DeskMate

Getting Started

TANDY®

So, What is DeskMate Anyway?

DeskMate is what programmers like to call a *graphical interface*. That means a visual, simple, and intuitive way to work with your computer. DeskMate is software that creates a friendly graphics-oriented environment where you can see exactly what your choices are, and pick them right from the screen.

People buy computers with various uses in mind. Some want to write letters or reports. Others want to keep budgets, communicate with other computers, keep records, or sometimes just play games. DeskMate comes with a large collection of easy-to-use programs that can perform these functions and many more.

Because these programs were specially designed to work in the DeskMate environment, once you are familar with DeskMate, you can easily operate any of the programs. You can also run most other standard programs from your DeskMate *desktop*. In addition, DeskMate's environment lets you exchange information and images **between** programs quickly and easily.

This guide is made up of short articles on how to use DeskMate and all its programs. These articles contain examples of some of the exciting ways you can use your computer with DeskMate. If you need more information about a particular function, you can look it up quickly in the *DeskMate User's Reference*.

Computing has never been easier or more fun. So, let's get started!

DeskMate
Getting Started

STARTING DeskMate

Starting DeskMate with a Tandy 1000 SL or a Tandy 1000 TL Computer
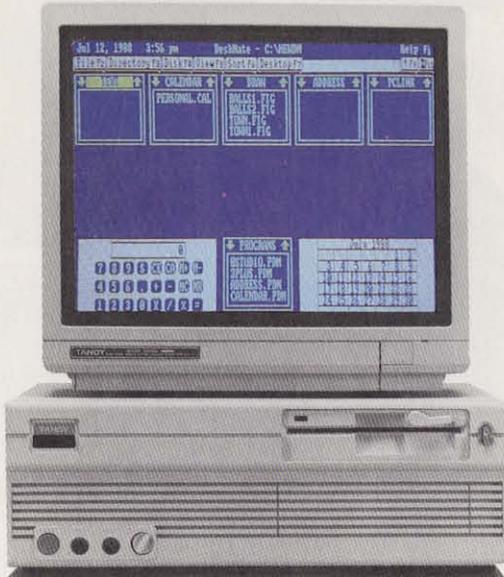
1. Be sure your computer is connected as described in *First Things First*.
2. Turn on the monitor.
3. Turn on the computer.

DeskMate's central screen, the *desktop*, appears immediately.

If you exit DeskMate and see the A> prompt, or if you change your Tandy 1000 SL or 1000 TL computer's settings so that DeskMate no longer starts automatically, simply press F12 at the system prompt (A>). DeskMate appears.

Starting DeskMate on Other Diskette-Based Computers

1. Start your computer as you normally would.
2. Put the Desk.exe diskette (Diskette 1) in Drive A.
3. If the screen prompt is not A>, type:

   a:

   Then, press ENTER.
4. At the A> prompt, type:

   desk

   Then, press ENTER.
5. If you see a message asking if this is the first time you have run DeskMate, simply press ENTER.
6. Then, if you see another message telling you to insert the diskette that will contain the configuration file, press ENTER again.

   Information your particular computer will need each time you start DeskMate is now on your Desk.exe diskette.

DeskMate's central screen, the *desktop*, appears.

Installing and Starting DeskMate on a Hard-Disk System

1. Start your computer with the hard disk.

2. Create a directory for DeskMate by typing the following at the system prompt (C>):

   ```
   mkdir \desk
   ```

   Then, press ENTER.

3. When the system prompt returns, change to the DeskMate directory by typing:

   ```
   cd \desk
   ```

   Then, press ENTER.

4. Insert one of the DeskMate diskettes in Drive A, close the latch (if necessary), and type:

   ```
   copy a:*.*
   ```

   Then, press ENTER.

5. When the system prompt returns, replace the first DeskMate diskette with a second diskette. Repeat the command in the previous step with each DeskMate diskette to copy all the DeskMate files to your hard disk.

   You are now ready to start DeskMate.

6. To start the program, type:

   ```
   desk
   ```

   Then, press ENTER.

DeskMate's central screen, the *desktop*, appears.

Exiting DeskMate

Be sure that the desktop is displayed. Then, press ESC. The desktop disappears, and the system prompt appears.

If you see a screen message asking for the diskette containing Command.com, insert your MS-DOS diskette and press ENTER. Your system prompt now appears on the screen.
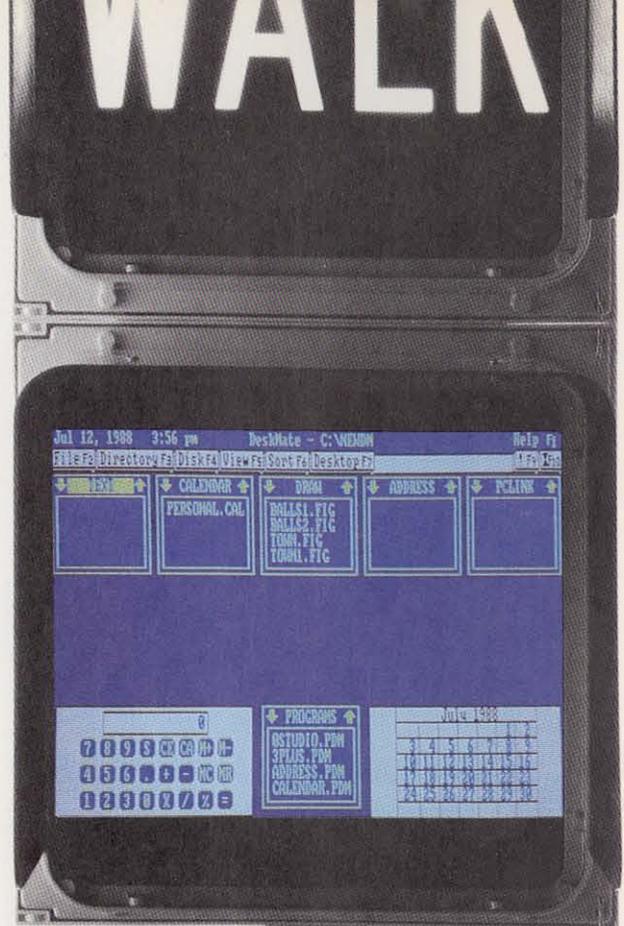
DESKMATE TOUR

1st The Desktop

To show you just how easy computing can be, we'd like you to take a tour with us—a tour through DeskMate.

As soon as you start DeskMate, the desktop appears on the screen.

Title Bar

Menu Bar
lists the menu names

Application List Boxes

Calculator Accessory

Month Accessory

Programs List Box
gives you access to all of DeskMate's applications

| Jul 10, 1988   1:36 pm | | | | DESK | | Help F₁ |

File F₂ Directory F₃ Disk F₄ V...   Desktop F₇   ! F₉ F₁₀

| ↓ TEXT ↑ | ↓ CALENDAR ↑ | ↓ AUTOCONFIG ↑ | ↓ ADDRESS ↑ | ↓ PCLINK ↑ |
| | | | PERSONAL.ADR | |

Calculator display: 0

7 8 9 S CE CA M+ M−
4 5 6 . + − MC MR
1 2 3 0 X / % =

↓ PROGRAMS ↑
ADDRESS. PDM
CALENDAR. PDM
DESKTOP. PDM
DRAW. PDM

July 1988

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Unless you are running DeskMate from a hard-disk system, there is a basic principle you need to keep in mind. You must put the diskette that has the program you want to use into the drive to be able to use that program. The thing to remember is, **each time you change diskettes you need to update your screen** so that you can see the programs available on the new diskette. If you are running DeskMate from diskettes, follow these instructions.

1. Find the diskette that has Text on the label.

2. Insert it into the drive, label side up, until the diskette clicks into place.

3½" Diskette (Label up)
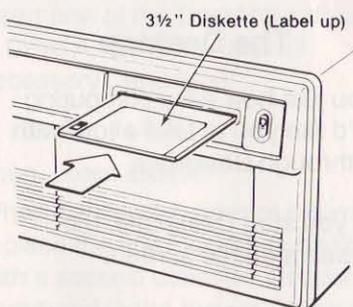
3. If you have a latch on your drive, close it.

4. Press the F2 key. This key opens the File Menu.

5. To *select* the update option, press the ↓ key until you highlight Update screen. Then, press ENTER.

Your desktop now reveals the programs that are available on that diskette. Notice that there are now names of application programs in the list boxes and that all the programs on this diskette are listed in the Programs list box.

You've already learned a lot about operating DeskMate. You've opened a menu and selected an option. You'll find menus and options work this way throughout DeskMate. The following illustrates the most important keys for getting around on the desktop.

Getting Around the Desktop

Press **TAB** to move the highlight to the application you want to open.
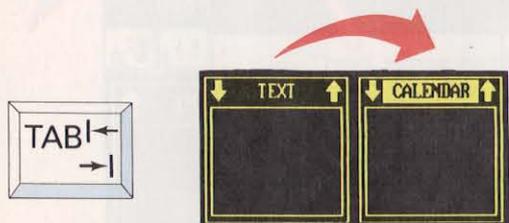
Press the appropriate F key to open a menu and see the menu options.

File F₂	Directory F₃	Disk F₄

Change...
Create...
Delete...
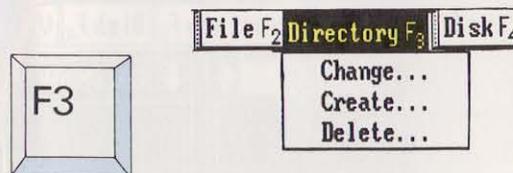
Press **ENTER** to select a menu option or application.
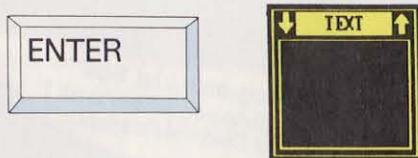
Press the appropriate arrow key to move the highlight to the menu option or file you want to select.

Press **F1** for Help.

DeskMate Quick Reference
Index of Topics
How to Exit DeskMate
How to Use the Quick Reference
What is DeskMate?
Keyboard Tutorial
Dialog Box Tutorial
Mouse Tutorial
How to Use the Menu Bar
How to Use a Mouse
What are Dialog Boxes?

OK   CANCEL

Press Esc to exit the Quick Reference
Use the Arrow Keys to choose a topic, and then press Enter
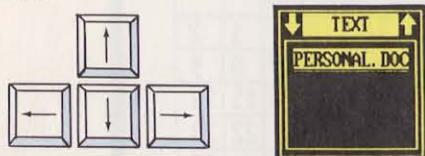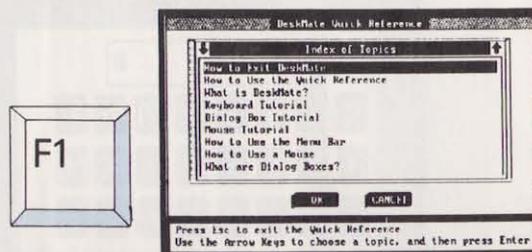
2nd Text

One of the most popular DeskMate applications is Text. Using Text, you can write a letter, a report, or even a book.

Let's take a look at the Text screen. To open the Text application:

1. Press **TAB** until you highlight Text.

2. Then, press **ENTER**.

That's all you have to do. The desktop disappears and the Text screen appears.

```
Jul 18, 1988  1:44 pm        Text - (Untitled)         Help
File  Edit  Text  Search  Layout  Picture           ↑↓←→  I
ª




Column 1   Line 1   Page 1              ASCII
```
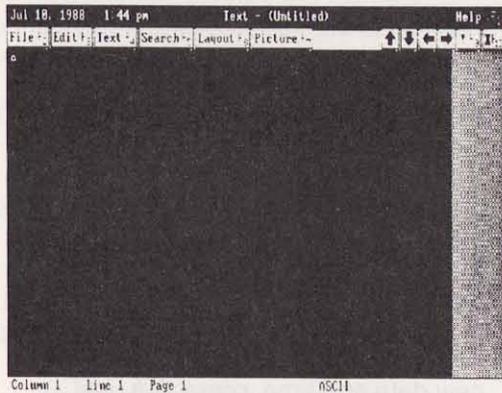
You can start any DeskMate application from a list box this easily.

Notice that many elements of the Text screen are similar to the desktop screen that you just left. That's one of the great things about DeskMate—learning to use one option helps you use many others.

You can learn more about Text later, so let's exit Text and go back to the desktop. Doing so is even easier than starting Text—just press **ESC**.

3rd Setup

Applications are the large programs in DeskMate. DeskMate also has a selection of smaller programs called accessories.

Two of DeskMate's accessories, Calculator and Month, are graphically represented on the screen. You can open them in the same way you opened Text.

Besides Calculator and Month, DeskMate has other accessories. The other accessories are listed in DeskMate's Accessories (**F10**) Menu. A menu is a list of options. To view the accessories, press **F10**.

```
                    ‡F10
  Setup

  Spell Checker
  Calculator
  Phone List
  Corkboard
  Month
  Clipboard
  Alarm
  Task Switch
```
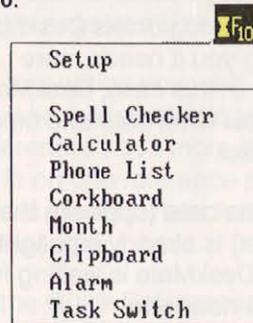
To access a menu option, you first highlight the option using the arrow keys. You can move down with the ↓ key or up with the ↑ key.

1. Highlight Setup by pressing the ↓ key.

2. Then, press **ENTER**.

Setup is a multi-function accessory that lets you change the way DeskMate looks and works. For instance, DeskMate displays its date and time at the top left of the desktop screen. You can change this display at any time using Setup.
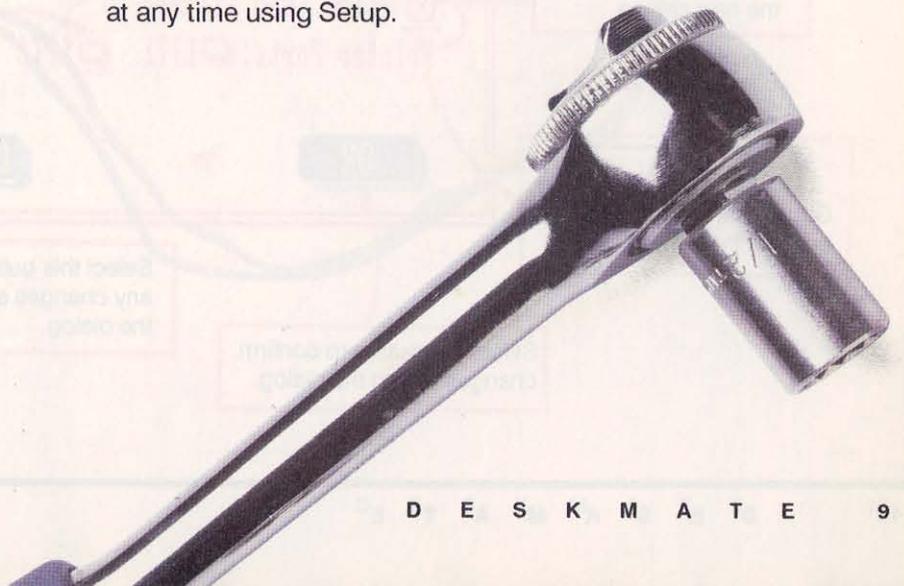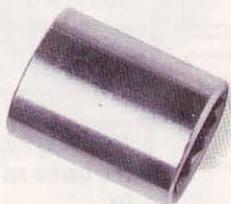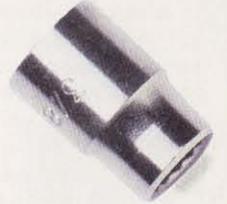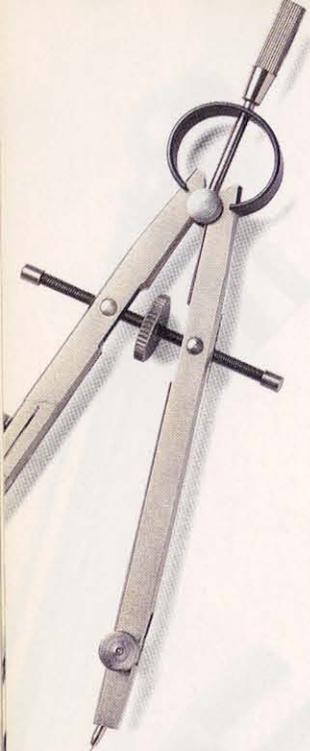
3. To select Date and Time, open the Options Menu by pressing **F2**.

4. Highlight the `Date and Time` option.

5. Then, press **ENTER**.

   A *dialog box* appears.

```
╔════════════════════════════╗
║░░░ Set Date And Time ░░░░░░░║
║                            ║
║  Date: │ 7-10-1988 │       ║
║                            ║
║  Time: │ 1:56 │            ║
║                            ║
║    ▭AM     ▭PM             ║
║                            ║
║  ▐ OK ▌   ▐ CANCEL ▌       ║
╚════════════════════════════╝
```
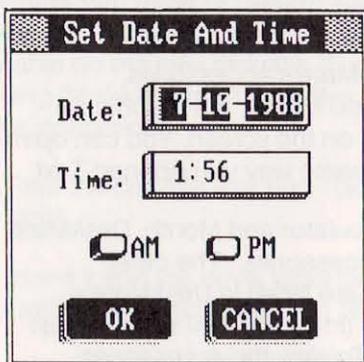
Displaying a dialog box is DeskMate's way of telling you it needs more information. In this case, DeskMate needs to know what date and time you want to set.

Notice that the date (opposite the `Date:` prompt) is already highlighted. This means DeskMate is waiting for you to type a new date.

6. Type the month, day, and year in the appropriate blanks. The hyphens that separate the month, day, and year are automatic; so you don't type them.

For example, if the date is September 5, 1988, you can type:

   09051988

      or

   09 51988

Either way is correct.

7. Press **TAB** to move to the `Time:` prompt.

8. Change the time by typing a new one. Separate the hour, minutes, and seconds with colons. For instance:

   02:12:30

      or

   2:12

Again, either way is correct.

9. Press **TAB** to move to the `AM` and `PM` buttons.

10. Use either the → or ← key to underline the proper button.

11. Press the space bar to "push" the button.

12. To tell DeskMate you want to use the new date and time, press **TAB** until you underline the `OK` button, and then press the space bar.

      or

   If you don't want to change the date and time after all, press the → key to underline `CANCEL`, and then press the space bar.

Getting Around a Dialog Box

```
TAB
Moves the cursor to the next choice.
```

```
↑
← ↓ →
Moves the cursor within a group of buttons
```

```
┌────────────────────────────────────┐
│░░░░░░░░░ DIALOG BOX ░░░░░░░░░░░░░░░░│
│                                    │
│  ⊠ Line feed filter                │
│  Printer Ports: ▭LPT1 ▭LPT2 ▭LPT3  │
│                                    │
│     ▐ OK ▌        ▐ CANCEL ▌       │
└────────────────────────────────────┘
```

```
SPACE
Chooses a button or check box that the cursor is on.
```

Select this button to confirm changes to end the dialog.

Select this button to cancel any changes and end the dialog.

Pressing this key anytime during a dialog is the same as selecting CANCEL.

```
ESC
```

Pressing this key is the same as selecting OK.

```
ENTER
```

Programs List Box

Not all of DeskMate's applications are displayed in list boxes on the desktop. You can make list boxes for them if you want. In the meantime, you can select any application from the Programs list box.

> See the Desktop chapter in your reference manual for information on how to create list boxes.

Let's use the Programs list box to open Worksheet and take a peek. If you are using diskettes, be sure the diskette containing Worksheet is in the drive and your screen is updated.

1. Use TAB to move the highlight to PROGRAMS.

2. Press ↓ until WRKSHEET.PDM is highlighted. Moving through a list in this way is called *scrolling*.

3. Press ENTER and the Worksheet screen appears. Worksheet is a spreadsheet application. You can learn more about Worksheet in the Worksheet article.

4. When you are ready to exit Worksheet, simply press ESC, and you return to the desktop.

Help DeskMate's Quick Reference

Before you leave the DeskMate tour, we'd like to show you one other feature, DeskMate's Quick Reference. To try it, press F1.

DeskMate's Quick Reference box appears, listing the subjects for which you can get help. From the desktop or from any application, you can always get help from the Quick Reference by pressing F1.

All the listings don't fit on the screen at the same time. So, use the ↓ key to scroll through the options one at a time. Use PGDN and PGUP to scroll through the options one page at a time.

Highlight any option you wish, then press ENTER to read the information about it. Some references have more information than can fit on one reference page. When this is the case, use PGDN and PGUP to view other pages.

Some of the Quick References are on-line tutorials.

If you select a tutorial, it will lead you through exercises to teach you some of DeskMate's basic operations.

We encourage you to spend some time with the Quick Reference. There is no quicker way to learn the fundamentals of DeskMate and get "hands-on" experience.

When you are through, use TAB to choose CANCEL, and then press the space bar. Or, you can close the Quick Reference box at any time by pressing ESC.

Swapping Diskettes

If you are running DeskMate using diskettes, only the programs contained on the diskette currently in the drive will appear in the Programs list box.

If you have to swap diskettes, be sure to update the screen. To do so, press F2 to open the File Menu. Press the ↓ key to highlight Update screen. Then, press ENTER. Your desktop now reflects the programs that are available.
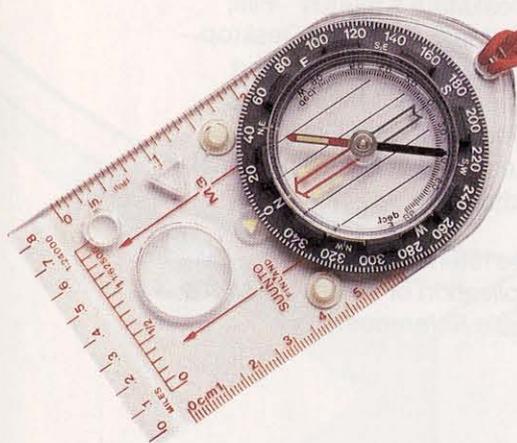
TANDY DESKMATE

Now What?

