop any characters that do not fit in the space allotted, select the `YES` button. You return to the report format screen.

Change...

This option lets you change the attributes you originally set up for a field when you created it or change the attributes of an existing summary field in a report format. First, select the field whose attributes you want to change. Then, choose this option. You then see the dialog box that appears during field creation.

Go through the box, changing any of the information you like. Select the **OK** button to put the changes into effect, or select the **CANCEL** button to cancel those changes and restore the previous information to the dialog box.

Size

Use this option to change the size of an existing field. First, select the field whose size you want to modify, and then choose this option.

A marker appears in the final character slot of the field. Use the arrow keys, or press the button and drag the marker until the field is the size you want. When you finish, press **[ENTER]** or release the button.

Caution: If you decrease the size of a field when you've already set up the format and added records, your data is *truncated* to the new, shorter length.

Format...

Use this option to include format characters in a field. First, select the field you want to format (either a field on the record format or a summary field on the report format), and then choose this option. The marker appears in the field's first character slot. Using the arrow keys, move to the character position at which you want a format character to appear, and type that character. For example, you might include (,), and - as format characters in a phone number field, like this:

(xxx)xxx-xxxx

This field would be 13 characters in length. Remember to plan for format characters when you decide the size of a field.

When you finish typing format characters in a field, press **[ENTER]**.

The Text Menu. This menu lets you display and print cosmetic text on your records and reports either plain, boldfaced, or underlined. Pull down this menu by pressing **[ALT] [T]** or by pointing to the menu name, then pressing and holding the button. If you select text before using this menu, only the text you select uses the attributes you assign. If you don't select text, all subsequent cosmetic text is affected by the attributes you assign. The Text Menu options are:

Plain Toggle this switch on to make cosmetic text appear in a normal fashion on the screen and print in the standard way your printer prints text. (Filer automatically assumes this appearance and printing characteristic. Use this option to change text that you've boldfaced or underlined back to normal.)

Bold Toggle this switch on to make cosmetic text appear and print in **boldface**. You can use both bold and underlined text at the same time.

Underline Use this option to make cosmetic text appear and print underlined. You can underline either plain or bold text.

Note: You can print bold or underlined characters on printers that support bold and underline control codes. If you're using a dot matrix printer that doesn't support these codes, you can print in graphic mode to achieve the bold or underlined effects; however, printing speed is greatly reduced.

The Report Menu. This menu is for your use in defining report formats and displaying reports. To pull down the Report Menu, press **[ALT] [R]**, and use the **[→]** arrow key to reach the menu, or point to the menu name, and press and hold the button.

First, make a selection from the first two options listed—`Define` or `Display`. If you choose `Define`, pull down the menu again, and choose one of the remaining four options. Depending upon the section of the report screen in which you position the marker, some menu options are not available to you. The Report Menu options are:

Define

This option lets you define the format you want your reports to follow when you display them. A line appears down the screen at the column position you designated to be your right margin in the Page setup's `Printed Line Width` setting if the report is fewer than 80 columns wide.

Display

Use this option to display reports. The records you see on the report are determined by the criteria you set up using the `Find` and `Sort` options on the `Records Menu`. Use the `FIRST`, `PREV`, and `NEXT` buttons to see corresponding pages of the report. The first time you want to see the last page of the report, use `NEXT` until you reach the last page. Thereafter, you can use the `LAST` button. Because the report might be longer than the screen can display, use the arrow keys or the scrolling arrow icons to view the remainder of the current page.

Summary...

This option lets you set up a summary field in the `Summary` section on the last page of the report. Choose this option only if you first chose the `Define` option from this menu.

First position the marker where you want the field to appear. Then choose this option.

Drag the marker, using the arrow keys or the pointing device, to the position at which you want the field to end. After you define the size of the field, press `ENTER` or release the button. This dialog box appears:

Report Summary

Label:

Outlined
 yes no

Label
 left top hidden

↑ FIELDS ↓

Date:
Amount:
Organization:
Method of Paym
Receipt?
Comments:

Total
 Average
 Count

OK
CANCEL

To answer the `Label:` prompt, type the label you wish to appear with the summary information on the report. To select the field that you wish to summarize, use the `FIELDS` list box that appears at the bottom left of this dialog box. Scroll through the list of fields, using the arrow keys or the scrolling arrow icons in the title line of the list box. When you mark the field you want to summarize, move out of the `FIELDS` list box.

A summary field does not have to be one already defined in the `Body` section. It can be any field in your record format.

In the `Outlined` section, press the radio button that describes the way you want the summary field to appear—either with or without a box drawn around it on the screen.

In the `Label` section, press a radio button to specify whether you want the field's label to appear to the left of the field, just above the field, or not at all.

The next group of radio buttons lets you describe the type of summary you want to see: a total of numeric data in the chosen field, an average of the numeric data in the field, or a count of the number of records displayed.

When you complete the box, select the `OK` button to use the summary field, or select the `CANCEL` button to cancel the specifications. You return to the report definition screen.

You can use the Field Menu's `Format` option to add format characters to a summary field you create.

Today's date

Use this option to place the system date in either the `HEADER` or `FOOTER` section of a report format you're defining. Use this option only if you first choose the `Define` option from this menu. Move the marker to the position at which you want the date to appear, and then select this option. A `MMM DD, YYYY` symbol appears. When you display the report, the actual date will appear instead of the symbol.

Page #

This option lets you place a page number in the `HEADER` or `FOOTER` section of the report. Use this option only if you first choose the `Define` option from this menu. Move the marker to the position at which you want the page number to appear, and then select this option. A `###` symbol appears. When you display the report, the actual page number will appear instead of the symbol.

Resize section

Use this option to change the size of the section in which the marker is currently positioned. Choose this option only if you first choose the *Define* option from this menu.

A marker appears in the section. Use the and keys, or press and hold the button, dragging the pointer. This enlarges or shrinks the size of the section. As long as unused, gray space appears at the bottom of the screen, you can enlarge a section without affecting the size of any sections below it. After all extra space is gone, enlarging a section shrinks the section immediately below it. You can enlarge a section to the point that the section below it contains no space at all, unless the section below contains information you've placed on the format. Shrinking a section enlarges the section immediately beneath it. When you finish changing a section's size, press or release the button. Use the same method to enlarge/shrink other sections of the report.

The Index Menu. This menu lets you set up a quick index of your records, allowing you to browse through a list of information from fields you select. You can also select a line from the index and see a complete record. If you don't set up an index, Personal DeskMate assumes an index list that contains the first 12 characters from each of the first six fields you defined. To pull down the Index Menu, press , or point to the menu name, and press and hold the button. The Index Menu options are:

Define...

Use this option to define your index format. When you choose the *Define* option, you see this window:



First, decide the number of characters from each field that you want to display on the index list. To be sure that you see complete information if you need it, you can specify the maximum field length of the longest field you plan to use in the index. Type your answer after the prompt, *Maximum characters displayed per field*.

The next section of the box lets you push a radio button and enter a field whose information you want to display on the list. Push one of the ten buttons, and move the marker to the *FIELDS* list box. This list box lets you find and mark the field. To mark a field in the list box, use the arrow keys or the scrolling arrow icons in the title line of the list box to scroll through the list of fields. Mark any field you want to include on the list, and move out of the list box (and click, if you're using a pointing device) to place that field in the blank box whose button is pushed.

Mark as many as ten fields to include in the index list, pushing radio buttons to add more fields to the list specification. When you finish, use one of the three buttons at the bottom of the dialog box. Selecting CLEAR clears the dialog box completely of any information you specified. Selecting OK creates your index list and immediately displays it. Selecting CANCEL cancels your work in the dialog box, returning it to its previous state. You then return to the screen you were using.

Display

This option lets you display an index list. (Filer automatically executes this option after you use the Define option, previously explained.) When you choose this option, your list appears on the screen. Use the FIRST, NEXT, and PREV buttons to see the corresponding pages of the list if it is more than one page in length. To see the last page of an index list for the first time, use the NEXT button to reach the page. Thereafter, you can use the LAST button to see the page.

Use the up and down arrow keys or the scrolling arrow icons in the menu bar to move the marker from line to line.

To display a complete record for any information on the list, move the marker to any line and then select the Record Menu's Display or Change option. This enables you to view or alter the record.

PAINT

The Paint application enables you to create original art on the screen using as many as ten colors and 15 patterns. You can draw lines, shapes, and freehand art, filling different parts of the screen with colors or patterns, and even inserting text characters wherever you like. You can print the masterpieces you create if you're using a graphics printer.

Paint uses a high-resolution canvas of 640 x 200 *pixels*. A pixel is a unit of resolution on the screen. Thus, the canvas has 640 units across and 200 units down.

The Paint Screen

After you access the Paint application, you see a screen that is, for the most part, blank. If you opened an existing file, you see the picture stored in that file.

The screen contains a title bar that gives you access to the Accessory Menu, the application's title and your file title (if you opened an existing file), and a question mark icon for access to help information about the Paint application.

Below the title bar is a menu bar that gives you access to the File Menu, Edit Menu, Text Menu, and Options Menu.

Along the left side of the screen is the palette of *tools* you can use in creating pictures. Along the bottom of the screen are the several colors and patterns from which you can choose while painting.

The majority of the screen is your canvas. The art you create appears on this canvas.

Using Paint

To begin painting, choose a tool and a color or pattern. (Use the Accessory Menu's Color option to choose the four principal colors you want to use for this picture.) The Options Menu lets you choose the width of lines you draw and/or the type of brush stroke you want to use. You can use the Text Menu to alter the way you want text characters to appear in the picture—plain, underlined, or in different colors.

The Edit Menu enables you to erase entire pictures, “undo” the last change you made to a picture, flip pictures horizontally or vertically, and move, copy, or clear parts of the picture.

The features available to you as you paint are explained in detail in the remainder of this chapter.

Using the Keyboard to Draw. If you’re using a pointing device with Personal DeskMate, you **cannot** use the keyboard to move the marker on the canvas. To use the keyboard for drawing, first position the marker at the location where you want to start. Use the arrow keys to move the marker in the appropriate direction. In addition, use these key combinations to move the marker diagonally:

- ALT ↑ Moves the marker diagonally up and to the right
- ALT → Moves the marker diagonally down and to the right
- ALT ↓ Moves the marker diagonally down and to the left
- ALT ← Moves the marker diagonally up and to the left

You can also position the marker by typing a number and then pressing an arrow key (when moving the marker directly up, down, right, or left). For example, you can type **20** → to move the marker to the right 20 pixels.

