

DeskMate

USER'S REFERENCE



Productivity Software Designed Around the
Easy-to-Use DeskMate Graphical User Interface
—Get Started With Ten Included Applications

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About This Book

The *DeskMate User's Reference* manual is a handy reference tool for quickly finding information about any of DeskMate's menu options and tasks. While you're learning the basics of DeskMate, however, you'll want to use the *Getting Started* magazine. Then, when you are familiar with an application but need more specific details, use the reference manual to find answers to your questions.

If you need specific instructions for using a menu option, simply locate the chapter for the application you are using and turn to the "Menu Options" section. Each menu and its options are described in the order in which they appear on the menu bar.

If you need to know which options to use to complete a specific task, locate the chapter for the application you are using and turn to the "[application] Tasks" section. In this section, there is a list of tasks and the options used to complete each task. Then, if you need more specific instructions for any of the options listed for the task, you can locate the option(s) in the "Menu Options" section.

For additional helpful hints, be sure to see the "Other [application] Information" section at the end of each chapter.

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Accessories

Overview

What Is It?

The DeskMate accessories are several handy tools available to you anytime, anywhere in DeskMate. For example, you can use the Corkboard accessory to jot a note to yourself while you are working in one of the applications.

What Can I Do with It?

The Accessory Menu (**F10**) contains the following options:

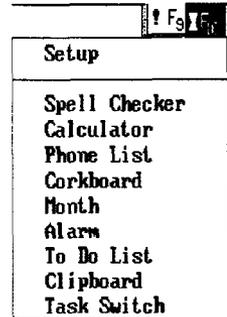
- **Setup** is a multi-function accessory that lets you set up various DeskMate parameters. For example, you can adjust your screen colors or tell DeskMate what type of mouse, modem, and printer you are using, and turn the desktop sound feature on or off.
- **Spell Checker** is a built-in editor for your files. You can check the spelling of a word or an entire document. This accessory also offers suggested replacements for misspelled words.
- **Calculator** works like a desktop calculator (with five functions).
- **Phone List** is a quick way to find names and telephone numbers and then dial them if you have an auto-dial modem.
- **Corkboard** lets you write notes and display them on the desktop or store them in the Corkboard file.
- **Month** is a current monthly calendar that you can use to quickly check dates.
- **Alarm** is a way to audibly and visually remind yourself of important events.
- **To Do List** lets you display your daily activities on the desktop.
- **Clipboard** is a special place in DeskMate that holds cut or copied information from the applications.
- **Task Switch** lets you switch between two DeskMate applications or a DeskMate application and another software program.

How Do I Use It?

When you select the Accessory Menu (F10), you see the different accessories listed on the menu (as shown at the right).

To select an accessory from the Accessory Menu (F10), simply use the arrow keys to highlight the accessory you want to use, and press ENTER. If you are using a mouse, point to the accessory you want to use and click.

To learn the basics about using DeskMate's accessories, see the "Accessories" article in the *Getting Started* magazine. Then when you are familiar with the accessories, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each Accessory Menu option and the options within each accessory. If you want to know which options to use to perform a specific task, check the "Accessory Tasks" section at the end of this chapter.



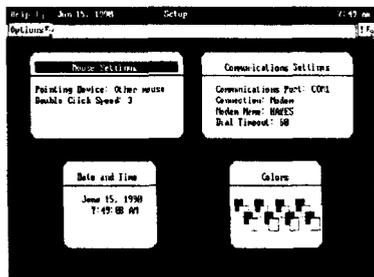
Menu Options

Some of DeskMate's accessories have menus that list the options you can use with that particular accessory. The key that you press to see each menu appears beside the menu name. (For example, press the **F10** key to see the Accessory Menu.) A shaded option, on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example in the Setup Accessory, when you are ready to exit, you can press **ESC** to select Exit from the Options Menu (**F2**).

This section explains each Accessory Menu (**F10**) option, the menus within each accessory, and step-by-step instructions on how to use each option on the menus.

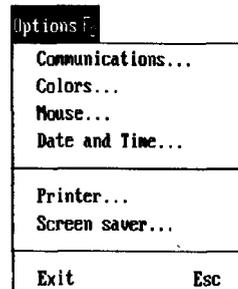
The Setup Accessory

Select Setup from the Accessory Menu (**F10**) to specify and/or change various DeskMate parameters. You see the following screen:



Options Menu

The Options Menu (**F2**) options let you specify and change DeskMate's parameters. For example, you



can specify modem information, printer settings, or change your DeskMate date and time.

Communications

Lets you tell DeskMate about the telecommunications equipment you are using. Be sure your settings are correct before you use the Telecom or PC-Link applications or the Phone List Accessory to dial a number.

1. Select Communications from the Options Menu (**F2**).

A dialog box appears. The options in the dialog box are described after the steps.

2. Enter or change the information in the dialog box.
3. Select OK to complete the task.

The program saves the communications settings, and the Setup screen appears.

Communications Port. Choose the appropriate option to tell DeskMate where your telecommunications hardware (such as a modem) is connected. Usually COM1 is used for an external modem and COM2 is used for an internal modem. COM3 and COM4 are used if you have an option board with serial ports.

Note: If you have only one serial port and you currently have a mouse connected to it, you cannot use the Communications option.

Connection. Choose the appropriate option to tell DeskMate whether you are directly connected (via a cable) to another computer or whether you are using a modem for communications.

COM Interrupt. Choose the appropriate IRQ setting if you are using COM3 or COM4. You will find this setting in the documentation that came with the hardware attached to COM3 or COM4.

Modems. Highlight the name of the modem you are using. (This feature is not available if you chose the Direct connection type.)

Dial Timeout. Type the number of seconds you want DeskMate to wait to complete a call before the modem disconnects.

Colors

Changes DeskMate's screen colors. The colors available depend on the type of video monitor you are using.

1. Select **Colors** from the Options Menu (**F2**).

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Choose your desired color options.
3. Select **OK** to complete the task.

Note: If you want to return the colors to their original settings, select **RESET**.

The program saves the color settings, and the Setup screen appears.

Experiment with the color settings until you find the colors you want to use with DeskMate.

Palettes. Choose the section of your screen (background or foreground) you want to change. The corresponding color is shown next to each palette name in the list box.

Highlight the **Palettes** option you want to change. You can then use the **Red**, **Green**, **Blue**, and **Brightness** bars to adjust the colors and create the color you want. Move the setting left to make the color lighter or right to make it darker. If your monitor can detect intensity settings, you can make all the colors brighter or dimmer by adjusting the **Brightness** setting.

Change colors. You can use this option in the Draw application only. After you set the colors, choose whether you want DeskMate to save them permanently or only use them until you exit Draw.

MONOCHROME DEFAULT/COLOR DEFAULT. Choose one of these buttons to see the appropriate default color settings. You might want to use the monochrome setting if you have a monitor that emulates color. To make full use of the shades of gray that your monitor displays, be sure to use the **Color Default** setting.

Mouse

Lets you specify the type of pointing device you are using and also set a double click speed that is comfortable for you. If you have a mouse (or joystick, if you are using a Tandy 1000) connected but do not plan to use it with DeskMate, use this accessory to tell DeskMate that you are using only the keyboard. DeskMate will then remove the pointer from your screen so that you will not be distracted by it.

1. Select **Mouse** from the Options Menu (**F2**).

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Specify the appropriate information in the dialog box.
3. Select **OK** to complete the task.

DeskMate saves the Mouse settings, and the Setup screen appears.

Pointing Device. Choose the type of pointing device you are using.

Serial mouse — Choose this setting if you are using a serial-type mouse.

Joystick — Choose this option if you have a joystick or a Tandy Color Mouse.

PS/2® Mouse — Choose this option if you are using a PS/2-style mouse.

Other mouse — Choose this device if you have previously installed a Microsoft-compatible mouse driver.

None — Choose this option if you do not want to use a mouse.

Serial Mouse Port. If you chose the Serial mouse in the option above, choose the serial (communications) port your mouse is connected to.

Note: Be sure you select the correct port if you have already installed a serial mouse. The COM setting you set for your mouse supersedes the COM setting you have previously set for your Communications Setting. When you access the Communications Setting screen, the COM port setting currently used by the mouse is shadowed so that it is not available.

Port Interrupt. If you are using Com3 or Com4, choose the appropriate IRQ setting. You will find this setting in the documentation that came with the hardware attached to Com3 or Com4.

Double Click Speed. Choose a double click speed, and then point to the TEST button and double click the mouse button to see if it is comfortable for you.

The TEST button responds if your double click speed is in the range you chose. If the TEST button does not respond, try choosing another double click speed.

Date and Time

Lets you change the current date and time in DeskMate without exiting to the system prompt.

1. Select Date and Time from the Options Menu (F2).

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Change the desired information in the dialog box.
3. Select OK to complete the task.

DeskMate saves your changes, and the Setup screen appears.

Date. Type the date you want to appear on the title bar, using the format *mmdyyy* (*mm* = month, *dd* = day, and *yyyy* = year).

If you make a mistake typing the numbers, delete the incorrect numbers by pressing the **BACKSPACE** or **DELETE** key. **BACKSPACE** deletes the character to the left of the cursor, and **DELETE** deletes the character to the right of the cursor.

Time. Type the time you want to appear on the title bar, using the format *hh:mm:ss* (*hh* = hour, *mm* = minutes, and *ss* = seconds). Then, choose either AM or PM.

Note: You can also separate the hours and minutes with a space.

Printer

Lets you tell DeskMate what type of printer you have connected to your computer. DeskMate refers to this information each time you select a print option. Be sure to change this information if you change printers.

1. Select Printer from the Options Menu (F2).

A dialog box appears. The options in the dialog box are explained in detail after the steps.

2. Choose the desired options.
3. Select OK to complete the task.

DeskMate saves the printer settings, and the Setup screen appears. If you are using diskettes to run DeskMate and you need to switch diskettes to print, you might want to add your printer driver(s) to the diskettes you are using to run DeskMate (your working copies). For more information, see the "On Your Mark" documentation.

Printers. Highlight the printer you are using with DeskMate. (You must be using a daisy wheel, laser, Epson-, AGM-, Tandy-, or IBM-emulation printer. For more information about the type of printer you are using, see your printer documentation.)

When you select OK to set the printer information you have chosen, you might see another dialog box. This box will vary, depending on the printer you chose. One dialog box might ask you to choose the number of characters you want to print per inch (10, 12, Condensed). Another dialog box might ask you to choose a specific font. This box will also contain other print options that are specific to the printer.

Both of these dialog boxes contain a PAGE SETUP button. If you select this button, you will see the current setting for Total lines per page and Printed lines per page, along with a suggested maximum. If you want to change the setting, use the Page Setup option in the appropriate application.

ASCII Printer (Text Only) is a generic printer driver and should work with all printers. If your printer is not represented in this list, be sure to use this printer selection. When you choose this option, another dialog box appears so that you can specify how you want carriage return characters to print and whether you want the printer to ignore bold and underline attributes.

No printer. Check this box if you are not using a printer.

Line feed filter. The Line feed filter option is on when the box is checked. Check the box if your printer does not automatically do a carriage return at the end of a line. Leave the box blank if your printer does a carriage return. If your printer is double spacing or printing lines on top of each other, try changing this switch.

Printer Ports. Choose the port to which your printer is connected. The default port is LPT1.

UPDATE. Use this button when you want to install new printers. Insert the diskette that contains the printer information, and select this button.

Screen saver

Lets you choose whether you want your monitor to automatically blacken (remove the images or text from the screen).

1. Select Screen saver from the Options Menu (F2).

A dialog box appears.

2. Highlight the desired time of inactivity after which you want the screen to blacken.

3. Select OK to complete the task.

A message box appears, telling you how to redisplay the screen after it blackens.

4. Select OK to remove the box from the screen.

You can instantly redisplay the screen after it blackens by pressing any key.

Exit

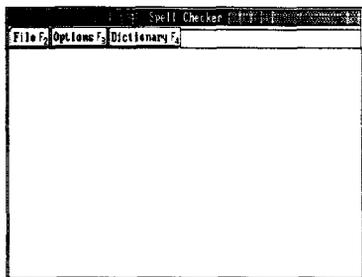
Exits the Setup Accessory.

- Select Exit from the Options Menu (F2).

The program displays the screen you were previously using.

The Spell Checker Accessory

Spell Checker uses a built-in main dictionary and a user-defined dictionary to check the spelling in a file or document. Select Spell Checker from the Accessory Menu (F10). You see the following screen:

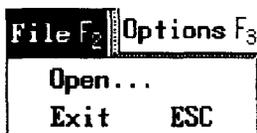


The dialog box contains menus from which you can select various functions within the Spell Checker Accessory.

You can access Spell Checker directly from the Text application by selecting the Proof option from the Edit Menu. See the "Text" chapter for more details.

File Menu

The File Menu (F2) options let you open files and exit the Spell Checker Accessory.



Open

Lets you open a document file in the current directory and all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

1. Select Open from the File Menu (F2).
A dialog box appears.

2. Highlight the file you want to open.

Note: If the file you want to open does not have the extension .doc, the file type (ASCII or non-ASCII) is determined by the contents of the file. A message is displayed if the document is in non-ASCII format.

3. Select OK to open the file and begin the Spell Checker procedure.

A dialog box appears.

Spell Checker displays the first unknown word at the top of the box. The way the word is used is shown directly beneath the word. You can edit the word in the Usage: area or scroll through the Replacements list box and highlight the word you want to use. Notice that the word currently highlighted in the Replacements list box appears in the Usage: area.

4. If the unknown word is correct, select Add to Dictionary from the Options Menu (F2).

The word is added to your user dictionary.

5. If you want to return to the original, unknown word, select Restore Context from the Options Menu (F2).

The unknown word reappears in the Usage: area.

6. Select OK to accept the word currently in the Usage: area and continue checking the document.

The word appears in the document when you next access it.

7. Select CANCEL to stop the spelling check.

The Spell Checker dialog box appears.

Exit

Removes the Spell Checker dialog box from the screen and returns to the screen you were previously using.

- Select Exit from the File Menu (F2).

If you have added words to the user dictionary, you will be prompted to save the changes.

Options Menu

The Options Menu (F3) options let you automatically check each word as you type and check spelling for specific words.



Auto Proof

Checks every word you type—whether you are typing in a file or typing information in a dialog box.

- Select Auto Proof from the Options Menu (F3).

A check mark appears by the option so that you know it is turned on.

Each word you type is compared with the main and user dictionaries. If the word is not found, a beep sounds. You can then select Spell Checker from the Accessory Menu (F10) and use the Check Word option on the Options Menu (F3).

Check Word

Checks individual words as you type.

1. Select Check Word from the Options Menu (F3).
A dialog box appears.
2. At the Word to check: prompt, type the word whose spelling you want to check.
3. Select OK.

If the word is unknown, suggested alternatives are displayed. If the word is correctly spelled, a message is displayed.

4. Select CANCEL to return to the previous screen you were using.

Dictionary Menu

The Dictionary Menu (F4) options let you save and delete words in your user dictionary.



Edit

Lets you remove words from your user dictionary.

1. Select Edit from the Dictionary Menu (F4).
A dialog box appears, listing the words in your user dictionary. Like the pages of a dictionary, there are headings for the first and last words on the page.
2. Choose the word you would like to delete, using the following keys:

PG UP	Displays the previous page of words.
PG DN	Displays the next page of words.
OK	Accepts the deletions (if any) you have made. You'll be prompted to save the dictionary on disk when you leave the Spell Checker Accessory.
DELETE	Removes the currently selected word from the user dictionary.
CANCEL	Causes any deleted words to reappear and the user dictionary remains unchanged.

Save

Saves the changes you make to your user dictionary after you use the Edit option.

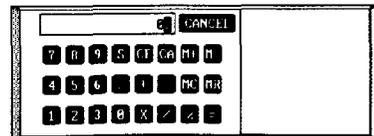
- Select Save from the Dictionary Menu (F4).

Any changes you made to your user dictionary are saved.

The Calculator Accessory

This five-function calculator calculates simple arithmetic equations.

1. Select Calculator from the Accessory Menu (F10).



2. Type the numbers, using the number keys on the keyboard, and type the functions as they appear on the calculator buttons. With a mouse, simply point to the number and function buttons on the display, and click.

If you make a mistake while typing, type CE (or point to CE and click) to clear the entry. If you make a calculation error, such as trying to divide by zero, you see the message ERROR on the calculator display. Use the CA function before you continue.

For example, to add $9 + 7$:

- a. Select CA to clear the calculator.
- b. Select 9.
- c. Select +.
- d. Select 7.
- e. Select =.

The result, 16, appears on the calculator's display.

3. Select CANCEL to exit the Calculator Accessory.

DeskMate displays the previous screen.

Calculator Functions

Following is a list of the Calculator Accessory's functions and a brief explanation of each:

S	Changes the sign of a number.
CE	Clears the current entry.
CA	Clears all parts of the calculator, except memory.
+	Adds the displayed number to the next one you enter.
/	Divides the displayed number by the next one you enter.
%	Lets you use a percentage in a calculation. For example, entering $200 - 3\%$ produces the result of 200 minus 3 percent (194).
M+	Adds a number to the amount in the calculator's memory.
M-	Subtracts a number from the amount in the calculator's memory.
MC	Clears the calculator's memory.
MR	Displays the calculator's memory.
=	Displays the accumulated result of a calculation.

The Phone List Accessory

This accessory provides a quick way to find the names and telephone numbers you have entered in the Address Book application. If you have an auto-dial modem, you can also use this accessory to dial the phone number for you.

Select Phone List from the Accessory Menu (F10).

Phone List F10	Number F9			F11
Phillips Brian		CA72	555-xxxx	
Cindy Grubb	H	(483)	555-xxxx	
Norma Landring	H	(515)	555-xxxx	
Athena Page	W	(515)	555-xxxx	

Phone List Menu

The Phone List Menu (F2) options let you print your phone list and exit this accessory.



Print

Prints a copy of your phone list.

1. Select Print from the Phone List Menu (F2).

DeskMate prints the first page of your phone list. The printer automatically pauses between pages, and you are prompted to reprint the current page.

2. Select YES or NO.

If you select NO, DeskMate continues to print the rest of the phone list or displays the Phone List screen. If you select YES, DeskMate reprints the current page.

Note. You can select CANCEL at any time to quit printing.

Exit

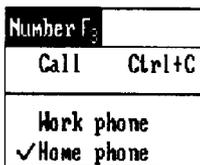
Exits the Phone List Accessory.

- Select Exit from the Phone List Menu (F2).

DeskMate displays the screen you were previously using.

Number Menu

The Number Menu (F3) options let you display a number and automatically dial it if you have an auto-dial modem. In addition, you can display home or work numbers on the phone list.



Call

Automatically dials a highlighted number on the list if you have an auto-dial modem connected to your computer. Be sure you have defined your telecommunications equipment using the Communications option on the Setup Accessory's Options Menu.

1. Highlight the number you want to dial.
2. Select Call from the Number Menu (F3).

A dialog box appears, and the number you highlighted is automatically dialed.

3. When the dialog box indicates that the number has been dialed, pick up your telephone receiver.

The phone list appears on your screen.

Work phone/Home phone

Indicates which phone number is currently displayed on the phone list.

- Select the unchecked option (Work phone/Home phone) from the Number Menu (F3).

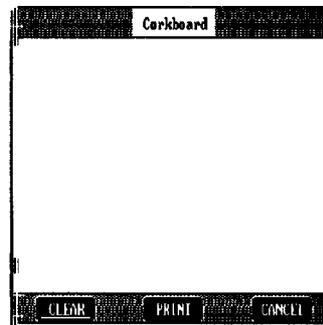
The specified numbers are displayed on the screen.

The Corkboard Accessory

Use this accessory as you would a note pad. Your notes are stored on disk so that you can refer to them when you need them.

Note: You might want to put the Corkboard Accessory on the desktop so that you can see your notes any time you display the desktop. (See the "Desktop" chapter for more information.)