So far, you've seen only a small part of DeskMate's capabilities, but you've learned all the basics. The rest of this guide shows you examples of what DeskMate's programs can do.

If our tour was successful, you now want to put DeskMate to work. You might want to:

- Write letters and notes with Text

- Play a game of Hangman

- Keep track of your household inventory with Filer

- Connect your computer to the phone line and browse the latest movie reviews or make your plane reservations with PC-Link

- Draw illustrations or create your next Christmas card with Draw

- Calculate your budget with Worksheet

If you would like to get a better feel for all of DeskMate, go ahead and explore. Open other menus and applications. Try some of their features. **You cannot harm your computer or its programs by exploring and experimenting.**

If you have a specific need for one or more of DeskMate's functions now, turn to the articles of this guide that deal with your interests.

Once you begin using DeskMate, it won't be long before you need to do some management tasks, such as copying diskettes, duplicating files, and changing directories. DeskMate's menus—File, Directory, Disk, View, Sort, and Desktop—provide tools for these functions, and more. In addition, DeskMate includes tools that let you customize DeskMate and your system to match your personal likes and needs.

For a complete reference to any DeskMate application or function, use the *DeskMate User's Reference*.

WANT TO TRY A MOUSE?

Your approach to handling DeskMate will be from the keyboard, from the mouse, or maybe from both. A mouse is a handy piece of equipment to own. If you install a mouse, you'll find that it speeds up your work in DeskMate considerably.

Using a mouse with DeskMate makes moving the *cursor* around on the screen much faster and easier. The cursor is the highlight you see on the desktop. In different DeskMate programs, the cursor takes different forms, but it always lets you know what part of the screen you're working with. Using a mouse, you can move the cursor anywhere on the screen simply by *pointing, clicking,* and *dragging*.
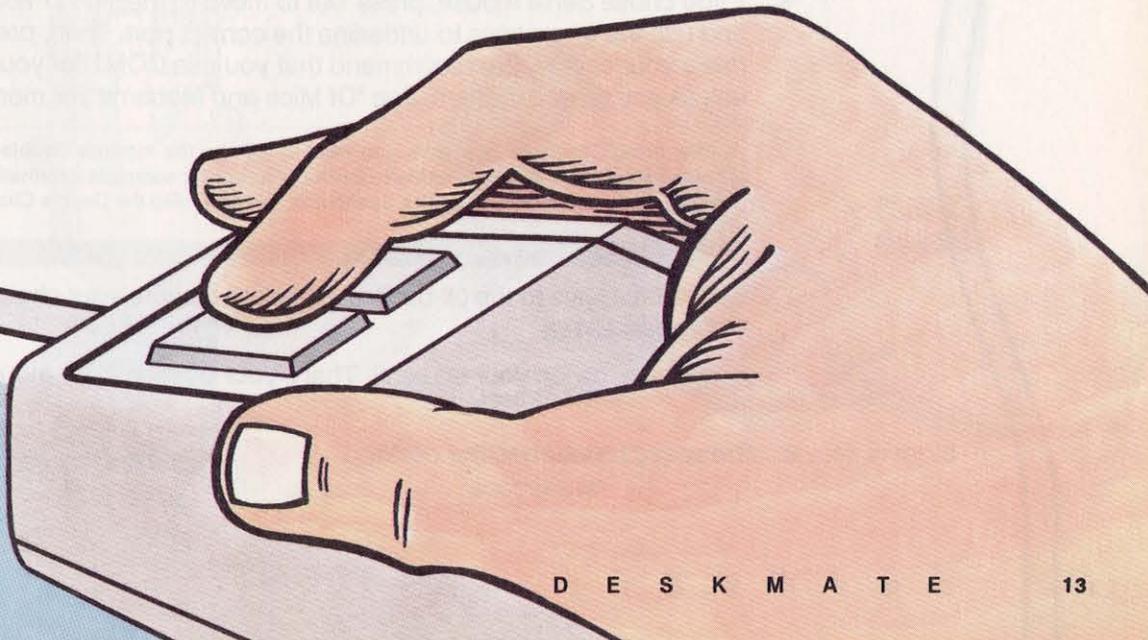
You can't wait to learn how to point, click, and drag? Then, read on to learn how to set up your mouse, and you'll be on your way!

Setting Up Your Mouse

Before you can use your mouse, you must connect it to your computer and set it up. Refer to the manuals that came with your computer and mouse for installation details. See "Of Mice and Modems" later in this guide for an overview of serial mouse installation rules. DeskMate's Setup accessory helps you tell DeskMate all about the mouse you're using.

1. From the desktop, press **F10** to open the Accessory Menu.

2. Use the ↓ key to highlight `Setup`. Then, press **ENTER**.

    The Setup screen appears.
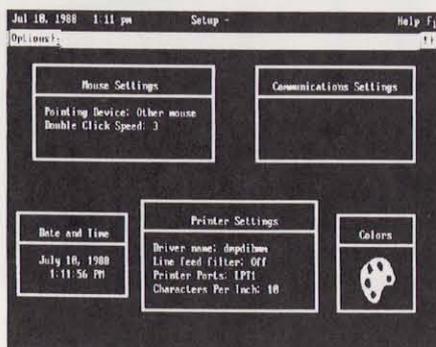
3. Press **F2** to open the Options Menu.

4. Use the ↓ key to highlight `Mouse`. Then, press **ENTER**.

    A dialog box appears.

5. Use the arrow keys to underline the selection that matches the type of mouse you have:

    - If you have a joystick or a Tandy Color Mouse, underline `Joystick`.

    - If you have a serial mouse, and you plan to use that mouse in DeskMate, underline `Serial mouse`.

    - If you have previously installed a Microsoft®-compatible mouse driver to use with other programs (and you want to use that driver in DeskMate), underline `Other mouse`.

    - If you don't have a mouse (or if you have a mouse, but you don't want to use it in DeskMate), underline `None`.

    Then, press the space bar to make your choice.

6. If you chose Serial mouse, press **TAB** to move to the `Serial mouse port:` prompt, and use the arrow keys to underline the correct port. Then, press the space bar to make your choice. We recommend that you use COM1 for your serial mouse, unless you have a modem. See "Of Mice and Modems" for more information.

    > If, after using DeskMate for awhile, you want to change the mouse's double-click speed, refer to the Accessories chapter in your *DeskMate User's Reference* for complete information on how to experiment with the choices in the Double Click Speed box. For now, skip the Double Click Speed box.

7. Use **TAB** to move to the `OK` button. Check to be sure your choices are correct, and then press **ENTER**.

    See that arrow on your screen? That's your pointer. Your mouse is now ready to use.

8. Press **ESC** to return to the desktop.

Point, Click, and Drag

Using a mouse really **is** as easy as pointing, clicking, and dragging. The following gives you the particulars.
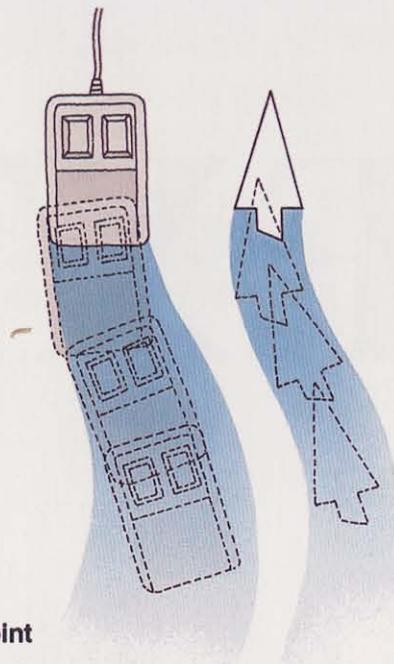
Point

Move the mouse until the pointer is where you want it.
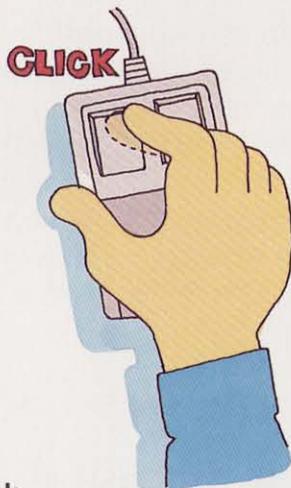
Click

Quickly press and release the left mouse button.
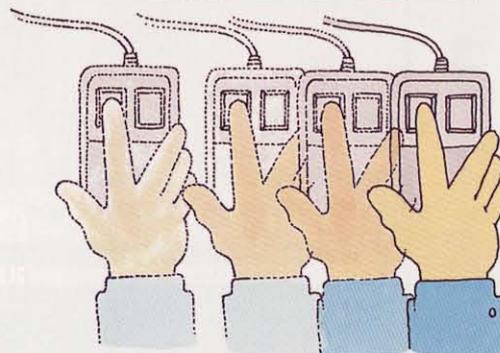
Drag

Hold down the left mouse button while moving the mouse.
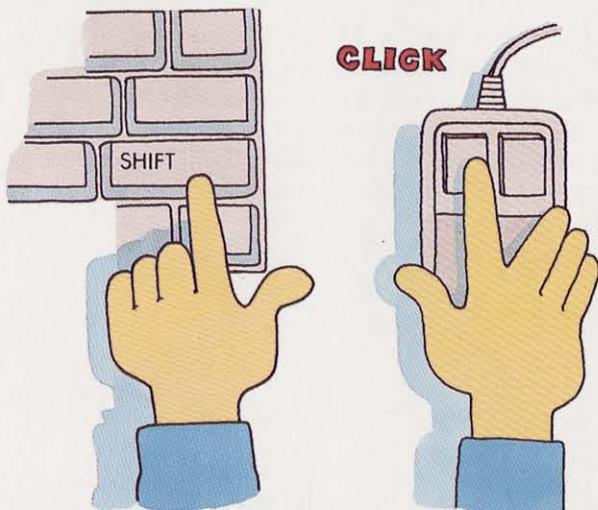
Shift Click

Hold down the **SHIFT** key and click the left mouse button.
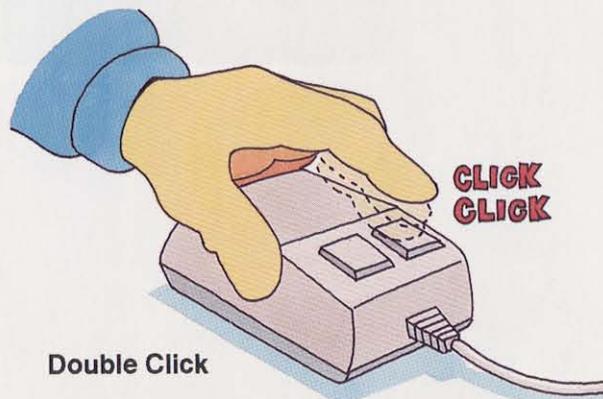
Double Click

Click the left mouse button twice in rapid succession.

TEXT

You can say goodbye to your typewriter and give your letters, term papers, and important documents a facelift with DeskMate's Text application. Use Text for any project for which you would ordinarily use a typewriter.

When you enter Text from the desktop for the first time, here's what you see:
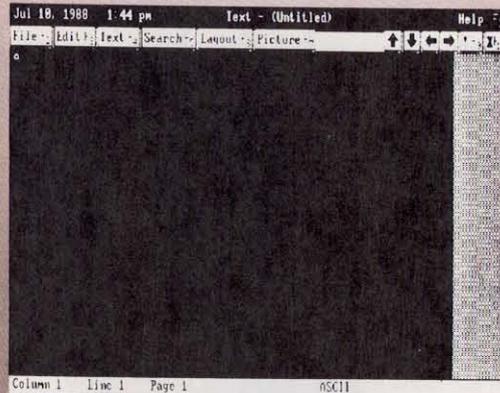
Think of the Text screen as a sheet of typing paper. The difference is—if you make a mistake, you don't have to rip out the paper and throw it away.

Simply use a few Text commands to adjust your document until it is exactly the way you want it. Text can even check your spelling.

This "just-for-fun" article explains some of the basics of Text and then guides you through some editing techniques in a fun way. If you haven't already read "The DeskMate Tour," do so now and familiarize yourself with the moving around techniques. Then, take a few minutes to try some of the tasks in this article. Enjoy!

THE CASE OF THE MISSING SIGNATURE

An eerie shadow looms over the computer—the blinking cursor on the computer screen is the only movement in the room. Moments pass, and finally the lone figure faces the screen and begins to type the confession that (if discovered in time) will save Nellie's life.

Type the following paragraph:

To whom it may concern: **(ENTER)**

On the night of April 6, 1987, I committed **(ENTER)**

the act of murder against Floyd Fiend. **(ENTER)**

(TAB)   Signed, **(ENTER)**

(TAB)   Luke Ludicrous

Luke studies the confession with the cold, diabolical heart of a bloodthirsty editor. He decides to make the following changes.

Follow along with our story and make the changes on your own computer.

1. Move the cursor to the beginning of the confession.

2. Highlight To whom it may concern:

3. Select Bold from the Text Menu.

The text you highlighted now appears in a different color or intensity.

> If your printer supports boldface, the text you highlighted will also appear boldfaced when printed.

Now insert a word.

1. Move the cursor to the c in committed.

2. Type willfully.

3. Press the space bar.

Luke is a perfectionist and decides to use the Spell Checker to make sure that every word is correct.

Follow the instructions below to see how Spell Checker works.

1. Select `Proof` from the Edit Menu.

   A dialog box appears showing the "unknown" word, the context in which it is used, and some possible replacements.

   If you typed Luke's confession correctly, the message `All words are correctly spelled` appears. If a word is actually misspelled, you can choose a word from the Replacements box or move the cursor to the context field and correct the misspelled word.

2. Select `Accept context` to accept the word.

3. Press `ESC` to return to the Text screen.

Satisfied that his confession is complete, Luke prepares to leave. Then, an evil smirk spreads across his face and he decides to make one more change—a change that could be fatal to Nellie Tucket.

Make the following change to the confession.

1. Move the cursor to the beginning of Luke's signature.

2. Highlight the signature.

3. Select `Cut` from the Edit Menu.

Voila! The condemning signature is erased (But, is it? We'll soon know...), and Luke flees from the mansion.

Meanwhile, on Death Row for a murder she didn't commit, Nellie Tucket has only minutes to prove her innocence. Sam Clubs (the man Nellie loves) returns to the scene of the crime to search for a clue, in hopes that it will lead him to the real murderer.

Sam enters the gothic structure that was once the home of Nellie's uncle, Frank Fiend, an evil and cunning man everyone hated and despised. Sam wanders from room to room, searching for any clue that will save his sweet Nellie.

With only minutes to spare, Sam attempts to enter a west wing room. But, unlike the other rooms, he finds it locked. He tries every trick in the book to unlock the door—to no avail. Then, in desperation, Sam uses a nearby antique umbrella stand to break down the door. He bursts into the room and is stopped in his tracks by the message glaring on the computer screen.

Sam is deliriously happy as he reads the confession that will save his Nellie—until he reaches the end. There is no signature!!! All is lost! But wait! Sam remembers reading in his *DeskMate User's Reference* about a special invisible memory buffer that stores text until needed. His hand is shaking as he reaches for the computer keys.

Follow the instructions below to help Sam solve the mystery and save Nellie.

1. Move the cursor to the space just under `Signed`.

2. Select `Paste` from the Edit Menu.

Success!!! Luke's name magically appears. Now, Sam has another dilemma. He can't cart the computer down to Police Headquarters. He'll have to print the confession!

If you have a printer, you can print the confession too.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (Refer to your printer's manual.) Also, be sure you have used the Printer option to tell DeskMate the type of printer you are using. See the Accessories chapter in the *DeskMate User's Reference* for instructions on using the Printer option.

To print:

1. Select `Print` from the File Menu.

    A dialog box appears.

2. At the `Print to:` prompt, choose the `Printer` button.

3. Select `OK`.

Epilogue:

Sam made it to Police Headquarters with only seconds to spare. Sweet Nellie Tucket was bravely walking to her fate when the pardon came. Nellie fainted, but later awakened in the arms of Sam...her true love. They redecorated the mansion with lots of gingerbread trim and plan to fill all the rooms with the laughter and the high-pitched screams of children.

The police apprehended Luke just a few miles from the Mexican border. He is now in prison, wiling away the days by taking a correspondence computer literacy course.

The End

Now you've seen how some elements of Text work. Uses for Text are almost endless. You can insert pictures (from DeskMate's Draw application), create and print form letters (using information from the Address Book application), and quickly retrieve or delete information.

The Text chapter in the *DeskMate User's Reference* contains **all** of Text's many features. You'll find that writing has never been simpler!
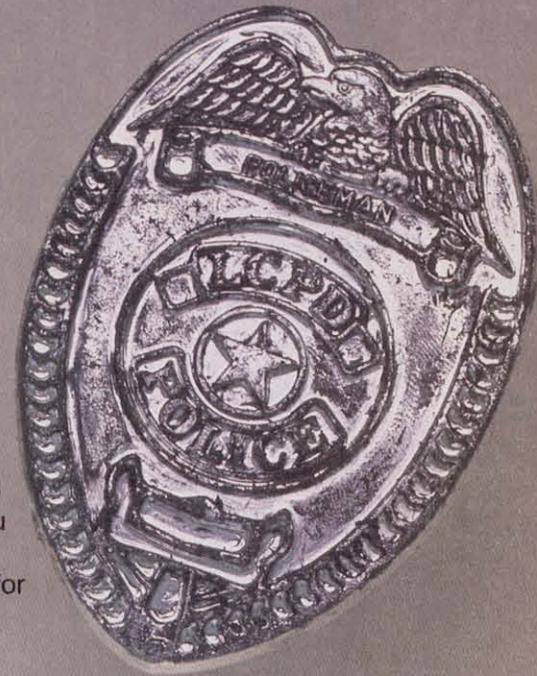
**Hints on Manipulating Text Information**

- Use **SHIFT-DEL** to "cut" selected information without pulling down the Edit Menu.

- Select `Copy` (or use **CTRL-INS**) from the Edit Menu to copy (duplicate) information from your document to the clipboard. Then, use `Paste` to place it in another part of your document.

- The Edit Menu's `Un-Delete` option reinserts accidentally deleted information.

HANGMAN

Hangman is a word game that has remained popular for years with young and old alike. With this computerized version of Hangman, your family will enjoy a diversion from work and chores—and even LEARN in the process!

The screens are self-explanatory, but if you need help to begin, refer to the instructions below.

After you select Hangman from the Programs list box, a dialog box appears.

```
╔════════════════════════════════╗
║         Define Game            ║
╠════════════════════════════════╣
║                                ║
║       Number of Players        ║
║                                ║
║    ▓ 1   ◻ 2   ◻ 3   ◻ 4      ║
║                                ║
║  Words per Game:  [▼] 4 [▲]    ║
║                                ║
║  Wrong Guesses:   [▼] 7 [▲]    ║
║                                ║
║      [ OK ]    [ CANCEL ]      ║
║                                ║
╚════════════════════════════════╝
```

1. To select the number of players, move the cursor to the appropriate button. Then, either press the space bar or click the mouse button to "push" the button.

2. To select the number of words per game, move the cursor to the appropriate arrow. Then, either press the space bar or click the mouse button to increase or decrease the number.

3. Choose the number of guesses per word in the same way you chose the number of words per game.

4. Select OK to see the next dialog box.

5. Type the names of the players.

6. Select OK.

   The Hangman screen appears.
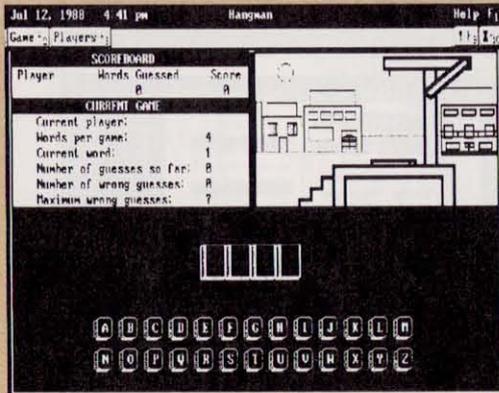
In a few moments the word is chosen, and you're ready to play!

The player whose name appears in the Current Game box goes first.

Type the letter you want to guess.

If it is one of the letters in the word, the letter appears in the appropriate box(es) and the letter is no longer available for this game.

If it is not one of the letters in the word, part of the hangman drawing appears and you are one step closer to being HANGED!

Keep guessing letters until you guess the word (YOU'RE PARDONED) or until the drawing is complete (YOU'RE HANGED!).

The winner is the player who guesses the most words without getting hanged.

A quick glance at the Scoreboard will tell you everything you need to know about the score and who's next.