To use a tool, press the space bar. Press it again to lift the tool from the canvas. The same keyboard techniques used in positioning the marker also apply when drawing.

Using the Pointing Device to Draw. To use a pointing device to draw, move the pointer to the location at which you want to begin drawing, and press and hold the button. Drag the pointer in the direction in which you want to draw, and release the button when you finish drawing the line or shape.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the name of the application (Paint) and the name of the picture currently on the screen (“untitled” if the file is one you just created), and gives you access to help information available for the application via the question mark icon.

The Accessory Menu. Detailed explanations of the options on the Accessory Menu are described in Chapter 13, “Accessories.”

The Help Windows. To view help windows for the application, select the question mark icon. Help windows are explained in Chapter 11, “General Information and Concepts.”

The Menu Bar

The Menu Bar gives you access to the four menus you can use in the Paint application: The File Menu, the Edit Menu, the Text Menu, and the Options Menu.

The File Menu. Detailed explanations of the options on this menu are in Chapter 11, “General Information and Concepts.” Following is a brief description of the `Print` option as it applies in this application.

Print This option prints your picture automatically. There is no Page setup option to let you define the way you want the printed output to look. While printing, you can press `[ESC]` to stop. When you stop, or when the picture finishes printing, you return to your picture on the screen.

The Edit Menu. This menu gives you the means to restore the picture to the state it was in previous to the last change; erase a complete picture and start over; cut, copy, paste, and clear selected parts of the picture; and flip selected parts of a picture either horizontally or vertically. First, select the portion of the screen you want to manipulate, and then display the menu. (To select portions of the screen, use the Select tool, described later in this chapter.)

Detailed explanations of most of the options on this menu are in Chapter 11, “General Information and Concepts.” Following are brief descriptions of the standard options as well as detailed descriptions of the `Undo`, `Erase`, `Flip horizontal`, and `Flip vertical` options.

Undo Use this option to “undo” any changes you made to a picture since the last time you used a tool on the canvas or an Edit Menu option (excluding `Undo`). When you choose `Undo`, the screen returns to its previous state.

- Erase** Choosing this option causes the screen to clear, displaying only the current background color you're using.
- Cut** (or **F9**) Use this option to remove a selected area from the screen and place it on the clipboard. (You can generally place as much as ¼ of a picture on the clipboard.)
- Copy** (or **F8**) Use this option to place a selected area on the clipboard without removing it from its current position on the screen.
- Paste** (or **F10**) This option takes information currently on the clipboard and pastes it onto the screen. A box borders the pasted information. With a pointing device, you can press and hold the button while the marker is inside the box. Drag the marker wherever you want the pasted information to appear on the canvas. The box moves with the marker. Complete the moving process by releasing the button and then clicking outside the box, which disappears.
- With the keyboard, you can press the space bar while the marker is inside the box. Use the arrow keys to move the marker wherever you want the pasted information to appear on the canvas. The box moves with the marker. Complete the moving process by pressing the space bar and then pressing it again after moving the marker outside the box.
- Clear** Use this option to delete a selected area from the picture. When you use this option, the selected area does not move to the clipboard but is completely erased from the screen.
- Flip horizontal** This option "flips" the selected area left to right and displays the flipped area in the location the original previously occupied.

Flip vertical This option “flips” the selected area top to bottom and displays the flipped area in the location the original previously occupied.

The Text Menu. Use this menu when you want to define the appearance of text characters in a picture. First, use this menu to define the way you want the text to look. Next, choose the Text tool (described later in this chapter). Finally, type the text in the location you want. Type only one line of text at a time, and then press **ENTER**. After you press **ENTER**, you can reposition the marker at another location and press the space bar or click to type another line of text. The Text Menu options are:

Underline Use this option to make text appear underlined.

Color Use this option to make the selected text appear in one of four colors.

Push the radio button for the color you want the text to be on the canvas. Select the **OK** button to put the color choice into effect, or select the **CANCEL** button to cancel color selection.

The Options Menu. This menu gives you the means of choosing the width and color of lines you draw, choosing the different size and shape brushes with which you can paint, and changing the patterns that appear across the bottom of the screen. The options on this menu are:

Line... Choose this option to define the *weight*, or width, of a line you want to use while drawing.

In the top section of the dialog box, push the radio button for the line width you want to use. The last width (the dotted line) is an “invisible” line. Use this width to draw solid circles or solid squares. These shapes are the last two tools displayed down the left of the screen. The invisible line assures that only the shape will appear, not the shape plus an “outline” around it.

In the lower section of the box, push the radio button for the color you want to use in drawing the line(s). (Color, of course, will not be apparent when you use the invisible line width.)

Select the **OK** button to put the line width and color definitions into effect. Select the **CANCEL** button to cancel changing the line width and color. You return to your picture.

Brush...

Use this option to choose from 20 sizes and shapes with which you can use the brush tool.

Push the radio button for the brush shape you want to use. Select the **OK** button to use the brush you chose, or select the **CANCEL** button to cancel brush selection.

Edit pattern...

This option lets you change the appearance of any pattern displayed along the bottom of the screen. First, select the pattern you want to change. Then, choose this option. Depending upon the *resolution* of the pattern you selected (the amount of detail the pattern can use), one of two windows appears.

The **Pattern:** section of the window shows you the pattern as it looks in actual size. You'll see the pattern change in this section as you redesign it.

The grid is for your actual design work. Push one of the color buttons in the **Color:** section of the box, and move the marker to the grid. Position the marker on the square you want to be that color, and then click, or press the space bar. The square becomes the color you chose.

Use the color on any number of squares you like, and change colors as often as you like. When you finish designing the new pattern, select the **OK** button to store the new pattern and place it in the colors and patterns choices on the screen. The new pattern takes the place of the pattern that previously occupied the position. Select the **CANCEL** button to cancel designing the pattern and return to the screen.

The Tools

Paint lets you use 14 tools to help you draw your picture. The tools appear at the left margin of the screen. To select a tool, point to the appropriate tool and click. With the keyboard, use **TAB** (or **SHIFT TAB**) to reach the tools. (**TAB** moves you clockwise from the canvas, to the colors and patterns, to the tools, and back to the canvas. **SHIFT TAB** moves you counterclockwise.) Once in the tool section, use the arrow keys to mark the tool you want to use, and then press the space bar to select it.

The tools you can use are:

Select



Use this tool to select a portion of the picture. To select portions of the picture, follow the instructions below.

With a pointing device, move the marker to one corner of the area you want to select. Then, press and hold the button to drag the rectangle to the size you want. Release the button to finish.

With the keyboard, move the marker to one corner of the area you want to select. Press the space bar, and then move the marker to drag the rectangle to the size you want. Press the space bar again to finish.

Once you select an area, you can use the Edit Menu options or move the selected area to another part of the canvas. To move the selected area via a pointing device, press and hold the button while the marker is inside the box. Drag the marker wherever you want the selected information to appear on the canvas. The box moves with the marker. Complete the moving process by releasing the button and then choosing another tool.

To move a selected area via the keyboard, press the space bar while the marker is inside the box. Use the arrow keys to move the marker wherever you want the selected information to appear on the canvas. The box moves with the marker. Complete the moving process by pressing the space bar and then choosing another tool after moving the marker outside the box.

Zoom



This tool enables you to enlarge a section of the screen so that you can perform detailed work on it. After choosing this tool, position the box over the area you want to view more closely. Then, click, or press the space bar. You then see a magnified replica of the area you chose as well as the original area. Each small box represents one pixel on the canvas. Move the marker to a box, and click or press the space bar to change the color of that box to the current color. The original area shows the color change as well. To redisplay the original picture, select the OK button. Selecting CANCEL cancels the bit changes and returns you to your picture.

Text



Choose this tool when you want to place text characters on the picture. (The Text Menu lets you define the way you want the text to appear.) Then, type the text. The background color of any text you type will be the color of the canvas.

Erase

This tool erases any pixels over which it passes when you have the eraser on the canvas. Choose this tool, and then erase as small or large a portion as you like.

Pencil

Use this tool to draw thin lines on the screen. The width of the line remains the same, no matter which line width you've chosen on the Options Menu.

Brush

Choose this tool when you want to paint with brush strokes. Use the Options Menu to define the type of brush stroke you want to use.

Fill

This tool lets you fill in a part of the screen enclosed by other lines or brush strokes with colors or patterns.

Line

This tool lets you draw straight lines using the current line width and line color (from the `Line` option on the Options Menu). With a pointing device, move the marker to one end-point of the line, and press and hold the button. Drag the pointer to the other end-point, and release the button to complete the line.

With the keyboard, move the marker to one end-point of the line, and press the space bar. Move the marker to the other end-point, and press the space bar again to complete the line.

Spray can

Use this tool to achieve a spray-painted effect. The tool lets you spray the current color or pattern on the screen using the current pattern.

Circle



This tool draws circles, using the current line width and line color (from the `Line` option on the Options Menu). With a pointing device, position the marker at the center of the desired circle location. Press and hold the button, and drag the circle to the size you want. When you finish, release the button, and the outline of a circle appears.

With the keyboard, position the marker at the center of the desired circle location. Press the space bar, and drag the circle to the size you want. When you finish, press the space bar again, and the outline of a circle appears.

Square



Use this tool to draw squares and rectangles, using the current line width and line color (from the `Line` option on the Options Menu). With the pointing device, move the marker to one corner of the desired square location. Press and hold the button, and drag the square to the size you want. When you finish, release the button, and the outline of a square (or rectangle) appears.

With the keyboard, position the marker at one corner of the desired square location. Press the space bar, and drag the square to the size you want. When you finish, press the space bar again, and the outline of a square (or rectangle) appears.

Polyline



This tool takes a line you've drawn, using the current line width and line color (from the `Line` option on the Options Menu), and then connects the two end-points to produce an enclosed shape. With a pointing device, move to one end-point of the line, and press and hold the button. Draw the line, and release the button at the other end-point. Paint automatically draws a straight connecting line to both end-points.

With the keyboard, move the marker to one end-point of the line, and press the space bar. Draw the line, and press the space bar again at the other end-point. Paint automatically draws a straight connecting line to both end-points.

Solid Circle



This tool draws a circle and fills it with the current color or pattern. The finished circle is outlined in the current line width and line color (from the `Line` option on the Options Menu). With a pointing device, position the marker at the center of the desired circle location. Press and hold the button, and drag the circle to the size you want. When you finish, release the button, and the circle appears.