1. Select Corkboard from the Accessory Menu (F10).



Note: If your Corkboard data is on another diskette, you see a dialog box the first time you select the Corkboard. A message in the dialog box asks you to switch diskettes and select the RETRY button. If you select CANCEL, another dialog box appears and you can create a Corkboard on the current diskette by selecting OK.

The cursor appears in the upper, left corner of the corkboard screen so that you can begin typing.

2. Type your note on the corkboard.

See the "Corkboard Techniques" box for information on how to type on the corkboard.

3. If you want to print the corkboard's contents, select PRINT.

DeskMate prints the first page of your corkboard. The printer automatically pauses between pages and you are prompted to reprint the current page.

Corkboard Techniques

If you make a mistake while typing, you can press the **DELETE** or **BACKSPACE** key to remove characters. **BACKSPACE** removes the character to the left of the cursor, and **DELETE** removes the character to the right of the cursor. To delete a larger portion of the corkboard, highlight the section you want to delete by either using **SHIFT** and the arrow keys or dragging the mouse pointer. Then, press **DELETE**.

You can move the cursor around the screen using a mouse or the keyboard. If you are using a mouse, simply point and click. If you are using the keyboard, you can use the arrow keys or the indicated keys in the following chart:

Press:	To:
PGDN	Move the cursor to the bottom of the screen. Pressing again displays the next screen.
PGUP	Move the cursor to the top of the screen. Pressing again displays the previous screen.
CTRL+HOME	Move the cursor to the beginning of the corkboard.
HOME	Move the cursor to the beginning of the current line.
END	Move the cursor to the end of the current line.
CTRL+END	Move the cursor to the end of the corkboard.
CLEAR	Delete the contents of the corkboard.
PRINT	Print the contents of the corkboard.

1. Select YES or NO.

If you select NO, DeskMate continues to print the rest of the corkboard or displays the Corkboard screen. If you select YES, DeskMate reprints the current page.

2. Select CANCEL to exit the Corkboard Accessory.

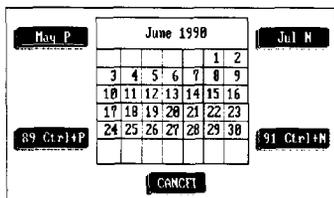
Your notes are stored in the Corkboard file, and DeskMate displays the previous screen.

The Month Accessory

This accessory displays the current monthly calendar so that you can quickly check a date.

1. Select Month from the Accessory Menu (F10).

The current monthly calendar appears on the screen.



The current month is determined by the date that appears in the upper, left corner of the DeskMate screen.

You can look at the current month, a previous month, the next month, the same month in the previous year, or the same month in the next year.

Press:	To see:
P	Previous month
N	Next month
CTRL+P	Same month, previous year
CTRL+N	Same month, next year

1. Select CANCEL to exit the Month Accessory.

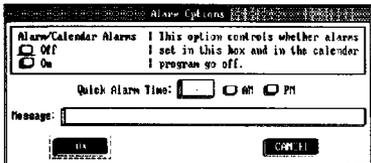
DeskMate displays the previous screen.

The Alarm Accessory

Remind yourself of special events or meetings with the Alarm Accessory. You can use it alone or with the Calendar application.

Note: If you want to use the Alarm Accessory with the Calendar application, you turn on the Alarm option when you add an event to your Calendar application. The alarm then operates as described in this section.

1. Select Alarm from the Accessory Menu (F10).



2. Change any of the alarm options in the dialog box. The options are explained in detail after the steps.
3. Select OK to complete the task.

DeskMate displays the screen you were previously using.

When the alarm sounds, the F9 button on the menu bar flashes and is displayed in reverse highlight. Open the F9 Menu and select Alarm to display the alarm message you created when setting the alarm.

Alarm/Calendar Alarms. Choose this option to turn the alarm function on or off. When the alarm is on, the available memory is decreased. If you need additional memory while running DeskMate, turn off the alarm.

Quick Alarm Time. Use this option if you want to enter an alarm time that is not associated with an event in the Calendar application. Enter the time, using the format *hhmm*, and choose either AM or PM.

Message. Type a description of the event for which the alarm is set. When the alarm sounds, you can select Alarm from the F9 Menu to display the message.

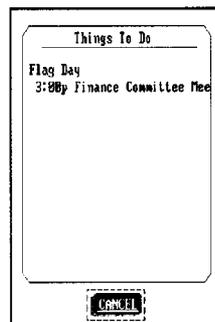
The To Do List Accessory

This accessory lets you display a daily list of the annual occasions, reminders, and scheduled events you have entered using DeskMate's Calendar application.

To display the To Do List Accessory from anywhere in DeskMate:

1. Select To Do List from the Accessory Menu (F10).

The Things To Do box appears, listing all the daily events entered in the Calendar application.



The To Do List Accessory can display up to 12 activities. These activities are displayed in the following order:

- Calendar-defined holidays
- Annual occasions
- Reminders
- Scheduled events

For more information about these activities, see the "Calendar" chapter.

Your scheduled events are listed by start time. When the time for an event passes, the event is removed from the Things To Do box. Any additional scheduled events that were not listed because the To Do List was full are automatically added as space is available.

Note: Events that do not include a start time (NOTES on the daily calendar) are listed before the events with start times.

2. Select CANCEL to remove the box from the screen.

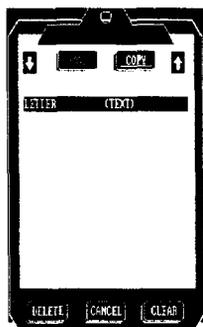
You can also display the To Do List Accessory on your desktop. Be sure to see the “Desktop” chapter for more information about displaying an accessory on the desktop.

The Clipboard Accessory

This accessory lets you store information in an application so that you can insert it into another application quickly and easily. When you use the Edit Menu’s Cut and Copy options, the information you cut or copy is moved to the Clipboard. You can then use the Clipboard Accessory to create a file to save the information. You can save any number of Clipboard entries from the different applications. Then, when you are in another application, you can use these stored Clipboard files to insert another application’s information into the application you are currently using.

To get started with the Clipboard, you must first cut or copy the information you want to store. Then, follow the instructions below.

1. Select Clipboard from the Accessory Menu (F10). A Clipboard screen similar to the following appears.



2. Select SAVE, COPY, DELETE, CANCEL, or CLEAR.

Note: If you have already stored Clipboard information, highlight the file you want to use and then select the appropriate button.

Selecting SAVE lets you save the Clipboard information to a file.

Selecting COPY lets you copy the highlighted Clipboard file into the current application.

Selecting DELETE lets you delete the highlighted Clipboard file from the Clipboard.

Selecting CANCEL exits the Clipboard Accessory and takes you back to the application you were using when you accessed the Clipboard.

Selecting CLEAR clears the entire Clipboard.

3. Follow the instructions below for the button you selected.

If you selected the SAVE button:

A dialog box appears.

- a. At the Name: prompt, type the name you want to give the Clipboard file, using 15 characters or fewer.
- b. Select OK to complete the task.
The file appears on the Clipboard in alphabetic order.
- c. Select CANCEL to return to the current application.

If you selected the COPY button:

The highlighted file is copied so that you can insert the information into the current application (if applicable).

- a. Select CANCEL to return to the current application.
- b. Move the cursor to where you want to insert the Clipboard information.
- c. Select Paste from the Edit Menu (F3).

The Clipboard file’s information is inserted at the cursor location.

If you selected the DELETE button:

The highlighted file is removed from the Clipboard.

- Select CANCEL to return to the current application.

If you selected the CANCEL button:

The current application screen is redisplayed.

If you selected the CLEAR button:

A dialog box appears asking you if you are sure you want to delete all the Clipboard entries.

- a. Select YES to delete all the entries or NO to redisplay the Clipboard screen.
- b. Select CANCEL to return to the current application.

The Task Switch Accessory

This accessory lets you quickly move between DeskMate applications or between DeskMate and another software program in memory.

When you store information on diskette or access your disk drives in any way, be sure that you have the correct diskette(s) in the drive(s) for the software you are currently using.

Considerations When Using Task Switch

- You cannot use Task Switch at the same time you are running "always resident" programs, such as Microsoft Windows, Sidekick®, and other similar packages.
- You cannot use Task Switch with other software that requires you to reset the computer in order to load.
- You cannot task switch with BASIC, using a pointing device.

You cannot task switch with programs that "take over" the keyboard. You will know if your program does this by pressing the **ALT=** key sequence. If nothing happens, your program controls the keyboard.

To use the Task Switch Accessory to switch between programs or DeskMate applications:

1. Open one of the programs or applications you want to switch between.
2. Select Task Switch from the Accessory Menu (**F10**).
You return to the desktop.
3. Open the other program or application you want to switch between.

Note: If the application or program does not appear on the desktop, use the File Menu's (**F2**) Run option to open it.

After you enter the new program or application, you can switch between the two by selecting Task Switch from the Accessory Menu (**F10**) or by simply pressing **ALT=**.

To end task switching between two programs or applications:

1. Exit one of the programs (or applications) by pressing **ESC**.
The desktop appears.
2. Open the other program (or application), and exit it by pressing **ESC**.

Task switching is canceled, and you can exit DeskMate.

Note: If you try to exit DeskMate and there is still a task in memory, you will return to that program. Simply exit that program by pressing **ESC**. Task switching is canceled.

To use the Task Switch Accessory to switch between DeskMate and MS-DOS:

1. At the desktop (or from within any application), select Task Switch from the Accessory Menu (**F10**).
The Run dialog box appears. (If you selected Task Switch from within an application, you must select Run from the File Menu (**F2**) when the desktop appears.)
2. At the Program: prompt, type `command.com` and press **ENTER**.

The system prompt appears. You can now select Task Switch (or press **ALT=**) to switch between MS-DOS and DeskMate.

To cancel task switching, type `exit` at the system prompt and press **ENTER**. The desktop is displayed.

Address Book

Overview

What Is It?

DeskMate's Address Book application helps you keep address information organized and accessible. In addition to the master list Address Book creates for you, you can store up to 25 specialized lists of addresses.

What Can I Do with It?

The Address Book application contains many practical features that will make it easy for you to keep up with your addresses. In addition to keeping track of your addresses, with this application you can:

- Edit addresses and address lists without messy erasures, pen, and ink
- Look up address information quickly and easily
- Organize address lists for Christmas cards, business clients, or any special interest group
- Print mailing lists, mailing labels, and form letters
- Automatically dial phone numbers stored in Address Book using an auto-dial modem

How Do I Use It?

When you open the Address Book application, a screen similar to the one at the right appears.

Use the *address record* that appears on the screen like an index card or blank sheet from an address book. Press **TAB** (or **SHIFT+TAB**) to move the cursor forward and backward through the fields and type the various parts of the address (courtesy title, first and last names, city, state, and so on).

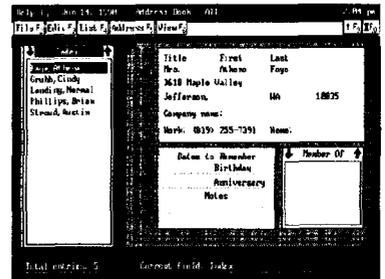
You can type addresses in any order because Address Book automatically sorts and stores them alphabetically. Just be sure to fill in the last name field or type a space in it.

In the Dates to Remember/Notes box, you can keep track of birthday and anniversary dates, or you can highlight the words Birthday and Anniversary and type in something else to remind you of special dates. In addition, you can type any special reminder notes you'd like to keep with an address.

After you finish typing the address information, you can select Add from the Address Menu (**F5**) to add the information to your Address Book. Another blank record is displayed, and the Index list box displays the name for the address you entered. Also, notice that the Total entries: indicator at the bottom of the screen shows how many addresses the book contains.

When you finish adding addresses, select an available option other than an Edit Menu (**F3**) option. Address Book stores the last address and performs the action you chose. To view any address, simply select the appropriate name from the Index list box.

To learn the basics about using Address Book, see the "Address Book" article in the *Getting Started* magazine. Then, when you're familiar with Address Book, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Address Book Tasks" section at the end of this chapter.



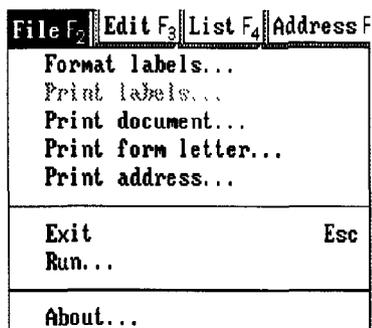
Menu Options

Address Book has five menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to copy highlighted address information, you can press **CTRL+INSERT** to select Copy from the Edit Menu (**F3**).

This section explains each Address Book menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can format mailing labels, print form letters and labels, or run another DeskMate application.



Format labels

Allows you to choose a format for printing mailing labels.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using before you format and print the mailing labels.

Note: If you have a laser printer, Address Book takes into account the printer's *printable area*, which is smaller than the actual paper size.

1. Select Format labels from the File Menu (**F2**).

A dialog box appears, listing sorting options and several label formats from which you can choose.

2. At the Sorted by prompt, choose Last name or Zip code to indicate the sort criterion.
3. At the Format prompt, choose the format that matches your mailing labels.

Note: In addition to formats for standard Radio Shack mailing labels, an Other option is available. Use this option if your labels do not match any of the given formats or if you are not using a sheet-fed printer or any other printer that does not have a continuous page feed. If you select this option, a dialog box appears so that you can type the following information about your labels:

- The number of labels across each page.
- The number of labels down each page.
- The page width (in inches).
- The page height (in inches).
- The label width (in inches).
- The top margin (the number of lines you want the printer to skip between the top of the page and the first line printed). The default setting is 0 lines. You can try this setting and then change it if the addresses print too low.

4. Select OK to complete the task.

When you print the labels, they are formatted and sorted as specified. The format is saved on disk and used each time you print. If you change printer or label types, you should reformat the labels.

See the various print options for specific printing instructions.

Print labels

Prints mailing labels.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using before you format and print mailing labels. (Be sure to see the Format labels option.)

1. Select All from the View Menu (F6) to view all addresses or By list from the View Menu (F6) to view the specific list of addresses for which you want to print mailing labels.
2. If you are going to print mailing labels on paper, feed the printing labels into the printer. If you are not using a continuous feed printer, align the top of the page with the print head. If you are using a continuous feed printer, do not worry about the vertical alignment of the labels. The application lets you choose the line on which to begin printing.
3. Select the Print labels option from the File Menu (F2).

A dialog box appears.

4. At the Print to: prompt, choose the Printer or File button.

The Printer button lets you print mailing labels on paper (mailing labels).

The File button lets you print mailing labels to a file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

5. Follow the appropriate instructions below for the button you chose.

If you chose the Printer button:

- a. Select OK to begin printing.

A dialog box appears, displaying the message Are the labels correctly aligned? Continue with the following steps.

- b. Choose NO so that you can test the alignment of the labels.

The printer prints:

```

0
1
2   XXXXXXX
3   XXXXXXX
4   XXXXXXX
5
6
```

and repeats the X's for each label in the row. When this first test is finished, a dialog box appears.

- c. At the Line number where first line should begin: prompt, type a number in the range 0-6, specifying which line the address has to begin on to be properly aligned.
- d. Select OK.

The printer again prints X's to let you see the new alignment. A message appears asking if the alignment is correct. Select YES when the alignment is the way you want it. The printer then moves to the next row of labels.

- e. Repeat Steps a-c as needed to adjust the vertical alignment.
- f. If necessary, adjust the horizontal alignment by hand.
- g. When you're ready to print, select YES at the Are the labels correctly aligned? prompt.

The labels begin to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters. An extension of .prn will be added to the filename unless you specify otherwise.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

- b. Select OK to complete the task.

Note: When you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Files View.

Print document

Prints all the address record information for a specific address list or all addresses to another file. Printing to a file stores the file on disk as an ASCII file, using the name you give plus the extension .doc. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

1. Select All from the View Menu (F6) to view all addresses or By list from the View Menu (F6) to view the specific list of addresses that you want to print to a file.

2. Select Print document from the File Menu (F2). A dialog box appears.

3. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. At the Field delimiter: prompt, type any delimiter required by the application that will use the new file. (A delimiter is a character, such as a comma, that the application uses to mark the boundaries between fields.) Leave the prompt blank if you want to use a space as the delimiter.

5. Select OK to complete the task.

When you return to the desktop, you will see the .doc file listed in the TEXT list box.

Print form letter

Prints a form letter to all the people in the current address list. (This option automatically runs the mailmrge.pdm program to print form letters.)

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's Page setup option in the Text application.

Note: If you are using a single-drive diskette-based system, the Text file containing the form letter must be on the same diskette as the personal.adr file.

1. Use the Text application to create the form letter.
2. Use Text's Add field option on the Layout Menu to place the desired Address Book fields (Title, First, Last, and so on) in the document.
3. In the Address Book application, select All from the View Menu (F6) to view all addresses.
4. Select Print form letter from the File Menu (F2).

A dialog box appears, listing all the available Text documents and subdirectories.

5. At the Open File: prompt, type the name of the Text file you want to use or highlight the file you want to use in the Files list box.
6. Select OK.

Another dialog box appears, listing all the address lists.

7. Highlight the list to which you want to send the form letter, or highlight All to send the letter to all addresses.

Note: When sending a form letter to a specific address list, you can take a shortcut by using the View Menu's (F6) By list option instead of the All option in Step 3. In this case, the application prints the form letter based on the current list and does not display a dialog box listing the available address lists.

8. Select OK.

Another dialog box appears.

9. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print form letters on the screen so that you can see how the letter will look on paper, showing page breaks, margins, and so on.

The Printer button lets you print form letters on paper.

The File button lets you print form letters to a file. Printing the letter(s) to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

10. Follow the appropriate instructions below for the button you chose:

If you chose the Screen button:

- a. Select OK to complete the task.
The form letter appears on the screen. You can scroll through it or use the Next page option on the Options Menu (F2) to view the next page.
- b. When you finish viewing the letter(s) on the screen, select Exit from the Options Menu (F2) to return to the Address Book screen.

If you chose the Printer button:

- Select OK to begin printing.
The form letter(s) begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the Text document's page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters. An extension of .prn will be added unless you specify otherwise.

Note: Be sure to type a complete path name of up to 64 characters if you want to save the file on a different drive or in a different directory.

- b. Select OK to print the form letter(s) to a file.

Note: When you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however reside on the disk. You can view it and other files in the directory from the desktop's Files View.

Print address

Prints the currently displayed address on paper or to a file.

1. Select Print address from the File Menu (F2).
A dialog box appears.
2. At the Print to: prompt, choose the Printer or File button.

The Printer button lets you print the current address on paper.

The File button lets you print the current address to a file. Printing the address to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using

DeskMate's Telecom application, choose ASCII as the printer type.

3. Follow the appropriate instructions below for the button you chose:

If you chose the Printer button:

- Select OK to begin printing.
The current address begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

If you chose the File button:

- a. At the *Filename:* prompt, type the name you want to give the "printed" file, using eight or fewer characters. An extension of .prn will be added to the filename unless you specify otherwise.

Note: Be sure to type a complete path name of up to 64 characters if you want to save the file on a different drive or in a different directory.

- b. Select OK to print the current address to a file.

Note: When you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however reside on the disk. You can view it and other files in the directory from the desktop's Files View.

Exit

Exits the Address Book application and returns you to the desktop.

- Select Exit from the File Menu (F2).

If you are working on an address when you exit the application, Address Book displays a dialog box with a message asking if you want to save changes to the record before quitting. Select YES to save the changes, NO to exit the application and not save the changes, or CANCEL to return to the current record in the Address Book.

The desktop screen appears.

Run

Runs another DeskMate application file, or runs another software package without returning to the desktop.

1. Select Run from the File Menu (F2).

A dialog box appears.

2. At the *Program:* prompt, type the name of the application or program you want to run.

If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.