After each game, you'll be asked if you want to play another game.
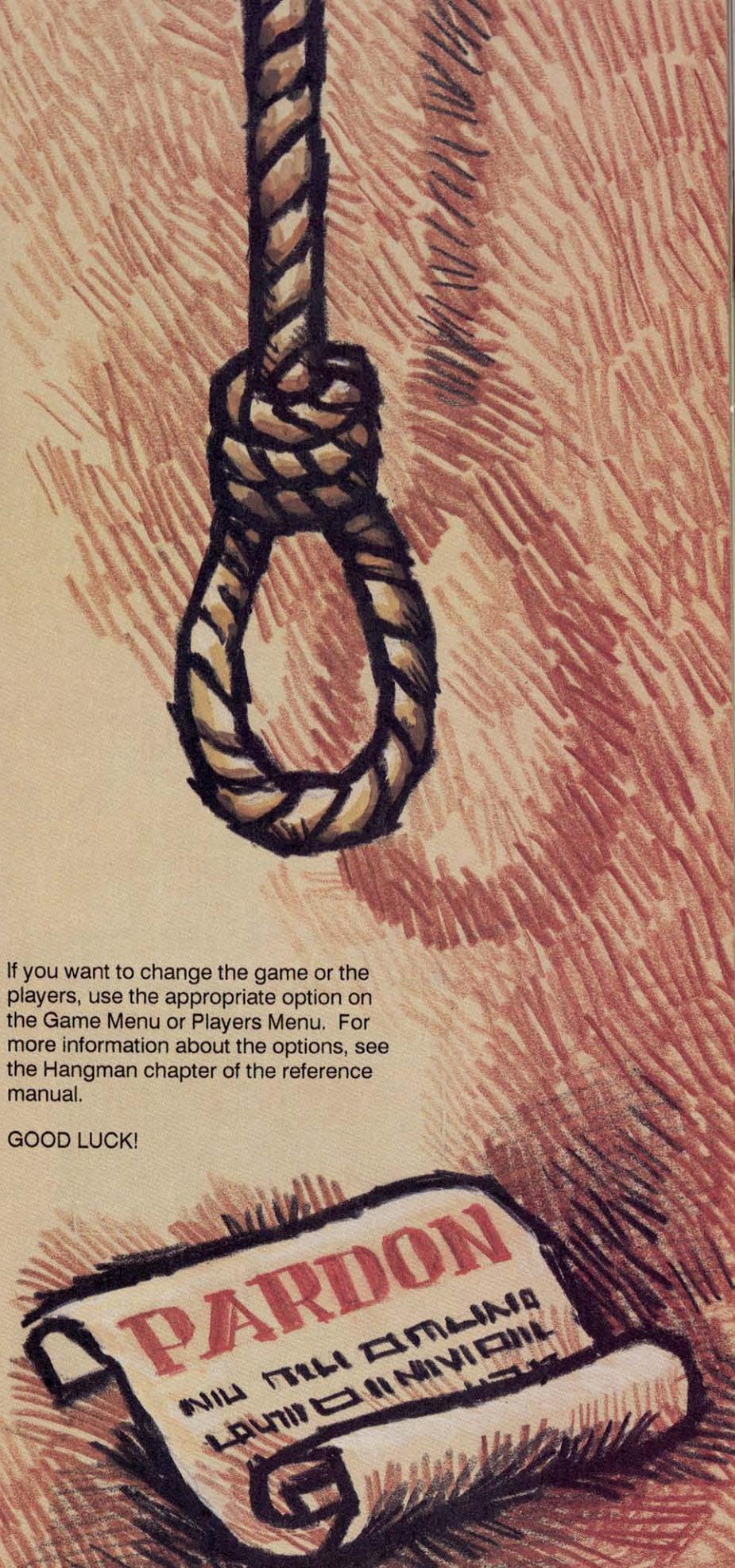
If you want to change the game or the players, use the appropriate option on the Game Menu or Players Menu. For more information about the options, see the Hangman chapter of the reference manual.

GOOD LUCK!

ACCESSORIES

DeskMate's accessories are designed to enhance DeskMate in the same way that other types of accessories can enhance your wardrobe, home, or car.

Pull down the Accessory (F10) Menu.

Setup

Spell Checker
Calculator
Phone List
Corkboard
Month
Clipboard
Alarm
Task Switch
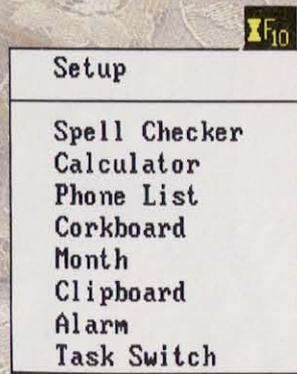
Let's take a peek inside some accessories to get you familiar with the way they work with DeskMate.

Setup

The Setup accessory lets you tell DeskMate the way you want it to look and run.

1. Select Setup from the Accessory Menu.
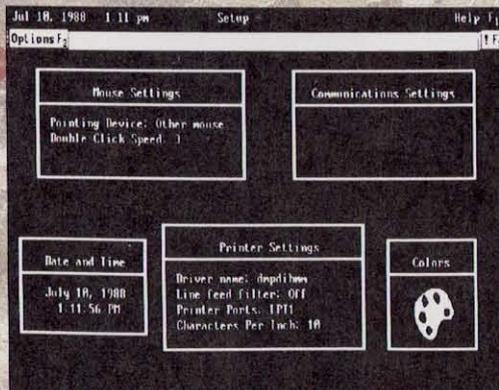
As you can see, the Setup screen offers several options from which you can choose.

2. For now, select Colors to change the colors of the screen.

If you're using the keyboard, select Colors from the Options (F2) Menu. If you have a mouse, just point at the Colors box and double click.
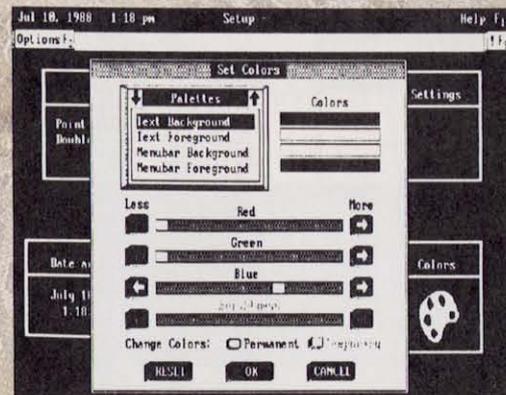
3. Move the cursor, located in the Palettes list box, down to Text Foreground.

Notice how the color settings below the Palettes list box change to reflect the current color.

4. Now, move the cursor to the color settings (Red, Green, Blue, and Brightness).

If your monitor can detect intensity settings, you can make your screen colors brighter or dimmer by adjusting the Brightness setting.

5. Experiment with the foreground color by moving the cursor from color to color and right and left for lighter or darker colors. You can also go back to Text Background to change the background color.

6. After you have experimented with the colors for awhile, you can choose whether you want DeskMate to save them permanently or only use them until you exit the program. Choose either Permanent or Temporary.

7. Press ESC to return to the Setup screen.

8. Press ESC again to return to the previous screen.

6. At the `Message:` box, type:

> `Meeting - conference room`

7. Select `OK`.

The alarm is set, and you can rest easy. At 2:25 p.m. you'll hear the sound you chose and the F9 selection on the Menu Bar will blink.

8. Select `F9` from the Menu Bar to see the message.

You can also use Alarm with the Calendar application to remind you of scheduled events.

Month

Scenario: You're working in the Text application, writing a letter to confirm a week-long seminar during the first week of next month. You don't know the days involved.

1. Pull down the Accessory Menu, and select `Month`.

The current month appears.

2. Select the N (Next month) button. The next consecutive month appears and you can jot down the days set aside for the seminar.

3. Select `CANCEL` or press **ESC** to exit Month.

DeskMate's accessories are quick and easy to use. Remember, you can use them from **ANY** application in DeskMate.

Refer to your DeskMate reference manual for step-by-step instructions for all of DeskMate's accessories.

Alarm

Scenario: You're busy using DeskMate's Worksheet application when you receive a call from your boss. You are to go to the conference room at 2:30 for a meeting.

That's just thirty minutes away! You can't take a chance that you'll forget, so you. . .

1. Pull down the Accessory Menu and select `Alarm`.
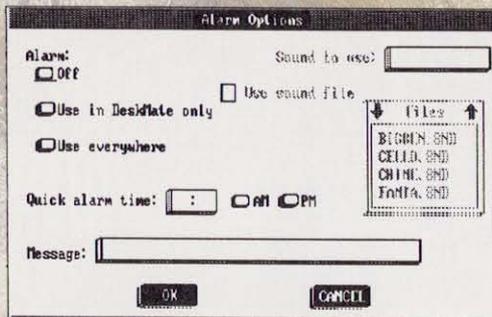
2. Set `Alarm:` to `Use in DeskMate only`.

3. Select `Use Sound file`.

> If your computer does not support sound, this option is unavailable.

4. Select a sound to use from the Files list box. (The sound you choose appears in the `Sound to use:` box).

5. At the `Quick alarm time:` setting, type:

> `2 25`

(because you want to give yourself an extra five minutes), and then select `PM`.

DESKMATE
CALENDAR

So many things to do?!

With all the chores at home, an active social life, and committee meetings, you're certain there's no way that you can remember every commitment.

That's not true anymore. Thanks to DeskMate Calendar.

You've promised yourself twenty zillion times that you're going to keep an organized schedule, and now you have the opportunity to acccomplish your goal using Calendar. You can schedule your valuable time, and when you become organized you may feel like you've been granted several more hours in each day.

Calendar lets you schedule your appointments, chores, meetings, and events without the clutter of bulletin boards and paper calendars. You can tailor your calendar to include dates of significance to you, such as birthdays or anniversaries. You can include daily reminders—*remember that dose of megavitamins*. Schedule events by the date and time, and Calendar lets you know if there's a conflict in the schedule. Your events can even be scheduled to include an alarm which will alert you when your engagement is looming.

This article tells you how to start up Calendar and suggests some interesting things you can do with it.

To start Calendar, select the Calendar list box. A monthly calendar (named PERSONAL) appears.

| Jul 12, 1988 | 4:43 pm | Calendar - PERSONAL | | | Help F₁ |
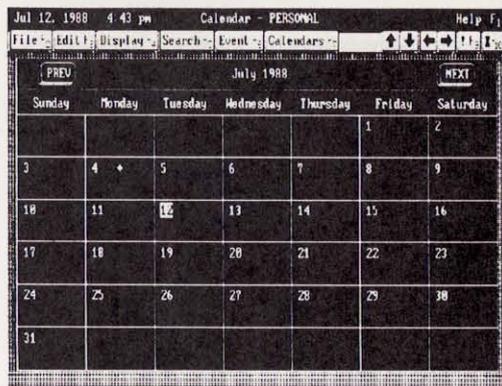
The Monthly calendar includes diamond shapes to indicate holidays and your own annual occasions.

Planning Ahead Pays Off

You're alone in the office at the end of a long day. You've just filtered through your mail and notice the concert ticket for tomorrow night.

"Great!" you say aloud.

It's a long time between now and tomorrow night, so you decide to add the event to your personal calendar.

Scheduling an Event

You can use the Add option on the Event Menu to add the date of the concert to your calendar.

1. Select Add from the Event Menu.

    A dialog box appears. Today's date appears at the Event date: prompt.

   **Add Event**

    Event date: `7-12-1988`

    Start time: `[  :  ]` ○AM ●PM

    End time: `[  :  ]` ○AM ●PM

    Description:

    Alarm ☐

    [OK]   [CANCEL]

2. At the Event date: prompt, type tomorrow's date.

> If you don't need a record of the event's Start time: and/or End time:, you can leave the prompt(s) blank.

3. At the Start time: prompt, type 0800, the beginning of the symphony concert.

4. Choose the PM button.

5. At the End time: prompt, type 1100, the time you expect to be home.

6. Choose the PM button.

7. At the Description: prompt, type Symphony concert.

8. Select OK to complete the task.

The event appears on the monthly calendar as a bar graph, and can be viewed by displaying the daily calendar for that date.

The deed complete, you leave the office and head for home, not realizing that the last entry you made in your personal calendar could save your life.

One Month Later...

Just press ALT-N to display next month's calendar.

Calendar as a Surprise Witness

Two plainclothes police officers enter your office to question you about a heist of a large cache of rare black pearls from your company's vault. The evidence implicates you as an accomplice. You are shocked! It seems to be an open and shut case—unless you can come up with an alibi. The police officers ask what you were doing on the date of the robbery. You turn to DeskMate's Calendar...

1. To display the schedule you had for the date of the heist, select Find date from the Search Menu.

2. Type the date of the heist (which happens to be the same date you entered for the symphony concert).

3. Select OK to complete the task.

4. The monthly calendar for that date appears.

5. To display the Daily calendar, press CTRL-D.

Your alibi is established! A couple of phone calls by the police officers verify that you did, in fact, attend the concert on the night that DeskMate says you did. The police officers apologize for the interrruption and move on to the next suspect. You breathe easier! You had already forgotten about attending the concert that night, but DeskMate remembered, and saved the day!

Printing Evidence

If you have a printer, you can easily print out the "evidence" of your innocence. You can print Yearly, Monthly, or Daily calendars using Calendar.

Your DeskMate reference manual provides detailed information.

A Calendar for All Seasons

From the PERSONAL calendar, you can add up to 19 calendars using the New option on the Calendars Menu. You could make different categories of calendars. Every member of your immediate family could have a calendar. Or, you could have separate calendars for the Mayfest Committee, the Band Boosters, and everybody's favorite, household chores. You should be able to cover any miscellaneous activities in twenty calendars (including PERSONAL) even if you're from the planet Krypton.

To access the calendars you create, you use the Open option after accessing PERSONAL.CAL. A dialog box appears, listing all the calendars you can open.

Just highlight the calendar name and select OK to open your calendar.

For Those With Tight Schedules

You can use the following accelerator key functions to speed up your scheduling.

CTRL-A	Add an event
CTRL-INS	Insert a copied section of text
CTRL-D	View a Daily calendar
CTRL-M	View a Monthly calendar
CTRL-W	View a Weekly calendar
CTRL-Y	View a Yearly calendar
ENTER	View an event on which the cursor rests on a weekly calendar
	View a daily calendar for the date on which the cursor rests on a monthly calendar
SHIFT-DEL	Cut a highlighted section of text without accessing the Edit Menu
SHIFT-INS	Paste the contents of the clipboard without accessing the Edit Menu

ADDRESS BOOK

DeskMate's Address Book:

The One That Addresses All Your Needs

When it comes to keeping address books, there are two kinds of people in the world: those who make an art of keeping addresses and those who make an art of **losing** them.

Which group do you belong to? The first? *One day, I'm sending out a mass mailing to our best customers. The next, I'm on the phone recruiting volunteers for a church dinner. I guess I keep about a dozen address lists.* Or the second? *All I want is **one** place where I can find and update all my addresses quickly.* Whichever group you're in, Address Book will suit you perfectly because it lets you maintain up to 25 separate address lists—all in one electronic address book.

You can use the application in any way that works best for you: adding the addresses to the book as a whole (without ever grouping them into lists); adding them to individual lists in the first place; or adding them to either the book **or** a list and then copying them, as needed, to other lists. It's all up to you.

This article is designed to help you get started adding, deleting, and updating addresses anywhere in the book. In addition, it provides a preview of some of the things you can do with your stored addresses.
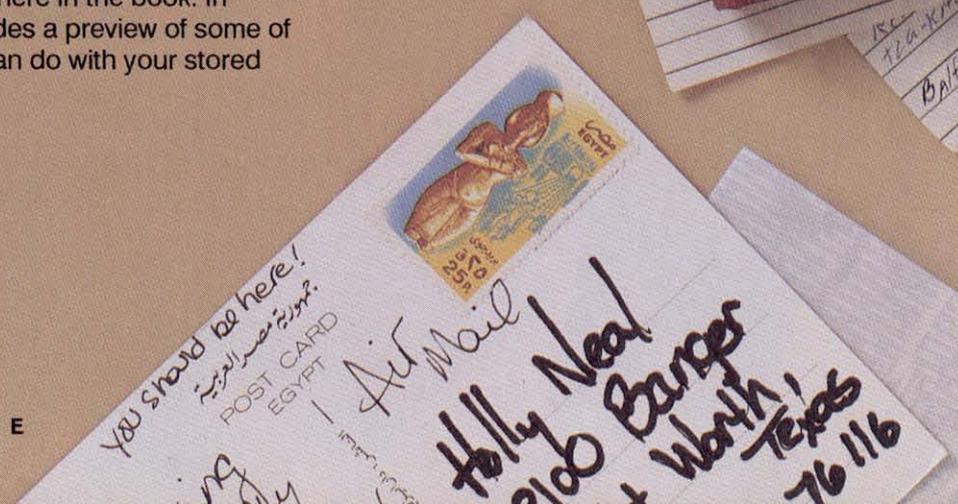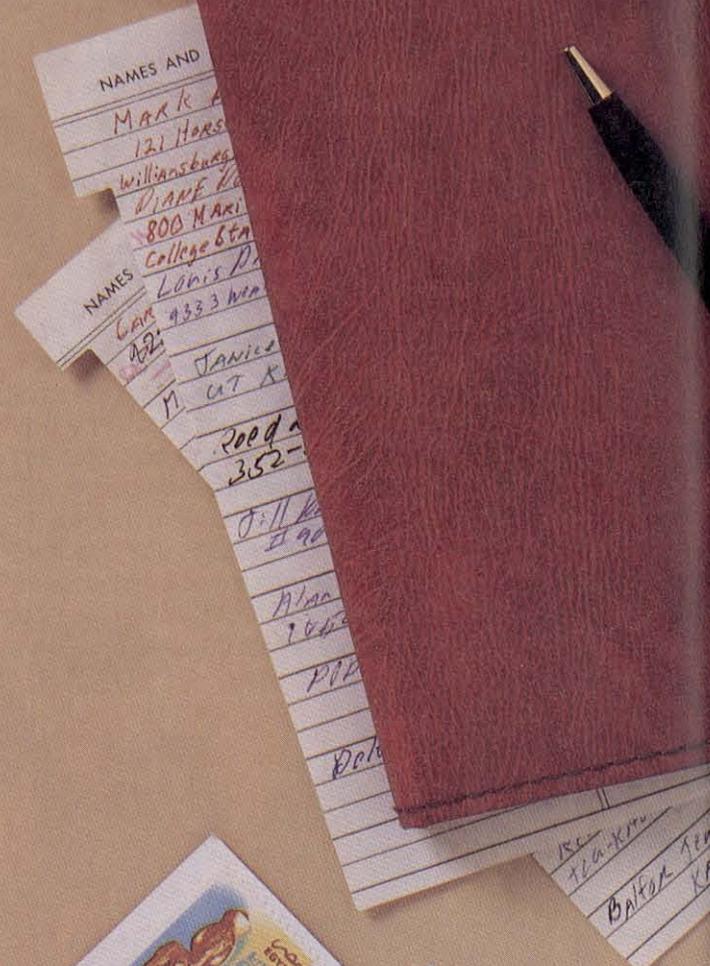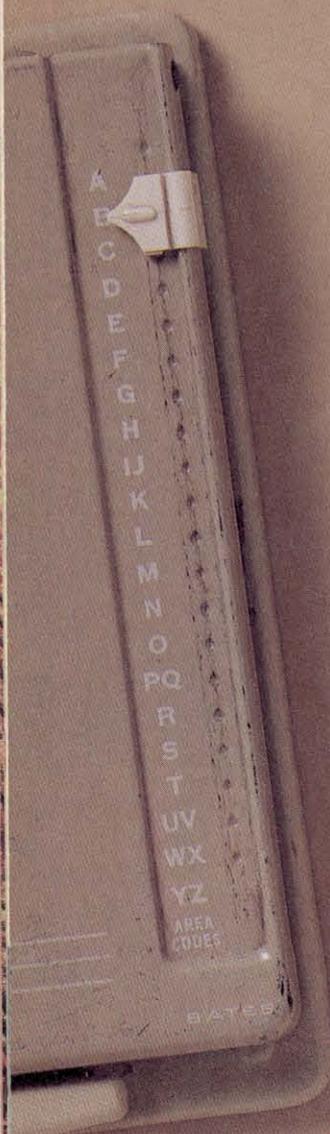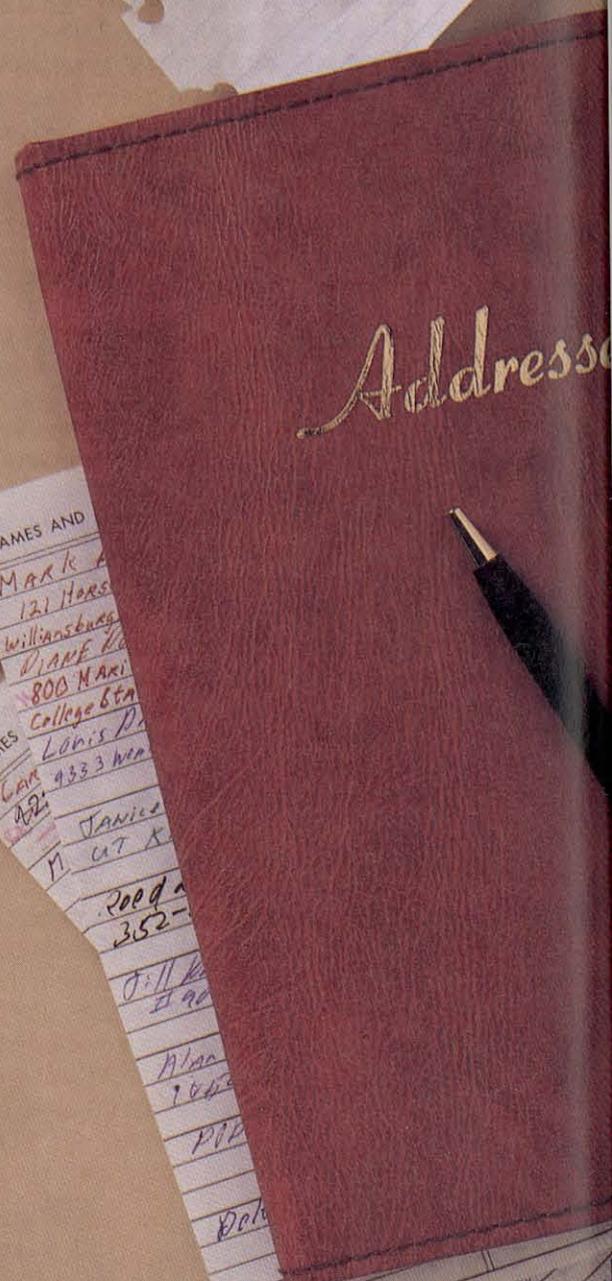
Checking Out the Address Book Screen

Start Address Book by selecting the program name from the desktop. The Address Book screen appears:

```
Jul 11, 1988  8:08 AM   Address Book - All          Help F1
File F2 Edit F3 List F4 Address F5 View F6              ↑F8 ↓F9
┌─ Index ──┐  ┌─ Title First      Last ──────┐
│↓        ↑│  │ :                             │
│          │  │                               │
│          │  │ Company name:                 │
│          │  │ Work:            Home:        │
│          │  │ ┌─ Dates to Remember ┐ ┌ Member Of ↑┐
│          │  │ │        Birthday    │ │           │
│          │  │ │        Anniversary │ │           │
│          │  │ │ Notes              │ │           │
└──────────┘  └───────────────────────────────┘
Total entries: 0      Current field: Title
```
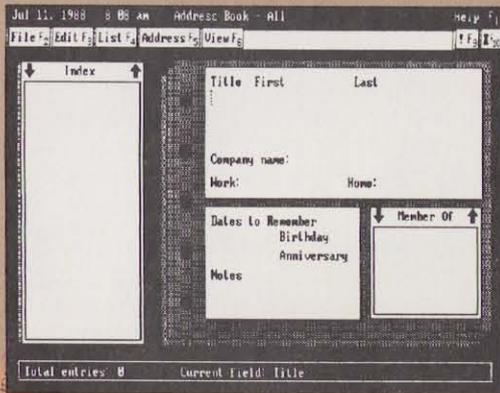
The Address Book screen is made of several parts in addition to the menu bar:

Address record—Lets you enter the information for each address. The record, or *address*, is divided into several *fields*.

```
┌────────────────────────────────────────┐
│ Title  First         Last              │
│ :                                       │
│                                         │
│ Company name:                           │
│ Work:              Home:                │
│ ┌─ Dates to Remember ┐ ┌↓ Member Of ↑┐ │
│ │       Birthday     │ │             │ │
│ │       Anniversary  │ │             │ │
│ │ Notes              │ │             │ │
│ └────────────────────┘ └─────────────┘ │
└────────────────────────────────────────┘
```

Title bar—Lets you know what you're viewing and working on, either a particular list or all the addresses in the book. If you're viewing a particular list, that list is called the *current list*.

```
Address Book - All
```

Index list box—Provides an index to all the addresses in the address book or the current list. The addresses are listed alphabetically by last name, and you can view a complete address simply by selecting the appropriate name from the box.

```
↓     Index        ↑
┌─────────────────────┐
│                     │
└─────────────────────┘
```
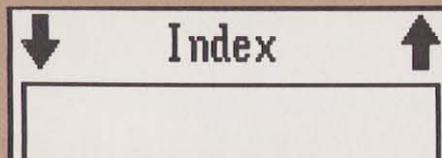
Member Of list box—Lets you know which lists the currently displayed address belongs to.

```
↓   Member Of      ↑
┌─────────────────────┐
│                     │
└─────────────────────┘
```
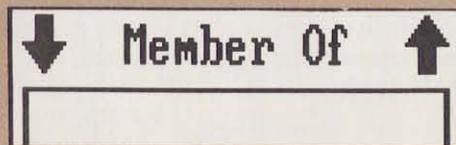
Status line—Lets you know two things:

- How many addresses are in the current list (or the entire book)

- Which field you're in

```
Total entries: 0        Current field: Title
```

Getting the Big Picture: The Whole Book

When you first start Address Book, the View Menu's All option is already selected for you. From this vantage point, you can store addresses without putting them in specific lists. You can also use this view to display any address in the book, regardless of which lists the address might be in.