With the keyboard, position the marker at the center of the desired circle location. Press the space bar, and drag the circle to the size you want. When you finish, press the space bar again, and the circle appears.

Solid Square



Choose this tool to draw a square or rectangle and fill it with the current color or pattern. The finished square is outlined in the current line width and line color (from the `Line` option on the Options Menu). With the pointing device, move the marker to one corner of the desired square location. Press and hold the button, and drag the square to the size you want. When you finish, release the button, and the square (or rectangle) appears.

With the keyboard, position the marker at one corner of the desired square location. Press the space bar, and drag the square to the size you want. When you finish, press the space bar again, and the square (or rectangle) appears.

The Colors and Patterns

Paint lets you choose your four primary colors by using the `Color` accessory on the Accessory Menu. Once you choose the four colors, they appear along the bottom of the screen as the first four color choices. The next six colors are combinations of the primary four.

Following the colors on this line are the patterns you can use. You can use the patterns as they are, or you can edit them by using the `Edit pattern` option on the Options Menu.

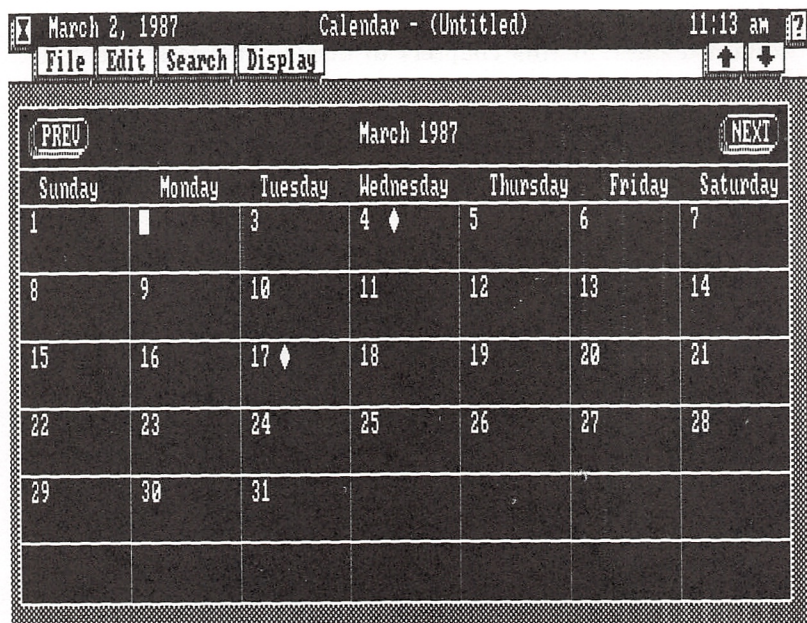
The colors and patterns are for use with the brush, fill, spray can, solid circle, and solid square tools. To select a color or pattern, simply point and click on the color/pattern you want to use, or use `TAB` to reach the bottom line of the screen, and then use the arrow keys to reach the color/pattern you want to use. Press the space bar to select the color.

CALENDAR

The Calendar application enables you to set up and revise your schedule and to see or print calendars of several types in several formats. You can schedule and display events and dates that range from January 1, 1980, through December 31, 2040.

The Calendar Screen

After you access the Calendar application, you see a screen similar to the following:



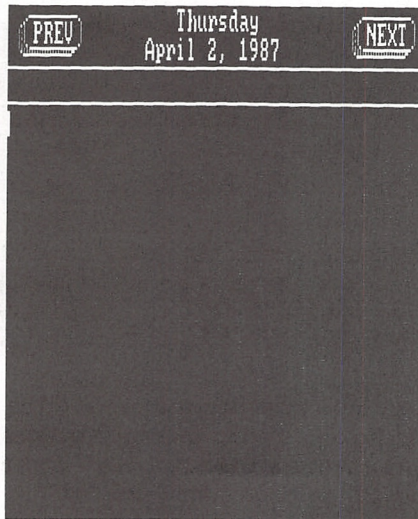
The screen contains a title bar that shows the Tandy icon for access to the Accessory Menu, the application's title and your file's name (if you opened an existing file), and a question mark icon for access to help information about the Calendar application.

Below the title bar is a menu bar that gives you access to the File Menu, Edit Menu, Search Menu, and Display Menu. Also on the menu bar are up and down arrow icons that enable you to scroll the screen via a pointing device.

The center section of the screen displays a calendar for the month you entered when you started up the computer. If you entered no date when you started up the computer, the screen displays a monthly calendar for January, 1980. Any major holidays that fall in the month are marked with a special icon, as are any days on which you've scheduled events.

Using Calendar

To see a list of events for a specific day, use the Display Menu (explained later in this chapter) to display the daily event list. You can add and revise events only on the daily event list. The weekly, monthly, and yearly calendars are for display and printing purposes. The daily event list looks similar to this:



If any holidays fall on this date, they appear at the beginning of the list. You cannot delete or change holiday information. You can, however, type or display as many of your own personal events as you like. To add an event, move the cursor where you want to begin typing information about the event, and start typing. When you type, you use only insert mode. Each character you type is inserted at the cursor's position, and any existing characters move right to accommodate the characters you type.

If the day has more events scheduled than can appear on one screen, you can see the other events either by using the keys described in Chapter 11, "General Information and Concepts," or by pointing to one of the arrow icons in the menu bar. Point to an arrow and click to scroll the screen one line at a time, or point to an arrow and press and hold the button to scroll the screen several lines at a time.

To review several daily event lists, you can select the Prev button. To see the next day's events, select the Next button.

The other features available to you as you use the Calendar application are explained in the remainder of this chapter.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the name of the application (Calendar) and the name of the file currently on the screen ("untitled" if the file is one you just created), and gives you access to any help windows available for the application via the question mark icon.

The Accessory Menu. To see the Accessory Menu, select the Tandy icon. Detailed explanations of the accessories are in Chapter 13, "Accessories."

The Help Windows. To view help windows for the application, select the question mark icon. Help windows are explained in Chapter 11, "General Information and Concepts."

The Menu Bar

The Menu Bar gives you access to the four menus you can use in the Calendar application: the File Menu, the Edit Menu, the Search Menu, and the Display Menu.

The File Menu. The File Menu lets you perform functions related to the file as a whole. Detailed explanations of the options on this menu are in Chapter 11, “General Information and Concepts.”

The Edit Menu. This menu gives you the means to move, copy, and delete selected characters/events on a **daily** event list. First, select the information you want to manipulate, and then display the menu. (Because you are always in insert mode, no character is selected until you actively select it.)

Detailed explanations of the options on this menu are in Chapter 11, “General Information and Concepts.”

The Search Menu. This menu enables you to find a string of characters in your file or find information for a specific date. The Search Menu options are:

Find... Use this option to locate an occurrence of a text string throughout all daily event lists in the file.

At the **Search for:** prompt, type between the brackets the string of alphanumeric characters you want to find.

At the **Start date:** prompt, you see the date on which the first scheduled event in this file occurs. To begin the search at the date displayed at this prompt, move the marker to the **End date:** prompt. To change the date, use the standard editing methods discussed in Chapter 11.

At the **End date:** prompt, you see the date on which the final scheduled event in this file occurs. To change the date, follow the same procedure as that used in changing the **Start date**.

Select **OK** to carry out the option or **CANCEL** to cancel the option and return to the screen you were using.

If you select `OK`, Calendar starts searching at the date you specified. If Calendar finds the string, the daily event list containing the first occurrence of the string appears, and Calendar positions the cursor at the beginning of the string. If it cannot find the string, Calendar displays this message—`Search string not found`. Select the `OK` button to continue working with the file.

Find next

Use this option to locate subsequent occurrences of a string you specified using the `Find` option. Simply select this option, and the daily event list containing the next occurrence of the string appears.

Find date...

Use this option to display events for a particular date or a calendar that contains a particular date.

At the `Date:` prompt, type the date in `mm/dd/yyyy` format that you want to display. Then, select `OK` to carry out the `Find date` option, or select `CANCEL` to cancel the option and return to the screen you were using.

If you chose the option from a daily event list, a daily event list for the date you specified appears. If you chose the option from a weekly, monthly, or yearly calendar display, the corresponding type of calendar that contains the date you specified appears.

The Display Menu. This menu enables you to display either a daily event list, a weekly calendar, a monthly calendar, or a yearly calendar. First, mark the date for which you wish to display one of the calendar types. Then, select the Display Menu. You can add and revise events only on the daily event list. The weekly, monthly, and yearly calendars are for display and printing purposes. The Display Menu options are:

Daily Use this option from the weekly, monthly, or yearly calendar screens to display the daily event list for the marked day. When you choose this option, the screen displays the appropriate daily event list for your review. Select the `PREV` button to see previous daily event lists. Select the `NEXT` button to see subsequent daily event lists.

Weekly Use this option from the daily, monthly, or yearly calendar screens to display a weekly calendar for the week in which the marked day falls.

Select the `PREV` button to see the calendar for the previous week, or select the `NEXT` button to see the calendar for the next week.

You can display a daily event list for any day in the displayed week by moving the marker to the appropriate day and pressing `ENTER` or double clicking.

Monthly Use this option from the daily, weekly, or yearly screens to display a monthly calendar for the month in which the marked day falls.

Select the `PREV` button to see the calendar for the previous month. Select the `NEXT` button to see the calendar for the next month.

To display a daily event list for a day in the displayed month, move the marker to the appropriate day, and press `ENTER` or double click.

Yearly

Use this option from the daily, weekly, or monthly screens to display a calendar for the year in which the marked day falls.

Select the `PREV` button to see the calendar for the previous year, or select the `NEXT` button to see the calendar for the next year.

You can display a monthly calendar from this screen by moving the marker to the appropriate month and pressing `ENTER` or double clicking.

TELECOM

The Telecom application enables your computer to communicate with other computers either through a direct connection (via cable) or through a modem. Using Telecom, you can access bulletin board systems, news and information services, and other *host* systems. You can set up files that, if you have an autodial modem, automatically call and connect to the other system. Telecom also lets you transfer files to and from other systems and “capture” information you receive in a *buffer*, saving it on disk for other use or review whenever you want.

Before you use Telecom, be sure to use the Communications accessory to define your modem for Personal DeskMate.

The Telecom Opening Screen

After you access Telecom from the desktop, you see the *command* screen. (If you opened an existing *autolog* file, you see the commands and parameters already defined.)

The screen contains a title bar that gives you access to the Accessory Menu, the application’s title and your autolog file title (if you opened an existing autolog file), and a question mark icon for access to help windows about the Telecom application.