3. At the *Data file:* prompt, either type the name of the file you want to use with the chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding file.

4. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the desktop.pdm file. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run this program.

1. Select About from the File Menu (F2).

A dialog box appears.

2. Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (F3) options let you edit your Address Book information. For example, you can move information from one address record to another, delete address information, or undo your last editing task.

Edit F ₃	List F ₄	Address F ₅
Cut	Shift+Del	
Copy	Ctrl+Ins	
Paste	Shift+Ins	
Clear	Del	
Undo		

Cut

Cuts (or removes) highlighted information in a field and places it on the Clipboard.

1. Highlight the information you want to remove.

For more specific instructions on highlighting Address Book information, see "Highlight Information" in the "Other Address Book Information" section.

2. Select Cut from the Edit Menu (F3).

Address Book removes the highlighted information from the current location and places it on the Clipboard.

To place the Clipboard information into another address, another application, or at another location in the same address use the Edit Menu's (F3) Paste option.

Copy

Copies highlighted information in a field to the Clipboard.

1. Highlight the information you want to copy.

For more specific instructions on highlighting Address Book information, see "Highlight Information" in the "Other Address Book Information" section.

2. Select Copy from the Edit Menu (F3).

Address Book copies the highlighted information to the Clipboard.

To place the copied information into another address, another application, or at another location in the same address use the Edit Menu's (F3) Paste option.

Paste

Inserts cut or copied information (Clipboard information) at the cursor location.

1. Move the cursor to the field in which you want to place the Clipboard information.
2. Select Paste from the Edit Menu (F3).
3. Address Book inserts the Clipboard information at the cursor location.

Notes:

- When inserting information into a field that already contains information, you must unhighlight the field before selecting Paste. To do this, simply press →. You are then ready to position the cursor as desired and insert the information.
- Be sure to save the changed address by selecting any Address Book option other than an Edit Menu (F3) option.

Clear

Deletes highlighted address information.

1. Highlight the information you want to change or delete.

For more specific instructions on highlighting Address Book information, see "Highlight Information" in the "Other Address Book Information" section.

2. Select Clear from the Edit Menu (F3).

Note: If you want to change the highlighted information, you can type over the information without using the Clear option.

The information you highlighted disappears from the screen and is no longer part of the address. When you save the changed address (by selecting any Address Book option other than an Edit Menu (F3) option), Address Book automatically makes the change everywhere that the address appears in the book.

Undo

Changes an address back to the way it was the last time it was stored on disk.

Note: The Undo option is only available after you have used an Edit Menu (F3) option and before you have used another option from a different menu.

- Select Undo from the Edit Menu (F3).

Address Book undoes the changes. Or, if the address was new, Address Book clears all the fields and takes you back to where you were before you made the change.

List Menu

The List Menu (F4) options let you create specialized address lists, delete a list, or merge two lists.



New

Creates a specialized address list. You can have as many as 25 specialized lists.

1. Select New from the List Menu (F4).
A dialog box appears.
2. At the List name: prompt, type a name for the new list, using 20 characters or fewer.
3. Select OK to complete the task.

Address Book creates the new list and opens it so that you can begin adding addresses to it. The status line at the top of the screen changes to reflect the name of the new current list. The Member Of list box also displays the list name (up to 15 characters).

Delete

Deletes any address list from anywhere in the book.

Note: Deleting a list does not delete the addresses in that list. The addresses still appear in the Index list box when you use the View Menu's All option. To delete addresses, you need to use either Delete or Delete from list on the Address Menu (F5).

1. Select Delete from the List Menu (F4).

A dialog box appears, listing all available address lists, including the current list.

2. Highlight the list you want to delete.
3. Select OK to complete the task.

Address Book deletes the list. If the currently displayed address was a member of that list, you will notice that the list name no longer appears in the Member Of list box.

Note: If you delete the current list, the application automatically selects the View Menu's (F6) All option so that you can view all addresses in the book.

Merge

Inserts all the addresses from another list into the current list.

1. Select By list from the View Menu (F6) to view the list into which you want to merge the addresses.
2. Select Merge from the List Menu (F4).
A dialog box appears, listing the available address lists.
3. At the Merge from prompt, highlight the name of the list you want to merge into the current list.
4. Select OK to complete the task.

Address Book adds the addresses in the other list to the current list automatically. The Index list box reflects the changes. Note that the list from which you merged addresses remains the same.

Address Menu

The Address Menu (F5) options let you work with your address records. For example, you can add or copy an address, add an address to a different list, find a specific address, or automatically dial a phone number (if you have an auto-dial modem).

Address F5	View F6
Add	Ctrl+A
Copy	
Delete	Ctrl+D
Add to list...	
Delete from list...	
Find...	Ctrl+F
Find next	Ctrl+N
Call	Ctrl+C

Add

Adds the current address information to the current list.

1. Select Add from the Address Menu (F5).

A blank address record appears.

Note: When you first open Address Book or a specific list, the Add option is already selected and you do not need to do this step.

2. Type the information needed to complete each field of the record, pressing **TAB** and **SHIFT+TAB** to move forward and backward from field to field. You must type something in the Last field, but all other information is optional. The fields are discussed below.

As you move among the fields, the name of the field you are in (the current field) appears in the status line at the bottom of the screen.

When you finish typing information on the address record, use the Add option again to continue adding addresses. Or, select another Address Book option (other than an Edit Menu (F3) option). Addresses you add or update are immediately stored on disk when you display another blank record or use another option. Address records are automatically stored alphabetically by last name.

Title. Type a courtesy title such as Mr., Mrs., or Dr., using up to ten characters.

First. Type a first name using up to 18 characters. You can press → or ← to scroll the name sideways.

Last. Type a last name using up to 20 characters. Address Book automatically sorts addresses alphabetically according to whatever information you type in this field.

If you do not want to use a last name, you can leave the First field blank and type the first name, such as Dad or Helen, in the Last field. In this case, the address is grouped with those addresses for which you entered last names:

```
Anderson, Sylvia
Dad
Finkley, Henry
Helen
```

Another option is to type the first name in the First field and a space in the Last field. In this case, the address appears before those for which you typed last names:

```
, Dad
, Helen
Anderson, Sylvia
Finkley, Henry
```

If you type nothing in the Last field, the message A last name is required appears when you try to select another option. Select OK to remove the message so that you can type a name or a space.

Address Fields. The address fields are not labeled on the record, but their names appear in the status line at the bottom of the screen as you move through them. Type a street address (up to 43 characters), city (up to 20 characters), state (up to eight characters), and zip code (up to ten characters).

Company name. Type a company name using up to 29 characters.

Work and Home. Type a work and/or home phone number in the format that suits you, such as 555-555-1000 or (555)555-1000. It will be easier, when you are searching for address information, if you use the same format for all phone numbers. You can type up to 20 characters in each phone number field.

Dates to Remember. These two fields (Date One and Date Two) let you type special dates in any of the following formats: *mm-dd-yy*, *mm-dd-yyyy*, *mm/dd/yy*, or *mm/dd/yyyy*. It will be easier, when you are searching for address information, if you use the same format for all dates. The labels Birthday and Anniversary are provided as defaults, but you can highlight and type over these labels if you want to use the fields for another date. You can type up to 12 characters in these fields.

Notes. Type any notes about the current address information using up to 40 characters.

Copy

Copies the current address information to the same address list. This option is handy if you want to add an address whose information will vary only slightly from the information in an existing address.

1. Display the address you want to copy.
2. Select Copy from the Address Menu (F5).

The address you now see is the copy, and it contains the same information as the original. Change the information as needed.

Delete

Deletes an address from the entire Address Book.

Note: Use the Address Menu's (F5) Delete from list option if you want to delete an address from only one list.

1. From within any list in the address book, display the address you want to delete.
2. Select Delete from the Address Menu (F5).

A dialog box appears, asking whether you are sure you want to delete the address.

3. Select OK to complete the task.

The address no longer exists anywhere in the address book. It disappears from the screen and the Index list box.

Add to list

Adds the current address to another list.

1. Select Add to list from the Address Menu (F5).
A dialog box appears, listing all available address lists.
2. Highlight the list(s) to which you want to add the displayed address.

Note: To highlight consecutive lists, press **SHIFT** + **↓**. To highlight non-consecutive lists, highlight the first list, press **CTRL** + **↓** to move down the list box, and then press **CTRL** + **SPACEBAR** on each list you want to highlight.

3. Select OK to complete the task.

The dialog box disappears, and the list(s) that you chose appear in the Member Of list box.

Delete from list

Deletes an address from a specific list or multiple lists.

1. From within any list, display the address you want to delete.

The Member Of list box shows which list(s) the displayed address belongs to.

2. Select Delete from list from the Address Menu (F5).

A dialog box appears, listing all the address lists.

3. Highlight the list(s) from which you want to delete the specified address.

Note: To highlight consecutive lists, press **SHIFT** + **↓**. To highlight non-consecutive lists, highlight the first list, press **CTRL** + **↓** to move down the list box, and then press **CTRL** + **SPACEBAR** on each list you want to highlight.

4. Select OK to complete the task.

The dialog box disappears, and the previously displayed address reappears (assuming you did not delete it from the current list). If you did delete it from the current list, the screen displays the first address in the current list.

Find

Finds occurrences of specific address information.

1. Select All from the View Menu (F6) to view all addresses or By list from the View Menu (F6) to view a specific list of addresses.
2. Select Find from the Address Menu (F5).
A dialog box appears.
3. At the Search for: prompt, type the characters that you want to find, using a maximum of 37 characters.

The characters you type are enclosed in brackets.

4. Select OK to begin the search procedure.

Address Book searches the entire list for the specified information, ignoring upper-/lowercase distinctions. For example, if you are searching for company, Address Book finds occurrences of Company, COMPANY, company, and any other upper-/lowercase variations of the word.

If the search is successful, the first address that contains the specified character is displayed. If Address Book cannot find the characters, you see the message *There are no matching records in this list.* Select OK to remove the message from the screen.

If there are no other occurrences, you see the message *This is the last matching record in this list.* Select OK to remove the message from the screen.

To find subsequent occurrences of the same information, use the Address Menu's (F5) Find next option.

Find next

Finds the next occurrence of information you wanted to locate, using the Address Menu's (F5) Find option.

- Select Find next from the Address Menu (F5).

If there are no other occurrences, you see the message *This is the last matching record in this list.* Select OK to remove the message from the screen.

Call

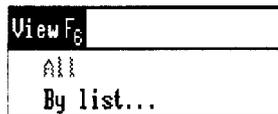
Automatically dials a phone number if you have an auto-dial modem.

Note: You must have an auto-dial modem connected to your computer to use this option.

1. Display the address containing the phone number you want to dial.
2. Place the cursor on the work or home phone number you want to call, or highlight a phone number in the Notes box.
3. Select Call from the Address Menu (F5).
A dialog box appears, displaying the phone number you are calling.
4. When the person you are calling answers the phone, pick up the telephone receiver and select CANCEL to disconnect the modem from the line.

View Menu

The View Menu (F6) options let you view the addresses in your master list or a specialized list.



All

Lets you view all the addresses in Address Book.

- Select All from the View Menu (F6).

Address Book displays the first address in the book. You can now use the Index list box to display other addresses.

Note: When you exit Address Book, the application "remembers" what you were viewing last (all addresses or a particular list) and returns to that view when you next run the application.

By list

Lets you view an address in any specific list.

1. Select By list from the View Menu (F6).
A dialog box appears.
2. Highlight the name of the list you want to view.
3. Select OK to complete the task.

Address Book displays the first address in the specified list. You can now use the Index list box to display other addresses in the list.

Note: When you exit Address Book, the application "remembers" what you were viewing last (all addresses or a particular list) and returns to that view when you next run the application.

Address Book Tasks

This section lets you look up Address Book application tasks. The tasks are listed alphabetically, and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use an option, see the "Menu Options" section for detailed information and step-by-step instructions.

Add an Address

Address **F5** (Add)

Add an Address to Another List

Address **F5** (Add to list)

Change an Address

Edit **F3** (Clear)

Copy an Address

Address **F5** (Copy)

Correct an Error

Edit Menu **F3** (Clear)

Edit Menu **F3** (Undo)

Create a Specialized List

List **F4** (New)

Delete a List

List **F4** (Delete)

Delete an Address from a List

Address **F5** (Delete from list)

Delete an Address from the Entire Book

Address **F5** (Delete)

Delete Information from a Field

Edit **F3** (Clear)

Dial a Phone Number

Address **F5** (Call)

Display a Program/Application Name and Version Number

File **F2** (About)

Duplicate Information to Another Address

Edit **F3** (Copy)

View **F6** (All or By list)

Edit **F3** (Paste)

Duplicate Information to Another Application

Edit **F3** (Copy)

File **F2** (Run)

Edit **F3** (Paste)

Duplicate Information Within the Same Address

Edit **F3** (Copy)

Edit **F3** (Paste)

Erase Address Information

Edit **F3** (Clear)

Exit Address Book

File **F2** (Exit)

Find an Address

View **F6** (All or By list)

Address **F5** (Find)

Address **F5** (Find next)

Format Mailing Labels

File **F2** (Format labels)

Merge a List Into the Current List

View **F6** (By list)

List **F4** (Merge)

Move Information to Another Address

Edit **F3** (Cut)

View **F6** (All or By list)

Edit **F3** (Paste)

Move Information to Another Application

Edit **F3** (Cut)

File **F2** (Run)

Edit **F3** (Paste)

Move Information Within the Same Address

Edit **F3** (Cut)

Edit **F3** (Paste)

Print a Form Letter

View **F6** (All)

View **F6** (By list)

File **F2** (Print form letter)

Print Address Records to a File

View **F6** (All or By list)

File **F2** (Print document)

Print the Current Address Record

File **F2** (Print address)

Print Mailing Labels

View **F6** (All or By list)

File **F2** (Format labels)

File **F2** (Print labels)

Print Phone Numbers

Phone List Accessory

Run Another Application

File **F2** (Run)

Undo Editing

Edit **F3** (Undo)

View Addresses by List

View **F6** (By list)

View All Addresses

View **F6** (All)

Other Address Book Information

Correct an Error

If you make an error as you are typing information in a field, you can press either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on.

You can also use the Edit Menu's Clear and Undo options to correct errors. The Clear option erases highlighted information in a field. The Undo option removes all changes made to the address since it was last stored on disk. Or, if the address is new, Undo erases all the information in all the fields.

Highlight Information

When you move the cursor to any field that already contains information, Address Book automatically highlights all the information in the field. You can then type over the information or use an Edit Menu (**F3**) option.

You can also *reverse highlight* any part of the information for typing over or editing. To do this, use the arrow keys to move to the first character you want to edit. Then, press **SHIFT+→** or **SHIFT+←** to reverse highlight as much as you want. Or, with the mouse, move the cursor to the first character you want to edit, and then drag the mouse to reverse highlight.

To unhighlight information, press **→** or **←** (or click the mouse button).

Print Phone Numbers

Use the Phone List accessory to print telephone information for each person in your address book (the person's name, work or home phone number, and any information in the Notes field). See the "Accessories" chapter for more information.

Note: You cannot print phone information by list.

View an Address in the Current List

Use the Index list box on the left side of the screen to display any address in the current list.

- Select the name, either by using the arrow keys or by pointing and clicking with a mouse.

To scroll in the list, you can use the arrow keys. You can also type the initial letter of the name you are seeking.

Calendar

Overview

What Is It?

With DeskMate's Calendar application, an organized schedule can be right at your fingertips. Using Calendar, you can schedule activities, remember annual occasions (such as birthdays), and record daily reminders.

What Can I Do with It?

With Calendar's many features, it is easy to maintain up-to-date schedule information. In addition to simple schedule maintenance, you can:

- Create different calendars to meet your schedule demands
- Print your calendar information for quick and easy accessibility
- Look up calendar information quickly and easily
- Set alarms to remind you about appointments
- Schedule weekly, monthly, and yearly appointments or meetings

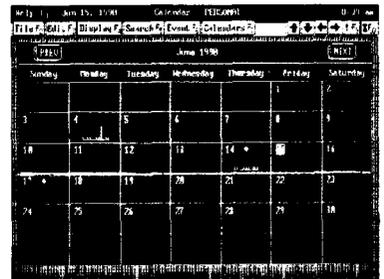
How Do I Use It?

When you open the Calendar application, a screen similar to the one at the right appears.

The first time you run this application, DeskMate automatically creates the `personal.cal` file and a calendar named PERSONAL. The name of the calendar appears on the title bar.

The Calendar screen displays a calendar for the correct month and day. Any major holidays that fall in the displayed month are marked with the ♦ icon.

There are four different ways to view Calendar information. You can display a daily calendar, which gives you more detailed information about any schedule information or reminders. The weekly or monthly calendar lets you see at a glance whether you have things scheduled during the week or month. You can also display a yearly calendar, which displays six months at a time on the screen and you can see which days you have scheduled events or activities.



To add an activity or event to a calendar, use the Event Menu's **(F6)** Add option. You can then enter information about the event, annual occasion, or reminder, and DeskMate adds the activity to the calendar. The event or activity appears on the calendar regardless of how the calendar is displayed.

As you schedule appointments and reminders in your calendar(s) you might want to use DeskMate's Alarm Accessory to set an alarm. Then, when your appointment time arrives, DeskMate will sound a beep and you can display a message to remind you of your appointment.

You can also enter annual events, such as birthdays and anniversaries, by using the Annual occasion option on the Event Menu **(F6)**. These events are added to your calendar for not only the current year, but all subsequent years.

As your calendar fills up with schedule information, you can use other Calendar options to search through your calendar for a specific activity, move information between calendars, print a copy of your calendar, create new calendars, and so on.

To learn the basics about using Calendar, see the "Calendar" article in the *Getting Started* magazine. Then, when you're familiar with Calendar, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Calendar Tasks" section at the end of this chapter.

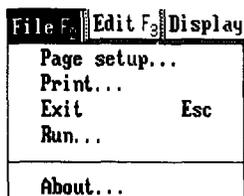
Menu Options

Calendar has six menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to display a daily calendar, you can press **CTRL+D** to select Daily from the Display Menu (**F4**).

This section explains each Calendar menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can format your page layout, print Calendar information, or run another DeskMate application.



Page setup

Lets you specify that you want the printer to pause between pages. This feature is helpful if you are not using continuous-feed paper. All the other Page setup fields are automatically set for you.

1. Select Page setup from the File Menu (**F2**).

A dialog box appears.

2. If necessary, choose the Pause between pages check box.
3. Select OK to complete the task.

When you print your Calendar information, DeskMate will pause between the pages.

Print

Lets you print Calendar information to the screen, on paper, or to a file.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Also, if you are not using continuous-feed paper, be sure to turn on the Pause between pages option using the File Menu's (**F2**) Page setup option. (All other Page setup options are preset.)

1. Select Print from the File Menu (**F2**).

A dialog box appears.

2. At the Start date: prompt, change the date, if necessary, and type the earliest date (using the format *mmdyyyy*) you want to print.
3. At the End date: prompt, change this date, if necessary, and type the last date (using the format *mmdyyyy*) you want to print.

4. Select OK.

Another dialog box appears so that you can specify the device you want to use to print this calendar.

5. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print the currently displayed daily, weekly, monthly, or yearly calendar on the screen. Printing on the screen lets you see how the calendar will look on paper.

The Printer button lets you print the currently displayed daily, weekly, monthly, or yearly calendar on paper.

The File button lets you print the currently displayed daily, weekly, monthly, or yearly calendar to another file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

6. Follow the appropriate instructions below for the button you chose in Step 5.

If you chose the Screen button:

- a. Select OK to complete the task.
The calendar prints on the screen. You can scroll through it using the arrow keys or use the Next page option on the Options Menu (F2) to view the next page.
- b. When you finish viewing the calendar on the screen, select Exit from the Options Menu (F2).

The normal Calendar screen is redisplayed.