You can immediately begin entering addresses. Try it:

1. Type a courtesy title such as Mr. in the first field (Title).

2. Move to the next field either by pressing TAB or by pointing with a mouse and clicking.

How to Correct Mistakes

BACKSPACE deletes the character immediately preceding the cursor

DEL deletes the character the cursor is on

How to Move Through the Address Book Fields

TAB moves the cursor forward

SHIFT-TAB moves the cursor backward

---

3. Finish entering the remaining address items in the same way.

> You can highlight and type over the words Birthday and Anniversary if you want the date fields to remind you of other special dates. If not, use TAB to skip the words, leaving them as is.

You can enter addresses in any order because Address Book automatically sorts by last name.

Here's a sample of how the address might look when completed:

```
Title   First       Last
Mr.     John        Appleseed
400 Orchard Lane
Appleton            WA        55555
Company name: Seedlings Unlimited
Work: (555) 555-SEED Home: (555) 555-3333

Dates to Remember          ↓  Member Of  ↑
11-15-1957 Birthday
           Anniversary
Notes
Send recycled
birthday card.
```

To add another address, select Add from the Address Menu (F5). (Or, press CTRL-A, the accelerator for Add.) As Address Book presents you with another blank record, it stores the first address and adds it to the Index list box.

> Because Address Book stores all addresses in the file Personal.adr, you lose the addresses if you delete this file. For this reason, you should always keep a backup copy of the file.

When you finish adding addresses, select any available option other than an Edit Menu option. Address Book stores the address and performs the action you chose.

To view any address in the book, simply highlight the appropriate name in the Index list box.

How to Scroll the Index List Box to View an Address

Use the scroll arrows, use the ↓ and ↑ keys, or type the first letter of the last name you're looking for

How to View a Single Address List

1. Select By list from the View Menu.
2. Highlight the list name in the dialog box that appears.
3. Select OK.

How to View All Addresses

Select All from the View Menu.

To delete an address from the entire book, display it and select Delete from the Address Menu. (Or, press CTRL-D, the accelerator for Delete.) When asked if you're sure you want to delete the record, select OK. Notice that the address disappears from the Index list box.

To change any information in an address, simply highlight the item you want to change and type over it. Then, select any menu option (other than an Edit Menu option) to "re-add" the changed address.

Zooming In: Lists Within the Book

After awhile, you might want to try your hand at working with a specific address list. If so, you can view the Christmas card list, which is already created for you. When you view the list, notice that the title bar changes to indicate that Christmas is the current list.

Add a few addresses if you wish, including some new addresses you haven't put in the book before. When you view all addresses again, you'll see that the addresses in the Christmas list are automatically added to the index for the entire book.

To create your own lists, such as one for a church group you're active in, select New from the List Menu (F4). In the dialog box that appears, type a list name such as Church. Then, select OK. Address Book creates the list and switches you to it.

To delete an address from a specific list, select the Address Menu's Delete from list option while viewing the address. When you select this option, Address Book displays a box that lists the address lists. Highlight the address list from which you want to delete the address. Then, select OK.

> Do not confuse the Delete from list option with the Delete option. The Delete option removes the address from all the lists it belongs to (the entire book).
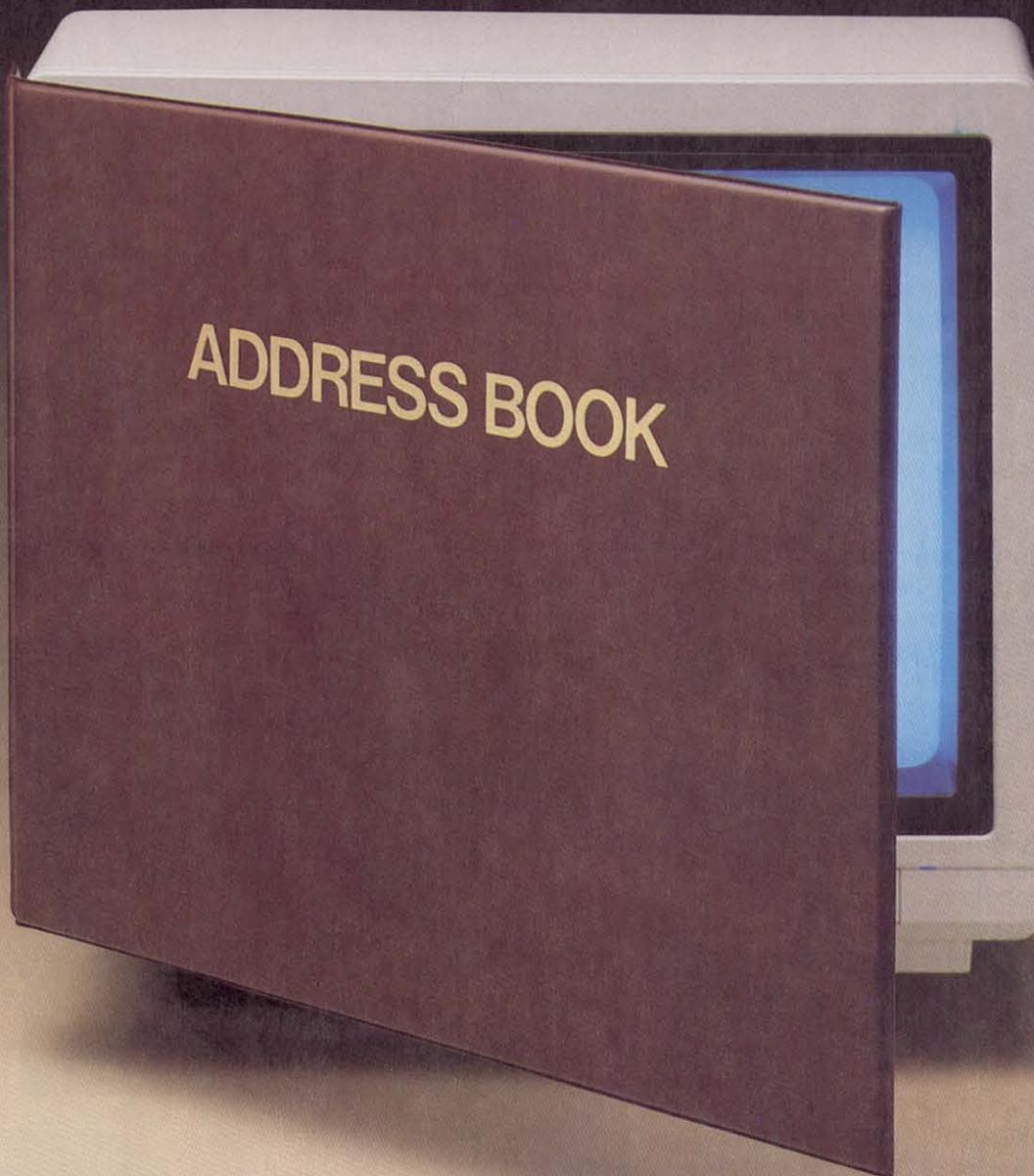
Preview of Other Address Book Options

By now, you have the gist of Address Book. Several of the remaining Address Book options simply help store and view addresses a little bit faster. For example, you can:

- Add the displayed address to another list without leaving the current list

- Find an address or group of addresses by specifying any string of characters that appears in them

- Merge all the addresses from another list into the current list

Other menu options let you really put your stored addresses to work. Using them, you can:

- Dial a highlighted phone number (if you have an auto-dial modem)

- Print out mailing labels based on your addresses

- Merge information with Text documents to print form letters

Your DeskMate reference manual provides detailed information about all these tasks.

How Address Book and Phone List Work Together

Address Book and the Phone List accessory access the same information. Therefore, you can find any Address Book phone number from anywhere in DeskMate simply by using Phone List.

DRAW

Have you ever drawn a picture, and later wished that your lines were straighter? Or, that a caption had bolder letters? Or, that the whole picture was just a little bit smaller?

If you draw with a pencil and paper, all of this can be a problem. But if you use Draw, corrections can be very simple.

Let's make a greeting card, so that you can see how much fun computer art can be! Follow the directions in this article, but please feel free to experiment with the tools and patterns. You don't need to be an artist to render this greeting card, or any other graphics—your creativity is what makes Draw work.

The Birthday Card

Uncle Wilbur is 83 years old. He's had just about every kind of greeting card ever thought of—gag cards, serious cards, jumbo cards, and even electronic jingle cards. The one kind of card he's never had, though, is a computer-generated birthday card.

Using Draw

When you select Draw from the desktop, an empty canvas appears. To the left of the canvas are your tools. (Select them one at a time.) Above the canvas is the Menu Bar.
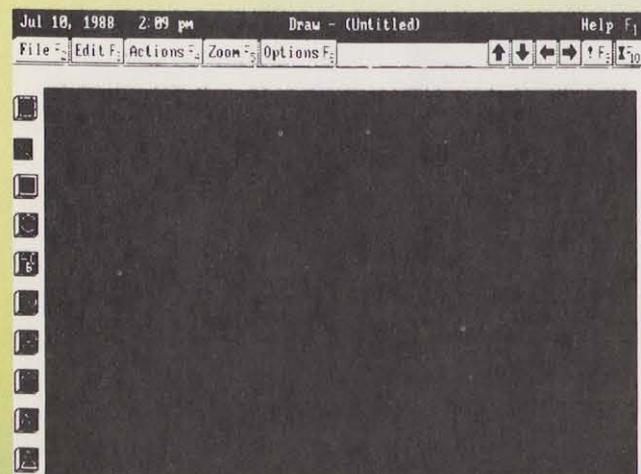
The Zoom (F5) Menu contains options that allow you to back away so that you can get a view of your whole canvas, and options that allow you to zoom in on a small area. (You are currently looking at the upper left quarter of the canvas.)

1. Select Half or Quarter from the Zoom Menu to get the big picture.

2. Select Two times or Four times to magnify your work.
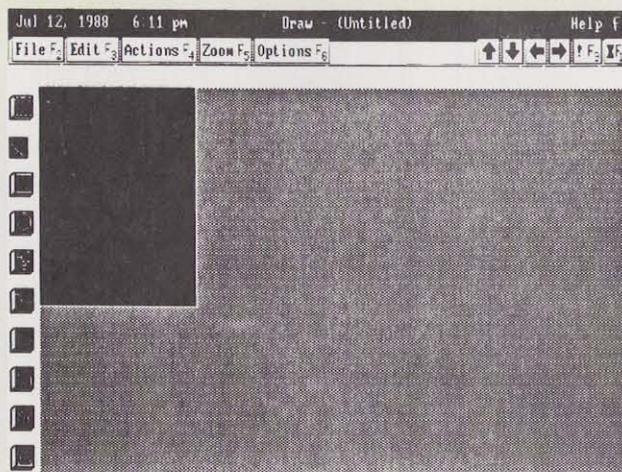
Save Often!

Another useful menu option is Save. Save is on the File Menu. Draw works best when you save often, because changes stored in memory can easily be lost in a power failure, and can also increase the complexity of the task for your computer. For more information about the Save option and other options, see the Draw chapter in your DeskMate User's *Reference*.

Drawing the Card's Cover

Let's Draw a Birthday Cake

1. To draw the cake, select the rectangle tool.

2. Move to the canvas and indicate the upper left corner of the cake.

3. Stretch the rectangle by pulling it down and to the right.
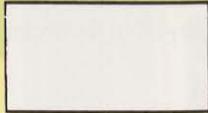
Let's Draw a Candle

Using the same tool and the same technique, draw a candle on the cake.
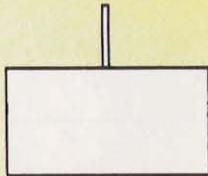
Let's Draw a Plate

Using the same tool and the same technique, draw the plate under the cake.
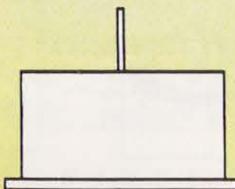
Let's Draw Balloons

1. To draw the balloons, select the circle tool.

2. Move to the canvas and indicate the center of the circle.

3. Stretch the circle to the desired size.
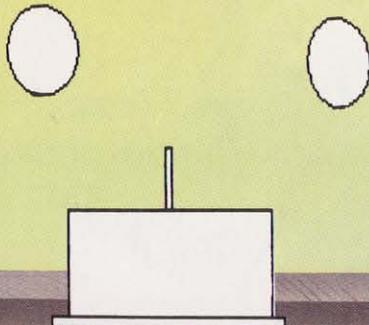
Let's Do Some Painting

1. Select the paintbrush tool.

2. Select the Brush option from the Options (F6) Menu.

3. Adjust the brush settings to the brush type you want to use.

4. Decorate the cake by changing brushes and brush strokes.
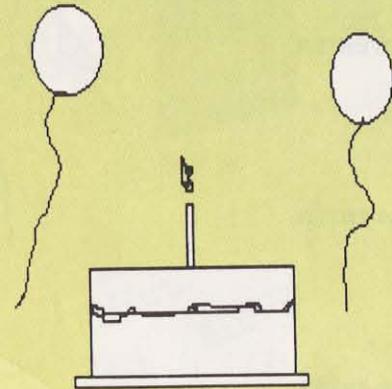
5. Using the same tool and the same technique, "tie" strings onto the balloons.

Flipping the Picture

Since you plan to fold the printed page into a card, the cover should be upside down.

1. Select Select all from the Edit Menu. Your entire picture is highlighted.

2. Select Flip vertical from the Actions Menu. You see your picture upside down.
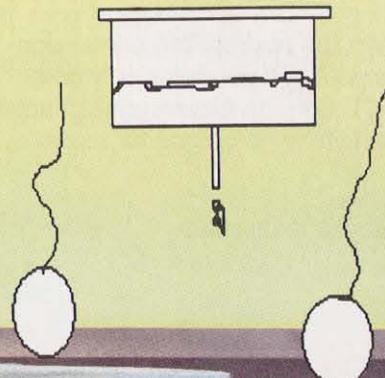
Writing the Card's Message

1. Move to the lower right quarter of the canvas by using the arrows on the Menu Bar. You can zoom away, if it helps you work with the card more easily.

2. Select `Text` from the Options Menu so that you can select a typeface and alignment.

3. Select Roman Medium with center alignment.

4. Return to the canvas. Type:

   `Happy`

   Then, press ENTER.

5. Type:

   `Birthday`

   Then, press ENTER.

6. Type:

   `Uncle Wilbur`

   Then, press ENTER.

You can select any of these three rows of type, and position them exactly where you want them on the canvas.

Printing the Card

If you have a dot matrix or laser printer, you can print Uncle Wilbur's birthday card.

1. Select `Setup` from the Accessories (F10) Menu.

2. Select `Printer` from the Options Menu.

3. Choose the printer name that matches your printer the closest.

4. Be sure to select the appropriate printer port (LPT1, LPT2, or LPT3). If you have only one printer, use LPT1. See the Accessories chapter in your *DeskMate User's Reference* for more information.

5. Select OK when you're finished.

6. Select `Exit` from the Options menu. After pressing ENTER, you return to the canvas.

7. Be sure your printer is ready to print. Check connections and paper supply. See your printer owner's manual for more information.

8. Select `Print` from the File Menu.

   A dialog box appears.

9. Select `Printer:` at the `Print to:` prompt.

10. Draw prints the canvas.

Folding the Card

Fold the card like this:
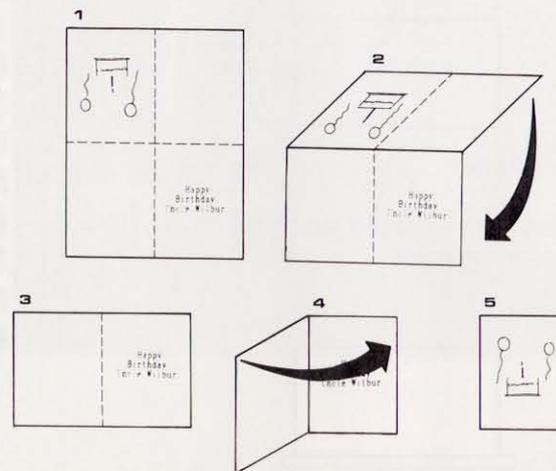
Your card is now finished. You can make cards for the whole family by simply selecting Uncle Wilbur's name, deleting it, and typing another. Of course, you can make all kinds of cards once you learn how to use all the tools. In fact, once you know how to use all the tools, greeting cards will be only a small part of the things you'll be able to do with Draw.

PC-Link

The affordable, easy-to-use on-line service designed especially for DeskMate users!
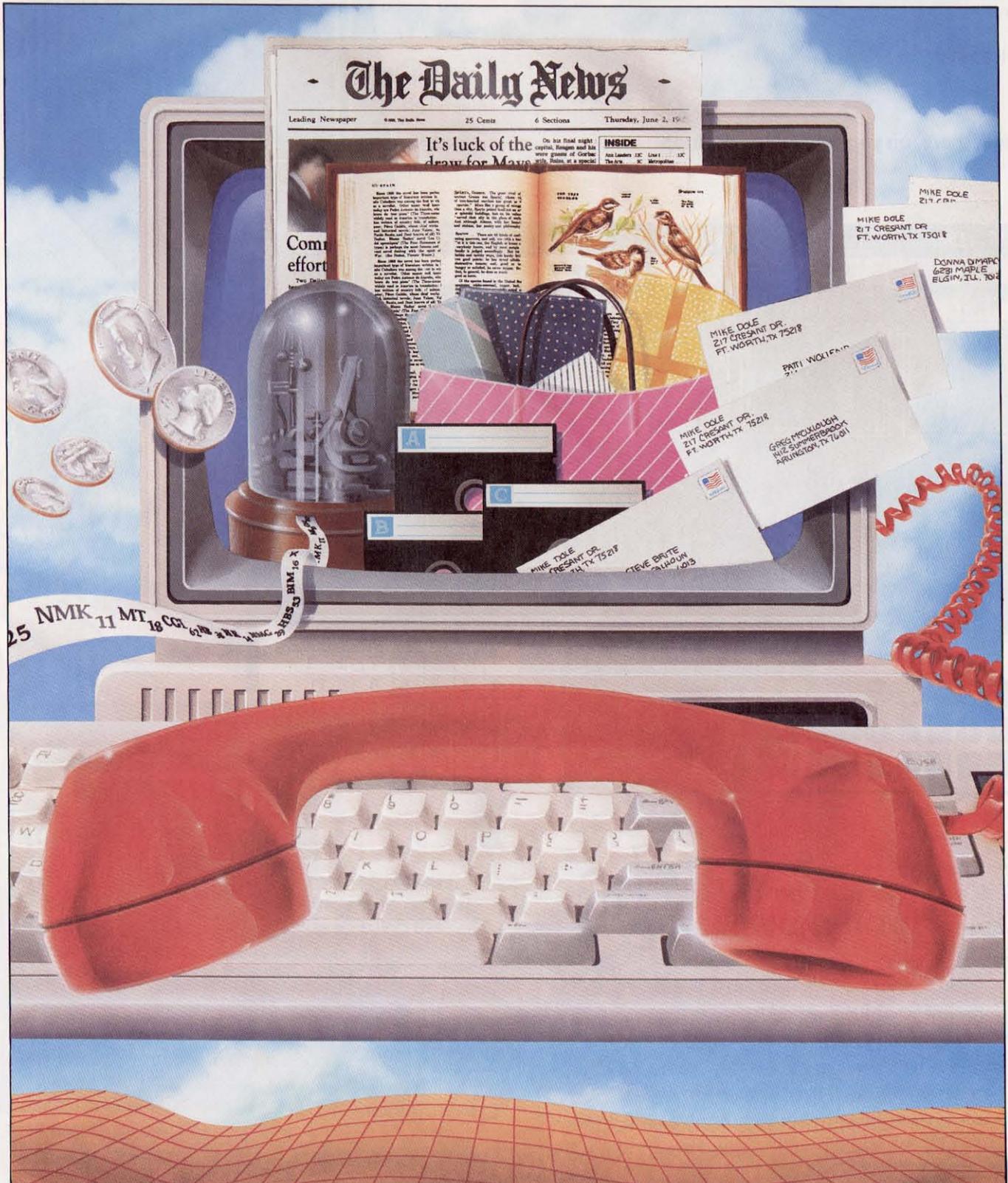
Take a FREE tour of PC-Link right now!