Below the title bar is a menu bar that lets you access the four menus that Telecom uses: the File Menu, the Commands Menu, the Buffer Menu, and the Options Menu.

Using Telecom

Throughout the chapter, you’ll see the word “host” used to refer to the computer with which you communicate. To use Telecom, you need to be familiar with four basic steps:

1. You must establish the communications *parameters* (or settings) required by the host. Do this by using the command screen. Use the `set` command on the Commands Menu (explained later) to set communications parameters.

2. Your next step is to call the host computer. (If you are directly connected to the host via a cable, skip this step.) If you have an autodial modem, use the `Call` command on the Commands Menu (after selecting the appropriate modem via the Communication accessory). If your modem doesn't automatically dial for you, dial the host's telephone number with your telephone, wait for a high-pitched sound that means you are connected, and then go on to the next step.
3. Execute the commands issued in the first two steps, and move to the terminal screen by using the `Execute` command from the Commands Menu. If you dialed the host with your telephone, place the handset in its cradle now (or in the acoustic coupler). You can now communicate with the host by typing on the keyboard to send information to the host and reading information sent by the host on your screen.
4. When you finish, disconnect by returning to the command screen. (Press `[ALT] [C]`, and use the `Disconnect` command on the Options Menu.)

Calling Again. Once you set the communications parameters and `Execute` the `Set` command, the parameters are stored in memory, and you can use them the next time you move to the terminal screen. You can, then, go directly to the terminal screen by using the `Terminal` command on the Options Menu if you don't need to change the settings.

Autolog Files. You might want to communicate with several hosts that have different communications parameters and different phone numbers. Many times, the initial part of the communication session is the same. Personal DeskMate lets you save the initial part of the session in a file called an *autolog* file so that you can later run this file to establish a connection with a particular host. You must be using an autodial modem to use this feature.

The commands screen actually enables you to build autologin files and execute them. When you select one of the commands, Set, Call, Wait, or Send, from the Commands Menu, you're actually changing the current line of an autolog file. You can position the marker on any line in the file. The Execute command performs, or executes, the current file and then takes you to the terminal screen, where a small box shows you the progress of the dialing process. The results of the autolog Send and Wait commands appear on the terminal screen. You can cancel the operation while the box is on the screen by pressing **[ESC]**. After the autolog process is complete, start typing on your keyboard to communicate with the host.

You can save the current autolog file by using the Save or Save as commands on the File Menu. Review or change the file by using the Open command.

The Terminal Screen. When you are displaying the terminal screen, Personal DeskMate acts in a different way from the way it usually does. For instance, you see no title bar or menu bar. When you press a key, you send the corresponding ASCII code to the host. If your host requires a control code, you can send that code by using the **[CTRL]** key in combination with the appropriate second key. For example, pressing **[CTRL] [J]** sends the ASCII code 10 (a linefeed) to the host. Documentation you get from the host commonly refers to these codes with the symbol “^”, that is, ^J for the code produced by pressing **[CTRL] [J]**.

You can toggle the buffer on or off at this screen by using **[ALT] [B]**. When on, the words Buffer ON appear on the bottom line of the terminal screen while the buffer collects information. You can collect at least 20,000 characters in the buffer.

Return to the command screen at any time by pressing **[ALT] [C]**. This lets you issue commands to Personal DeskMate without interrupting your communication session.

Details about all the procedures discussed above are explained in the remainder of this chapter.

The Title Bar

The title bar lets you display the Accessory Menu via the Tandy icon, shows you the name of the application (Telecom) and the name of the autolog file currently on the screen (“Untitled” if the file is one you are creating and haven’t yet saved), and gives you access to help information via the question mark icon.

The Accessory Menu. Detailed explanations of the options on the Accessory Menu are in Chapter 13, “Accessories.” Pull down the Accessory Menu **only** from the command screen, and only when you are **not** communicating with a host.

The Help Windows. To view help windows for Telecom, choose the question mark icon. Help windows are explained in Chapter 11, “General Information and Concepts.”

The Menu Bar

The Menu Bar gives you access to the four menus you can use in Telecom: the File Menu, the Commands Menu, the Buffer Menu, and the Options Menu.

The File Menu. The File Menu lets you perform functions related to an **autolog file**. To see the File Menu, press **[ALT] [F]**, or point to the menu name, and press and hold the button.

Detailed explanations of most of the options on this menu are in Chapter 11, “General Information and Concepts.” Following are brief descriptions of the standard options as well as a detailed explanation of the Run option.

New This option clears from the memory any existing autolog file to enable you to begin working with a new, untitled file.

Run... Use this option to load and execute (run) an existing autolog file. When you choose this option, a dialog box asks you to confirm a filename. Then, Personal DeskMate loads the file and executes it. See the description of the `Execute` command for further details.

Open... Use this option to open an existing autolog file, replacing any previously displayed file on the screen.

- Save** This option lets you store an existing autolog file using the filename that appears in the title bar. Telecom saves the file, including any changes you might have made, and continues to display the screen you were using.
- Save as...** This option lets you make a duplicate of the currently displayed autolog file and store it on diskette under a filename different from the one displayed in the title bar (or, if the file is new, with a name you supply).
- Print...** This option prints the currently displayed autolog file in text mode, portrait format.
- Quit** Use this option to exit the Telecom application. When you choose Quit, a message box asks whether or not you wish to disconnect the device. Whether you're using a modem or a direct connection, select the YES button to clear reserved memory necessary for running other applications and exit Telecom. Select NO to exit Telecom without freeing the reserved memory. Select CANCEL to cancel exiting Telecom.

The Commands Menu. The Commands Menu enables you to set up an autolog file to use in conjunction with your autodial modem. Once you set up a file, you can tell Personal DeskMate to use it for automatically dialing and connecting to the other system.

To pull down the Commands Menu, press **[ALT] [C]**, or point to the menu name, and press and hold the button.

The first four commands on the menu are for your use in setting up the autolog file. First, use the **Set** command. Then, use the other commands in the order required by your host to develop an autolog file that will properly connect you to the host. You can repeat the **Send**, **Call**, and **Wait** commands a number of times. You can repeat the **Set** command, but the need for repeating this command is uncommon.

The next two options let you add or delete commands you've already set up. The last option lets you execute the autolog file and move to the terminal screen, where you can actually communicate with the other system. Note that the commands have no effect until you use the `Execute` command.

The Commands Menu commands are:

Set... Use this option to tell Telecom about the status of the communication line by establishing parameters such as baud rate, word length, parity, and so on. As you develop an autolog file, the `Set` option is the first one you'll want to use. When you choose this option, you see:



In the first section of the box, entitled `Baud`, push one of the radio buttons to tell Telecom how fast to transmit information to the other system. The higher the baud rate, the faster the transmission. If you use an external modem or an internal modem card, choose the baud rate that your modem can use. The other computer must also use this same baud rate. If you use a direct cable connection, you can use any baud rate as long as the other computer also uses the same rate. You might not be able to communicate reliably at baud rates exceeding 1200 unless your computer and its host use flow control. (See the explanation of flow control, later in this chapter.)

The next group of prompts lets you give Telecom technical information that tells it how to code the information it transmits to and receives from the other computer.

At `Word Length`, push the radio button for either 7 bits or 8 bits. At `Parity`, push one of the buttons for `Even`, `Odd`, or `None`. At `Stop Bits`, push the button for either 1 or 2. The correct choices for these options are usually dictated by the host. Most computers use one of the following combinations:

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

At Flow Control (Xon/Xoff), push either the On or Off button. If you turn on Flow Control, transmission to the other system stops when it sends an Xoff code. Transmission resumes when it sends an Xon code. Telecom sends an Xoff to pause transmission from the other system when information is coming in at too fast a rate. Telecom then sends an Xon to resume transmission when the buffer can handle more input. You can use flow control only if the host uses it as well.

The next section of the dialog box contains toggle switches for you to turn on or off. Leaving the ASCII filter switch toggled on removes all characters above 80 (hexadecimal) and control characters below 20 (hexadecimal).

Adjust the Self echo switch if you have problems with displaying characters you type during transmission. If the characters you type appear in duplicate, toggle the setting off. If, on the other hand, your characters are not displaying at all, toggle the setting on.

When you finish defining parameters, select the OK button to put the parameters into effect and return to the command screen, which now displays a line containing the command set and the baud rate, word length, parity, stop bits, and flow control parameters.

To cancel setting communication line parameters, select the CANCEL button. You return to the command screen.

Call...

Use this command to tell Telecom that when it runs this autolog file, you want it to dial a number of up to 30 digits.

At the Phone number: prompt, type a telephone number of as many as 30 digits.

Select the OK button to transfer this command to the command screen as part of the autolog file. Select CANCEL to cancel defining a phone number to dial.

Wait...

This command tells Telecom to wait, in an autolog file execution, for either a string of characters to be received from the other system or for a specified number of seconds to elapse before continuing the autolog file execution.

Press one of the radio buttons, for either `Wait for string:` or `Wait for time period:`.

If you choose `Wait for string`, type the string of characters you expect to receive from the other system, and then type the number of seconds you want Telecom to wait to receive the specified string. If it does not receive the string in the number of seconds you type, Telecom stops running the autolog file.

If you choose `Wait for time period:`, type the number of seconds you want Telecom to wait before it continues running the autolog file.

When you finish, select the OK button to transfer the information to the commands screen as part of the autolog file. Select CANCEL to cancel defining the Wait sequence and return to the command screen.

Send...

Use this option to tell Telecom that, at this point in the autolog file execution, you want to send either a string of characters or a break sequence to the other system.

Push the radio button for either `Send string:` or `Send break sequence.`

If you choose `Send string:`, type a maximum of 27 characters you want to send to the other system. Then, toggle on or off the `Add carriage return` setting to either send a carriage return character after sending the string or not.

If you choose `Send break sequence`, Telecom will, at this point in executing the autolog file, send a break sequence to the other system. Many information services and other host systems require you to send a break sequence to gain the attention of the system's computer.

When you finish, select the `OK` button to make this a part of your autolog file and place the information on the command screen. Select `CANCEL` to cancel defining characters to send and return to the command screen.

Insert

This command inserts a blank line before the current line in your autolog file definition. First, position the marker on the line that you want. Then, choose the `Insert` command. A blank line appears, and the subsequent lines move down one line.

Delete

Use this command to delete an existing line in your autolog file. Position the marker on the line you want to delete, and then choose this command. The line disappears, and the lines below move up to accommodate the deletion.