If you chose the Printer button:

- Select OK to begin printing.
The document begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper, and select YES. Select CANCEL to stop the print operation.

When you finish printing. Select NO at the Reprint current page? prompt.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight characters or fewer. An extension of .prn will be added to the filename unless you specify otherwise.
Note: Be sure to type a complete pathname of up to 64 characters if you want to save the file on a different drive or in a different directory.

- b. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on disk. You can view it from the desktop's Files View.

Note: The printed monthly calendar does not include the bar graphs that indicate the level of activity for a given day.

Exit

Exits the Calendar application and returns you to the desktop.

- Select Exit from the File Menu (F2).

The desktop screen appears.

Run

Runs another DeskMate application file or runs another software package without returning to the desktop.

1. Select Run from the File Menu (F2).

A dialog box appears.

2. At the Program: prompt, type the name of the application or program you want to run.

If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.

3. At the Data file: prompt, either type the name of the data file you want to use with your chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program without opening a corresponding data file.

4. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the desktop.pdm file. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run this program.

1. Select About from the File Menu (**F2**).
A dialog box appears.
2. Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (**F3**) options make it easy for you to edit your Calendar information. For example, you can move information around, duplicate it without retyping, or remove unwanted information.

Edit F3	Display F4	Search
Cut	Shift+Del	
Copy	Ctrl+Ins	
Paste	Shift+Ins	
Clear	Del	

Cut

Cuts (or removes) a highlighted event and places it on the Clipboard.

1. Highlight the event you want to remove.

For more specific instructions on highlighting events, see "Highlight Events" in the "Other Calendar Information" section.

2. Select Cut from the Edit Menu (**F3**).

DeskMate removes the highlighted event from the current location and places it on the Clipboard.

To place the Clipboard information into another calendar or application, use the Edit Menu's (**F3**) Paste option.

Copy

Copies a highlighted event to the Clipboard.

1. Highlight the event you want to copy.

For more specific instructions on highlighting events, see "Highlight Events" in the "Other Calendar Information" section.

2. Select Copy from the Edit Menu (**F3**).

DeskMate copies the highlighted event to the Clipboard.

To place the copied event into another calendar or application, use the Edit Menu's (**F3**) Paste option.

Paste

Inserts cut or copied calendar information (Clipboard information) at the cursor location.

1. Move the cursor to where you want the information to appear.
2. Select Paste from the Edit Menu (**F3**).

DeskMate inserts the Clipboard information at the cursor location.

Clear

Deletes a highlighted event from your calendar.

1. Highlight the event you want to delete on the daily calendar.
2. Select Clear from the Edit Menu (**F3**).

DeskMate deletes the event from your calendar.

Display Menu

The Display Menu (F4) options let you display a daily, weekly, monthly, or yearly view of your calendar and scheduled events.



Daily

Displays a list of events for a specific day.

1. Highlight any date you want to display on a weekly or monthly calendar.
2. Select **D**aily from the Display Menu (F4).

DeskMate displays the daily calendar for the date you highlighted. This calendar shows the day of the week, the month, and the year, as well as a notation if the day is a holiday. Your scheduled events appear in chronological order on the screen, complete with their descriptions.

Note that you cannot change or delete holiday notations. When you move the cursor to a holiday, you see only a blinking underline instead of the normal highlight.

Weekly

Displays a weekly calendar.

1. Highlight a date in the week you want to display on a daily or monthly calendar.
2. Select **W**eekly from the Display Menu (F4).

DeskMate displays a calendar for the week you specified.

The calendar is in "grid" form. The days of the week and their dates appear down the left side of the grid, and the times of the day appear across the top of the grid.

Each day on the weekly calendar is a 24-hour period. You can scroll continuously through a 24-hour day by pointing to and clicking on the arrow buttons or pressing the keyboard's arrow keys.

Holidays are marked with the diamond indicator and are displayed in a box at the bottom of the screen when the appropriate day is highlighted.

Each section of the grid represents a time slot of 15 minutes. Time slots that are already scheduled appear shaded so that you can quickly see how busy your schedule is for the week.

Events that overlap appear in a solid fill or darker color so that you can clearly see schedule conflicts.

Monthly

Displays a monthly calendar.

1. Select **M**onthly from the Display Menu (F4).

DeskMate displays the monthly calendar for the currently highlighted date.

Diamond markers appear to indicate holidays and annual occasions.

A bar graph indicates activity level for a 12-hour day. The 12 vertical graph lines correspond to the time slot information currently scheduled on the weekly calendar from 8:00 a.m. to 8:00 p.m. Each vertical line can be up to four segments in length with each segment representing 15 minutes. A vertical line is added to the bar graph each time you add an activity to the calendar.

Yearly

Displays a yearly calendar.

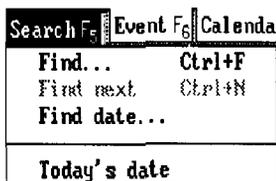
- Select **Y**early from the Display Menu (F4).

A calendar for the current year appears.

Days with special occasions and/or holidays appear with dates that are a different color. You see only six months of the year at one time. To see the remaining months, use the arrow keys to scroll the screen, or point to the scroll arrow buttons and click the mouse button.

Search Menu

The Search Menu (F5) options let you quickly locate specific Calendar information.



Find

Searches DeskMate's Calendar for a specific sequence of text characters.

Note: You can only search for description information with this option. The Find option does not locate notations such as Annual Occasion, Reminder, and so on.

1. Select Find from the Search Menu (F5).

A dialog box appears.

2. At the Search for: prompt, type the characters you want to find, using a maximum of 25 characters.

The characters you type are automatically enclosed in brackets.

3. At the Start date: prompt, type a new date (using the *mmdyyy* format) if you want to start the search at a different date.

4. At the End date: prompt, type a new date (using the *mmdyyy* format) if you want to end the search at a different date.

5. Select OK to complete the task.

Calendar begins searching for the specified text. If Calendar finds the information, the daily calendar that contains those characters appears on the screen, and the event time is highlighted. If Calendar cannot find the characters you specified, you see the message No occurrences of the search string were found. Select OK to remove this message from the screen.

To find subsequent occurrences of the same text, use the Search Menu's (F5) Find next option.

Find next

Finds the next occurrence of information you wanted to locate using the Search Menu's (F5) Find option.

- Select Find next from the Search Menu (F5).

The next occurrence is highlighted.

If there are no other occurrences, you see the No occurrences of the search string were found message. Select OK to remove the message from the screen.

Find date

Finds a specific date on a calendar.

1. Select Find date from the Search Menu (F5).

A dialog box appears.

2. At the Date: prompt, type the date you want to find in the format *mmdyyy*.

Note: You must enter a valid date between 01-01-1980 to 12-30-2040.

3. Select OK to complete the task.

DeskMate displays the calendar for the date you chose.

Today's date

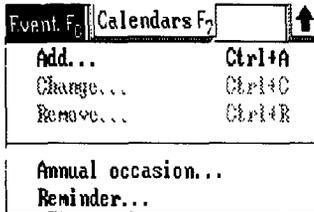
Quickly returns you to the current date after completing work on future or past scheduling tasks.

- Select Today's date from the Search Menu (F5).

The calendar you are currently using is updated to reflect the current date (the date that appears on the title bar).

Event Menu

The Event Menu (**F6**) options make it easy for you to schedule events, reminders, or annual occasions on your calendar. In addition, you can change or remove schedule information as necessary.



Add

Schedules activities and events on your calendar. If you are adding an event using a daily, monthly or yearly calendar, skip Step 2 below. If you are using a weekly calendar, perform Step 2 so that you can highlight the time slot for your event. You can select the beginning and ending times for the event before you add the event.

1. Highlight the event date on a calendar.
2. If you are using a weekly calendar, you can highlight the time slot for the event.
3. Select Add from the Event Menu (**F6**).

A dialog box appears, and the displayed date is the highlighted date on the current calendar. (If you need to change the date, move the cursor to the Event date: field, and type a new date in the format *mmddyyyy*.)

4. At the Start time: prompt, type the time in the format *hhmm*.
5. Choose the AM or PM button.
6. At the End time: prompt, type the time in the format *hhmm*.
7. Choose the AM or PM button.

8. At the Description: prompt, type the description using 120 characters or fewer.

9. Choose the Alarm check box to set the alarm.

You can set an alarm to sound at the time of the event. When an "X" is in the Alarm check box, an alarm goes off at the time you set the event. It is recommended that you set the time earlier than the actual event.

If you have not turned on the alarm using the Alarm Accessory, DeskMate reminds you to do so. Select OK to remove the message from the screen.

10. Select OK to complete the task.

DeskMate adds the event to your calendar, and it can be viewed by displaying the daily, weekly, or monthly calendar for the indicated date.

Note: Calendar rounds start times and end times to the quarter hour, (back for start times, forward for end times).

Change

Changes a reminder, event, or annual occasion on the current calendar.

1. Highlight Reminder or Annual Occasion on a daily calendar, or the event on a daily or weekly calendar you want to change.
2. Select Change from the Event Menu (**F6**).
A dialog box appears.
3. Follow the appropriate instructions for the type of information you are changing:

If you are changing a reminder:

- a. At the Description: prompt, type the new description, using 60 characters or fewer.
- b. Select OK to complete the task.
DeskMate changes the reminder, and it appears on all daily calendars.

If you are changing an event:

- a. At the Event date: prompt, type a new date, if necessary, using the format *mmddyyyy*.
- b. At the Start time: prompt, type a new time, if necessary, in the format *hhmm*.
- c. Choose the AM or PM button.

- d. At the End time: prompt, type a new time, if necessary, in the format *hhmm*.
- e. Choose the AM or PM button.
- f. At the Description: prompt, type a new description, if necessary, using 120 characters or fewer.

You can set an alarm to sound at the time of the event. When an "X" is in the Alarm check box, an alarm goes off at the time you set the event. It is recommended that you set the time earlier than the actual event.

- g. Choose the Alarm check box to set the alarm.
If you have not turned on the alarm using the Alarm Accessory, DeskMate reminds you to do so. Select OK to remove the message from the screen.
- h. Select OK to complete the task.
DeskMate changes the event as you specified.

If you are changing an annual occasion:

- a. At the Date of occasion: prompt, change the date, if necessary, using the format *mmdd*.
- b. At the Description: prompt, type a new description, if necessary, using 30 characters or fewer.
- c. Select OK to complete the task.
The changes appear in all yearly references to this annual occasion.

Remove

Deletes a reminder, event, or annual occasion from a calendar.

1. Highlight Reminder, Annual Occasion, or the event you want to delete on a daily calendar.
2. Select Remove from the Event Menu (F6).
A dialog box appears.
3. Choose either the This event only button or the All events prior to button.

4. If you chose All events prior to, type a new date, if necessary, in the format *mmddyyyy*.
5. Select OK to complete the task.

DeskMate deletes the reminder, event (or all events prior to the date you specified), or annual occasion from your calendar.

Annual occasion

Adds an occasion to your calendar that occurs yearly, such as birthdays and holidays.

1. Highlight the occasion date.
2. Select Annual occasion from the Event Menu (F6).
A dialog box appears, and the displayed date is the highlighted date on the current calendar. (If you need to change the date, move the cursor to the Date of occasion: field, and type a new date in the format *mmdd*.)
3. At the Description: prompt, type the description, using 30 characters or fewer.
4. Select OK to complete the task.

The annual occasion you entered can be read on the daily or weekly calendar for that date. A diamond (◆) appears on the monthly calendar on the date of the annual occasion. On some monitors, the date of the occasion appears in a different color on the yearly calendar.

DeskMate automatically inserts an annual occasion into every year so that you do not have to re-enter the date at the beginning of each new year.

Reminder

Adds a reminder on the daily calendar.

1. Select Reminder from the Event Menu (F6).
A dialog box appears.
2. At the Description: prompt, type a reminder, using 60 characters or fewer.
3. Select OK to complete the task.

The reminder is added to your calendar, and it appears every day on each date's daily calendar until it is deleted.

Calendars Menu

The Calendars Menu (F7) options let you create new calendars, open existing ones, or delete calendars you no longer need.



New

Creates a new calendar. You can create up to 20 calendars.

Note: You must be in an existing calendar before you use the New option to create a new calendar.

1. Select New from the Calendars Menu (F7).

A dialog box appears.

2. At the Name: prompt, type a calendar name, using 15 characters or fewer.
3. Select OK to complete the task.

DeskMate displays the new calendar.

Open

Opens an existing calendar without returning to the desktop.

1. Select Open from the Calendars Menu (F7).
A dialog box appears, listing all the calendars you can open.
2. Highlight the name of the calendar you want to open.
3. Select OK to complete the task.

Your new calendar opens to the same calendar type you were working with (daily, weekly, monthly, or yearly).

Delete

Deletes an existing calendar.

1. Select Delete from the Calendars Menu (F7).
A dialog box appears, listing all the calendars you have created.
2. Highlight the name of the calendar you want to delete.
3. Select OK to complete the task.

DeskMate deletes the calendar.

Calendar Tasks

This section lets you look up Calendar application tasks. The tasks are listed alphabetically, and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use an option, see the "Menu Options" section for detailed information and step-by-step instructions.

Add a Reminder

Event F6 (Reminder)

Add an Annual Occasion

Event F6 (Annual occasion)

Add an Event

Event F6 (Add)

Change a Reminder

Event F6 (Change)

Change an Annual Occasion

Event F6 (Change)

Change an Event

Event F6 (Change)

Create a New Calendar

Calendars F7 (New)

Delete a Calendar

Calendars F7 (Delete)

Delete a Reminder

Event F6 (Remove)

Delete an Annual Occasion

Event F6 (Remove)

Delete an Event

Edit F3 (Clear)

Event F6 (Remove)

Display a Daily Calendar
 Display **F4** (Daily)
 Display a Monthly Calendar
 Display **F4** (Monthly)
 Display a Program/Application Name and Version Number
 File **F2** (About)
 Display a Weekly Calendar
 Display **F4** (Weekly)
 Display a Yearly Calendar
 Display **F4** (Yearly)
 Duplicate Information in Another Calendar
 Edit **F3** (Copy)
 Calendars **F7** (Open)
 Display **F4** (Daily, Weekly, Monthly, or Yearly)
 Edit **F3** (Paste)
 Duplicate Information Within the Same Calendar
 Edit **F3** (Copy)
 Edit **F3** (Paste)
 Exit Calendar
 File **F2** (Exit)
 Find a Date
 Search **F5** (Find date)
 Find Text
 Search **F5** (Find)
 Search **F5** (Find next)
 Find Today's Date
 Search **F5** (Today's date)
 Format a Page Layout
 File **F2** (Page setup)
 Move Information to Another Calendar
 Edit **F3** (Cut)
 Calendars **F7** (Open)
 Display **F4** (Daily, Weekly, Monthly, or Yearly)
 Edit **F3** (Paste)
 Move Information Within the Same Calendar
 Edit **F3** (Cut)
 Edit **F3** (Paste)
 Open an Existing Calendar from Within a Calendar
 Calendars **F7** (Open)
 Print a Calendar
 File **F2** (Print)
 Run Another Application
 File **F2** (Run)

Other Calendar Information

Highlight Events

You can work with the information on the daily or weekly calendar (for example, move, copy, and delete) by highlighting it and then choosing the appropriate option. The following instructions explain how to highlight events.

There are different techniques for highlighting information depending on whether you are using a daily or weekly calendar. Follow the instructions below to highlight scheduled events on a daily or weekly calendar.

Daily Calendar:

- If you are using the keyboard, use the up and down arrow keys to move the cursor to the event you want to highlight.
- If you are using a mouse, point to the event you want to highlight, and click.

Only the left column is highlighted, but when you move or copy the information, for example, all the information for the event is moved or copied.

Weekly Calendar:

Keyboard

- To highlight an existing event, use the arrow keys to move the cursor to any time slot in the scheduled event. Then, press the space bar.
- To enter a time period for a new event, move the cursor to the first time slot, and then hold down **SHIFT** and press the left or right arrow key until the desired time period is highlighted.

Mouse

- To highlight an existing event, point to any time slot in the scheduled event, and click.
- If you are entering a time period for a new event, point to the first time slot and hold down the mouse button. Drag the mouse to the left or right until the desired time period is highlighted. Then, release the button.

Note: If more than one event is listed in the same time slot, you must press the space bar or double click to specify the event you want to select. A dialog box appears with the descriptions of multiple events. Use the arrow keys or point and click to select an event. Select OK to complete the selection.

Move the Cursor

The techniques explained in this section will help you move the cursor around the screen.

Keyboard. If you are working in a daily calendar, pressing ↑ or ↓ moves the cursor one event up or down on the list.

On a weekly calendar, pressing ↑ or ↓ moves the cursor to the previous or next day of the week. Pressing → or ← moves the cursor backward or forward through the time slots (15-minutes).

On a monthly calendar, pressing ↑ or ↓ moves the cursor to the same day of the previous or next week. Pressing → or ← moves the cursor backward or forward one day.

On a yearly calendar, pressing ↑ or ↓ moves the cursor three months previous or ahead. Pressing → or ← moves the cursor to the next or previous month.

You can also use these keys to move to specific places:

Key(s):	Moves the Cursor:
ALT+N	To the next day, week, month, or year
ALT+P	To the previous day, week, month, or year
CTRL+	To the beginning of a daily, weekly, or yearly calendar
HOME	
CTRL+END	To the end of a daily, weekly, or yearly calendar

Mouse. Position the cursor anywhere on a calendar by pointing to the desired location and clicking. To display information not currently on the screen, point and click on the scroll arrow icons on the menu bar. The following chart provides more information on moving the cursor with a mouse:

Point and Click on:	To Move the Cursor:
NEXT	To the next day, week, month, or year

PREV	To the previous day, week, month, or year
-------------	---

To scroll more than one line or character at a time, point to the appropriate arrow button, and hold down the button. The screen scrolls continuously until the button is released.

You can also scroll through a weekly schedule grid. Move the cursor to the farthest point on the grid in the direction you want to move, and then use the appropriate arrow key to scroll the grid.

Select a Date

Depending on the way you have a calendar displayed, daily, weekly, monthly, or yearly, you can move the cursor to help you select the date you need to see.

When you are using the Display Menu's (F4) Daily option:

Keyboard

- To move to the next day, press **ALT+N**.
- To move to the previous day, press **ALT+P**.

Mouse

- To move to the next day, point to the **NEXT** button and click the mouse button.
- To move to the previous day, point to the **PREV** button and click the mouse button.

When you are using the Display Menu's (F4) Weekly option:

Keyboard

- To move to a different day in the displayed week, press the up or down arrow key.
- To move to the next week, press **ALT+N**.
- To move to the previous week, press **ALT+P**.

Mouse

- To move to a different day in the displayed week, point to the desired day and click the mouse button.
- To move to the next week, point to the **NEXT** button and click the mouse button.
- To move to the previous week, point to the **PREV** button and click the mouse button.

When you are using the Display Menu's (F4)

Monthly option:

Keyboard

- To move to a different day in the displayed month, use the arrow keys.
- To move to the next month, press **ALT+N**.
- To move to the previous month, press **ALT+P**.
- To select the day the cursor is on, press **ENTER**.

Mouse

- To move to a different day in the displayed month, point to the desired day and click the mouse button.
- To move to the next month, point to the NEXT button and click the mouse button.
- To move to the previous month, point to the PREV button and click the mouse button.
- To select the day the cursor is on, double click the mouse button.

When you are using the Display Menu's (F4)

Yearly option:

Keyboard

- To move to a different month in the displayed year, use the arrow keys.
- To move to the next year, press **ALT+N**.
- To move to the previous year, press **ALT+P**.
- To select the month the cursor is on, press **ENTER**.

Mouse

- To move to a different month in the displayed year, point to the desired month (or point to the appropriate arrow on the menu bar) and click the mouse button.
- To move the next year, point to the NEXT button and click the mouse button.
- To move to the previous year, point to the PREV button and click the mouse button.
- To select the month the cursor is on, double click the mouse button.