PC-Link...

An affordable, easy-to-use on-line service that brings

- Education
- News and information
- Tandy computing support

right into your own home!

It's right there, on your DeskMate desktop.
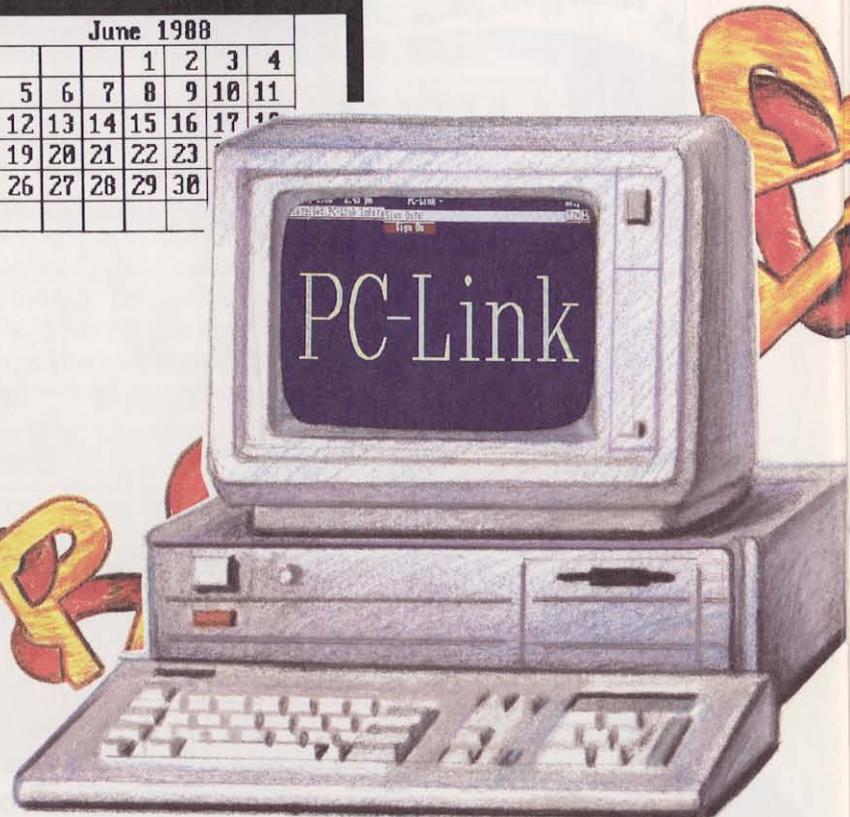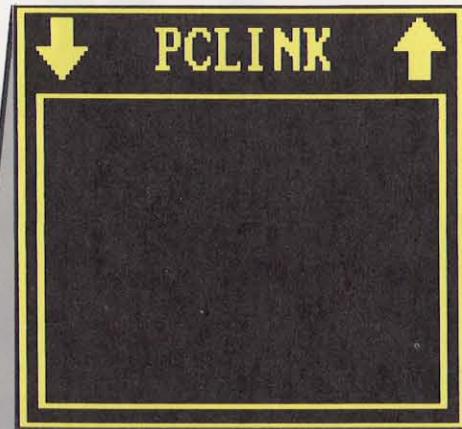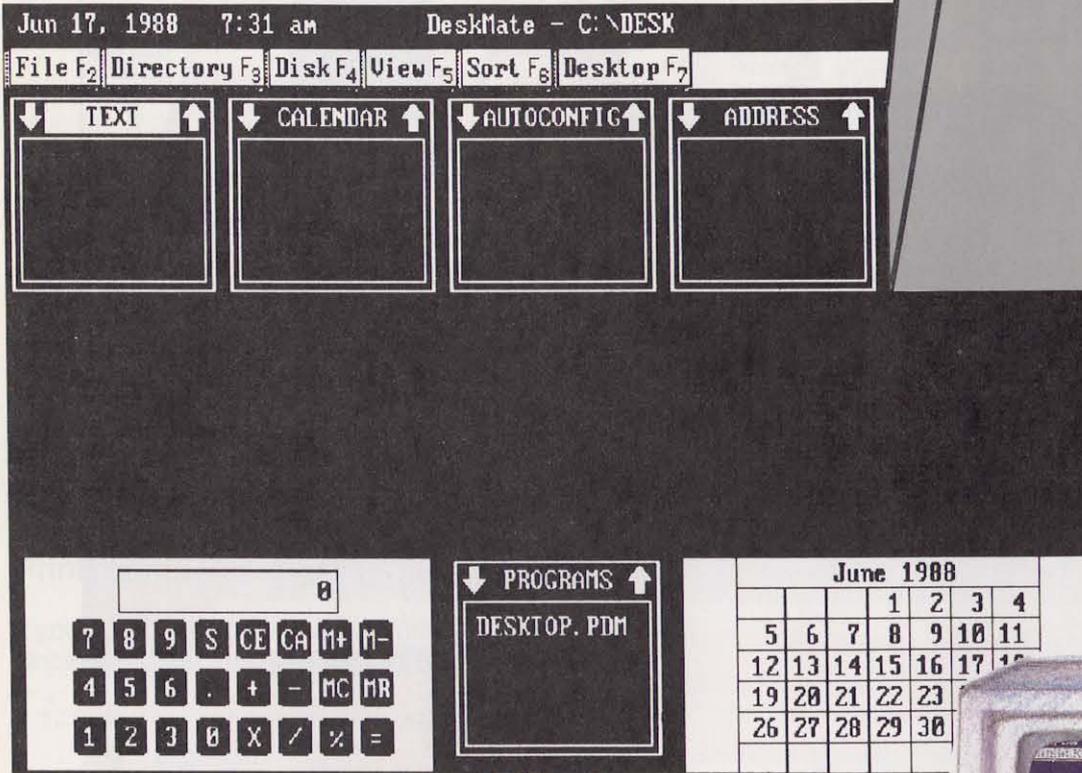
```
Jun 17, 1988    7:31 am     DeskMate - C:\DESK
File F₂ Directory F₃ Disk F₄ View F₅ Sort F₆ Desktop F₇

↓ TEXT ↑    ↓ CALENDAR ↑   ↓AUTOCONFIG↑   ↓ ADDRESS ↑
```

PCLINK

```
                    0
7 8 9 S CE CA M+ M-
4 5 6 . + - MC MR
1 2 3 0 X / % =
```

```
↓ PROGRAMS ↑
DESKTOP.PDM
```

```
        June 1988
           1  2  3  4
 5  6  7  8  9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30
```

PC-Link

PC-Link can do so much for you and your family!

- Get personalized computing help directly from Radio Shack.

- Learn shortcuts and hot tips to make computing easier.

- Follow the latest news, stock quotes, weather, and sports.

- Locate information using an on-line encyclopedia that's updated regularly.

- Shop in an on-line store, and have your purchases delivered to your door.
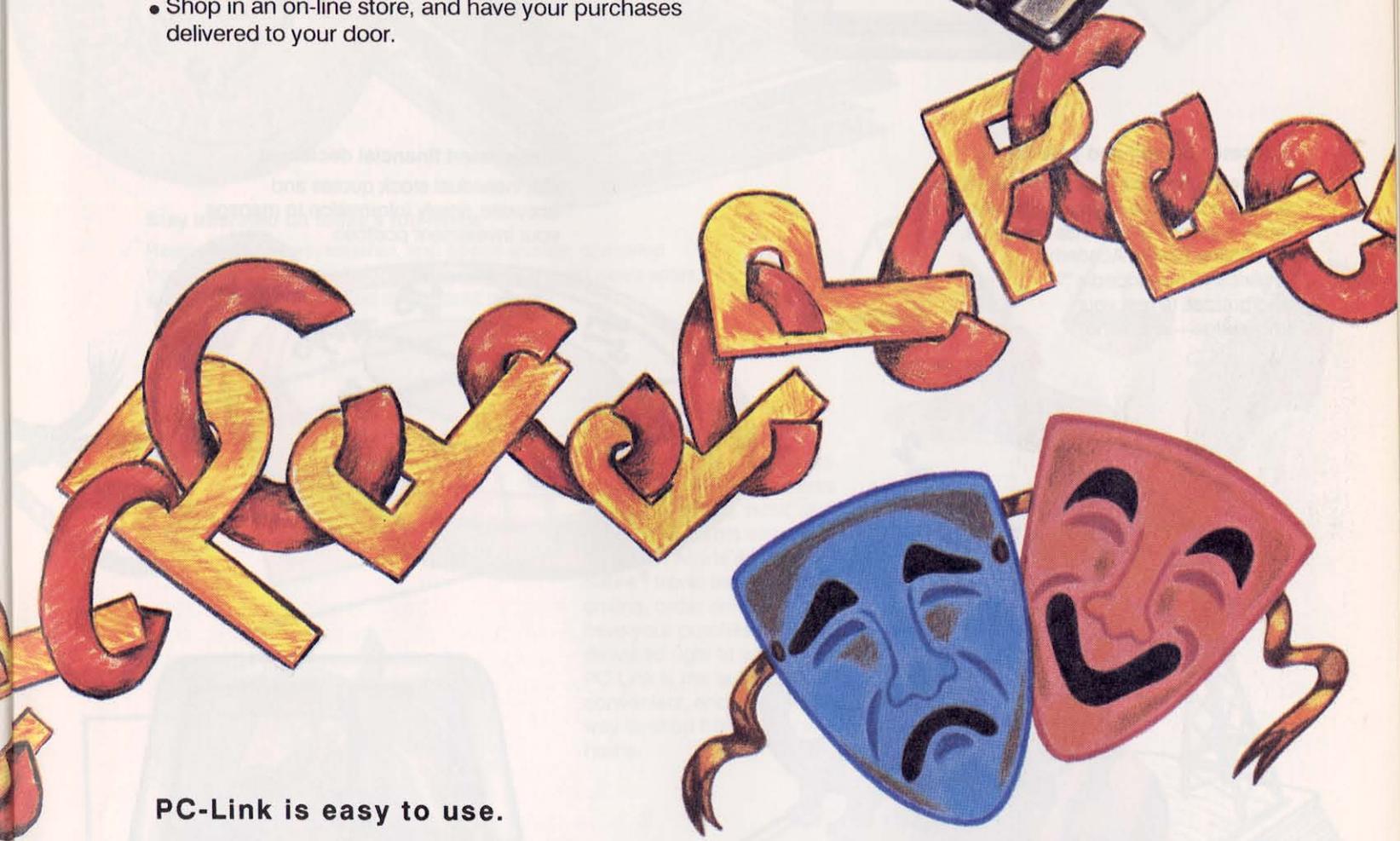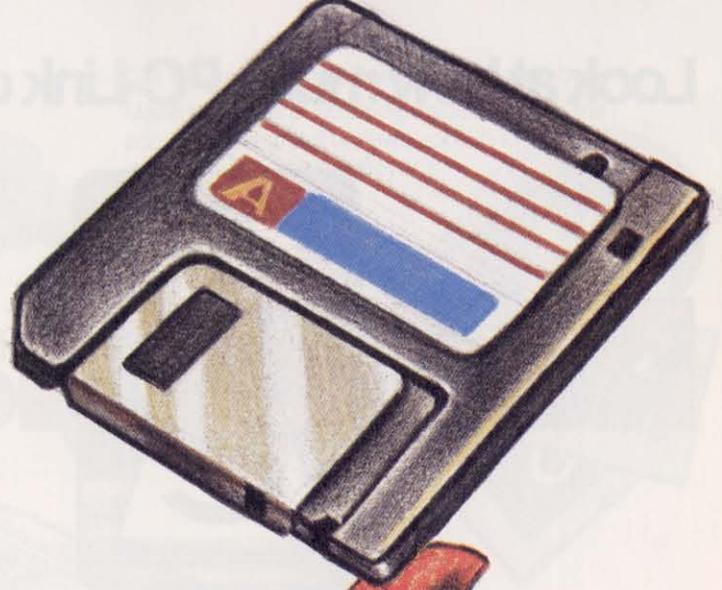
PC-Link is easy to use.

The simple software takes only minutes to master. Since there are no difficult commands to remember, you and your family will spend time enjoying the service—not learning how to use it.

Try PC-Link for one month—*free!*

We're so sure that you're going to like PC-Link that your first month of membership is free. That's unlimited access to a wide array of useful and exciting services.

Take a free tour of PC-Link RIGHT NOW!

You can take a free tour of PC-Link right now. From the DeskMate desktop, select PCLINK. The Sign On screen appears. Select OK when asked if you want to run the demo. Then, sit back and see a demonstration of some of the services PC-Link has to offer.

Look at how much PC-Link offers you...

Get the scoop on software before you buy.
Make informed purchasing decisions with the accurate, insightful reviews you'll find in PC-Link's Software Buyer's Guide.
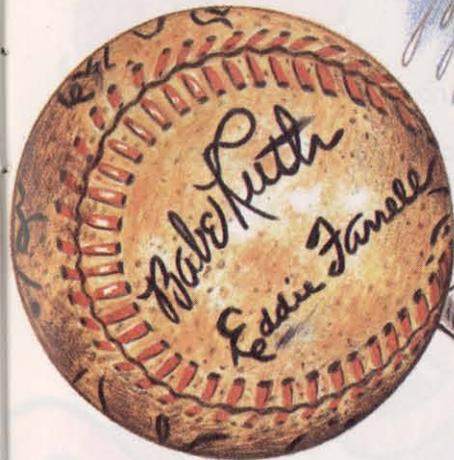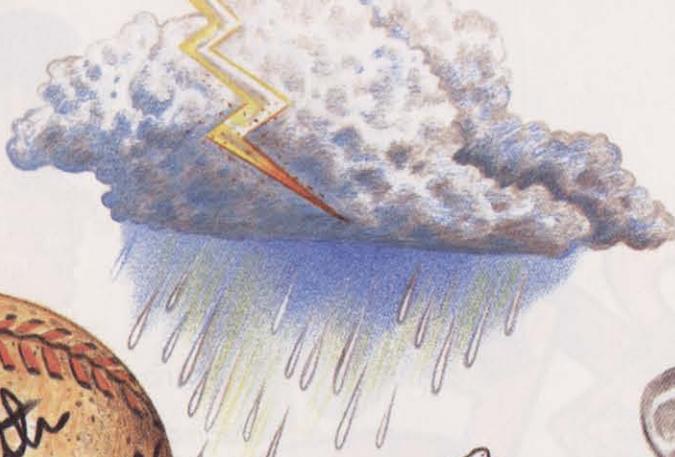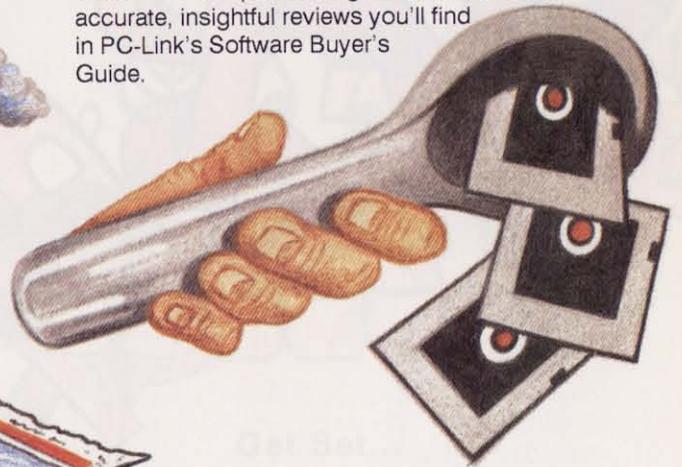
Stay informed on today's top news.
Read the top news, weather, and sports stories, compiled from the dispatches of eight of the world's largest news wires, summarized and updated throughout the day.

Save time and money shopping on-line.
Plan a personal or business trip and find the lowest fares by making airline, hotel, and car arrangements with American Airline's EAAsy Sabre® travel service. Shop on-line, order on-line, and have your purchases delivered right to your door! PC-Link is the quick, convenient, and inexpensive way to shop from your own home.
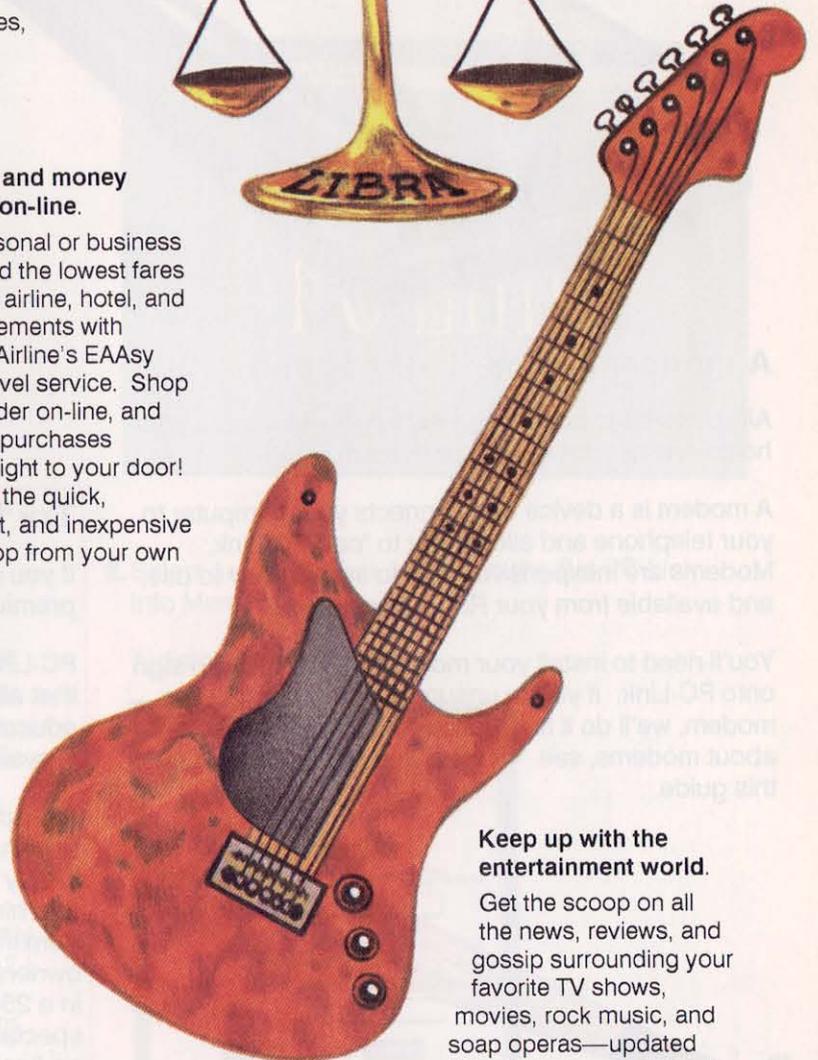
Keep up with the entertainment world.
Get the scoop on all the news, reviews, and gossip surrounding your favorite TV shows, movies, rock music, and soap operas—updated daily. You can even check your daily horoscope!

A modem makes it all happen.

All you need to bring these exciting services into your home and to your family is a modem.

A modem is a device that connects your computer to your telephone and allows you to "call" PC-Link. Modems are inexpensive, easy to install, easy to use, and available from your Radio Shack store.

You'll need to install your modem before you can sign onto PC-Link. If you're unsure of how to install your modem, we'll do it for you. For more information about modems, see "Of Mice and Modems" later in this guide.

Try PC-Link Plus — FREE!

If you sign up for PC-Link now, you can try the premium PC-Link Plus services free.

PC-Link Plus is a premium, pay-as-you-go service that allows you exclusive access to additional educational and entertaining services. PC-Link Plus is available only to PC-Link members.

Attend live conferences with experts on subjects ranging from computing to baseball. Get tips from Tandy hardware and software experts. Learn tips and hints on using commercial software programs from the publishers themselves. Meet other PC owners from around the country. Shop for bargains in a 250,000-item on-line store. Send flowers to a special friend. Have a tutor help your child with on-line homework. Join a club. Access public domain software. The list is almost endless.

Let's Get Linked!

Just follow these simple steps to sign on and try out your free month of PC-Link membership.

Get Ready...

To get ready to sign on for the first time, you need:

- A Tandy (or Hayes-compatible) modem

- A VISA, MasterCard, or personal checking account number

- Your access telephone number (in the *PC-Link Connect Guide*)

Select and Verify Your Telephone Access Number...

Use the *PC-Link Connect Guide* to find your access telephone number. If your city is not listed, check adjacent areas. Be sure to verify that the telephone number is a local call. If you do not use a local number, your telephone company will charge you for the call, as if it were a long-distance "voice" call.

When a Pause is Required...