Execute

When you finish setting up your autolog file, use this command to execute (run) the file. Be sure that your modem is properly connected and that the switches are set correctly. See your modem manual for information.

Telecom performs the commands in the file and moves you to the *terminal* screen, where you can monitor the progress of the dialing process in the small box on the screen. Press `[ESC]` at any time to end the dialing process. If you're connected to the host when you cancel the login process, you remain connected. If you aren't yet connected, press `[ALT] [C]` to return to the command screen. You can then select the `Execute` command again to try the process again.

The Buffer Menu. This menu gives you access to the terminal buffer, an area in which you can "capture" characters being transmitted between your computer and the other system. You can then save the characters in a file, print or display the contents of the buffer, or clear the buffer contents.

When you are connected to and communicating with another system, you see the terminal screen. To reach the buffer menu from this screen, press `[ALT] [C]`. This returns you to the command screen, from which you can pull down the Buffer Menu. Pull down the menu by pressing `[ALT] [B]` or by pointing to the menu name and pressing and holding the button. You can return to the terminal screen by using the `Terminal` option on the Options Menu, described later.

The options on this menu are:

Buffer on This switch activates the buffer and lets you begin capturing characters. Previous buffer contents are not affected. You can turn on the buffer from the terminal screen by pressing `[ALT] [B]`. The words, `Buffer ON`, appear on the bottom line of the terminal screen while the buffer is collecting information.

Buffer off This switch deactivates the buffer.

Load... This option loads a previously saved ASCII file into the buffer so that you can display it, replacing the previous contents of the buffer.

At the `Load file:` prompt, either type the name of an ASCII file you want to load, or scroll through the `FILES` list box to mark the file you want to load. If you use the list box, mark the file, and then move the marker out of the box to place your chosen filename in the `Load file:` edit field.

Select the `OK` button to actually load the file into the buffer. Select `CANCEL` to cancel loading the file and redisplay the command screen.

Save...

Use this option to save the contents of the buffer in a file. The contents remain in the buffer as well.

At the `Save as:` prompt, type a name you want to give the file, using no more than eight characters. Telecom supplies the `.doc` extension if you don't supply an extension. The line below the prompt shows you the current drive and directory you are using (the location where the file will be stored).

After supplying a filename, select the `SAVE` button to save the file.

Select the `CANCEL` button to cancel saving the buffer contents and return to the command screen.

Display

Choose this option when you want to display the current contents of the buffer.

Clear

This option clears the current contents of the buffer. A message asks whether you want to save the contents or not. Reply by selecting the appropriate button—`YES`, `NO`, or `CANCEL`.

Print

Use this option to print the current contents of the buffer "as is." Be sure that your printer is properly connected, loaded with paper, and on line before you choose this option.

When you choose Print, Telecom prints the buffer contents, continuing to display the command screen.

The Options Menu. The Options Menu enables you to transfer (send or receive) files between your computer and the host, move directly to the terminal screen, or disconnect the line.

To pull down the Options Menu, press **[ALT] [O]**, or point to the menu name, and press and hold the button. The options on this menu are:

Transfer file...

This option lets you send a file to or receive a file from the other system. When you choose this option, this dialog box appears:

At the **Filename:** prompt, either type the name of the file you want to send or receive, or scroll through the **FILES** list box, marking the file you want to transfer. When you mark the appropriate file, move the marker out of this section to place the filename in the **Filename:** edit field.

Next, press a radio button for either Send or Receive.

The buttons for `xmodem` and ASCII transfer let you choose between using two file transfer protocols. Xmodem is a special protocol you can use. If you choose Xmodem transfer, the other system must also use Xmodem protocol. ASCII protocol is for transferring ASCII characters between the two computers. (Text application files are ASCII files if you use the `TO ASCII` option on a document in the Text application.) Push the button for the type of protocol you want to use.

If you choose ASCII protocol, press one radio button from the three buttons in the next group. If you choose `xmodem`, the next group of buttons does not apply to your transfer.

If you choose `Add line feed after carriage return`, Telecom, as it transfers the file, physically changes it by adding a line feed each time it sends (or receives) a carriage return character. Personal DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

If you choose `Strip line feed after carriage return`, Telecom takes out line feeds after carriage return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

If you choose `Straight ASCII transfer`, Telecom strips all non-ASCII codes from the file being transferred. In addition, pressing this button tells Telecom to automatically end the transfer and close the transferred file when it sends or receives an end-of-file character (1A hexadecimal).

The `Timeout:` prompt offers you one way of closing a file and ending a transfer. Type a number of seconds that you want Telecom to wait without sending/receiving any characters before it closes the file. If, during the transfer, the specified time elapses without Telecom receiving/sending an end-of-file character, the file closes.

When you finish setting up the transfer information, select the `OK` button to begin the transfer, using the settings you chose. If you are receiving a file and chose `ASCII` protocol, you can use the keyboard to signal the remote computer that it can begin the transfer.

While transferring in `Xmodem`, a transfer progress window appears. Selecting the `CANCEL` button cancels the transfer. (Note that a pointing device is deactivated during a transfer, so you must press `[ESC]` to select the `CANCEL` button.)

Select the `CANCEL` button in the transfer information window to return to the command screen without transferring a file.

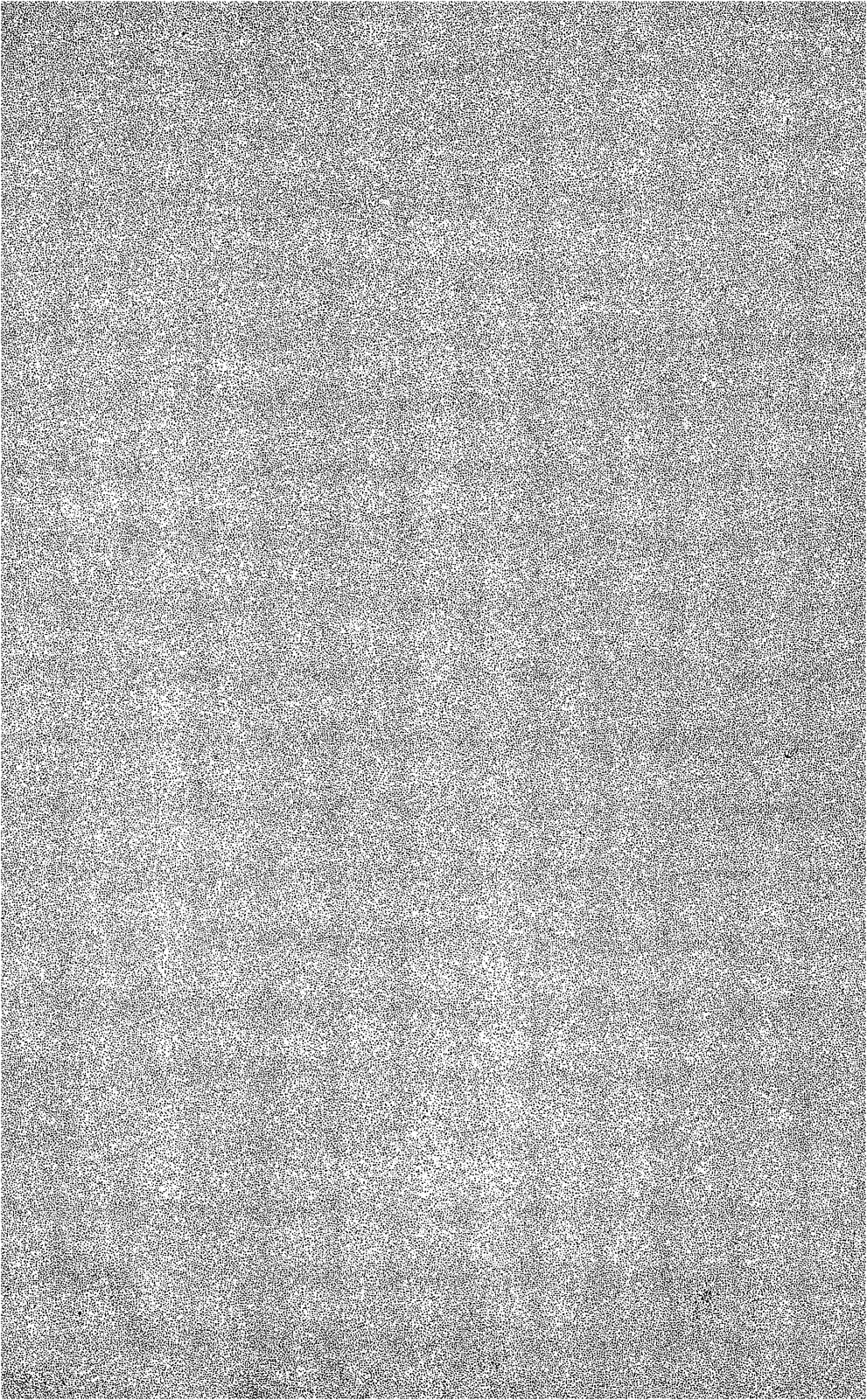
Terminal

This option displays the terminal screen without executing an autolog file, unlike the `File Menu's Run` option or the `Commands Menu's Execute` option. Use this option to return to the terminal screen during communication after you use a `Buffer Menu` or `Options Menu` option.

Disconnect

Use this option to disconnect the telephone line after you finish communications with the other system. When you choose the option, the line automatically disconnects.

APPENDICES



PUTTING APPLICATIONS ON SEPARATE DISKETTES

If you follow the instructions under “Installing Personal DeskMate” in Chapters 2 or 11, you gain more storage space on diskettes by creating ones that contain fewer applications. After you perform the installation, you can further reduce the number of files on the three (or four) diskettes to gain even more storage space.

First, format a few diskettes, as many as you need for separating the applications you want onto separate diskettes. Then, you can use the MS-DOS **COPY** command to transfer files from your working Personal DeskMate diskettes onto the newly formatted ones.

As you format the diskettes, you can include the */s* option. This option transfers enough of the operating system onto the diskette to start up the computer (ask for the date and time, display the system prompt, and a few other functions). You can also transfer your other system files, such as **CONFIG.SYS**, onto the diskettes. For instructions on using this option and on using the **COPY** command, see *Introduction to MS-DOS*. Note that using the */s* option reduces diskette storage space by approximately 40,000 bytes.