Set the Alarm

You can set an alarm for an event using the Add or Change option on the Event Menu (F6) and checking the Alarm check box in the dialog box. When an "X" is in the check box, the alarm sounds at the event time. For this reason, if you plan to use the Alarm Accessory for other "quick" alarm reminders, it is recommended that you set the starting time earlier than the actual event.

Note: You must turn on the Alarm Accessory by using the Alarm option on the Accessory Menu (F10).

Store Updates

Calendar stores additions, deletions, and changes you make to a calendar automatically. You do not have to perform a special procedure to store your information on disk.

Note: You must exit Calendar to automatically update the changes on disk.

Desktop

Overview

What Is It?

DeskMate's central screen is the desktop. With desktop's menu options, you can manage your computer files and design your DeskMate desktop without memorizing complicated commands and without ever leaving DeskMate.

What Can I Do with It?

The desktop contains a myriad of features that let you:

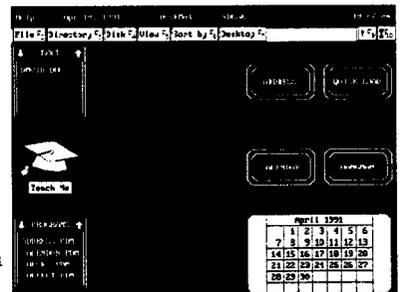
- Prepare diskettes for storing information, copying information, and copying entire diskettes
- Change the view of your desktop so that you can easily see your file and directory organization
- Design the DeskMate desktop by adding or removing list boxes so that the programs or applications you use most frequently are at your fingertips
- Install other software programs on the desktop for quick and easy access without leaving DeskMate
- See your computer files in order by names, type of file, date, or size

How Do I Use It?

When you start DeskMate, the first screen you see is the desktop (similar to the one shown at the right).

The desktop lets you do more than run applications and their data files. You can use the desktop menus to manage your files, directories, and disks. For example, you can use the File Menu (F2) options to copy, delete, and rename files; use the Directory Menu (F3) to change, create and delete directories; use the Disk Menu (F4) to format and copy your disks.

Using the options on the Desktop Menu (F7), you can design your desktop by creating, removing, and renaming the application boxes and list boxes on the screen.



DeskMate lets you look at your files a few different ways using the View Menu (F5) — the Menus View which is the screen shown at the beginning of this chapter, the Tree View which shows you a graphic tree structure of your disk's directories, and the Files View which shows you a list of the files in the current directory. When you use the Files View, you can quickly view all your file information such as name, extension, size, and so on. You also have the option of sorting these files by name, type, date, and size.

To learn the basics about using the desktop, see the "Desktop" article in the *Getting Started* magazine. Then, when you're familiar with the desktop, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Desktop Tasks" section at the end of this chapter.

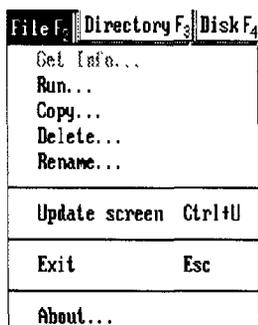
Menu Options

The desktop has six menus that list the options you can use. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to exit DeskMate, you can press **ESC** to select **Exit** from the File Menu (**F2**).

This section explains each of the desktop menus on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with DeskMate files. For example, you can copy, delete, or rename a file, and run another program or application.



Get Info

Lets you see the size of a selected file and the date and time you last changed it.

1. Highlight a specific file in a list box.
2. Select Get Info from the File Menu (**F2**).
A dialog box appears.
3. Select OK to remove the box from the screen.

Run

Runs a DeskMate application file or another software package.

1. Select Run from the File Menu (**F2**).
A dialog box appears.
2. At the Program: prompt, type the name of the program or application you want to run.
If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.
3. At the Data file: prompt, either type the name of the data file you want to use with your chosen program (or application) or leave the prompt blank.
If you leave the prompt blank, DeskMate runs the specified program (or application) without opening a corresponding data file.
4. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or program you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the file desktop.pdm. After you insert the diskette and select OK, you return to the desktop.

Copy

Copies a file to any directory on any disk. If you want, you can also give the copy a new name.

1. If you want to copy a file that appears in a list box, highlight it.
If you are using a diskette-based system, be sure the diskette containing the file you want to copy is in a diskette drive.
2. Select Copy from the File Menu (**F2**).
A dialog box appears, displaying the name of the file you highlighted.
3. If you did not highlight a file, type the name of the file you want to copy at the Copy from: prompt, including the drive and directory name as necessary.

4. At the Copy to: prompt, type the name you want to give the copy, including the drive and directory name as necessary.

Notes:

- If you want the copied file to have the same name as the original file, you only need to type a drive and directory name.
- If you are copying to a new filename but in the same drive and directory, you only need to include the new filename.
- If you have only one drive but are copying between two diskettes, specify Drive A at the Copy from: prompt and Drive B at the Copy to: prompt. DeskMate tells you when to switch diskettes.

5. Select OK to complete the task.

You can use the * or ? wildcards to represent any number of characters. For instance, *.doc copies all files that have the extension .doc. You can restrict a wildcard by beginning with specific characters. For example, ab*.doc copies all files beginning with ab that have the extension .doc.

Be sure to see "Wildcard Characters" in the "Other Desktop Information" section.

You can also select multiple files from a list box on the desktop before selecting the Copy option. To do so, hold down the **SHIFT** key while highlighting the files. Then, follow the copy procedure as previously given and select the ALL button. Instead of copying one file, DeskMate copies all the highlighted files.

For more information about selecting multiple files, see "Highlight Multiple Files" in the "Other Desktop Information" section.

Delete

Deletes duplicate or unwanted files from a disk to create additional storage space.

1. Change to the directory containing the file you want to delete. (See the Directory Menu's (F3) Change option.)
2. If the file you want to delete appears in a list box, highlight it.

3. Select Delete from the File Menu (F2).

A dialog box appears, displaying the name of the file you highlighted.

4. If you did not highlight a file, type the name of the file you want to delete at the Filename: prompt.

5. Select OK to complete the task.

Instead of changing directories before deleting a file, you can type a full pathname at the Filename: prompt, including the drive and directory name, for the file you want to delete.

You can use the * or ? wildcards to represent any number of characters. For instance, *.doc deletes all files that have the extension .doc. You can restrict a wildcard by beginning with specific characters. For example, ab*.doc deletes all files beginning with ab that have the extension .doc.

Be careful when using wildcard characters. Be sure that any filenames you want to keep are not included in the wildcards you type.

Be sure to see "Wildcard Characters" in the "Other Desktop Information" section.

You can also select multiple files from a list box on the desktop before selecting the Delete option. To do so, hold down the **SHIFT** key while highlighting the files. Then, follow the copy procedure as previously given and select the ALL button. Instead of deleting one file, DeskMate deletes all the highlighted files.

For more information about selecting multiple files, see "Highlight Multiple Files" in the "Other Desktop Information" section.

Rename

Changes the name of a file. You might want to change the name to avoid filename conflicts or to make the name more descriptive of its contents.

1. Be sure you are in the directory where the file you want to rename resides. (See the Directory Menu's (F3) Change option.)
2. If the file you want to rename appears in a list box, highlight it.

3. Select Rename from the File Menu (F2).

A dialog box appears, displaying the name of the file you highlighted.

- 4. If you did not highlight a file, type the name of the file you want to rename at the From: prompt.**
- 5. At the To: prompt, type the new filename.**
- 6. Select OK to complete the task.**

The filename is changed on the desktop or disk.

Update screen

Re-reads the disk (diskette) files and updates the screen (for example, after you switch diskettes.)

- **Select Update screen from the File Menu (F2).**
- DeskMate redraws the screen, showing the contents of the current disk.

Exit

Exits DeskMate and returns you to the MS-DOS prompt.

- 1. Exit any application or program you are using.**
- 2. At the desktop, select Exit from the File Menu (F2).**
A dialog box appears asking you to confirm your exit.
- 3. Select OK to complete the task.**

The system prompt is displayed.

About

Displays the program or application name, version number, and the files DeskMate uses to run this program.

- 1. Select About from the File Menu (F2).**
A dialog box appears.
- 2. Select CANCEL to remove the box from the screen.**

Directory Menu

The Directory Menu (F3) options let you create or delete a directory and change to a different drive or directory.

**Change**

Lets you change DeskMate's current disk, directory, or both to access different files or use a different diskette. Using this option lets you store the files created by the various applications in separate directories or on different disks. For example, you can store all the letters you create, using the Text application, in a Letters directory on a diskette in Drive B.

- 1. Select Change from the Directory Menu (F3).**
A dialog box appears.
- 2. Highlight a directory in the Directory box, or at the Directory: prompt, type the new pathname.**
For example, the pathname for a directory named Letters on Drive B is b:\letters.
- 3. Select OK to complete the task.**

DeskMate displays the new directory or drive, and its files, on the desktop

Create

Creates additional directories on any disk. You might want to create a different directory to hold the files created by each of the DeskMate applications.

- 1. Select Create from the Directory Menu (F3).**
A dialog box appears.

2. At the Path: prompt, type the name of the directory you want to create.

If the directory is on a disk other than the current disk or in a directory other than the current directory, type the full path for the new directory, using up to 64 characters. For example, to create a directory named Letters on Drive B, at the Path: prompt, type b:\letters.

3. Select OK to complete the task.

Delete

Deletes directories that you no longer need.

1. Before you can delete a directory, you must delete all the files from the directory. (See the File Menu's (F2) Delete option.)

2. Select Delete from the Directory Menu (F3).

A dialog box appears.

3. At the Path: prompt, type the name of the directory you want to delete, including the drive name and any other directory names in the path.

For example, to delete the sub-directory Letters from the Text directory on Drive B, type b:\text\letters.

4. Select OK to complete the task.

If you specify a directory that does not exist, or if you make a typing error, DeskMate displays a message telling you that the indicated path could not be found. You can either retype the pathname or select CANCEL to close the dialog box without making a deletion.

Disk Menu

The Disk Menu (F4) options let you copy or format a disk and check the disk storage space.



Get Info

Lets you view the amount of available free space on the current disk, along with the volume name.

1. Select Get Info from the Disk Menu (F4).

A message box containing the information appears.

2. Select OK to remove the box from the screen.

Format

Formats a diskette so that you can store data on it.

1. Select Format from the Disk Menu (F4).

A dialog box appears.

2. At the Drive: prompt, type the letter of the drive in which you will put the diskette to be formatted.
3. If necessary, choose the appropriate drive type.
4. If you want to add a volume label to the diskette, choose Volume Label.
5. If you want to make the diskette a system diskette, choose Install operating system.
6. Select OK to complete the task.

You are asked to insert a diskette and press ENTER. When formatting is complete, you are asked if you want to format another diskette. Press Y to continue formatting, and follow the prompts that appear. Press N to end the formatting session. You return to the desktop.

Diskcopy

Makes one or more copies of a diskette.

1. Select Diskcopy from the Disk Menu (F4).

A dialog box appears.

2. At the From: prompt, type the letter for the drive that will contain the diskette you want to copy.
3. At the To: prompt, type the letter for the drive that will contain the blank, formatted diskette you want to copy to.

You can type b at the To: prompt, even if you have only one diskette drive. The program tells you when to switch diskettes.

4. Select OK to begin the copy procedure.

You are asked to insert the diskette(s). When Diskcopy is finished, you are asked if you want to copy another diskette. If you do, press Y and follow the same process. If you don't, press N. Diskcopy ends and the desktop appears.

View Menu

The View Menu (**F5**) options let you change the desktop view.



Menus

Displays the DeskMate desktop as it appears when you first start running DeskMate.

- Select Menus from the View Menu (**F5**).

The Menus View is also referred to as the desktop.

Tree

Displays a tree structure of the directories in the current drive.

- Select Tree from the View Menu (**F5**).

DeskMate displays the tree structure of the directories on the current drive. To see the files in the directories, highlight a directory and press **ENTER**. A list box appears, displaying all the files in the directory (the Files View). For more information about the Files View, see the Files option.

Files

Displays a list box containing the files in the current directory.

- Select Files from the View Menu (**F5**).

A list box appears, displaying all the files in the directory. If there are more files than can fit in the box, press **PG UP** and **PG DN** to view other files. You can also select a specific file by pressing the first letter of the filename until you highlight the file.

To run DeskMate applications from the Files View, select the application name from the list box, or select a data file that displays the application name in the Program column.

Sort By Menu

The Sort by Menu (**F6**) options let you sort filenames in the Files View by name, file extension, date, and size.



Name

Sorts the files that appear in the Files View list box alphabetically by filename.

1. Open the directory containing the files you want to view.

A list box appears, containing all the files in the current directory.

2. Select Name from the Sort by Menu (**F6**).

The files in the Files View list box appear alphabetically.

Type

Sorts the files that appear in the Files View list box alphabetically by extension name.

1. Open the directory containing the files you want to view.

A list box appears, containing all the files in the current directory.

2. Select Type from the Sort by Menu (**F6**).

The files in the Files View list box appear alphabetically by extension name.

Date

Sorts the files in the Files View list box in reverse chronological order by date.

1. Open the directory containing the files you want to view.

A list box appears, containing the files in the current directory.

2. Select Date from the Sort by Menu (**F6**).

The files in the Files View list box appear in reverse chronological order by date.

Size

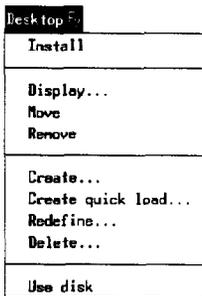
Sorts the files in the Files View list box in numerical order by size.

1. Open the directory containing the files you want to view.
A list box appears, containing the files in the current directory.
2. Select Size from the Sort by Menu (F6).

The files in the Files View list box appear in ascending numerical order by size.

Desktop Menu

The Desktop Menu (F7) options let you design your desktop so that the programs and applications you use most are available for quick access. For example, you can create application boxes for applications that don't normally appear on the desktop, remove an application box from the desktop, or install other programs that you use and want to access from the DeskMate desktop.



Install

Automatically installs other program packages you want to use with DeskMate. Tandy and other companies have programs especially written to use with the DeskMate environment. These programs have special files that make installing them easy.

1. Place the new program diskette in a diskette drive.
2. Select Install from the Desktop Menu (F7).
A dialog box appears.

3. Change the default box size if necessary.
4. Select OK to complete the task.
The desktop returns and a dotted box appears.
5. Using the arrow keys, move the dotted box to where you want the application box to appear on the desktop.
6. Press **ENTER** or double click the mouse button.

The installation continues automatically. Simply follow the prompts to complete the procedure. If you need to insert additional diskettes, DeskMate will tell you.

When the installation process is finished, you can run the new application from its application box. In addition, you can run the program using the File Menu's (F2) Run option, or you can select the file from DeskMate's Files View.

See the manual that comes with your new program for more specific information.

Display

Displays an application box or accessory on the desktop.

1. If necessary, remove one or more application boxes from the desktop to make room for the application list box you want to display. (See the Remove option.)
2. Select Display from the Desktop Menu (F7).
A dialog box appears, listing all the applications and accessories that will fit on the current desktop and are not already displayed.
3. Highlight the name of the application or accessory you want to display.
4. Change the default box size if necessary. Each application box and accessory has a default size, and you cannot decrease this size.
5. Select OK to complete the task.
The desktop returns and a dotted box appears.
6. Using the arrow keys, move the dotted box to where you want the application box or accessory to appear on the desktop.
7. Press **ENTER** or double click the mouse button.

Note: If you are using a mouse, you must point to the *left* corner of the dotted box, and then click the button to display it.

The application or accessory appears on the desktop.

Move

Moves an existing application box or accessory on the desktop.

1. Highlight the application box or accessory you want to move.
2. Select Move from the Desktop Menu (F7).
A dotted box appears on the desktop.
3. Move the dotted box to where you want the application box or accessory to appear on the desktop.
4. Press **ENTER** or double click the mouse button.

The application box or accessory reappears on the desktop in its new location.

Remove

Removes an application list box or accessory from the desktop. Removing an application box or accessory does not erase it from the DeskMate environment — you can choose to redisplay it again later. (See the Display option.)

1. Highlight the application box or accessory you want to remove.
2. Select Remove from the Desktop Menu (F7).

Create

Creates an application box and displays it on the desktop.

1. Select Create from the Desktop Menu (F7).
A dialog box appears.
2. At the Menu title: prompt, type the name you want displayed on the list box.
3. At the Programs list box, highlight the program for which you want to create the new application box, or type another program name at the Program name: prompt.
4. At the Data file extension: prompt, type the extension of the data files you will create when using the program.
5. At the Start-up directory: prompt, type the name of the directory you want DeskMate to select before running the chosen program.

If you type the name of another directory at this prompt, the program will store its files in that directory. When you return to the desktop after running the chosen program, DeskMate returns to the original directory.

If you do not want to change directories when running this program, leave the Start-up directory: prompt blank.

6. Select OK to complete the task.
A dialog box appears.
7. Choose the desired application box size.
8. Select OK.
The desktop returns and a dotted box appears.
9. Move the dotted box to where you want the application box to appear on the desktop.
10. Press **ENTER** or double click the mouse button.
The new application box appears on the desktop.

Create quick load

Creates a Quick Load box that can change its name and contents depending on the current drive or directory. To see which application is currently assigned to the Quick Load box, select the Redefine option on the Desktop Menu (F7) and scroll through the applications until you find the application assigned to the Quick Load box.

The Quick Load box can be useful whether you are using a hard drive or diskette-based system. For example:

- When using a hard drive system, you might want to create a special directory to store a large number of files that you create with one specific DeskMate application. You can then assign that directory to the Quick Load box and display it on the desktop.
- When using a diskette-based system, you might create more files for a specific application than can be stored on a DeskMate diskette. You can create a special diskette for that application (and its files) only. You can then assign that application to the Quick Load box, and when you insert the diskette, the files appear in the Quick Load box.

- When using another software program that is written to run under the DeskMate User Interface, the program will automatically appear in the Quick Load box when you insert the program diskette.

Before you can assign an application or program to the Quick Load box, there must be an existing box for that application or program. If it does not appear in the list when you select the `Display` option, you must create a new box using the `Create` option. Then, follow these steps:

1. Select `Create quick load` from the Desktop Menu (**F7**).
A dialog box appears, asking if you want to change the existing Quick Load definition.
2. Select `YES`.
Another dialog box appears.
3. Highlight the name of the application or program box you want to convert to a Quick Load box.
4. Select `OK` to complete the task.
A dialog box appears so that you can select the box size.
5. Choose the size for the box you want to create.
6. Select `OK` to complete the task.
The desktop returns and a dotted box appears.
7. Move the dotted box to where you want the program/application to appear on the desktop.
8. Press **ENTER** or double click the mouse button.

You can create only one Quick Load box per directory or disk, and it can have only one selection from any directory or disk.

Redefine

Lets you redefine the options for an application box. For example, you can change the box's title, the program name, data file extension, and so on.

1. Select `Redefine` from the Desktop Menu (**F7**).
A dialog box appears, listing all of DeskMate's applications.
2. Highlight the name of the application box you want to change.
3. Select `OK`.
Another dialog box appears.
4. If you want a new box title, type the new title at the `Menu title:` prompt.
5. If you want the application box to contain a new program, choose it from the `Programs` list box, or type the new program name at the `Program name:` prompt.
6. If you want the application box to contain different files, type the new file extension at the `Data file extension:` prompt.
7. If you want to indicate a new startup directory, type the new name at the `Start-up directory:` prompt.
8. Select `OK` to complete the task.

Delete

Erases a DeskMate application box or accessory so that it no longer exists and you can no longer display it.

Caution: If you only want to remove an application box or accessory without deleting it, use the Desktop Menu's (**F7**) `Remove` option.

1. Select `Delete` from the Desktop Menu (**F7**).
A dialog box appears, listing all the application boxes and accessories.
2. Highlight the name of the application box or accessory you want to delete.
3. Select `OK` to complete the task.