If you're using a Tandy modem, type a P to insert a brief pause into the dialing sequence (for example, if you need to obtain an outside line after entering "9"). A sample phone number looks like this: 9P5551212.

If you're using a Hayes® or Hayes-compatible modem, type a comma (,) to insert a pause.

To Dial on a Rotary (Pulse) Telephone Line...

If you're using a Tandy modem, you must tell your modem to rotary dial by entering the letter "R" directly in front of the access number (for example, R5551212).

If you're using a Hayes or Hayes-compatible modem, enter the letter "P" directly in front of the access number.

Get Set...

Now you're ready to enter some preliminary information so that your computer can connect to the PC-Link service.

1. From the DeskMate desktop, select PCLINK. The Sign On screen appears.

2. Select Set Telephone Info from the Set PC-Link Info Menu.

A dialog box appears.
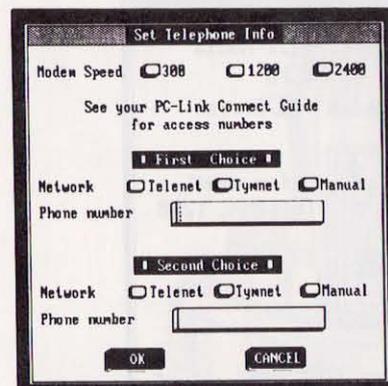
3. At the Modem Speed prompt, choose the button that indicates your modem's baud rate. (See your modem manual for this information.)

4. At the Network prompt, choose the type of network you are using to place your call. (The *PC-Link Connect Guide*, included in the box with your computer, gives you this information.)

5. At the Phone number prompt, type the access phone number.

6. If more than one access number is available for your area, repeat Steps 4 and 5 for the second number.

7. Select OK to complete the task.

8. Open the Set PC-Link Info Menu again, and select Set Modem Info.

   A dialog box appears.

   ```
   ▓▓▓▓▓▓▓ Set Modem Info ▓▓▓▓▓▓▓

   Select the OK button to set your
   modem information in the DeskMate
   Setup Accessory (same as F10).

        [  OK  ]      [ CANCEL ]
   ```

9. Select OK.

10. Select Communications from the Options Menu.

    A dialog box appears.

    ```
    ▓▓▓▓▓ Setup Communications ▓▓▓▓▓

    Communications port: ▢1 Mouse
                         ▢2

    Connection: ▢Modem  ▢Direct

    ┌──▼── Modems ──▲──┐
    │ HAYES            │  Modem name:
    │ PLUS 1200        │  INTERNAL 1200
    │ INTERNAL 1200    │
    │ PLUS 300-HAYES   │
    └──────────────────┘

         [  OK  ]   [ CANCEL ]
    ```
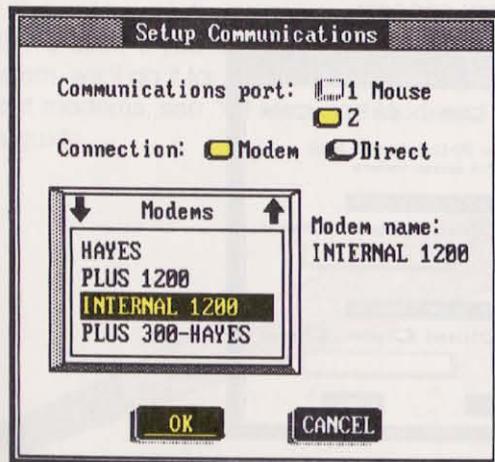
11. At the Communications port: prompt, choose 1 or 2. If your modem is connected to a built-in serial port, choose 1.

    If your modem is connected to any internal device (a serial board or a modem board), choose 2.

    > If you are using an internal device, be sure that the communications setting is the same as the setting on the device's board.

12. At the Connection: prompt, choose Modem.

13. At the Modems list box, highlight the modem you are using. The name appears at the Modem name: prompt.

14. Select OK to complete the task.

15. Select Exit from the Options Menu to return to the PC-Link Sign On screen.

Go!

Now you're ready to become a PC-Link member. From the Sign On screen, open the Sign On Menu.

Then, select Sign On. See the progress of the call on your screen?
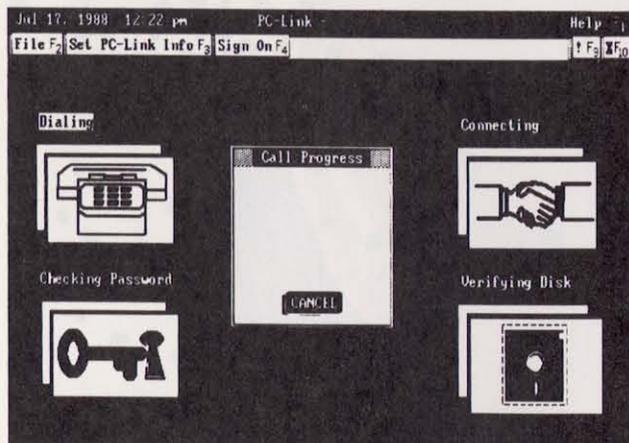
Because this is your first time signing on, a registration form will appear on your screen. Find your Registration Certificate—it's in the *PC-Link Connect Guide*. Enter your Registration Number and Password exactly as they appear on the Registration Certificate.

You will move through a series of screens that will ask you to:

- Enter your name, address, and telephone number with area code.

- Enter your preferred method of payment. (If you choose to have the payment withdrawn from your checking account, you'll need to enter your bank transit number. That's the nine-digit number that usually appears along the bottom of your check, just in front of your account number.)

- Select your screen name. (Use your imagination.)

- Answer a brief survey.

Once you have completed the registration process, you will automatically be signed off so that a PC-Link Customer Relations Representative can call you to verify your account information. Be sure to turn off your modem and computer and reconnect your telephone so that you can receive the call. You will be called within 24 hours and, in most cases, within 30 minutes.

While you're waiting for the call, feel free to restart your computer and use DeskMate's other applications and accessories.

Signing on as a PC-Link member

Once you receive that phone call, you are a PC-Link member. Now you've got a whole month to explore PC-Link for free. Let's get started...

From the DeskMate desktop, select PCLINK. Be sure your modem is turned on and ready to use.

Then, select Sign On from the Sign On Menu. The screen shows you the progress of the connect procedure. When the connect procedure is complete, the Main Menu screen appears. That's all there is to it!

Explore PC-Link...

Now that you're signed onto PC-Link, take some time to explore.

From the Main Menu screen, open the PC-Link Menu and select Customer Service.

```
PC-Link F3
    Tandy Headquarters
    Software Buyer's Guide
    NewsLink Headlines
    Dollars & Cents
    Reference Desk
    Entertainment Guide
    Our World
    Quiz Center
    Home Shopping
    Customer Service
```

More Questions About PC-Link?

If you have more questions about PC-Link, use the Ask PC-Link area in the Customer Service department. You'll get a prompt and helpful response within 48 hours.

If you need more help after joining PC-Link, call (703) 448-9660.

Congratulations!

To find out what's going on tonight on PC-Link, select Tonight's Best Bets. Then, select the On-Line Members' Guide for descriptions of each feature in PC-Link and shortcuts and hints for getting around the system. When you are finished browsing through Customer Service, simply press ESC, and move on to another PC-Link department. Take your time, and have fun!

See you on line...

There are challenging things to do and interesting people to meet on PC-Link. Now that you are a member, visit PC-Link often to find out what's going on.

WORKSHEET

756 4/2   Car Payment

757 ...

231 4/3   Work For March

758 4/5   Martha Evans - Sewing

759 4/6   Phone Bill

760 4/7   Tennis Lessons

232 4/8   Spring Bonus

Have you been meaning to develop a budget, balance your checkbook, or prepare a loan amortization plan? With Worksheet, DeskMate's electronic spreadsheet program, you can do all these things and more!

Worksheet will make organizing your personal finances simple. This article explains some of the basics of Worksheet and guides you through a handy example, creating a home budget.

764 4/10   Film Developed

Jan 1, 1980   12:13 am   Worksheet - (Untitled)   Help f1

File F2 Edit F3 Pad F4 Search F5 Cells F6   ↑ ↓ ← → ! F9 ↕F10

Status Line
Shows type of cell high-lighted by the cursor and percentage of memory used.

Full   LABEL   TEXT   NUMBER   INPUT   FORMULA

Using Worksheet

When you select Worksheet from the desktop, an empty *worksheet* appears. A worksheet is divided into numbered *rows* and *columns.* The area where a row and column intersect is called a *cell.* Cells are identified by row and column numbers. For example, the first cell in the upper left corner (highlighted when you open a worksheet) is referenced as R1C1. A cell's *default* size is 10 characters.

Let's begin our sample home budget with a title. To enter this text, do the following:

1. Highlight cells R2C3 and R2C4.

2. Select Start text from the Cells Menu.

3. Type: HOME BUDGET.

4. Select End text from the Cells Menu.
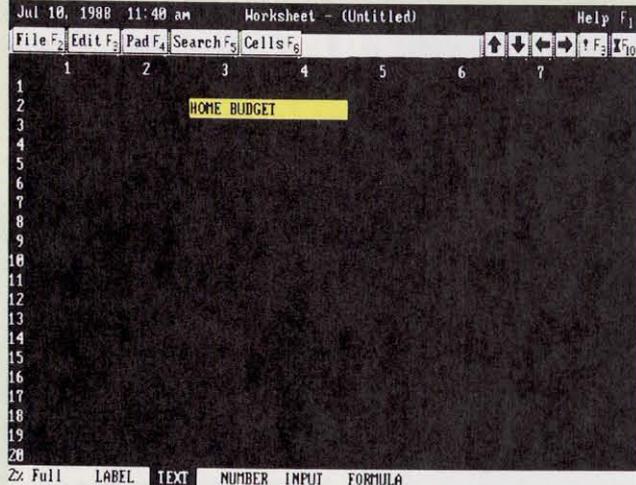
You can enter labels to identify your worksheets' categories.

To enter the first label in Column 1 of our example, highlight Cell R9C1 and type GROCERIES. Enter the rest of the labels in the example. Note that the labels automatically align to the left. Then, enter the labels in Row 7 for Columns 2 and 3.

In the example below, BUDGETED and ACTUAL are right aligned. If you want to right align these labels on your screen, refer to "Format Cells" in the Worksheet chapter of the *DeskMate User's Reference* to find out how.
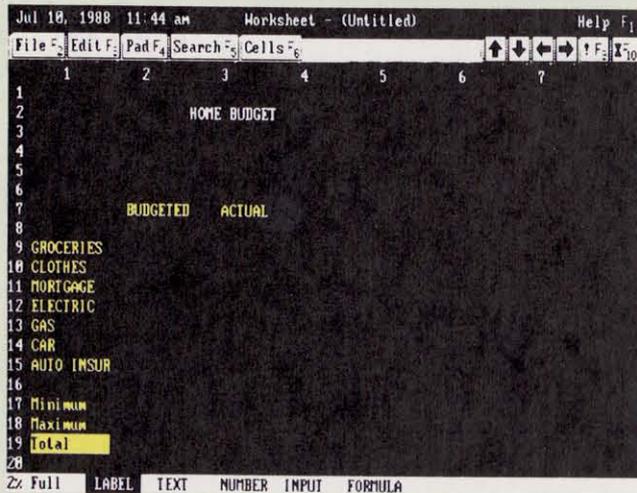
Typing errors can be corrected by backspacing and retyping. For more information, see "Correct an Error" in the Worksheet chapter of the DeskMate reference manual.

Now you are ready to enter the numbers. To enter a number, highlight the appropriate cell and type the number. As you type the numbers in our example, notice that decimal points are automatically inserted if you don't insert them. (For example, if you type 125 the screen shows 125.00.) Numbers are also automatically aligned to the right.
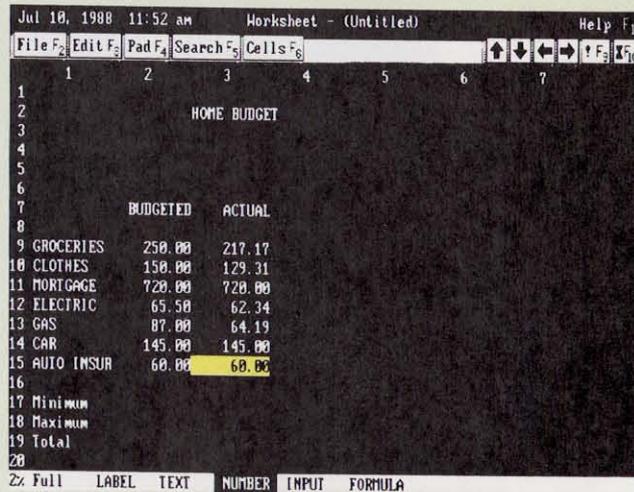
Now you're ready to tell Worksheet what calculations you want done. To do so, you enter formulas where you want the results of the calculations to appear.

To enter the first formula in our example, do the following:

1. Highlight Cell R19C2.

2. Then, select Formula from the Cells Menu.

   A dialog box appears.

3. Type the formula SUM(#R8) and select OK.
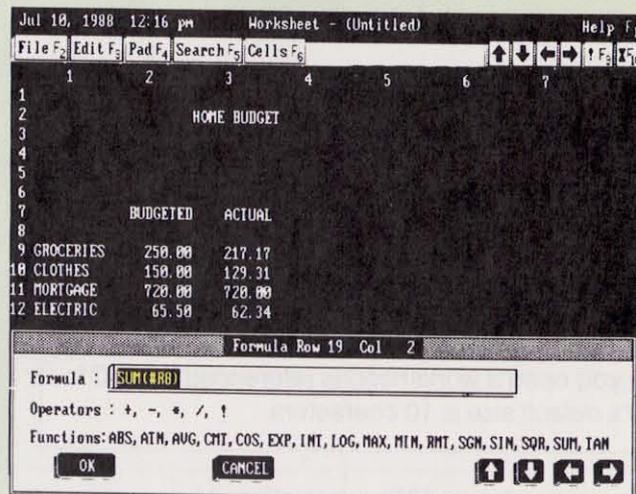
Then, enter these formulas.

In Cell:	Type Formula:
R17C3	MIN(#R8)
R18C3	MAX(#R8)
R19C3	SUM(#R8)-(#R17+R18)

The formulas do not appear in the cells, but when the cells are highlighted the formula can be seen in the status line. Different formulas can be entered in other cells to yield additional results.

> For more information, see "Create a Formula" in the Worksheet chapter of the DeskMate reference manual for details.

Select Calculate from the Pad Menu.

The results of the calculations are displayed in the cells that contain the formulas.
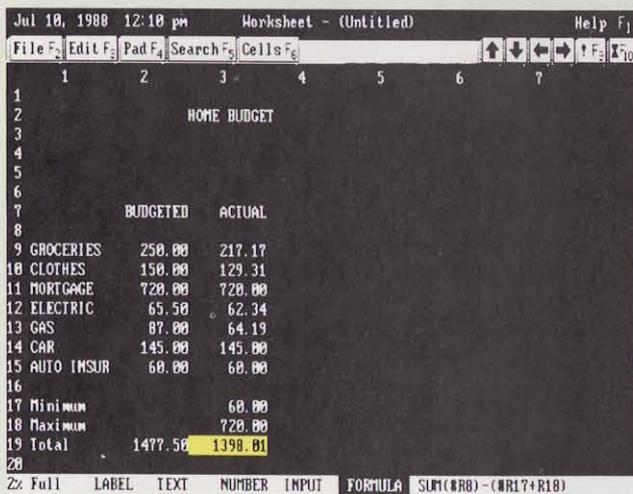
To exit Worksheet, select Exit from the File Menu. A dialog box appears.
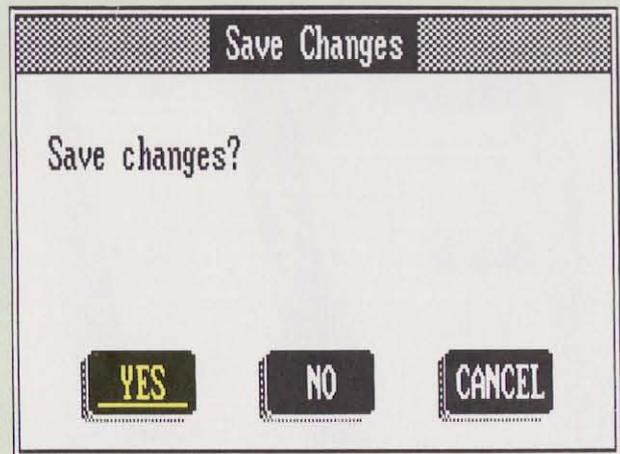
Select YES to save changes.

Then, another dialog box appears. Type a file title (such as BUDGET) of eight characters or fewer.
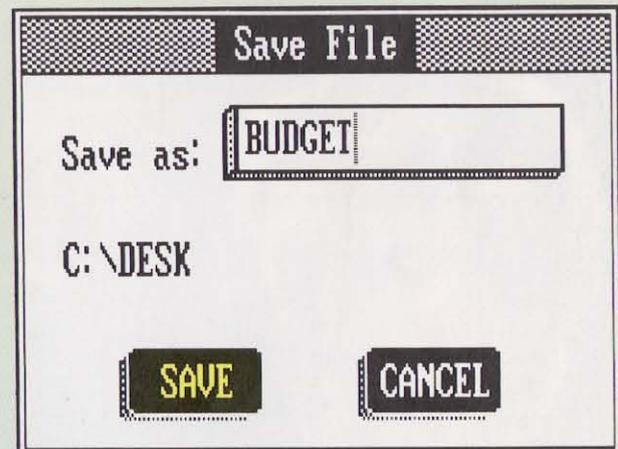
Select Save to complete the task.

The screen displays the desktop.

You can add rows, columns, and blocks of text to your worksheet to handle additional items and amounts. See the DeskMate reference manual for details.

From attendance records to zucchini recipes, from auto repair costs to zoom lens replacement costs, you can keep track of all kinds of information when you get organized with ...

FILER

The Filer application is an all-purpose tool for storing and retrieving information. With it, you can quickly locate and update your favorite recipes, medical records, video and audio tape libraries, sports statistics, household inventories, club membership lists, records of tax-deductible contributions—just about any kind of information you can imagine.

Filer is very easy to use. You simply open a Filer *file* and then add *records*, which you can think of as electronic "index cards." Each time you add a record, the application stores it in the file automatically.

This article uses the sample file, Invntory.fil, to quickly guide you through Filer's basic operation. Then, it explains how to create your own Filer files.

Getting Into Filer

If the Filer list box does not appear on the desktop when you first start DeskMate, you can access the application by selecting FILER.PDM from the Programs list box.

When you select FILER.PDM, an Open File dialog box appears. At the Open File: prompt, select INVNTORY.FIL and then OK to open Invntory.fil.

Using the Sample File

Invntory.fil is designed to help you maintain a home inventory for insurance purposes. When you open the file, you see its first record.

The record is divided into several *fields*, areas where you store specific items of information.

This sample file contains three records. To view the next record, press **CTRL-N** or use a mouse to click on the Next button (lower right corner of screen).

Now, add a new record to the file:

1. Select Add from the Records Menu (**F4**). A new, blank record appears.

2. Type the item for the first field (ROBOT).

3. Move to the next field by pressing **TAB** or by pointing with a mouse and clicking.

Finish entering the remaining items in the same way.
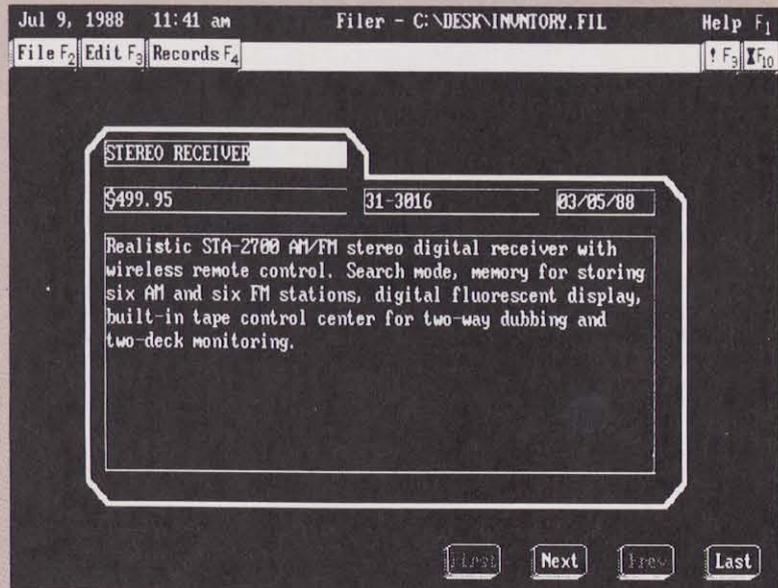
Invntory.fil's First Record

The Filer Menus

File F2 — Contains options for manipulating entire files, such as Open to open a file.

Edit F3 — Contains options for changing record information.

Records F4 — Contains options manipulating entire records, such as Add to add a record.
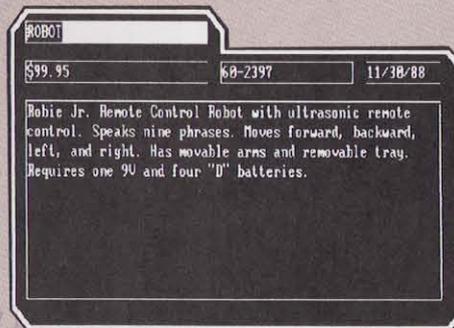
New Record to Add

How to Display a Record

CTRL-F displays the first record

CTRL-N displays the next record

CTRL-P displays the previous record

CTRL-L displays the last record

You can also use the corresponding Records Menu options.