The files necessary for running Personal DeskMate are:

DESK.EXE	the program that loads Personal DeskMate
PMMENU.PDM	the program file for the Tandy Desktop
PMCORE.MOD	the program that executes all Personal DeskMate functions

You can put these files on each diskette or on only one diskette. If you put the **PMMENU.PDM** file on a diskette, you reduce that diskette’s storage capacity by approximately 50,000 bytes. Placing the **PMMENU.PDM** file on a diskette lessens the number of times you’ll need to swap diskettes as you run Personal DeskMate.

On the diskette(s) containing PMMENU.PDM, you can copy these files from your MS-DOS diskette to make running Personal DeskMate smoother and easier:

FORMAT.COM	the program that formats diskettes
DISKCOPY.COM	the program that copies diskettes
COMMAND.COM	the program that lets you exit Personal DeskMate and move to the operating system level without switching diskettes (already on the diskette if you used the /s option)

The application files you can copy onto your diskettes are:

PMTEXT.PDM	Text
PMWORK.PDM	Worksheet
PMFILER.PDM	Filer
PMPAINT.PDM	Paint
PMCALEND.PDM	Calendar
PMTELCOM.PDM	Telecom

The accessories you can copy onto your diskettes are:

PMHELP.ACC	Help
PMPHONE.ACC	Phone List
PMACCESS.ACC	{ Note Pad Calendar Clipboard Color Communication Date and Time Mouse
PMSERV.ACC	{ Calculator Printer Page setup*

*Run Page setup from each application's File Menu.

The MENU.DAT file holds custom information you've set up for Personal DeskMate, such as a custom desktop you've built, your printer information, modem information, color choices, and so on. If it doesn't exist on a diskette that contains PMMENU.PDM, PMMENU.PDM creates it automatically. You can use a different MENU.DAT file on each diskette containing PMMENU.PDM to set up different custom information for that diskette. If you want to reset Personal DeskMate to the default state it was in when you first used it, delete MENU.DAT at the A> prompt with:

del menudata.tan

When you return to the desktop, Personal DeskMate builds another MENU.DAT file that defaults to the original state.

When you are experienced in using Personal DeskMate and no longer require extra help, you can delete help files you might have on your diskette. The program file that runs help is PMHELP.ACC, and all help information is stored in files that end with .HLP. Use the **del** command explained above to delete help files and the help accessory itself.

SETTING UP TO USE A POINTING DEVICE

Personal DeskMate can use several different *devices* to aid you in selecting information and commands. These devices are called *pointing devices*. They enable you to point at locations on the screen and tell the computer the location of their point. You can use two different classes of devices: a mouse, such as the Tandy Digi-Mouse (or another manufacturer's mouse that uses a device driver compatible with a Microsoft mouse); or a joystick (or any device that acts essentially as a joystick does, such as the Tandy Touch Pad). You can use one joystick, or one mouse, but not both at the same time. Plug the joystick into the **right** joystick port on the computer.

Before you use a pointing device, you must *install* that device, or tell Personal DeskMate that you're using it. To do this, you must add a line to a file called `config.sys`, a special file used by MS-DOS. If you already installed your mouse using the instructions provided with it, Personal DeskMate can use the device. If you haven't installed the mouse, or if you want to use a joystick, follow the instructions in this appendix. They require the use of the Personal DeskMate Text application. Although this appendix contains complete instructions, you might want to read Chapter 2, "Getting Started," Chapter 3, "The Tandy Desktop," and Chapter 4, "Text," before installing your pointing device.

1. With the `A>` prompt on the screen and Diskette #1 in the current drive, type `desk` `[ENTER]` to load Personal DeskMate. The desktop appears on the screen.
2. Press the `[TAB]` key until the marker is on the Text application's list box.
3. Press `[ENTER]` to run the Text application.
4. Insert the diskette that contains the Text application (Diskette #2) in the drive.
5. You see a blank screen with an `(Untitled)` filename on the title bar. Press `[ALT]` `[F]` to display the File Menu.
6. Remove your Personal DeskMate diskette from Drive A, and replace it with a copy of your MS-DOS diskette.

7. Press **[↓]** until the marker is on the `Open` option, and press **[ENTER]**. When the dialog box appears, press **[TAB]**, and type **config.sys** **[ENTER]**. If you already have a `config.sys` on your disk, Text loads it. Otherwise, you see a message telling you that `config.sys` cannot be found. Press **[ENTER]** and then **[ESC]** to cancel the message box and the Open File dialog box.
8. The screen is now blank (if no `config.sys` file exists), or it shows you the contents of the `config.sys` file. Find the line that contains this text: `device=mouse.sys`. (If the file didn't exist, or if the line does not occur in the existing file, go now to Step 9.) If the line exists and you want to use a mouse, you're finished. Exit the Text application by pressing **[ALT]** **[F]** to display the File Menu and then typing **Q** **[ENTER]** to mark and execute the Quit option.

If, on the other hand, the line exists, but you want to use a joystick, you need to change the word, `mouse`, to `joy`. Use the **[↓]** key to move the marker to the beginning of the line, `device=mouse.sys`. Use **[←]** to move the marker to the `m` in `mouse`. Press **[SHIFT]** **[←]** five times to select the word `mouse`. Type **joy**. The line now reads:

```
device=joy.sys
```

You are finished. Exit the Text application by pressing **[ALT]** **[F]** to display the File Menu and then typing **Q** **[ENTER]** to mark and execute the Quit option. Press the YES button to save changes.

9. If the `config.sys` file does not exist, you must create it. To use a mouse device, type this line on the blank screen:

```
device=mouse.sys
```

To use a joystick, type this line:

```
device=joy.sys
```

Leave no blanks at the beginning or between the words on the line. Convert the file to an ASCII format by pulling down the File Menu and choosing `To ASCII`. Create the file by pressing **[ALT]** **[F]** to display the File Menu. Use **[↓]** to move the marker to the `Save as` option, and press **[ENTER]** to choose it.

At the prompt, type **config.sys** as the name of the file, and press **ENTER**. Then, choose the File Menu's **Quit** option.

The file you created, **config.sys**, and the associated device file, **mouse.sys** or **joy.sys**, **must** be on your MS-DOS diskette when you start up the operating system before using Personal DeskMate.

The **joy.sys** file is supplied on your original Personal DeskMate diskette. The file, **mouse.sys**, is supplied with your mouse, not with the Personal DeskMate diskettes. Use the copying procedure described in Chapter 12 to copy the file from the diskette supplied with your mouse to the MS-DOS diskette.

Note: If you have a self-centering joystick or a device such as a Touch Pad, you might want to use the *self-centering* option. This option makes the pointer move in proportion to the movement of the joystick from its center position. For example, if you moved the joystick to the right, the pointer would move to the right. If you then centered the joystick, the pointer would stop moving.

If you want the pointer to move in this way, include this line in your **config.sys** file:

device = joy.sys /centering

TELECOM SAMPLE AUTOLOG

This appendix takes you through a sample autolog procedure for connecting and logging onto CompuServe®. We assume settings for the Plus 300 internal modem card, but you can substitute the settings for the type of modem you use. Because the Plus 300 modem card automatically dials for you, instructions for using non-autodialing modems are not included. However, you can easily adapt the instructions to suit your needs by reading the instructions in Chapter 9, "Telecom." Note that if you're using a Plus 300 card, you should use it in "Hayes" mode, following the switch settings suggested in the modem card manual.

First, you need to use the Communications accessory to define the type of modem you're using. Next, you must set communications parameters, develop the autolog file, and save it on diskette using Telecom. You need perform these steps only once. After that, you can execute the autolog file using Telecom whenever you like.

Defining the Modem

First, load Personal DeskMate. Once the desktop is on the screen, follow these instructions to define the type of modem you're using.

1. Pull down the Accessory Menu, and choose the `Communications` option.
2. At the `Communications port:` prompt, push the radio button for Port 1.
3. At the `Connection:` prompt, push the radio button for using a Modem connection.
4. To fill in the `Modem name:` prompt, use the `Modems` list box. Scroll through the list until you mark `PLUS 300-HAYES`. Move out of the list box (by using `TAB`) or by pointing and clicking) to place the response at the `Modem name:` prompt.
5. Push the `OK` button at the bottom of the window to store the settings and return to the desktop.

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Setting Communications Parameters in Telecom

Next, load the Telecom application. When you see the command screen, follow the instructions below to set your communications parameters.

1. Pull down the Commands Menu, and choose the `Set` option.
2. In the `Baud` section of the window, push the radio button for `300`.
3. At `Word Length`, push the radio button for `7 bits`.
4. At `Parity`, push the radio button for `Even`.
5. At `Stop Bits`, push the radio button for `1`.
6. At `Flow control`, push the radio button for `On`.
7. In the next section of the window, leave the `Ascii filter`, `Self echo`, and `Add line feed` check boxes off.
8. Push the `OK` button at the bottom of the window to establish the parameters and return to the command screen. The settings you established now appear on the screen.

Developing the Autolog File

The next step in setting up is to actually create the autolog sequence necessary for calling and communicating with CompuServe. Follow these instructions to develop the autolog file.

1. Pull down the Commands Menu, and choose the `Call` option. Type the phone number provided to you by CompuServe for your area. For example, you could type `555-1212`.
2. Push the `OK` button at the bottom of the window. The command screen returns, and the phone number you typed appears on the screen.
3. Pull down the Commands Menu, and choose the `Wait` option. Push the radio button for `Wait for time period:`. Then, type a number of seconds you want to wait to be sure that both systems (yours and CompuServe's) have enough time to establish a connection for communicating. For instance, you can type `5` to wait for five seconds.

4. Push the `OK` button at the bottom of the window. The command screen returns, showing you the file thus far.
5. Pull down the Commands Menu, and choose the `Send` option.
6. In the window, the `Send string:` radio button is already pushed. Move to the edit field, and type `^C` to specify that you want to send a “control-C.” (Hold down `SHIFT` and press `6` to type the `^` symbol.) Leave the `Add carriage return` check box off.
7. Move to the `OK` push button at the bottom of the window, and push it. When the command screen returns, you see that the last line of the Parameters column reads “`^C`”. Quotation marks automatically appear around characters you specify to send and receive. You do not have to supply the quotation marks yourself.
8. Pull down the Commands Menu, and choose the `Wait` option.
9. In the `Wait` window, push the radio button for `Wait for string:`. Then, move to the edit field, and type **User ID:** to specify that you should receive a prompt from CompuServe asking for your user identification number. Be sure to type the string **exactly** as shown in this step. Skip the 30-second default time at the next prompt to leave it as it is.
10. Push the `OK` button at the bottom of the window to return to the command screen, which now shows the latest line you’ve added.
11. Pull down the Commands Menu, and choose the `Send` option.
12. In the window that appears, the radio button for `Send string:` is already pushed. Move to the edit field, and type the identification number assigned to you by CompuServe. For instance, you might type **73333,221** as a user identification number. Then, move to the `Add carriage return` check box, and toggle it on.
13. Push the `OK` button at the bottom of the window. The command screen returns. The `^M` that appears at the end of the string you typed shows that you turned on the `Add carriage return` check box.