Use disk

Controls the appearance of your desktop.

Note: See "Other Desktop Information" to learn more about the `Use disk` option.

Desktop Tasks

This section lets you look up desktop tasks. The tasks are listed alphabetically and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use the option(s) needed to perform the task, see the "Menu Options" section for detailed information and step-by-step instructions.

- Change to a Different Drive or Directory
 - Directory **F3** (Change)
- Change the Desktop View
 - View **F5** (Menus, Tree, or Files)
- Check Disk Storage Space
 - Disk **F4** (Get Info)
- Check File
 - File (**F2**) (Get Info)
- Copy a Disk
 - Disk **F4** (Diskcopy)
- Copy a File
 - File **F2** (Copy)
- Create a Directory
 - Directory **F3** (Create)
- Create an Application Box
 - Desktop **F7** (Create)
- Create a Quick Load Box
 - Desktop **F7** (Create quick load)
- Delete a Directory
 - Directory **F3** (Delete)
- Delete a File
 - File **F2** (Delete)
- Delete an Application Box from DeskMate
 - Desktop **F7** (Delete)
- Display an Application Box or Accessory on the Desktop
 - Desktop **F7** (Display)
- Display a Program/Application Name and Version Number
 - File **F2** (About)
- Exit DeskMate
 - File **F2** (Exit)
- Format a Diskette
 - Disk **F4** (Format)
- Install a DeskMate-Compatible Program Package
 - Desktop **F7** (Install)
- Move an Application Box
 - Desktop **F7** (Move)
- Redefine an Application Box
 - Desktop **F7** (Redefine)

Remove an Application Box or Accessory from the Desktop

Desktop **F7** (Remove)

Rename a File

File **F2** (Rename)

Run an Application or Program

File **F2** (Run)

Sort Filenames in the Files View

Sort by **F6** (Name, Type, Date, or Size)

Update the Screen

File **F2** (Update screen)

Other Desktop Information

Correct an Error

If you make an error as you type information in a field, you can press either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases the character the cursor is on.

Highlight Multiple Files

You can select or highlight consecutive files from a list box on the desktop by holding down the **SHIFT** key while pressing the up or down arrow key.

To highlight non-consecutive files from a list box, -- highlight the first file that you want to delete in the list box. Then, hold down **CTRL** and press the appropriate arrow key until you highlight the next desired file. Keep holding down **CTRL** and press the space bar to highlight the desired file(s).

Store the Desktop Configuration on Diskette

The Use disk option on the Desktop Menu (**F7**) controls the appearance of your desktop. DeskMate automatically uses the desktop.cfg file from the EEPROM unless another desktop.cfg file is created on diskette. DeskMate automatically creates a file on the current diskette if you run out of EEPROM space, add To Do to your desktop, or use a start-up directory. When the new desktop.cfg is saved on a diskette, DeskMate automatically checks the Use disk option, and you are asked to insert the diskette each time you start DeskMate. If you don't want to use the desktop.cfg file on diskette uncheck the Use disk option.

Wildcard Characters

When you are copying or deleting files, you can include *wildcard* characters (* and ?) for files with similar names. A wildcard lets you copy or delete these files all at once so that you won't have to copy or delete each file individually.

The ? wildcard tells DeskMate that you do not care what the character at the ? position is. For example, typing `ho1?.doc` finds both `hole.doc` and `holt.doc`.

The * wildcard tells DeskMate that any character at the * position and all subsequent characters can be considered acceptable. For example, typing `letter.*` finds `letter.doc`, `letter.fil`, and `letter.prn`.

Draw

Overview

What Is It?

Ever have trouble drawing a straight line? Using DeskMate's Draw application, you can create pictures and designs by simply selecting a shape, changing a color, or altering a design. You can add text and change the size of your drawings too.

What Can I Do with It?

The Draw application contains many special tools and features that make drawing maps, greeting cards, or graphs simple. With your creativity and the Draw application, you can:

- Use Draw's tools to draw and design without the hassles of pencils, pens, rulers, and ink
- Create brochures, customized forms, memo pads, letter heads, ads, charts, and so on
- Add Draw's predrawn clip art to your pictures and resize them to meet your needs
- Add illustrations to your Text documents to create reports, papers, or brochures

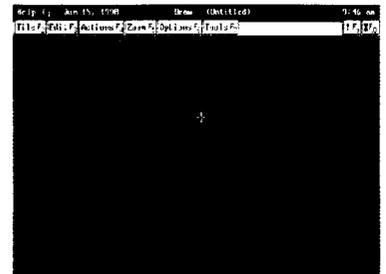
How Do I Use It?

When you select the Draw application, a screen similar to the one at the right appears.

Use the Draw screen like a blank canvas. Simply select the tool you want to draw with from the Tools Menu (F7) and go. To draw using the keyboard, position the cursor where you want it, and then press the space bar again to turn on the tool. Use the arrow keys to begin drawing the design, and then press the space bar to complete the piece. To draw with a mouse, point to the place where you want to begin the drawing and then drag the marker to create the design. Then, release the button to finish the design.

You can use the Options Menu (F6) to customize the drawing tools you are using. With these options, you can adjust the width and style of lines or the typestyle of the text you use. In addition, you can select fill colors or patterns for enclosed shapes.

Each time you draw something with a tool, you create an *element*. As you add elements to your design or drawing, you can group them together to form larger elements or *objects*.



The Select tool is one of the most useful tools, because it lets you select elements, objects, and pictures for moving, editing, and adjusting. By using the Edit Menu (**F3**) and Actions Menu (**F4**) options, you can flip a picture horizontally or vertically, rotate it 90 degrees, move it to another location, make a copy for use elsewhere, or delete it.

To learn the basics about using Draw, see the "Draw" article in the *Getting Started* magazine. Then, when you're familiar with Draw, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Draw Tasks" section at the end of this chapter.

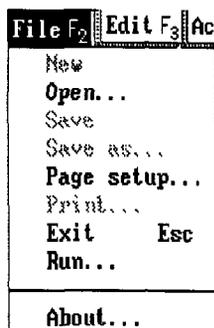
Menu Options

Draw has six menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to clear a selected element from the screen, you can press **DELETE** to select **C**lear from the **E**dit Menu (**F3**).

This section explains each Draw menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can create new Draw files, open existing files, print Draw pictures, or run another application or program.



New

Creates a new Draw file.

1. Select **New** from the File Menu (**F2**).

If you made changes to the current file, **Save changes?** appears. Continue with Step 2.

If you have not made changes, a new document screen appears.

2. Select **YES**, **NO**, or **CANCEL**.

If the document is untitled, **Save as:** appears. Continue with Step 3.

If the document is titled, a new document screen appears.

3. Type a filename of eight or fewer characters.

Draw automatically adds the extension **.fig**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

Draw displays a new, untitled picture.

Open

Opens another Draw file without returning to the desktop.

1. Select **Open** from the File Menu (**F2**).

If you made changes to the current file, **Save changes?** appears. Continue with Step 2.

If you have not made changes, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the picture is untitled, **Save as:** appears. Continue with Step 3.

If the picture is titled, continue with Step 5.

3. At the **Save as:** prompt, type a filename of eight characters or fewer.

Draw automatically adds the extension **.fig**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol **[..]** indicates the parent directory.)

5. Highlight the file you want to open. If the file you want to open is in another drive or directory, highlight the appropriate drive or directory.

6. Select **OK**.

If you highlighted a specific file, it is displayed on the screen. If you highlighted a drive or directory, its files and directories appear in the list box.

Other available drives appear in the list as well. Continue with Steps 7-9.

7. Repeat Steps 5 and 6 until the list box displays the name of the file you want to open.
8. Highlight the Draw file you want to open.
9. Select **OK** to complete the task.

When you open a file in a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Draw, the desktop displays a list of files from the directory you were in when you accessed Draw.

Save

Lets you store updates to an existing picture without returning to the desktop. Store changes to pictures periodically to help prevent loss of information. (If you have not yet named the file, use the Save as option.)

- Select Save from the File Menu (F2).

Draw stores the changes you have made, and the picture remains on the screen.

Save as

You can name and store a new file without returning to the desktop.

1. Select Save as from the File Menu (F2). A dialog box appears.
2. At the Save as: prompt, type the name you want to give the document, using eight or fewer characters. Draw automatically adds the extension .fig, unless you specify otherwise.
3. Select SAVE to complete the task.

The new file and its name are stored on disk, and the picture remains on the screen. The new filename appears at the top of the screen.

Page setup

Lets you design the physical page layout for your printed picture.

1. Select Page setup from the File Menu (F2). A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.
2. Change the desired options.
3. Select OK to complete the task.

Paper Size. Choose the size paper you are using. If you choose Other, be sure to indicate the correct width and height in the appropriate fields.

Left margin. Type the number of spaces you want for the left margin.

Line width. Type the total number of characters you want to print on one line.

For example, if you are using 8½-inch paper and a ten-characters-per-inch font (such as Courier), the total line width is 85 characters. If you set a left margin of 1½-inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line width (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the entries for Left margin and Line width settings does not exceed the width of your paper.

Note: When printing in landscape format, DeskMate only prints ten characters per inch.

Lines per page. Type the total number of lines on each sheet of paper. For example, 8½ by 11-inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch.

Double space. Draw does not let you change this setting.

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Print sideways. Choose this box to print sideways on your paper. When printing in this format, DeskMate only prints ten characters per inch.

CENTER. By selecting this button, you can center your document on the page both vertically and horizontally. Enter the Left margin, Line width, and Lines per page settings as accurately as you can. Then, select the CENTER button, and DeskMate will automatically adjust the Line width and Lines per page settings so that the body of the document is centered on the paper (based on your current printer selection).

Print

Use this option to print the currently displayed picture on paper, to the screen, or to another file.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's (F2) Page setup option.

Note: You can print a picture on paper only if you are using a printer capable of printing graphics characters.

1. Select Print from the File Menu (F2). A dialog box appears.
2. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print the picture on the screen so that you can see how your picture will look on paper.

The Printer button lets you print your picture on paper.

The File button lets you print your picture to another file. Printing to a file stores the picture on disk, using the name you give plus the extension, .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate.

Note: You can also send the file to another computer, using the Telecom application. The printer used to print the file from MS-DOS must be the same type as the one you are currently using with DeskMate (the one you assigned with the Printer option in the Setup Accessory's Options Menu.) If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

3. Follow the appropriate instructions below for the button you chose in Step 2.

If you chose the Screen button:

The picture appears on the screen. You can scroll through it or use the Next page option on the Options Menu (F2) to view the next page.

When you finish viewing the picture on the screen, select Exit from the Options Menu (F2) to return to the Draw screen.

If you chose the Printer button:

- Select OK to begin printing.
The picture begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters.
Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.
- b. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's Files View.

Exit

Exits the Draw application and returns you to the desktop.

1. Select Exit from the File Menu (F2). If you made changes, Save changes? appears. Continue with Step 2.
If you have not made changes and the picture already has a filename, you will return to the desktop.
2. Select YES, NO, or CANCEL.
If the document is untitled, Save as: appears. Continue with Step 3.
If the document is titled, you will return to the desktop.

3. At the Save as: prompt, type a filename of eight characters or fewer.
Draw automatically adds the extension .fig unless you specify otherwise.
4. Select SAVE to complete the task.

Run

Runs another DeskMate application file or another software package without returning to the desktop.

1. Select Run from the File Menu (F2).
If you made changes, Save changes? appears.
Continue with Step 2. If you have not made changes, continue with Step 5.
2. Select YES, NO, or CANCEL.
If the picture is untitled, Save as: appears. Continue with Step 3.
If the document is titled, continue with Step 5.
3. At the Save as: prompt, type a filename of eight characters or fewer.
Draw automatically adds the extension .fig unless you specify otherwise.
4. Select SAVE to complete the task.
A dialog box appears.
5. At the Program: prompt, type the name of the application or program you want to run.
If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.
6. At the Data file: prompt, either type the name of the data file you want to use with the chosen application (or program), or leave the prompt blank.
If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

7. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that con-

tains the desktop.pdm file. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run this program.

1. Select About from the File Menu (F2).
A dialog box appears.
2. Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (F3) options let you edit your Draw documents. For example, you can move or copy information, select everything on the canvas, or resize a picture to meet your needs.

Edit F ₃	Actions F ₄	Zoom F ₅
Clip art...		
Cut	Shift+Del	
Copy	Ctrl+Ins	
Paste	Shift+Ins	
Clear	Del	
Select all		
Move		
Resize		
Add Corner		
Move Corner		
Delete Corner		

See "Other Draw Information" in this section for instructions on how to use the mouse to use the edit features in Draw.

Clip art

Clip art is predrawn art that you can paste on your canvas and edit.

1. Select Clip art from the Edit Menu (F3).
Note: If a dialog box appears and asks if you want to search the system for the default file, select OK.

A dialog box with clip art appears. You can either insert one of these pictures onto your canvas by selecting Paste or select Load to display other clip art files. You can then open one of the displayed files.

2. Use the arrow keys to choose the picture you want to insert.
3. Select the Paste button.
The picture appears in the upper left corner of the canvas, surrounded by the select box.
4. Move the art to where you want it on the canvas. (For information about moving a selected object, see the Select option on the Tools Menu (F7).)

Cut

Cuts (or removes) a picture, object, or element in your file and places it on the Clipboard.

1. Select the picture, object, or element you want to cut or remove.
2. Select Cut from the Edit Menu (F3).

Draw moves the selected picture and places it on the Clipboard.

To place the Clipboard information into another application or another picture, use the Edit Menu's (F3) Paste option.

Note: You can only move a picture from Draw into another Draw file, or the Text or Form Setup applications.

Copy

Copies a picture, object, or element so that you can duplicate it in another application or another picture.

Note: You can make a copy of a picture from Draw and use it in the Text, Draw, or Form Setup applications.

1. Select the picture, object, or element you want to copy.
2. Select Copy from the Edit Menu (F3).

Draw copies the selected information to the Clipboard. You can then use the Paste option to reinsert the information.

To place the picture, object, or element into another application's file, use the Paste option on the Edit Menu (F3) to insert the Clipboard information.

Paste

Inserts pictures, objects, and elements which you have placed on the Clipboard, at the cursor location.

1. Move the cursor to where you want to insert the Clipboard information.

Note: Be sure to position the cursor so that the picture fits within the margins of the file into which you are inserting it. You might need to use the Page setup option on the File Menu (F2) to adjust the page margins to accommodate the picture.

2. Select Paste from the Edit Menu (F3).

Draw inserts the Clipboard information at the cursor location. Keep in mind that you might need to revise the way that the information appears on the screen (for example, inserting or deleting spaces or aligning text).

If you are inserting the Clipboard information into another Draw picture, the picture appears in the upper left corner of the canvas.

Clear

Deletes an object or element from your picture.

1. Use the Select option on the Tools Menu (F7) to outline the object or element you want to delete.
2. Select Clear from the Edit Menu (F3).

The selected object or element disappears from the canvas.

Select all

Selects everything on a canvas.

- Select Select all from the Edit Menu (F3).

Move

You can use this option to move a picture, object, or element.

1. Use the Select option on the Tools Menu (F7) to outline the picture, object, or element you want to move.
2. Select Move from the Edit Menu (F3).
Draw outlines the selected area.
3. Use the arrow keys to move the outline.
4. Press the space bar to place the selected area on the canvas.

Resize

Use this option to change the size of a selected area.

1. Use the Select option on the Tools Menu (F7) to outline the picture, object, or element you want to resize.
2. Select Resize from the Edit Menu (F3).
3. Use the arrow keys to resize the object.
4. Press the space bar when you are finished.
The picture appears in its rescaled size.

Add Corner

Lets you select a corner (vertex) to a polygonal drawing.

1. Select Select from the Tools Menu (F7) to choose the object to which you want to add a corner.
2. Select Add Corner from the Edit Menu (F3).
3. Move the cursor to the place on the drawing where the new corner is to be placed and press the spacebar.
4. Use the arrow keys to adjust the line.
5. Press the space bar again when you finish.

Move Corner

Lets you move a corner of a polygonal object to a new place.

1. Select Select from the Tools Menu (F7) to choose the object from which you want to move a corner.
2. Select Move Corner from the Edit Menu (F3).
3. Move the cursor to the corner you want to move, and press the space bar.
4. Use the arrow keys to move the corner.
5. Press the space bar again when you finish.

Delete Corner

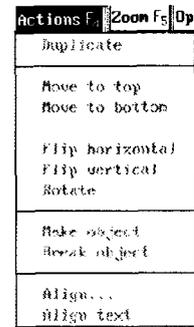
Lets you remove a corner from a polygonal object.

1. Select Select from the Tools Menu (F7) to choose the object from which you want to delete a corner.
2. Select Delete Corner from the Edit Menu (F3).

3. Move the cursor to the corner you want to delete.
4. Press the space bar.

Actions Menu

The Actions Menu (F4) options let you work with your different picture designs. For example, you can duplicate part of a picture on the same canvas, flip a picture (or part of a picture) horizontally or vertically, rotate a picture, or group elements together to make objects.



See the "Other Draw Information" section for instructions on how to use the mouse to edit in Draw.

Duplicate

Duplicates pictures, objects, and elements on the same canvas.

1. Select the Select option on the Tools Menu (F7) to choose the picture, object, or element you want to copy.
2. Select Duplicate from the Actions Menu (F4).
The new picture, object, or element appears in the upper left corner of the canvas.
3. Use the arrow keys to move the picture to where you want it on the canvas.

Move to top

Moves one element in front of another element.

1. Select the Select option on the Tools Menu (F7) to choose the element you want to move.
2. Select Move to top from the Actions Menu (F4).
The selected element moves to the foreground.

Move to bottom

Moves one element behind another element.

1. Use the **Select** option on the Tools Menu (F7) to select the element you want to move.
2. Select **Move to bottom** from the Actions Menu (F4).

The selected element moves to the background.

Flip horizontal

Flips a picture, object, or element from left to right.

1. Select **Select** on the Tools Menu (F7) to choose the picture, object, or element you want to flip.
2. Select **Flip horizontal** from the Actions Menu (F4).

After you flip a picture, object, or element, it occupies the same space as the original, *unflipped* picture, object, or element.

Flip vertical

Flips a picture, object, or element from top to bottom.

1. Use the **Select** option on the Tools Menu (F7) to select the picture, object, or element you want to flip.
2. Select **Flip vertical** from the Actions Menu (F4).

After you flip a picture, object, or element, it occupies the same space as the original, *unflipped* picture, object, or element.

Rotate

Rotates a picture, object, or element by any angle. By rotating the area once, you turn the selected area *on its side* and to the right. You can rotate the same area twice or three times to turn it upside down or on its side to the left. The rotated area occupies the same space as it did before you rotated it.

1. Select the **Select** option on the Tools Menu (F7) to choose the picture, object, or element you want to rotate.
2. Select **Rotate** from the Actions Menu (F4).

Make object

Groups elements together into an object, which can be used as a single element.

1. Use the **Select** option on the Tools Menu (F7) to choose all the elements you want to include in an object.
2. Select **Make object** from the Actions Menu (F4).

The selected elements are now an object.

Note: To reverse the process, use the **Break object** option on the Actions Menu (F4).

Break object

Breaks an object into its basic elements. If you have used the **Make object** option on the Actions Menu (F4), and you decide that you need to change one of the object's elements, you will need to break it first.

1. Use the **Select** option on the Tools Menu (F7) to choose the object.
2. Select **Break object** from the Actions Menu (F4).

The selected object is broken into its elements.

Note: To reverse the process, use the **Make object** option on the Actions Menu (F4).

Align

Lets you vertically or horizontally align two or more selected objects.

1. Select **Select** from the Tools Menu (F7) to choose the objects you want to align.
2. Select **Align** from the Actions Menu (F4).
A dialog box appears.
3. Choose the area you want to align.
4. Select **OK** to complete the task.