The price of the robot is incorrect. To change it, simply highlight the field and type the new amount ($79.95).

```
┌─ROBOT──────────────────────────────┐
│                                    │
│ $79.95       60-2397    11/38/88   │
│                                    │
│ Robie Jr. Remote Control Robot with ultrasonic remote │
│ control. Speaks nine phrases. Moves forward, backward, │
│ left, and right. Has movable arms and removable tray. │
│ Requires one 9V and four "D" batteries. │
│                                    │
│                                    │
│                                    │
└────────────────────────────────────┘
```

If you'd like to use Invntory.fil for your own belongings, you'll want to delete the sample records. To delete a record:

1. Display the record.

2. Select Delete from the Records Menu.

3. Select OK.

After you add records in your file, you can use the Print record option on the File Menu to make a *hard copy* on paper of either the record currently displayed or all the records in the file. You can also print a report about your records, using the Print report option.

Creating Your Own Files

To create other files, all you do is copy Invntory.fil's *layout*.

Here's how to copy Invntory.fil's layout:

1. Open Invntory.fil.

2. Select Copy layouts from the File Menu. The screen displays the Copy to: prompt.

3. Type a filename of eight or fewer characters for the new file. For example, type Carwork to create Carwork.fil.

4. Select OK. Filer creates the new file, but you are still in Invntory.fil.

5. Use the File Menu's Open option to open the new file so that you can use it.

```
┌─Appetizers/Dips───────────────────┐
│                                   │
│ Dill Dip          Aunt Laura   16 oz. │
│                                   │
│ 1 cup   real mayonnaise           │
│ 1 cup   sour cream                │
│ 2 T     minced onion              │
│ 2 T     dried dill weed (not seed) │
│ 2 T     parsley flakes            │
│ 2 tsp.  seasoned salt             │
│                                   │
│ Mix and chill 12 hrs.             │
└────────────────────────────────────┘
```

Tips and Techniques for Further Organizing

Now that you've had a sampling of what Filer will let you do, you might want to explore some of its possibilities. Go ahead. You can:

- Alphabetize (sort) records by field.

- Find a group of records that meet specific criteria you set (for example, all inventory items valued at more than $200).

- Get a count of the records in your file.

  and even...

- Use the Form Setup application to design your own record layouts.

Your DeskMate reference manual provides detailed information about all Filer and Form Setup tasks. In addition, if you're eager to create your own record layouts, you can read about how to do this in the Form Setup article.

Sorting Records

Invntory.fil is sorted by the first field (inventory item name). If you don't have a sort order, Filer sorts from oldest entries to newest entries. Therefore, each time you add or change a record, that record goes to the end of the file.

David's Doctor U[...]
Pediatrician
Sinus infection. Antibiotics for le[...]
Insurance filed 04/10/88.

07/17/88
'84 Lemon Car Repairs $99.3?
Brakes
Replaced rear brake pads. Skidsville Brake Shop.

Cake   Mom
sugar
mayonnaise
soda
ter
11/08/88
account,
s for 40 minutes.
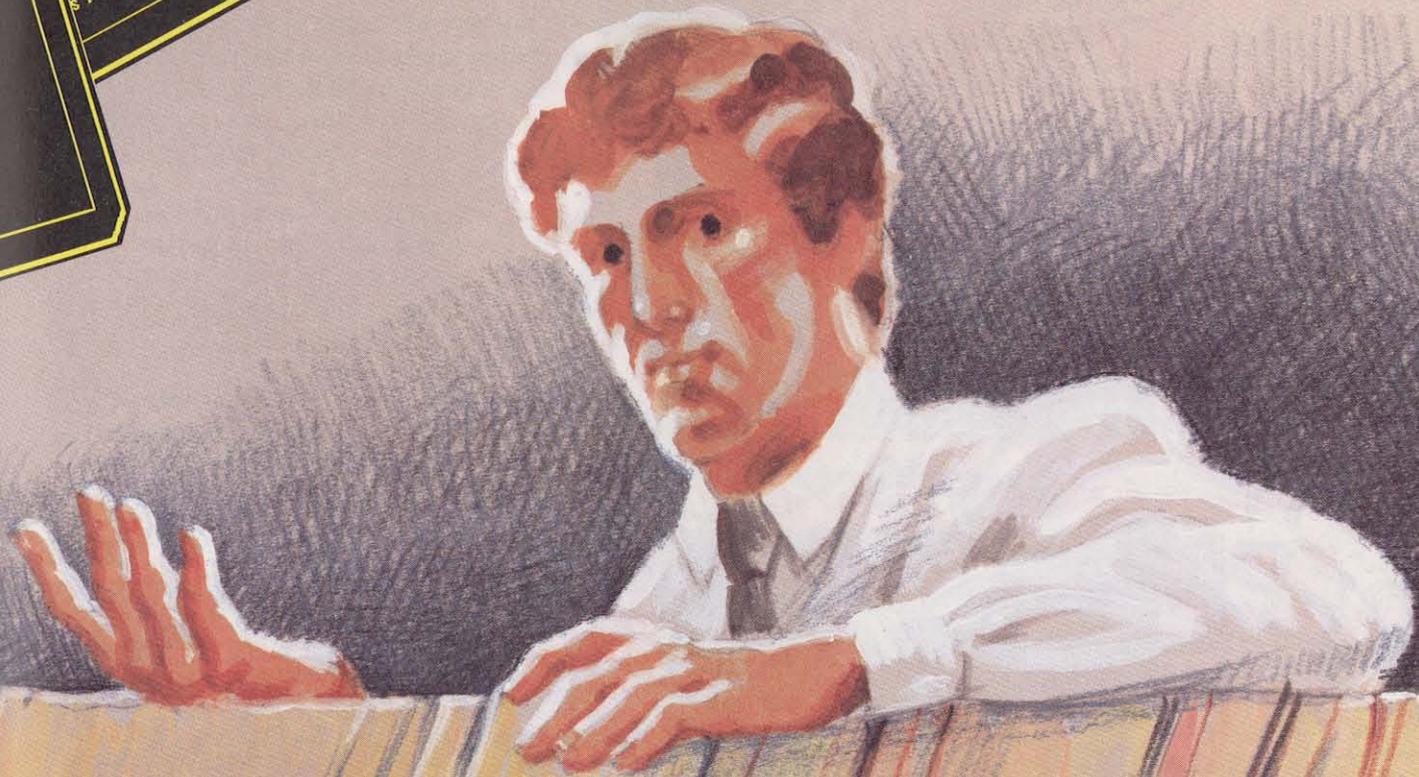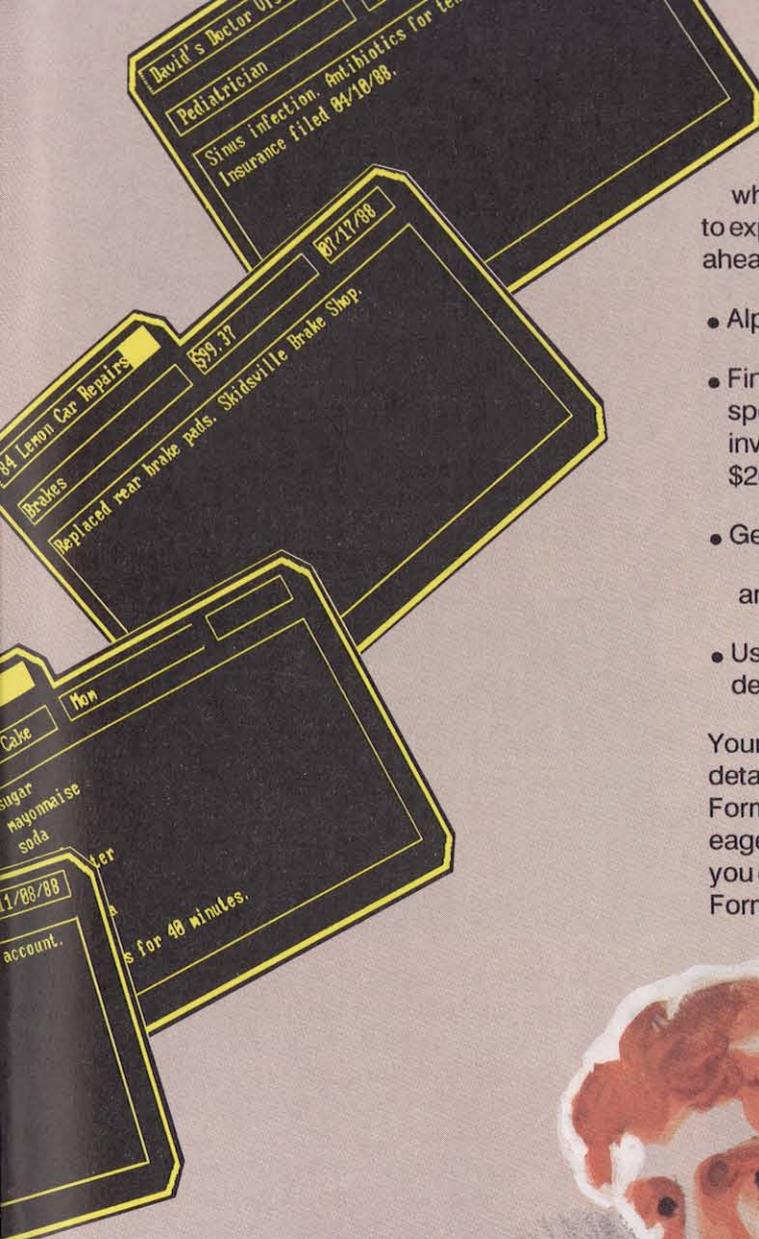
FORM SETUP

FILER · SETUP · COLLECTOR'S LISTS · VIDEO TAPE LIBRARY · TAX DEDUCTIONS · REPAIR COSTS · SPORTS · RECIPES · STATS · DRAW
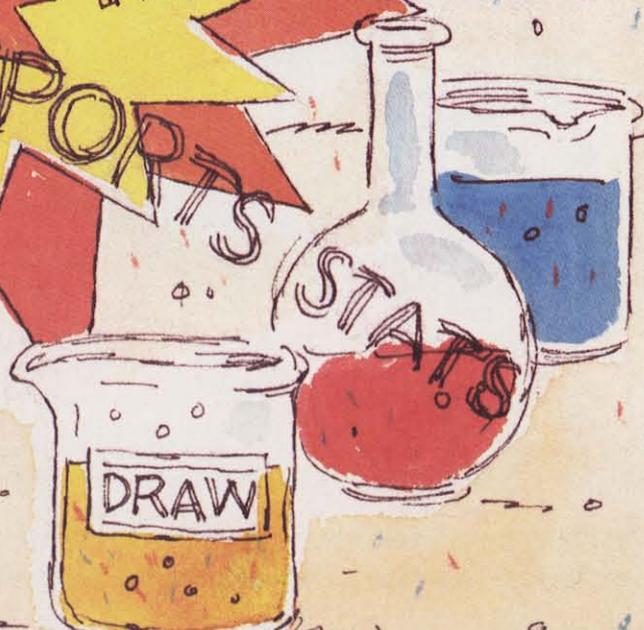
Question: What do you get when you cross a Filer application with a Form Setup application?

Answer: **A Flexible Filer!**

A **very** flexible Filer, in fact, because with Form Setup you create the files yourself, from "scratch." This means that you control every aspect of your file layouts. To begin with, you control the size and location of the information fields. (Notice how you can keep track of something as detailed as baseball statistics!)
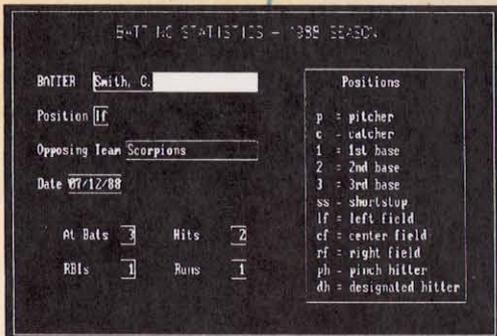
But, there's even more. For example, you can assign field labels to later remind you which information item to enter in each field. You can even include graphics from Draw in your layouts!

To see the relationship between Filer and Form Setup, open a file (such as Invntory.fil) in Filer. Display any record. Then, switch to Form Setup by selecting Form setup from the File Menu (**F2**).

Notice that the Form Setup menus replace the Filer menus. You are still in the file, but now you are looking at its

record layout. Here is Invntory.fil's record layout:
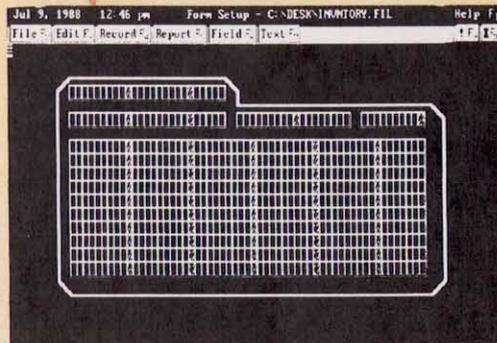
Creating a New File

Still in Form Setup, select New from the File Menu to create a new file. When prompted, specify a filename of eight or fewer characters for the new file (such as Medical for Medical.fil). Then, select OK. The application opens the file and displays the cursor on an otherwise empty work area. This is where you will create the file's record layout.

For example, if you wanted your file's records to look like this:
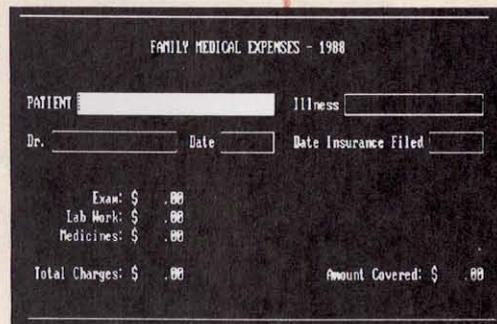
You would create this record layout:
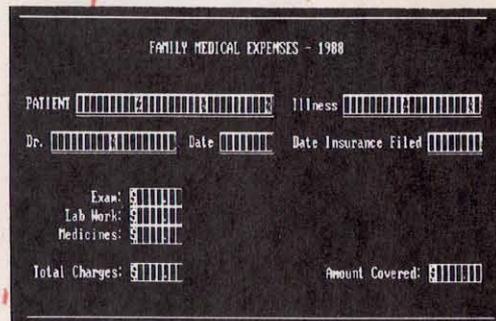
The Record Menu's Define option, which lets you create the record layout, is already selected. All you have to do is begin adding fields.

You might want to create Medical.fil by following these steps:

1. Use the arrow keys or mouse to position the cursor where you want the first field (not the field label) to appear. Then, select Add from the Field Menu (F6).

   > Exact positioning of the fields isn't important. You'll learn later how to highlight fields so that you can move them.

   The field's first *character slot* appears on the screen.

2. Add character slots until the field is the desired size.

   Here's how: With the keyboard, press → as needed and then press ENTER. With a mouse, position the pointer on the cursor and drag it; then, release the mouse button.

3. A dialog box appears so that you can specify the field *attributes*. For example, for the first field, specify the attributes shown here. Then, select OK.

```
╔══════ Data Field Definition ══════╗
║                                    ║
║  Name:   │PATIENT              │   ║
║                                    ║
║  Outlined:   ▣yes   ◯no            ║
║                                    ║
║  Data type:  ▣text  ◯number        ║
║                                    ║
║  Label:  ▣left  ◯top  ◯hidden      ║
║                                    ║
║     ▐ OK ▌         │ CANCEL │      ║
╚════════════════════════════════════╝
```

4. Repeat Steps 1-3 to add each of the remaining fields. Follow these guidelines:

   - Select number as the data type for fields in which you will enter dollar amounts. Select text as the data type for all other fields.

   - Select yes or no for outlining as indicated by the art.

5. Insert the dollar sign ($) and decimal point (.) *format characters* in the amount fields.

   Here's how: Highlight the field, and then select Format from the Field Menu (F6). Then, type the format characters in the appropriate slots and press ENTER.

   > Format characters are optional. However, you must include a decimal point in any numeric field in which you plan to enter decimal characters. Otherwise, Filer lets you enter only whole numbers.
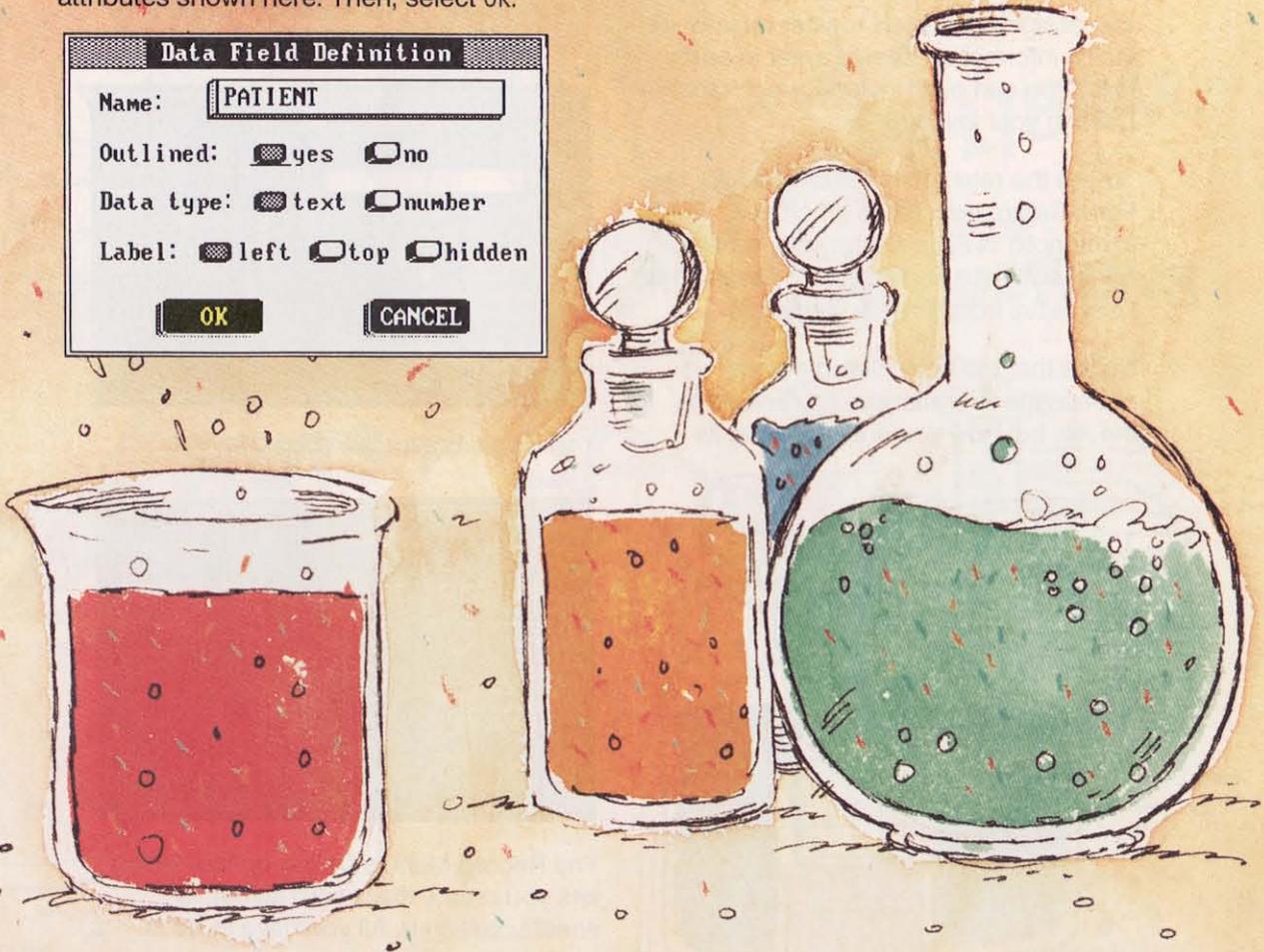
6. Add the *cosmetic text* (FAMILY MEDICAL EXPENSES-1988).

   Here's how: Move the cursor to where you want the text to begin. Then, type the text and press ENTER.

   > The horizontal lines on the Medical.fil layout are also cosmetic text blocks. You can create them by repeatedly pressing the underline key (**SHIFT-hyphen**).

   To erase or move a field or a block of cosmetic type, highlight the item. Then, use the appropriate Edit Menu option(s).

   > You can copy cosmetic text and graphics using the Cut and Paste options. However, you cannot copy a field because each field can appear only once on a layout.

   Once you finish creating a record layout in Form Setup, you can immediately return to Filer to begin adding records. To do so, select Filer from the File Menu (F2).

   > When typing information in the numeric fields, you must type a period or press → to move the cursor to the right of the decimal point. Then, you can type over the two zeroes.

Tips and Techniques for Creating File Layouts

You can save time by designing layouts before creating them in Form Setup. Be sure to leave enough room for field labels and outlining, if desired.

In addition to deleting and moving a field, you can change its size and attributes (using the Field Menu's Size and Change options). Be careful, though, when performing any of these operations. If you delete a field in which you have already entered information in Filer, the information is lost.

When designing your fields, take into account the kind of information you might want to obtain from a report about the file.

For example, suppose you wanted Medical.fil's report to list a specific patient's total charges per visit, followed by that person's total charges for the year. The record layout would have to include Patient and Total Charges fields. In addition, you would need to use Filer's Sort option to limit the report to the one patient.

For information on creating report layouts so that you can print reports, see the Form Setup chapter of the DeskMate reference manual.

If you want to have some extra fun—and improve the appearance of your layouts at the same time—try including some graphics from Draw! (To print graphics, you need either a dot matrix printer or a laser printer.)

Use the Edit Menu's Copy and Paste options to transfer borders, special type, and pictures from Draw to your layouts.

TELECOM

Have you been meaning to communicate with an information service, send that special computer game to your friend, or just keep in contact? With your computer and Telecom, you can do all of these things easily. If you are communicating over the telephone, you also need a modem.

Telecom makes communicating with another system simple by enabling you to build and save an autolog automatic log-on ("connection") file.

When you select Telecom from the desktop, an empty Command screen appears. The screen is divided into two columns, *commands* and *parameters*.

Let's begin our sample autolog file.