14. Pull down the Commands Menu, and choose the `Wait` option.
15. In the `Wait` window, the radio button for `Wait for string:` is already pushed. Move to the edit field, and type **Password:** to specify that you should receive a prompt from CompuServe asking for your password. Be sure to type the string **exactly** as shown in this step. Skip the 30-second default time at the next prompt to leave it as it is.
16. Push the `OK` button at the bottom of the window to return to the command screen.
17. Pull down the Commands Menu, and choose the `Send` option.
18. In the window that appears, the radio button for `Send string:` is already pushed. Move to the edit field, and type your CompuServe password. For instance, you might type **MY-SECRET** as a password. Leave the `Add carriage return` check box toggled on.
19. Push the `OK` button at the bottom of the window. The command screen returns. Again, the `^M` that appears at the end of the string you typed shows that a carriage return is being added at the end of your password.
20. The autolog file is now defined. Pull down the File Menu, and choose the `Save as` option.
21. At the `Save as:` prompt, type a filename you want to give the autolog file when you store it on diskette. For example, you can type **sample** to store the file under the name, **SAMPLE.LOG**.
22. Push the `SAVE` button at the bottom of the window. Telecom saves your autolog file, and the command screen reappears.

Executing the Autolog File

You can use the autolog file you developed to call CompuServe and actually log onto the service at any time. First, be sure that your modem is properly connected to the telephone line. If you run the autolog file directly after developing it in Telecom, pull down the Commands Menu and choose the `Execute` option. If you run the autolog file any other time, load Telecom. Pull down the File Menu, and choose the `Run` option to run the autolog file.

Your screen now displays the terminal screen, where you can see communications taking place. Once the connection is established, you can see the results of using your autolog file. You're now communicating with CompuServe.

INDEX

179

* 137, 138

? 133, 135

accelerators 120

 help 133-34

accessories 2, 147-62

 copying 252

 displaying 145-46

See also Calendar accessory; Clipboard accessory; Colors accessory; Communications accessory; Date and Time accessory; Mouse accessory; Notepad accessory; Phone List accessory; Printer accessory

Accessory Menu 147

Add option (Field Menu) 202-203

Add option (Records Menu) 197

applications 1-2

 copying to separate diskettes 251-53

 exiting 24-25, 134

 non-Personal DeskMate 136

 running 11-13, 113-16, 136

See also Calendar application; Filer application; Paint application; Tandy Desktop application; Telecom application; Text application; Worksheet application

arithmetic operators 180

arrow keys 60 *See also* scrolling arrow icons

ASCII and non-ASCII formats 163, 165-66, 169, 240

autodial modems 102, 106, 149

autolog file 99, 102-105, 234-35, 236, 237-43

- backing up
 - diskettes 142-43
 - Personal DeskMate 5-6
 - See also copying*
- baud rate 100, 238-39
- boldface print 166, 205
- break sequence 103
- Brush option (Options Menu) 218
- Brush option (Paint tool) 221
- Buffer Menu 243-45
- Buffer On/Off option (Buffer Menu) 243
- buffers 106-107, 108, 235, 243-45
- Build Menu 143-46
- bulletin boards 99

- Calculate option (Pad Menu) 175
- calculating *See* Calculator accessory; Worksheet application
- Calculator accessory 2, 147-49
- Calendar accessory 2, 155-56
 - installing on Tandy Desktop 156
- Calendar application 2, 91-97, 225-31
 - adding events to 93-94
 - changing event dates 94-95
 - correct date in 92-93
 - displaying weekly calendar in 95
 - exiting 97
 - Menu Bar 227-31
 - opening files in 91-92, 226-27
 - printing weekly calendar in 96-97
 - screen 225-26
 - Title Bar 227
- Call function (Phone List) 152
- Call option (Commands Menu) 240-41
- cancelling commands 21, 123
- cells 46, 172, 175-85
 - functions operating on 180-81
- Cells Menu 175-84
- CGP 220 color graphics printer 4
- Change option (Directory Menu) 140-41
- Change option (Field Menu) 204
- Change option (Record Menu) 197
- character string 103-104, 167, 168
- check boxes 21-22, 122
- Circle option (Paint tool) 222
- Clear function (Note Pad) 154

- Clear option (Buffer Menu) 244
 - Clear option (Edit Menu) 132, 196, 216
 - click 11, 113
 - Clipboard accessory 3, 156
 - copying to 130, 132, 195
 - cut to 132, 194
 - paste from 132, 195
 - Color accessory 3, 78-79, 156-57
 - Color Mouse 4 *See also* pointing devices
 - Color option (Text Menu) 217
 - colors in Paint application 78, 80, 224
 - columns 173-74
 - labelling 46-48
 - Column width option (Pad Menu) 173
 - commands, cancelling 21, 123
 - Commands Menu 237-43
 - communications *See* Communications accessory; Telecom application
 - Communications accessory 3, 157-58
 - communications parameters 99, 100-101, 233, 238-40
 - ASCII and non-ASCII format 169
 - communications port 158
 - config.sys 255, 256
 - COPY command 251
 - copying
 - applications to diskettes 251-53
 - to clipboard 130
 - files to directories 136-37
 - diskettes 142
 - See also* backing up
 - Copy layouts option (File Menu) 193-94
 - Copy option (Edit Menu) 132, 195, 216
 - Copy option (File Menu) 136-37
 - CPU clock speed 136, 144
 - Create option (Build Menu) 143-44
 - Create option (Directory Menu) 139
 - Cut option (Edit Menu) 132, 194, 216

 - Daily option (Display Menu) 230
 - database *See* Filer application
 - data types
 - Filer application fields 59, 202
 - Worksheet application cells 176, 186
 - Date and Time accessory 3, 159
 - default reply, 121
-

- Define layout option (Records Menu) 196
- Define option (Index Menu) 209-211
- Define option (Report Menu) 206
- Delete column option (Pad Menu) 174
- Delete function (Phone List) 152
- Delete option (Build Menu) 144-45
- Delete option (Commands Menu) 242
- Delete option (Directory Menu) 139-40
- Delete option (File Menu) 138
- Delete option (Records Menu) 197-98
- Delete row option (Pad Menu) 175
- deleting files 109, 138
- DeskMate *See* Personal DeskMate
- dialog boxes 19-24, 121-24
 - components 19-22, 121-23
 - sample 22-23, 123-24
 - “shadowed” 23, 124
- dir** command 10, 112
- directories 139-41
 - applications *See* list boxes
 - copying files to 136-37
 - outlines 140
 - subdirectories 139, 193
- Directory Menu, Tandy Desktop 139-41
- directory pathnames 125, 137, 138, 139
- Disconnect option (Options Menu) 247
- diskcopy.com program 143
- Diskcopy option (Disk Menu) 142-43
- diskettes 141-42
 - copying applications to 251-53
- Disk Menu, Tandy Desktop 141-42
- Display Menu (Calendar) 230-31
- Display option (Buffer Menu) 244
- Display option (Build Menu) 145-46
- Display option (Index Menu) 211
- Display option (Records Menu) 196
- Display option (Report Menu) 206
- double click 3, 11, 113, 159
- drag 11, 113

- edit fields 19-20, 121
- Edit function (Phone List) 151-52
- editing text 35-40
- Edit Menu 131-33
 - Calendar application 228

-
- Filer application 194-96
 - Paint application 215-17
 - Text application 166
 - Worksheet application 173
 - Edit pattern option (Options Menu) 218-19
 - End text option (Cells Menu) 184
 - equipment needs for Personal DeskMate 3-4
 - Erase option (Edit Menu) 216
 - Erase option (Paint tool) 221
 - Execute option (Commands Menu) 243-43
 - exiting
 - files and applications 24-25, 43, 55, 74, 88, 97, 108
 - Personal DeskMate 10, 112

 - Field Menu 202-205
 - fields 57, 202-205
 - adding format characters 60-61, 188
 - format and labels 58-61, 188, 204
 - positioning for reports 70-71
 - File Menu 116, 125-31, 228
 - Filer application 192-94
 - Paint application 215
 - Tandy Desktop 135-39
 - Telecom application 236-37
 - Text application 165-66
 - Worksheet application 172-73
 - filename extensions 116, 125, 144
 - Filer application 1, 57-75, 187-211
 - adding records 61-63, 189
 - creating files 58, 187
 - creating record formats 58-61, 187-89
 - displaying records 65
 - exiting 74-75
 - limiting records 66-67
 - Menu Bar 192-211
 - naming files 74-75, 192
 - printing reports 74
 - print setup 72-74
 - report setup 68-72, 190-92
 - saving files 74-75
 - screen 187
 - sorting records 63-65
 - Title Bar 192
 - files *See also* autolog files
 - closing *See* exiting
-

- copying to directories 136-37
 - creating 33-34, 45, 58, 164
 - deleting 109
 - editing 35-40
 - exiting 24-25, 43, 55, 130-31, 134
 - naming 55, 74, 116, 125, 127, 192
 - opening 11-13, 34, 91, 113-16
 - printing *See* printing; print setup
 - renaming 139
 - saving 25, 43, 55, 127, 130-31
 - selecting information in 16-18, 118-19, 136
- Fill option (Paint tool) 221
- Find cell option (Search Menu) 185
- Find date option (Search Menu) 229
- Find label option (Search Menu) 184-85
- Find next option (Search Menu) 167, 186
- Find number option (Search Menu) 185
- Find option (Records Menu) 198-200
- Find option (Search Menu) 167, 228-29
- Find next option (Search Menu) 229
- Flip horizontal option (Edit Menu) 216
- Flip vertical option (Edit Menu) 217
- “floating box” 145
- format.com program 142
- Format option (Cells Menu) 175-76
- Format option (Disk Menu) 141
- Format option (Field Menu) 204-205
- format characters 60-61, 188
- Formula option (Cells Menu) 117-83
- formulas 50-52, 177-83
- From ASCII option (File Menu) 166
-
- Get Info option (Disk Menu) 141
- Get Info option (File Menu) 135
- Graphic mode 129
- graphics *See* Paint application
-
- hard disk 141-42
- hardware needs for Personal DeskMate 3-4
- help information 9, 111
- Help Windows 133-34
-
- Index Menu 209-211
- information, selecting 16-18
- information services 99, 102