Align text

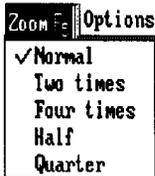
Lets you align text with the base line of a text element.

1. Select **Select** from the Tools Menu (F7) to choose the text you want to align.
2. Select **Align text** from the Actions Menu (F4).
A dialog box appears.
3. Choose the text you want to align.
4. Select **OK** to complete the task.

The text in the selection box is automatically aligned with the base line of the first text element in the box. Graphics elements in the box are unaffected.

Zoom Menu

The Zoom Menu (F5) options let you change the view of the canvas. For example, you can increase the size to see or draw things in more detail, or you can decrease the size to see what the whole canvas looks like on the screen.



Normal

Lets you see the normal (original) view of the picture.

- Select Normal from the Zoom Menu (F5).

Two times

Lets you see a magnified view (twice the normal size) of an area on your picture.

- Select Two times from the Zoom Menu (F5).

Four times

Lets you see a magnified view (four times the normal size) of an area on your picture.

- Select Four times from the Zoom Menu (F5).

Half

Lets you see the entire picture at half the normal size.

- Select Half from the Zoom Menu (F5).

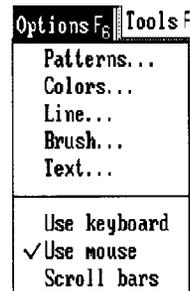
Quarter

Lets you see the entire picture at one-quarter of the normal size.

- Select Quarter from the Zoom Menu (F5).

Options Menu

The Options Menu (F6) options let you customize your drawing tools. For example, you can change colors, adjust the weight and style of the lines, or choose whether you want to use the mouse or keyboard in Draw.



Patterns

Choose patterns for filling enclosed shapes.

1. Select Patterns from the Options Menu (F6).
A dialog box appears.
2. Choose the fill pattern you want to use.

Note: The empty option lets you draw an outline with no fill pattern.

3. Select OK to complete the task.

Each time you use a tool that draws an enclosed shape, Draw fills the shape with the pattern you chose.

If you choose a new fill pattern, subsequent enclosed shapes will be filled with that new pattern.

To change the fill pattern of an enclosed shape or to insert a fill pattern in an empty shape, simply use the Select option on the Tools Menu (F7) to select the shape and then choose a new fill pattern.

Colors

Draw uses four colors at one time that you select from a palette of 16 colors. This option lets you change to the colors you want to use.

1. Select **Colors** from the Options Menu (**F6**).
A dialog box appears.
2. Choose one of the four attributes that you want to change (line, text, pattern foreground, or pattern background).
3. Choose one of the colors.

Note: There are 16 colors for EGA, 4 for the Tandy 1000, and 2 for Hercules, CGA, and B/W EGA.

4. Select **OK** to complete the task.

Draw assigns the colors to the attributes you chose.

Line

When you draw elements, you can make the outlines appear in one of five weights, and one of four styles, by using this option.

1. Select **Line** from the Options Menu (**F6**).
A dialog box appears.
2. At the **Weight:** prompt, choose the line weight you want to use.

Note: Use the invisible line weight if you want to fill an enclosed shape with a pattern, and you do not want the shape's border to appear.

3. At the **Style:** prompt, choose the type of line you want to use.
4. Select **OK** to complete the task.

The program applies the line specifications you chose to the next line(s) you draw.

Brush

Choose the Brush shape that you want to use when you paint.

1. Select **Brush** from the Options Menu (**F6**) if you want to change the brush size and shape.
2. Select the **Brush** option from the Tools Menu (**F7**) if you are painting a line or the **Filled Brush** option if you are painting an enclosed shape.
3. Draw an enclosed shape.

4. Fill the new element by pressing the space bar if you are using a keyboard, or by double clicking if you are using a mouse.

Note: See the **Patterns** option on the Options Menu (**F6**) for more information on filling an empty shape or changing a fill pattern.

Text

Lets you choose attributes for the text you type on the canvas. See the **Using Fonts in Draw** box for more detail.

1. Select **Text** from the Options Menu (**F6**).
A dialog box appears.
2. At the **Font type** box, choose printer or outline.
Choose **printer** to use the fonts built into your printer. This will let you print more quickly and with higher quality. You cannot, however, change the point size, width, or attributes of the characters.
Choose **outline** if you want the flexibility to make point size, width, or attribute modifications to your font characters.
3. At the **Fonts** list box, choose the font you want to use.
4. If necessary, change the point size setting.
Note: You can use any point size within the 0-500 range.
5. If necessary, change the line width setting.
Note: You can use any width within the 0-300 range.
6. If necessary, choose the text attributes you want to use.
7. At the **Justification** box, choose the justification you want to use.
8. Select **OK** to complete the task.

Draw applies the typestyle and text attributes you chose to the text you type.

Using Fonts in Draw

To make the best use of DeskMate's font capabilities in Draw, the following information should be noted:

- If you are using a hard drive system, all fonts must be stored in a single directory. DeskMate's Install program automatically copies all fonts to the same directory, but if you add additional fonts, be sure they are in that directory.
- If you are using a diskette-based system, the diskette containing the fonts must be in the drive so that Draw can access them. (If you are using data diskettes, you can copy your font files (**ff1*) to your data diskettes. You should also copy your printer driver (*dmpdxxx.res* and *dmpexxxx.res*) to these diskettes.)
- If Draw cannot find a font, the application substitutes large, block letters on the screen. These are your indication that the requested font was not accessible.

Use keyboard

Lets you quickly change from using the mouse to using the keyboard in the Draw application.

- Select Use keyboard from the Options Menu (F6).

Use mouse

Lets you quickly change from using the keyboard to using the mouse in the Draw application.

- Select Use mouse from the Options Menu (F6).

Scroll bars

Lets you use scroll bars to move up and down and right and left on the canvas.

- Select Scroll bars from the Options Menu (F6). The scroll bars appear on the screen, and you can use the mouse pointer to adjust the scroll bar.

Tools Menu

The Tools Menu (F7) options let you choose which tools you want to draw with. For example, you can use the ellipse tool to draw circles, the rectangle tool to draw squares or rectangles, or the polyline tool to draw continuous, connecting lines.

Tools 	
Select	Ctrl+S
√Line	Ctrl+L
Rectangle	Ctrl+R
Ellipse	Ctrl+E
Text	Ctrl+T
Brush	Ctrl+B
Filled Brush	
Arc	Ctrl+A
Polyline	
Polygon	Ctrl+P

See "Other Draw Information" in this section for instructions on how to use the mouse to edit in Draw.

Select

Lets you select pictures, objects, and elements. The Select option makes it easy for you to design a picture. For example, you can flip, rotate, move copy, or delete the selected part of the picture.

If you do not get the entire object you are trying to select within the box, the object is not selected.

1. Select Select from the Tools Menu (F7) to select pictures, objects, and elements.
2. Use the arrow keys to position the cursor outside the corner of the area you want to select.
3. Using the arrow keys, pull the select border until it surrounds the picture you want to select.

The picture now appears surrounded by a box with handles.

If you are using a mouse and you want to move the picture, object, or element, point to the center of the selected area and drag it to the desired area on the canvas.

If you are using a mouse and you want to resize a picture, object, or element, point to one of the handles of the selected area and drag it to the desired size. If you want to resize a picture, object, or element using the keyboard, use the *Resize* option on the *Edit* Menu (F3).

Line

Lets you draw straight lines on the canvas. To set the line's attributes, use the *Line* option on the *Options* Menu (F6).

1. Select *Line* from the *Tools* Menu (F7).
2. Use the arrow keys to position the cursor where you want to start the line to indicate the line's first endpoint on the canvas.
3. Press the space bar to indicate the line's second endpoint.
4. Use the arrow keys to draw the line.
5. Press the space bar again to finish the line.

The lines you draw appear in the currently chosen line weight and style.

Rectangle

Lets you draw squares and rectangles using the current line weight, line style, and fill pattern. To choose the line weight/style and fill pattern, use the *Line* option on the *Options* Menu (F6) and the *Patterns* option on the *Options* Menu (F6).

1. Select *Rectangle* from the *Tools* Menu (F7).
2. Use the arrow keys to position the cursor at a corner of the rectangle.
3. Press the space bar.
4. Expand the box using the arrow keys.
5. Press the space bar.

The box now appears on the canvas at the location you chose.

Ellipse

1. Select *Ellipse* from the *Tools* Menu (F7).
2. Use the arrow keys to position the cursor at the center point of the ellipse, and press the space bar.
3. Use the arrow keys to stretch the ellipse to the desired size.
4. Press the space bar.

Text

Lets you type text on the canvas. The text attributes are set using the *Options* Menu's (F6) *Text* option.

1. Select *Text* from the *Tools* Menu (F7).
2. Use the arrow keys to position the cursor where you want the text to begin.
3. Type the text you want to include in the picture, and press **ENTER** when you finish typing.

The text you typed appears in the picture.

Brush

Lets you paint with different brush types that you select from the *Brush* option on the *Options* Menu (F6).

1. Select the *Brush* option from the *Tools* Menu (F7).
2. Use the arrow keys to position the cursor where you want to begin painting.
3. Press the space bar.
4. Use the arrow keys to paint on the screen with the brush you chose.

Filled Brush

Fills an object you draw to its outer boundaries with a prescribed pattern.

1. Select *Pattern* from the *Options* Menu (F6).
2. Choose a pattern to fill the object you created.
3. Select *Filled Brush* from the *Tools* Menu (F7).
4. Use the arrow keys to position the cursor inside the boundaries of the object.
5. Press the space bar.

The object is filled with the pattern you chose.

Arc

Draw arcs and irregular curves using the *arc* tool.

1. Select *Arc* from the *Tools* Menu (F7).
2. Use the arrow keys to move the cursor to indicate the first endpoint of the curve.
3. Use the arrow keys to move the cursor to indicate the second endpoint of the curve.
4. Press the space bar.

Draw connects the endpoints with a straight line.

5. Move the cursor to the line and press the space bar to select it.
6. Use the arrow keys to stretch it to the desired curve pattern.
7. Press the space bar again when the arc is positioned correctly.

Polyline

Lets you draw an object of multiple joining lines.

1. Select Polyline from the Tools Menu (F7).
2. Use the arrow keys to position the cursor to indicate the first endpoint of the line.
3. Press the space bar.
4. Use the arrow keys to expand the line to its second endpoint.
5. Press the space bar.
6. Expand the line to its next endpoint.
7. Continue to expand new lines until you form the desired shape.
8. Press **ENTER** when you are finished adding lines to the polyline.

Polygon

Lets you draw a polygon that automatically fills using the currently selected pattern.

1. Select Polygon from the Tools Menu (F7).
2. Use the arrow keys to indicate the first endpoint for the first line.
3. Press the space bar.
4. Use the arrow keys to expand the line to its second endpoint.
5. Press the space bar.
6. Expand the line to its next endpoint.
7. Continue to expand new lines until you form the desired enclosed shape.
8. Press **ENTER** to fill the new element with the selected pattern.

Draw Tasks

This section lets you look up Draw application tasks. The tasks are listed alphabetically, and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use the option(s) needed to perform the task, see the "Menu Options" section for detailed information and step-by-step instructions.

Add a Corner

Edit **F3** (Add Corner)

Break an Object

Actions **F4** (Break object)

Change Colors

Options **F6** (Colors)

Change the Size of an Object

Tools **F7** (Select)

Edit **F3** (Resize)

Change the View of the Canvas

Zoom **F5** (Normal, Two times, Four times, Half, or Quarter)

Choose a Fill Pattern

Options **F6** (Patterns)

Choose the Line Weight and Style

Options **F6** (Line)

Choose the Typestyle and Text Attributes

Options **F6** (Text)

Create a New Draw File from Within a Picture

File **F2** (New)

Create a Picture with the Draw Tools

Tools **F7** (Select, Line, Rectangle, Ellipse, Text, Brush, Filled Brush, Arc, Polyline, and Polygon)

Delete a Corner

Edit **F3** (Delete Corner)

Delete Part of a Picture

Tools **F7** (Select)

Edit **F3** (Clear)

Display the Program/Application Name and Version Number

File **F2** (About)

Duplicate a Picture Into Another Application

Tools **F7** (Select)

Edit **F3** (Copy)

File **F2** (Run)

Edit **F3** (Paste)

Duplicate a Picture Into Another Picture File

Tools **F7** (Select)

Edit **F3** (Copy)

File **F2** (Open)

Edit **F3** (Paste)

Duplicate Part of a Picture on the Same Canvas

Tools **F7** (Select)

Actions **F4** (Duplicate)

Exit Draw

File **F2** (Exit)

Flip an Area Horizontally

Tools **F7** (Select)

Actions **F4** (Flip horizontal)

Flip an Area Vertically

Tools **F7** (Select)

Actions **F4** (Flip vertical)

Format a Page Layout

File **F2** (Page setup)

Insert Clip Art

Edit **F3** (Clip art)

Make an Object

Tools **F7** (Select)

Actions **F4** (Make object)

Move a Corner

Edit **F3** (Move Corner)

Move a Picture to Another Application

Tools **F7** (Select)

Edit **F3** (Cut)

File **F2** (Run)

Edit **F3** (Paste)

Move a Picture to Another Picture

Tools **F7** (Select)

Edit **F3** (Cut)

File **F2** (Open)

Edit **F3** (Paste)

Move Part of a Picture

Tools **F7** (Select)

Edit **F3** (Move)

Move an Element of the Picture to the Background

Tools **F7** (Select)

Actions **F4** (Move to bottom)

Move an Element of the Picture to the Foreground

Tools **F7** (Select)

Actions **F4** (Move to top)

- Open an Existing Draw File from Within a Picture
 - File **F2** (Open)
- Open an Existing Draw File in Another Drive or Directory
 - File **F2** (Open)
- Print a Picture
 - File **F2** (Print)
- Resize a Picture
 - Tools **F7** (Select)
 - Edit **F3** (Resize)
- Rotate a Picture
 - Tools **F7** (Select)
 - Actions **F4** (Rotate)
- Run Another Application
 - File **F2** (Run)
- Select Everything on the Canvas
 - Edit **F3** (Select all)
- Store Updates to a New Picture
 - File **F2** (Save as)
- Store Updates to an Existing Picture
 - File **F2** (Save)
- Use the Keyboard Instead of a Mouse
 - Options **F6** (Use keyboard)
- Use the Mouse Instead of the Keyboard
 - Options **F6** (Use mouse)

Other Draw Information

Correct an Error

When you type text in a picture, you are in Insert mode. In this mode, press the **BACKSPACE** key to delete the character directly to the left of the marker. To completely erase all the text you have typed, use the Tools Menu's (**F7**) Select option to select the text you want to erase, and then use the Edit Menu's (**F3**) Clear option to delete the text.

Move the Marker

Moving the marker around the screen in Draw is usually a matter of pressing arrow keys or pointing and clicking with a mouse. These additional tips will help you move the marker farther and faster.

Keyboard. Pressing an arrow key moves the marker one position (eight pixels or eight scans) in the indicated direction. Pressing **PG UP**, **PG DN**, **CTRL+PG UP**, or **CTRL+PG DN** moves you to the top, bottom, left, or right edge of the canvas respectively. To move a smaller or larger number of pixels, type the number of pixels you want to move, and then press the arrow key.

Press **CTRL+HOME** to move the marker to the upper left corner of the screen. Press **CTRL+END** to move the marker to the bottom right corner of the screen.

You can scroll through the canvas by holding down the arrow key for the direction in which you want to move. Release the key when you reach the desired point on the canvas.

Mouse. Position the marker anywhere on the screen by pointing to the desired location and clicking. To display parts of the canvas not currently on the screen, point to one of the scroll arrows on the Scroll bars (select the Scroll bar option from the Options Menu (**F6**)), and click. This scrolls the screen two characters in the direction indicated by the arrow. Pointing to one of the arrows and holding down the mouse button scrolls the screen continuously until you release the button.

Filer

Overview

What Is It?

Those important records will always be easy to put your hands on with DeskMate's Filer application. Using Filer, you can "write" record-keeping information on *records*, which you can think of as electronic index cards. You can store related records in the same *file*, just as you might gather a group of index cards in an index card file box.

What Can I Do with It?

The Filer application contains various features that will make your record-keeping tasks simple. With this application, you can:

- Keep track of medical records, club membership and attendance records, recipes, household inventories, tax-deductible contributions, and so on
- Sort the stored Filer information and print various reports
- Locate records quickly and easily
- Create your own record layouts using the Form Setup application

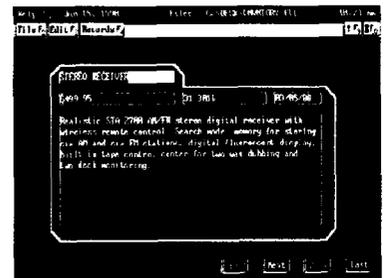
How Do I Use It?

When you open the Filer application, the Open File dialog box appears. You can start Filer by selecting an existing file from this list box. Filer comes with two files already created for you — *invntory.fil* and *carmaint.fil*. When you open a file, you see a screen similar to the one at the right.

When you want to create a new file, you must either duplicate an existing file's layout (using Copy layouts on the File Menu (F2) or create a customized layout using the Form Setup application).

The record shown at the right is from the *invntory.fil* file. When you open a file, Filer automatically displays the file's first record. Each record is divided into several *fields* in which you can type various items of information.

Think of the Filer screen as an index card or record. To begin adding information, simply select Add from the Records Menu (F4). A new, blank record appears. You can then type the information needed for each field. Press **TAB** and **SHIFT+TAB** to move the highlight forward and backward through the fields. Or, if you have a mouse, simply point and click on the field you want to move to.



To add another record, select Add from the Records Menu (F4) again. DeskMate stores the record currently on the screen and displays another blank form.

When you finish adding records, select an available option other than an Edit Menu (F3) option. Filer stores the record and performs the action you chose.

Note: Filer sorts entries from the oldest to the newest. Therefore, each time you add or change a record, that record goes to the end of the file. You can, however, change the sort order. See the instructions for the Records Menu's (F4) Sort option. (Inventory.fil is sorted by the first field.)

You can move through the records in your file and display a specific one by using the First, Last, Next, and Prev buttons (or the corresponding options on the Records Menu (F4)).

After adding records in your file, you can use the Print record option on the File Menu (F2) to print a copy of the current record (or all records in the current file) on paper. You can also print the records to the screen or to another file.

Filer also lets you print a *report* containing specific information from your file. If you use inventory.fil or carmaint.fil, report layouts have already been created, but you can change them using Form Setup. When you create a new record layout in Form Setup, you can also create a report layout for the file.

To learn the basics about using Filer, see the "Filer" article in the *Getting Started* magazine. Then, when you're familiar with Filer, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Filer Tasks" section at the end of this chapter.

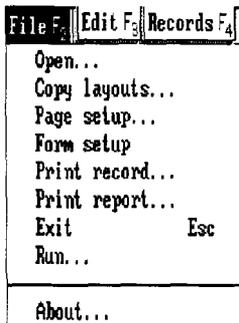
Menu Options

Filer has three menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to add a record, press **CTRL+A** to select Add from the Records Menu (**F4**).

This section explains each Filer menu on the menu bar and also contains step-by-step instructions on how to use each option.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can open existing files, print Filer records and reports, or run another program or DeskMate application.



Open

Opens an existing file from within Filer or another drive or directory.

1. Select Open from the File Menu (**F2**).
A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)
2. Highlight the file you want to open or the appropriate drive or directory.

3. Select OK.

If you highlighted a file, the first record in the requested file appears.

If you highlighted a drive or directory, its files and directories appear in the list box. Other available drives appear in the list as well. Continue with Steps 4-6.

4. Repeat Steps 2 and 3 until the list box displays the name of the file you want to open.
5. Highlight the file you want to open.
6. Select OK to complete the task.

The first record in the requested file appears.

Note: When you open a file from a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Filer, the desktop displays a list of files from the directory you were in when you accessed the Filer application.