1. Select Set from the Commands Menu.

   At the various prompts, choose the option that the host computer (the computer you want to communicate with) requires and that is compatible with the capabilities of your modem. (See the instructions that come with your modem.) If you are connected directly to another computer, continue with Step 3.

2. Select Call from the Commands Menu.

   At the Phone number: prompt, enter the host's telephone number (up to 30 digits). If you have an autodial modem, the number is dialed automatically when the file is executed. For other modems, you must manually dial the host's telephone number just before execution of the autolog file.

3. Select the appropriate additional commands and their sequence according to the host's requirements.

   > A sample autolog file is shown below. For more information, see the individual commands in the *DeskMate User's Reference*.

4. Select Buffer on from the Buffer Menu if you want to save data sent by the host system.

5. Select Execute from the Commands Menu to execute the new file.

6. When you finish, you can disconnect by returning to the command screen using **ALT-C**. Then, use the Disconnect option on the Options Menu.

```
Jul 9, 1988     4:44 pm     Telecom - C:\DESK\TELMAG.LOG          Help F1
File F2  Commands F3  Buffer F4  Options F5                       ↑ F9  X F10

        Commands  │        Parameters

        Set       │   300, 8, N, 1, ON
        Call      │   555-1212
        Send      │   Break-Sequence
        Wait for  │   "login:", 30 seconds
        Send      │   "username"
        Wait for  │   "Password", 30 seconds
        Send      │   "Secret"
        Wait for  │   "mail", 30 seconds
        Transfer  │   "filename", S, A, 20 seconds
        Exit
```
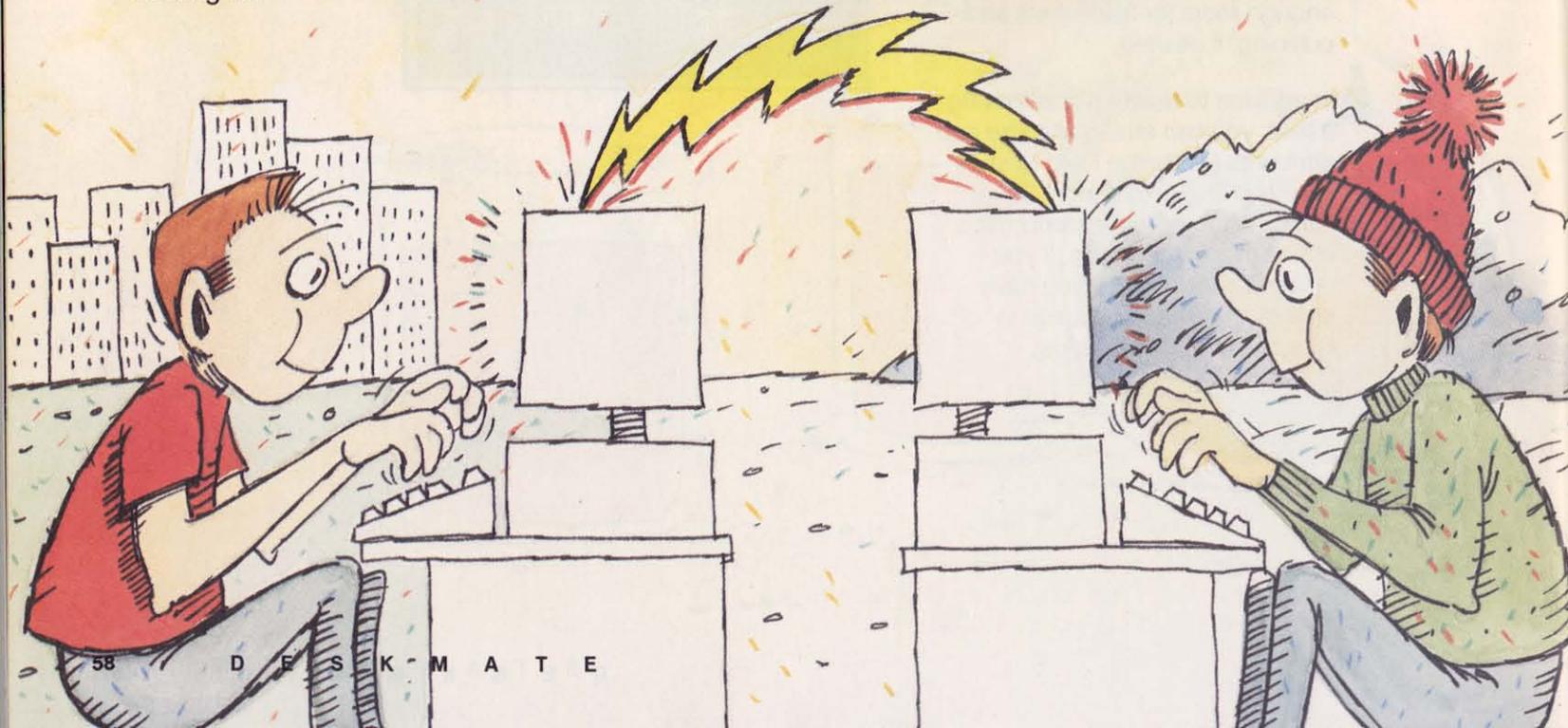
If you want to know more about computers and how to get the most out of yours, we'd like to recommend a couple of books ...

- *MS-DOS, The Basics*

- *MS-DOS, Advanced Applications*

Question: And just what is MS-DOS ?

Answer: MS-DOS is your Microsoft Disk Operating System.

Question: Do you <u>need</u> to know what MS-DOS is?

Answer: It depends on what you want to do with your computer.

If you plan to primarily run applications from DeskMate, you don't need to know anything about MS-DOS. But as you begin to feel comfortable with your computer and computer programs, you'll find that you'll want to know something about it. And, within reason, the more you know, the more you can do with your computer.

Dr. David A. Lien is the author of these books — a gifted educator and writer.

MS-DOS, The Basics is a short, easy-to-read book on the basics. In this book, the author gives you a short and simple introduction to computers and then starts talking about MS-DOS, the operating system for Tandy's current line of personal computers, as well as all other PC-compatibles.

One of the distinctives of Dr Lien's style of writing is that everything is practical — you try it all out. It's an "interactive" book. So, you learn by doing.

Also, Dr. Lien has a rather personable, humorous way of writing. You'll find yourself enjoying his style. The book is organized into three simple sections.

- Startup to shutdown
- Using MS-DOS to prepare diskettes
- Using MS-DOS to manage files

In the first section, you get into date and time, directories, and printing. In the second section, you learn a great deal about disks (and disk drives). Then you use some of the common commands — formatting, copying, backing up, comparing disks, and checking disks. The last section is more complex, dealing with managing files.

Fortunately, with DeskMate many of these MS-DOS functions are handled in simple graphic ways right from the desktop. But for those of you who want to

know more, we highly recommend this book. We'd particularly recommend at least skimming through the first two sections. (That's just 75 pages.)

MS-DOS, Advanced Applications is for the person who wants to become fairly proficient with MS-DOS. It's a longer book (over 350 pages) that covers a lot of material in considerable detail. This volume continues in the author's practical learn-by-doing style.

Subjects covered include:

- An introduction to MS-DOS
- Working with files
- Organization
- Batch files
- Personalizing and maintaining your system

... and some fairly technical details.

The author provides summaries at the end of each chapter. Dr Lien also gives a number of practical suggestions gained from his own experience. You'll find this book extremely helpful.

Stop by your Radio Shack store and look for both of these MS-DOS books, as well as our other interesting and helpful books.
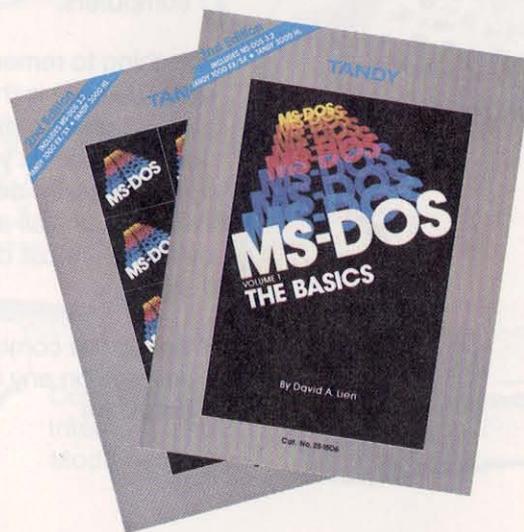
# of MICE and MODEMS

(The Fundamentals of Serial Devices)

Two of the most popular add-ons for computers are the mouse and the modem. A mouse is a natural enhancement to the DeskMate environment. A modem and software such as PC-Link and Telecom add a whole new dimension to your computing, communicating with other computers. Understanding a few basic concepts about serial devices will help make setting up your modem and/or your serial mouse a lot easier.

There are many different kinds of serial mice and modems with different types of features, but they are all connected to the computer in one of two ways:

✓*External serial devices* are devices that are outside of the computer and are connected to a serial port on the back of your computer. Some computers already have a serial port built in. External devices include serial mice and external modems.

✓*Internal serial devices* are boards you install inside your computer just like any other option card. If your computer does not have a built-in serial port, you will need to install a serial board to use an external device. Serial boards and internal modem boards are available for most computers.

The thing to remember about serial devices is that **many computers and most software permit you to have only two serial devices**. When you install a serial device you must do two things:

✓Set up the communication settings on any internal hardware .

✓Set up the communication settings in your software.

These settings tell the computer which device will use Communications Port 1 and which device will use Communications Port 2. These ports are often referred to as Com1 and Com2.

Establishing the settings for the hardware usually involves setting dip switches or jumpers on option cards (your internal modem board and/or serial board). You will need to consult the manual that came with your option card to see how to set these switches for Com1 or Com2.

Establishing the settings in your software usually involves answering prompts about which device uses which port. In DeskMate, use the Mouse Settings and Communications Settings options in the Setup accessory.

The If...Then... Rules

If you are installing these devices yourself, be sure to have the manuals that came with your computer and your devices handy.

If you are connecting only one serial device, be sure the hardware and software settings are set for Com1.

If you are connecting two serial devices, be sure the settings you make in your software match the settings you make for your hardware. Most software programs assume you will use a modem at Com1 because most modems are set at the factory for Com1. However, you can change both hardware and software to Com2 if Com1 is already in use.

If your computer has a built-in serial port, it is already set up to be Com1. Therefore, if you have a device connected to the built-in serial port and add an internal

modem board or a serial board for a
second port, you need to set up the
option card to be Com 2.

Picture This

The following illustrations show some of
the most common computer and serial
device configurations.

Computer with a Mouse Connected to a
Built-in Serial Port
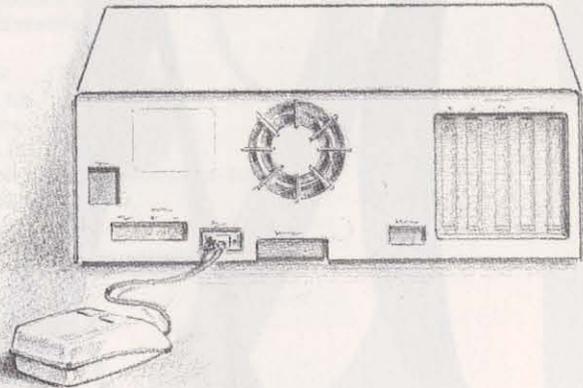
Computer with an External Modem
Connected to a Built-in Serial Port
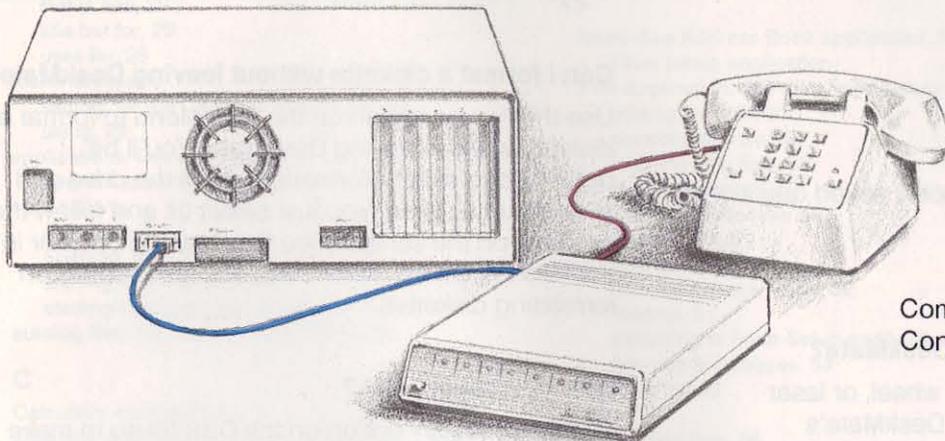
Computer with a Mouse Connected to a
Built-in Serial Port and an Internal
Modem Board Installed
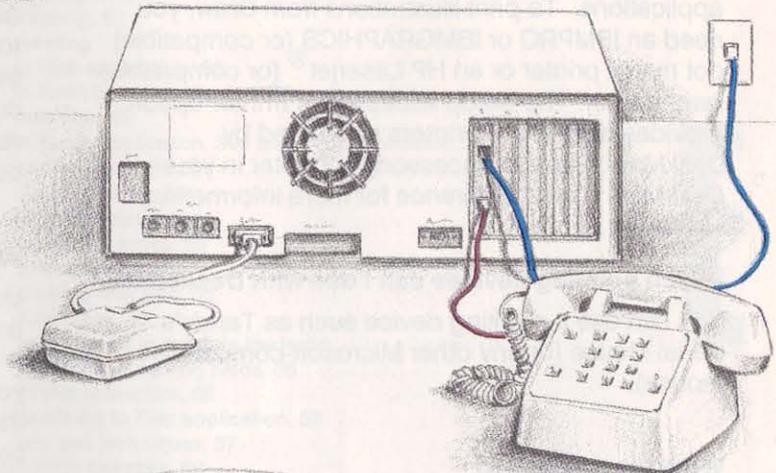
Computer with a Mouse Connected to an
Internal Serial Board and an External
Modem Installed

Q&A
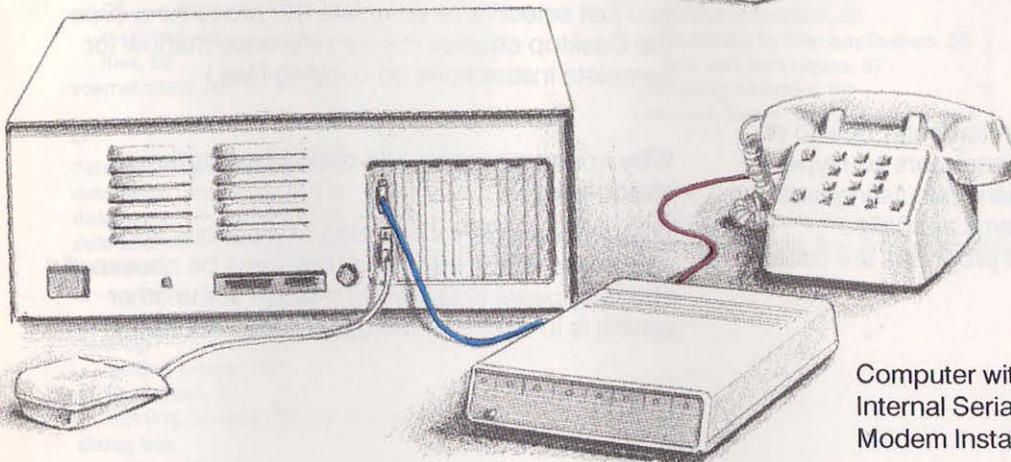
Helpful answers to some commonly asked questions about DeskMate.

Which printers can I use with DeskMate?

You can use a dot matrix, daisy wheel, or laser printer to print information from DeskMate's applications. To print illustrations from Draw, you need an IBMPRO or IBMGRAPHICS (or compatible) dot matrix printer or an HP Laserjet® (or compatible) laser printer. The Setup accessory's Printer option provides a list of the printers supported by DeskMate. See the Accessories chapter in your *DeskMate User's Reference* for more information.

Which pointing devices can I use with DeskMate?

You can use a pointing device such as Tandy's Serial Mouse (or any other Microsoft-compatible mouse).

What are programs?

Programs are files that tell your computer how to do tasks, such as displaying the characters you type, drawing graphics on your screen, calculating, and so on. DeskMate's large programs are called applications; DeskMate's small programs are called accessories.

What are data files?

Data files are collections of related data. A picture created with DeskMate's Draw, a letter written with DeskMate's Text, or a budget created with DeskMate's Worksheet can each be saved on a disk as a data file. For instance, if you are using Text to write a letter to Mary, you supply a name for the file (Dearmary, for example). Text automatically supplies the extension .doc. The complete filename, Dearmary.doc, then appears in Text's list box on the desktop. See the Text article in this guide or the Text chapter in the reference manual for more information.

Can I format a diskette without leaving DeskMate?

Use the Format option on the Disk Menu to format a diskette without leaving DeskMate. You'll be prompted to enter information about the drive and your diskette. Then, you just select OK and follow the prompts on the screen. See the Desktop chapter in the reference manual for complete instructions on formatting diskettes.

How do I copy a disk?

Use the Diskcopy option on the Disk Menu to make one or more copies of a diskette. You'll be prompted to enter information about the drives you're copying from and to. Then, you just select OK to begin the copy procedure. See the Desktop chapter in the reference manual for complete instructions on copying disks.

How do I copy a file?

Use the Copy option on the File Menu to copy a file to any directory on any disk. You'll be prompted to enter information about the file you're copying. Then, you just select OK to complete the procedure. (See the Desktop chapter in your reference manual for complete instructions on copying files.)

Why are some menu and dialog box options shadowed?

When menu options or dialog box options are shadowed, that means that they can't be chosen. An option appears shadowed because some other setting is in effect, so the option does not apply.

DeskMate Crib Sheet

Use this handy listing to look up the DeskMate Basics, and always remember that from anywhere in DeskMate:

F1 = Help

ESC = "Never mind!" and/or "Go back to the last screen."

Keyboard Basics

Press this:	To move the cursor:
↑, ↓, →, ←,	In the direction you choose
END	To the end of the line
HOME	To the beginning of the line
CTRL-↓ or **PGDN**	To the bottom of the screen
CTRL-↑ or **PGUP**	To the top of the screen
CTRL-HOME	To the beginning of the file
CTRL-END	To the last line of the file
CTRL-N	To the next page of the file
CTRL-P	To the previous page of the file
TAB	To the next section of a dialog box or the next list box on the desktop
SHIFT TAB	To the previous section of a dialog box or the previous list box on the desktop

Mouse Basics

To Point:	Move the mouse until the tip of the pointer is where you want it.
To Click:	Quickly press and release the left button.
To Double Click:	Click the left mouse button twice in rapid succession.
To Drag:	Hold down the left button while moving the mouse.
To SHIFT Click:	Hold down the **SHIFT** key and click the left mouse button.

Click on this:	To move the cursor:
➡	To the right
⬅	To the left
⬇	Down
⬆	Up

Using Menus (Keyboard)

1. Press the appropriate function key to open a menu.
2. Press ↓ until you highlight the choice you want.
3. Press **ENTER** to make the selection.

Using Dialog Boxes (Keyboard)

1. Use **TAB** to move to the section of the dialog box where you want to make a change.
2. Type new information in blanks.
3. Use the arrow keys to move the cursor within a group of buttons or checkboxes. When the cursor is resting on your choice, press the space bar.
4. When everything in the dialog box is the way you want it, select the OK button, or press **ENTER** to complete the dialog, and begin the operation.

   or

   Select the CANCEL button or press **ESC** to cancel the dialog and exit the dialog box without making any changes.

Using Menus (Mouse)

1. Point to the appropriate menu.
2. Drag the highlight to the choice you want to select.
3. Release the button to make the selection.

Using Dialog Boxes (Mouse)

1. Point to the blank you want to fill or the choice you want to select.
2. Click the button.
3. If it was a blank you picked, type the new information.
4. When everything in the dialog box is the way you want it, click on the OK button to complete the dialog and begin the operation.

   or

   Click on the CANCEL button to cancel the dialog and exit the dialog box without making any changes.

DeskMate
Getting Started

Easy-to-use DeskMate is a graphics-oriented software package with popular features like pull-down menus and dialog boxes. DeskMate comes with a variety of practical application programs that let you write, organize, budget, schedule events, and much more. And, because the same techniques are used throughout, DeskMate is simple to learn. For even easier operation, you can add a mouse for "point and click" convenience.

With DeskMate software you can:

✓ Turn out letters and reports in a jiffy with the **Text** word processing program. Then use the **Spell Checker** to proof the job.

✓ Play **Hangman**, just like when you were a kid.

✓ Chat live with PC owners across the country. Pose questions to leading software publishers. Access on-line encyclopedias, news stories, stock quotes, and much more with **PC-Link** and a modem.

✓ With **Filer** and **Form Setup**, create a personal database to keep track of recipes, household inventories, repair costs, your video tape library, and such.

✓ Keep track of your family, friends, customers, organizations, or even your Christmas card list with our electronic **Address Book**.

✓ Use **Calendar** to remind you of appointments, birthdays, and meetings. Can't afford to be late? Use the **Alarm**.

✓ **Draw** pictures for ads, cards, or just for fun. Transfer your art to another program like Text to illustrate reports or essays.

✓ Balance your budget or even develop a loan schedule with **Worksheet,** the DeskMate spreadsheet program.

✓ Communicate with other computers directly or with a modem using **Telecom**.
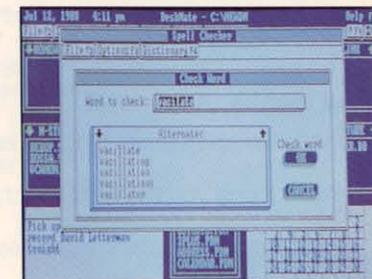
And there's much much more! The DeskMate desktop can be customized for your personal uses and allows you to run applications written by other software publishers as well. Use DeskMate on any PC-compatible computer with 384K, CGAA, EGA, and Hercules, or VGA Video support.