-
- connecting to 106
 - Input option (Cells Menu) 176-77
 - input screens *See* dialog boxes
 - Insert column option (Pad Menu) 174
 - Insert mode 16, 117, 163, 169
 - Insert option (Commands Menu) 242
 - Insert row option (Pad Menu) 174
 - install** command 9, 111
 - installing Personal DeskMate 9-10, 111-12
 - Introduction to MS-DOS* 5, 9, 111, 112, 142, 143, 251

 - joystick 3, 4, 113, 256 *See also* pointing devices

 - keyboard
 - exiting files/applications with 25
 - moving around screens with 14, 15, 117
 - opening files/running applications with 12-13, 115
 - in Paint application 77, 214
 - selecting information with 16-17, 118
 - using dialog boxes with 23-24, 122
 - using menus with 18-19, 119-20

 - labels
 - field 59, 188
 - worksheet columns and rows 46-48
 - line feed filter 32, 161
 - line number 168
 - Line option (Options Menu) 217-18
 - Line option (Paint tool) 221
 - list boxes 12, 20, 114, 121-22, 126
 - deleting definitions of 144-45
 - displaying 145
 - Load option (Buffer Menu) 243-44
 - loading Personal DeskMate 10, 112
 - log off 107
 - log on 106

 - manual for Personal DeskMate 4-5
 - Menu Bar 15, 18, 117
 - Calendar application 227-31
 - Filer application 192-211
 - Paint application 215-19
 - Tandy Desktop 27-28, 135-46
 - Telecom application 236-47
 - Text application 165-68
-

- Worksheet application 172-86
- menus
 - accelerators 120
 - pulling down/selecting options on 18-19, 119-20
 - “shadowed” options in 120
 - size 145-46
- Merge option (File Menu) 165, 173
- modems 100, 106, 158, 233
- Monthly option (Display Menu) 230
- mouse 3, 113, 256 *See* pointing devices
- Mouse accessory 3, 159-60 *See also* pointing devices
- MS-DOS operating system 3, 139, 141, 143, 252

- naming files 55, 74, 116, 125, 127, 192
 - extensions 116, 125, 144, 244
 - renaming 139
 - See also* Labelling
- New function (Phone List) 151
- New option (File Menu) 125-26, 236
- Note Pad accessory 2, 153-55
 - functions 154
 - installing on Tandy Desktop 155
- numbers
 - adding to worksheets 48-50
- opening files 11-13, 113-16, 126
- Open option (File Menu) 126, 236
- Options Menu
 - Paint application 217-19
 - Telecom application 245-47
- order of operations 177
- Overtyping mode 16, 118, 163, 169

- Pad Menu 173-75
 - page layout
 - Calendar application 96
 - Filer application 72-74
 - Text application 40-42
 - See also* Page Setup; printing
 - page number 168
 - Page # option (Report Menu) 208
 - Page Setup option 40, 72, 96
 - File Menu 127-29, 168
 - Paint application 1, 77-89, 213-224
 - colors and patterns 78-79, 224
 - exiting 88-89

- Menu Bar 215-19
 - placing text on-screen 79-80, 220
 - running 77-78, 213-14
 - saving in 88-89
 - screen 213
 - setting line width and color in 80-81
- Title Bar 214-15
- tools 81-87, 219-23
- palette *See* colors
- Paste option (Edit Menu) 132, 195, 216
- patterns in Paint application 224
- Pencil option (Paint tool) 221
- Personal DeskMate
 - accessories 2-3
 - applications 1-2
 - backing up 5-6
 - equipment needed for 3-4
 - exiting 10, 112
 - getting started in 9-25
 - Help windows 133-34
 - installing 9-10, 111-12
 - introduction to 1-6, 9-25, 111-34
 - loading 10, 112
 - manual 4-5
 - software needed for 3-4, 251
- picture editor *See* Paint application
- Phone Directory *See* Phone List
- Phone List accessory 2, 149-53
 - displaying numbers on 150
 - functions 151-52
 - installing on Tandy Desktop 153
- point 11, 113
- pointer 11, 113
- pointing devices 3, 11, 113
 - exiting files/applications with 25
 - moving around screens with 15-16, 117-18
 - opening files/running applications with 13, 115
 - in Paint application 77, 214
 - selecting information with 17-18, 119
 - setting up to use 255-57
 - using dialog boxes with 24, 122
 - using menus with 19, 120
 - See also* Color mouse; joysticks; mouse; Tandy Digi-Mouse; Touch Pad
- Polyline option (Paint tool) 222-23

- press 11, 113
- Printer accessory 3, 160-62
- printers 4, 31, 32 *See also* print setup
- Print function (Note Pad) 154
- Print function (Phone List) 152
- printing 129-30
 - boldface/underlining 166, 205
 - Calendar application 96-97
 - Filer application 74
 - Text application 40-43
 - See also* print setup
- Print option (Buffer Menu) 244-45
- Print option (File Menu) 129-30, 194, 215, 237
- print setup
 - Calendar application 96
 - Filer application 72-74
 - Tandy Desktop 31-32
 - See also* printers; printing
- pulling down menus 18-19, 119-20
- push buttons 21-22, 123

- Quit function (Note Pad) 154
- Quit function (Phone List) 152
- Quit option (File Menu) 130-31, 237
- quitting *See* Exiting

- radio buttons 21, 122
- records 57
 - adding 61-63, 189, 197
 - changing 197
 - creating formats for 58-61, 187-88, 196
 - deleting 197-98
 - displaying 65, 196
 - limiting 66-67
 - searching 66-67, 198-200
 - sorting 63-65, 200-202
- Records Menu 196-202
- Redefine option (Build Menu) 145
- Remove option (Build Menu) 146
- Rename option (File Menu) 139
- Replace option (Search Menu) 167-68
- Report Menu 205-209
- reports 68-74, 190-92, 205-209
- Resize section (Report Menu) 209
- rows 174-75

- labelling 46-48
- running applications 11-13, 113-16, 136
 - non-Personal DeskMate 136
- Run option (File Menu) 136, 236

- Sample Session 9-109
 - ending 109
 - getting started 9-25
- Save as option (File Menu) 127, 237
- Save function (Note Pad) 154
- Save option (Buffer Menu) 244
- Save option (File Menu) 127, 237
- saving 123
 - buffer contents 108, 244
 - files 25, 43, 55, 74, 88, 97, 105, 127, 130, 134
- scheduler *See* Calendar application
- screens
 - Calendar 225
 - Filer 187
 - moving around on 14-16, 116-18
 - Paint 213
 - Telecom 233, 235
 - terminal 106, 235, 247
 - Text 163
 - Worksheet 171
- scrolling *See* scrolling arrow icons
- scrolling arrow icons 15, 20, 117-18, 122
- search criteria for records 66, 190-92
- Search Menu
 - Calendar application 228-29
 - Text application 166-68
 - Worksheet application 184-86
- Select all option (Edit Menu) 133
- selecting information in files 16-18, 118-19
- selecting options on a menu 18-19, 119-20
- Select option (Paint tool) 219
- Send option (Commands Menu) 241-42
- Set option (Commands Menu) 238-40
- single-drive computer 57, 137, 193
- Size option (Field Menu) 204
- software needed for Personal DeskMate 3-4, 251
- Solid Circle option (Paint tool) 223
- Solid Square option (Paint tool) 223
- Sort option (Records Menu) 200-202
- Spray Can tool 87-88, 221

- spreadsheet *See* Worksheet application
- Square option (Paint tool) 222
- Start text option (Cells Menu) 184
- storing *See* saving
- Substitute option (Search Menu) 167-68
- Summary option (Report Menu) 206-208
- Swap option (Disk Menu) 143

- Tandy Desktop application 1, 27-32, 135-46
 - changing 28-30
 - installing accessories on 149, 153, 155, 156
 - menu bar 27, 135-46
 - print setup 31-32
 - title bar 135
 - tour of 27-28
- Tandy Digi-Mouse 4, 255
- Tandy Icon 18, 135, 147
- Tandy 1000 series computers 3
- Telecom application 2, 99-108, 233-47
 - buffers 106-107, 108, 235, 243-45
 - connecting with 106, 234
 - disconnecting with 107, 234
 - developing autolog files 102-105, 234-35, 236-37
 - equipment 3, 102, 106, 149, 234
 - exiting 108, 237
 - Menu Bar 236-47
 - running 99-101, 233-35
 - screens 106, 233, 235
 - Title Bar 236
- telecommunications *See* Communications accessory; Telecom application
- Terminal options (Options Menu) 247
- terminal screen, 106, 235, 247
- Text application 1, 33-43, 163-69
 - bottom line information 168-69
 - creating files with 33-34, 164
 - exiting 43
 - Menu Bar 165-68
 - opening files with 34-35
 - printing with 40-43
 - revising text with 37-40
 - saving files with 43
 - screen 163
 - substituting text with 35-36
 - Title Bar 164

- text editor *See* Notepad accessory; Text application
Text Menu 166, 205, 217
Text Mode 129
text on graphics 79-80, 220
Text option (Paint tool) 220
time *See* Date and Time accessory
Title Bar
 Calendar application 227
 Filer application 192
 Paint application 214-15
 Tandy Desktop 135
 Telecom application 236
 Text application 164
 Worksheet application 172
To ASCII option (File Menu) 165
Today's date option (Report Menu) 208
toggles *See* check boxes
Touch Pad 3, 4, 113, 257 *See also* pointing devices
Transfer file option (Options Menu) 245-47

Underline option (Text Menu) 217
underlining print 166, 205, 217
Undo option (Edit Menu) 215

Wait option (Commands Menu) 241
Weekly option (Display Menu) 230
wildcards 137, 138
wordprocessing *See* Text application
Worksheet application 1, 45-55, 174-86
 bottom line information 186
 calculating with 52-53, 175
 creating files in 45, 172
 exiting 55
 labelling columns and rows in 46-48
 Menu Bar 172-86
 naming files 55
 recalculating 54-55
 repositioning with 53-54
 saving in 55
 screen 171
 Title Bar 172
 typing figures in 48-50
 writing formulas in 50-52, 177-83

Xon/Xoff 240

Yearly option (Display Menu) 231

Zoom option (Paint tool) 220

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A Division of Tandy Corporation
Fort Worth, Texas 76102