Copy layouts

Creates a new file by copying the layout of the existing file. Existing files can be listed on the desktop in a FILER application box or in the dialog box that appears when you use the File Menu's (**F2**) Open option.

Note: You cannot copy layouts to another diskette in the same drive.

1. Open the file whose layout you want to copy.
The first record of the file appears on the screen.
2. Select Copy layouts from the File Menu (**F2**).
A dialog box appears.
3. At the Copy to: prompt, type a filename for the new file of eight or fewer characters. If you do not include a filename extension, Filer automatically adds the extension .fil.
Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.
4. Select OK to complete the task.

Filer creates the new file using the currently displayed layout. You are still in the original file, however. To begin entering information in the new file, open the file by selecting Open from the File Menu (**F2**).

Page setup

Lets you design a page layout for your printed reports.

1. Select Page setup from the File Menu (F2).

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.
3. Select OK to complete the task.

Paper Size. Choose the size paper you are using. If you choose Other, be sure to indicate the correct width and height in the appropriate fields.

Left margin. Type the number of spaces you want for the left margin.

Line width. Type the total number of characters you want to print on one line.

For example, if you are using 8½-inch paper and a ten-characters-per-inch font (such as Courier), the total line width is 85 characters. If you set a left margin of 1½-inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (6 inches) is the printed line width. Be sure that the sum of the entries for the Left margin and Line width settings does not exceed the width of your paper.

Lines per page. Type the total number of lines on each sheet of paper. For example, 8½- by 11-inch paper contains 66 lines in the portrait format when figured at six lines per vertical inch.

Double space. Filer does not let you change this setting.

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Print sideways. Choose this box to print sideways on your paper. When printing in this format, DeskMate only prints ten characters per inch.

CENTER. By selecting this button, you can center your document on the page both vertically and horizontally. Enter the Left margin, Line width, and Lines per page settings as accurately as you can. Then, select the CENTER button, and DeskMate will automatically adjust the Line width and Lines per page settings so that the body of the document is centered on the paper (based on your current printer selection).

Form setup

Lets you switch to the Form Setup application without exiting Filer.

If you created a layout file using the Form Setup application, you can use the layout file to develop a file in Filer. If, as you add records in Filer, you decide to change the record or report layout, you can switch quickly to Form Setup, make the changes, and return to Filer to continue adding records to the same file.

- Select Form setup from the File Menu (F2).

The record layout appears on the screen. To change the layout, refer to the "Form Setup" chapter. When you finish changing the layout file, return to Filer by following the instructions in the "Form Setup" chapter. The first record in the file appears, reflecting the changes you made in the Form Setup application.

Note: If you used Form Setup to shorten any fields in which you had already typed information, the final characters are dropped to accommodate the new, shorter field length. If you deleted any fields, the information previously typed in those fields is lost.

Print record

Prints the current record or all records in the current file. You can print Filer information to the screen, on paper, or to another file.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's (F2) Page setup option.

1. Select Print record from the File Menu (F2).
A dialog box appears.

2. Choose either Print current record or Print all records.

Note: If you have used the Records Menu's (F4) Find option to limit the number of records to print, the Print all records option will print only the selected records.

3. Select OK.

Another dialog box appears.

4. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print the record(s) to the screen so that you can see how the record(s) will look on the page.

Note: The screen representation might differ from the printed form on paper. For example, if you are using a daisy wheel printer or ASCII format, only the **text** of the record is printed on a hard copy.

The Printer button lets you print the record(s) on paper.

The File button lets you print the record(s) to another file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

5. Follow the appropriate instructions below for the button you chose.

If you chose the Screen button:

- a. Select OK to complete the task.

The current record or the first record appears on the screen.

If you are printing all the records, you can scroll through a record or use the Next page option on the Options Menu (F2) to view the next record.

- b. When you finish viewing the record(s) on the screen, select Exit from the Options Menu (F2).

The screen returns to the normal screen display.

If you chose the Printer button:

- Select OK to complete the task.

The record(s) begin to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters. Filer automatically assigns the extension, .prn, unless specified otherwise.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

- b. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn (if you used that extension) file listed in any application box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's Files View.

Print report

Prints a report about the current file's records to the screen, on paper, or to a file.

Note: You must have designated a report format, using the Form Setup application, before you can use this option.

Unless you have used the Records Menu's (F4) Find option to limit the number of records to include, Filer prints information about all the records in the file.

The information on the report will appear in the order in which the records are sorted in your file. To put your records in a particular order, use the Sort option on the Records Menu (F4).

Note: Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Some report layouts cannot be printed if you have specified a certain type of printer. Also, be sure to set up your page layout using the File Menu's (F2) Page setup option.

1. Select Print report from the File Menu (F2). A dialog box appears.
2. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print the report on the screen to see what it will look like on paper.

The Printer button lets you print the report on paper.

The File button lets you print the report to another file. Printing the report to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

3. Follow the appropriate directions below for the button you chose in Step 2.

If you chose the Screen button:

- a. Select OK to complete the task.
The report appears on the screen. You can scroll through it or use the Next page option on the Options Menu (F2) to view the next page.
- b. When you finish viewing the report on the screen, select Exit from the Options Menu (F2).

If you chose the Printer button:

- Select OK to begin printing.
The report begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or a different directory. Filer automatically assigns the extension .prn, unless otherwise specified.

- b. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's Files View.

Exit

Exits Filer and returns to the desktop.

- Select Exit from the File Menu (F2).

The desktop screen appears.

Run

Lets you run another DeskMate application file or another software package without returning to the desktop.

1. Select Run from the File Menu (F2).

A dialog box appears on the screen.

2. At the Program: prompt, type the name of the application you want to run. If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname including the drive and directory.

3. At the Data file: prompt, either type the name of the file you want to use with the chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program without opening a corresponding data file.

4. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software program you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the file desktop.pdm. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run the program.

1. Select About from the File Menu (F2).

A dialog box appears.

2. Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (F3) options make it easy for you to edit your Filer information. For example, you can move information around, duplicate it without retying, or remove unwanted information.



Cut

Cuts (or removes) highlighted Filer information, and places it on the Clipboard.

Note: You cannot move information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to move.

For more specific instructions on highlighting Filer information, see "Highlight Information for Editing" in the "Other Filer Information" section.

2. Select Cut from the Edit Menu (F3).

DeskMate removes the highlighted information and places it on the Clipboard.

To place the Clipboard information into another file, the current file, or another application, use the Edit Menu's (F3) Paste option.

Note: You cannot move Filer information to the Draw application.

Copy

Copies highlighted information to the Clipboard.

Note: You cannot copy information that is part of the record layout (such as field names), only information you have typed in a field.

1. Highlight the information you want to copy.

For more specific instructions on highlighting Filer information, see "Highlight Information for Editing" in the "Other Filer Information" section.

2. Select Copy from the Edit Menu (F3).

DeskMate copies the highlighted information to the Clipboard.

To place the copied information into another file, the current file, or another application, use the Edit Menu's (F3) Paste option.

Note: You cannot copy Filer information to the Draw application.

Paste

Inserts cut or copied Filer information (Clipboard information) at the cursor location.

1. Move the cursor to where you want the information to appear.
2. Select Paste from the Edit Menu (F3).

DeskMate inserts the Clipboard information at the cursor location.

Clear

Deletes highlighted Filer information.

Note: You cannot use the Clear option to delete information that is part of the form, only information you have typed in a field. See the "Form Setup" chapter for details on deleting part of the form.

1. Highlight the information you want to delete.

For more specific instructions on highlighting Filer information, see "Highlight Information for Editing" in the "Other Filer Information" section.

2. Select Clear from the Edit Menu (F3).

The information you highlighted disappears from the screen and is no longer part of the record.

Records Menu

The Records Menu (F4) options let you work with your Filer records. For example, you can add, delete, or copy a record or display specific records that are already stored in the Filer application.

Records F4	
Add	Ctrl+A
Delete...	Ctrl+D
Copy	Ctrl+C
First	Ctrl+F
Next	Ctrl+N
Previous	Ctrl+P
Last	Ctrl+L
Find...	
Sort...	
Count	

Add

Adds a record to the current file.

1. Select Add from the Records Menu (F4).
A blank record appears.
2. Type the information needed to complete each field on the record. Press **TAB** and **SHIFT+TAB** to move forward and backward from field to field.

When you finish entering information in one record, use the Add option again to continue adding records. Or, select another Filer option (other than an Edit Menu (F3) option). Records you add are immediately stored on disk when you display another blank record or use another option.

Delete

Deletes a record.

1. Display the record you want to delete.
2. Select Delete from the Records Menu (F4).
A dialog box appears, asking whether you want to delete the record.
3. Select OK to complete the task.

Filer deletes the record from the screen and from the disk, and the next record in the file appears.

Copy

Copies a record. This option is handy if you want to add a record whose information will vary only slightly from the information in an existing record.

1. Display the record you want to copy.
2. Select Copy from the Records Menu (F4).

The original record stays on the screen, but is duplicated in the file.

To display and change the information on the copied record, use the Next option on the Records Menu (F4).

First

Displays the first record in the current file.

- Select First from the Records Menu (F4).

Next

Displays the next record in the current file.

- Select Next from the Records Menu (F4).

Previous

Displays the previous record in the current file.

- Select Previous from the Records Menu (F4).

Last

Displays the last record in the current file.

- Select Last from the Records Menu (F4).

Find

Searches for specific records to display, change, or include in a report.

You can limit the number of records by establishing standards that the records must meet in order to be included in the group. For example, suppose you have a recipe file in which you want to find all the Mexican entrees that have from 250 to 350 calories per serving. Assume the file has the same layout as the file `invntory.fil` and you are using:

- The Label field for the food category
- Field 1 for the national origin
- Field 2 for the recipe name
- Field 3 for the calorie count
- The Comments field for the recipe

To find those Mexican recipes, you need to tell Filer to find all the records where the information item in:

- The Label field is equal to Entrees
- Field 1 is equal to Mexican
- Field 3 is from 250 to 350

Note: Label, Field 1, Field 2, Field 3, and Comments are generic field names used in the file `invntory.fil`. If you created your recipe file using the Form Setup application, you might have assigned specified field names such as Category, National Origin, Recipe Name, Calories, and Recipe.

1. Select Find from the Records Menu (F4).

A dialog box containing several elements appears on the screen. You can use all these elements to set the search criteria. The first element, the Fields list box, lists all the field labels in the file.

2. In the Fields list box, highlight the first field you want to use to limit the search (Label in the above example).

Notice that the field name you highlighted appears after the Find records where: prompt at the bottom of the box. Each time you add a search element, it appears here.

3. Choose the Operators: button that lets you define the relationship between the field and the value you will add (equal to in the above example).

Note: When you work with alphabetic characters, the Operators: buttons mean “alphabetically equal to,” “alphabetically less than or equal to,” “alphabetically greater than or equal to,” and so on, using alphabetic order.

4. In the Value: field, type the value (up to 20 characters) against which you want the information in the selected field to be judged (Entrees in the above example).

Note: If you choose the From...to... button, you need to type both the starting and ending values for the range. Type the smaller value. Then, press TAB to move to the final field to type the larger value.

For more information on typing values in the Find Records dialog box, see “Wildcard Characters” in the “Other Filer Information” section at the end of this chapter.

5. To establish each additional criterion, press **SHIFT+TAB** twice to return to the **Fields** list box so that you can repeat Steps 2-4. (You can have up to five criteria.)

6. After establishing the criteria for the records, select **OK** to complete the task.

Note: Selecting **CLEAR** erases all the criteria so that you can begin again. Selecting a field name and then the **None** button erases a single criterion. Selecting **CANCEL** terminates the **Find** option, restoring all previous search criteria.

Filer immediately limits the displayed records to those that meet the standards you set. The search criteria remain in effect until you change them or exit the file.

Sort

Lets you display or print records in a particular order. You can establish the order by choosing the field(s) on which Filer is to base the sort and, if you choose more than one, by indicating their relative priority. For example, if you have a recipe file, you might want to display the recipes in order of category, national origin, and recipe name. Setting up your sort order like this would display all dessert recipes before all entrees, all Italian entrees before all Mexican entrees, and a recipe for enchiladas before a recipe for fajitas. Within each sort level, Filer automatically sorts according to alphabetic or numeric order.

Note: If you do not have a sort order, Filer sorts entries from oldest to newest. Therefore, each time you add or change a record, that record goes to the end of the file.

1. Select **Sort** from the **Records Menu (F4)**.

A dialog box appears on the screen to let you assign sorting priorities to the various fields in your record. The **Fields** list box contains a list of all field names in the file.

Note: **Inventory.fil** uses the generic field names **Label**, **Field 1**, **Field 2**, **Field 3**, and **Comments**. If you created your recipe file using the **Form Setup** application, you might have assigned specific field names such as **Category**, **National Origin**, **Recipe Name**, **Calories**, and **Recipe**.

2. Highlight the field to which you want to assign the highest priority.

3. Select the **Add to Sort** button at the bottom of the dialog box, or press **ALT+A**.

The cursor returns to the **Fields** list box.

4. Repeat Steps 2 and 3 to assign the second, third, fourth, and fifth priorities to other fields as needed.

5. When you finish assigning priorities, select **OK** to complete the task.

Note: Selecting **CLEAR** erases all priorities so that you can begin again. Selecting **CLEAR** and then leaving the priorities blank displays the records in the default order (the order in which they were added or modified). Selecting **CANCEL** terminates the **Sort** option, restoring any previous **Sort** priorities.

Count

Displays the number of records selected for displaying or printing, as well as the total number of records in the file.

1. Select **Count** from the **Records Menu (F4)**.

The total number of records selected to display or print and the total number of records in the file appear on the screen.

2. Select **OK** to remove the message from the screen.

See the **Find** option for information on limiting the number of records to be displayed.

Filer Tasks

This section lets you look up Filer application tasks. The tasks are listed alphabetically, and the name of the menu and the option(s) needed to perform the task are listed below the task. If you don't know how to use the option(s), see the "Menu Options" section for detailed information and step-by-step instructions.

Add a Record

Records **F4** (Add)

Alphabetize Records

Records **F4** (Sort)

Copy a Layout

File **F2** (Copy layouts)

Copy a Record
 Records **F4** (Copy)
 Records **F4** (Next)

Count Records in a File
 Records **F4** (Count)

Delete a Record
 Records **F4** (Delete)

Delete Information from a Field
 Edit **F3** (Clear)

Display a Program/Application Name and Version Number
 File **F2** (About)

Display a Record
 Records **F4** (First, Next, Previous, or Last)

Duplicate Information in Another Application
 Edit **F3** (Copy)
 File **F2** (Run)
 Edit **F3** (Paste)

Duplicate Information in Another File
 Edit **F3** (Copy)
 File **F2** (Open)
 Edit **F3** (Paste)

Duplicate Information Within the Same File
 Edit **F3** (Copy)
 Records **F4** (First, Next, Previous, or Last)
 Edit **F3** (Paste)

Exit Filer
 File **F2** (Exit)

Find a Group of Records
 Records **F4** (Find)

Format a Page Layout for a Report
 File **F2** (Page setup)

Move Information to Another Application
 Edit **F3** (Cut)
 File **F2** (Run)
 Edit **F3** (Paste)

Move Information to Another File
 Edit **F3** (Cut)
 File **F2** (Open)
 Edit **F3** (Paste)

Move Information Within the Same File
 Edit **F3** (Cut)
 Records **F4** (First, Next, Previous, or Last)
 Edit **F3** (Paste)

Open an Existing File from Within Filer
 File **F2** (Open)

Open an Existing File in Another Drive or Directory
 File **F2** (Open)

Print a Report
 File **F2** (Print report)

Print One or All Records
 File **F2** (Print record)

Run Another Application
 File **F2** (Run)

Sort Records
 Records **F4** (Sort)

Switch to Form Setup from Filer
 File **F2** (Form setup)

Other Filer Information

Correct an Error

If you make an error as you are typing information in a field, you can press either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately to the left of the cursor. Pressing **DELETE** erases the character to the right of the cursor.

You can also use the Edit Menu's (**F3**) Clear option to erase information in a field.

Create a New File

To create a new file, you can either copy layout information from an existing file or use the Form Setup application to design your own layout. Then, you can open the new file and begin typing information in it. See the File Menu's (**F2**) Copy layouts option and the "Form Setup" chapter for detailed information on modifying and creating layouts.

Create a New Record or Report Layout

To create a new file layout instead of using an existing layout, you can do one of the following:

- Copy an existing layout (using Filer's Copy layout option on the File Menu (**F2**)) and then modify it (using the Form Setup application)
- Use the Form Setup application to design a new file layout

Details are in the "Form Setup" chapter.

Design a Record or Report Layout

To design a "custom" layout instead of copying an existing layout, you need to use the Form Setup application. To enter Form Setup from Filer without returning to the desktop, select Form setup from the File Menu (**F2**). See the "Form Setup" chapter for detailed information.

Highlight Information for Editing

When you move the cursor to any field in a record, Filer automatically highlights all the information in the field. You can then type over the information or use an Edit Menu (**F3**) option.

You can also *reverse highlight* any part of the information for typing over or editing. To do this, use the arrow keys to move to the first character you want to change. Then, press **SHIFT**+**→** or **SHIFT**+**←** to reverse highlight as much as you want. Or, with the mouse, move the cursor to the first character you want to change and then drag the mouse to reverse highlight.

To unhighlight a field, press **→** or **←**.

Layouts

Filer includes two sample files, `inventory.fil` and `car-maint.fil` (listed in the FILER list box if you display the box on the desktop). You can copy one of these layouts to create other files, or you can use the Form Setup application to create files with custom layouts. After you create new files, their names also appear in the FILER list box. For more information, see the File Menu's (**F2**) Copy layouts and Open options, as well as the "Form Setup" chapter.

Store a Completed Record

Records you add or change are immediately stored on disk when you display another blank record using the Records Menu's (**F4**) Add option or use another Filer option (other than an Edit Menu (**F3**) option).

Wildcard Characters

When using the Records Menu's (**F4**) Find option to search for a particular group of records, you can include *wildcard* characters (* and ?) in your search value. A wildcard broadens the search because it symbolizes a space that can be filled in by any character.

The ? wildcard tells Filer that you do not care what the character at the ? position is. For example, typing `O'Ne?l` finds both `O'Neal` and `O'Neil`.

The * wildcard tells Filer that any character at the * position and all subsequent characters can be considered a match. For example, typing `O'N*` finds all words that begin with O'N including `O'Nead`, `O'Neal`, and `O'Neil`.

Form Setup

Overview

What Is It?

If you are using the Filer application to keep records such as inventories, automobile expenses, or medical records, you might want to create custom-made record layouts or designs. With Form Setup, you can control every aspect of your file layouts — for example, the size of the fields and their location on the screen.

What Can I Do with It?

The Form Setup application contains many practical features that make it easy for you to design your Filer layouts. In addition to specifying what kind of information you're going to type and where, with Form Setup you can:

- Print your record or report layouts so that you can “pencil in” information while you are away from your computer, and then store the information in the Filer application later
- Design report layouts to print information that is already stored in the Filer application
- Use the Draw application to add pictures or graphics to your record or report layouts

How Do I Use It?

When you open the Form Setup application, the following dialog box appears:



Select YES, type a filename for the new file, and select OK. Form Setup opens the new file and displays a blank work area. This is the record layout screen on which you will create the file's *record layout*. When you open a file in Form Setup, the Record Menu's (F4) Define option is already selected so that you can immediately begin creating or modifying the layout.

When changing a record layout (or report layout) in Form Setup, you highlight information (fields, blocks of text, or pieces of art) differently than you do in most other DeskMate applications. With the keyboard, position the cursor anywhere on the item and press the space bar. Or, with a mouse, point to the item and click the mouse button. Note that you cannot highlight individual characters.

After you create the record layout, you can immediately go into the Filer application (using the File Menu's (F2) Filer option) and begin typing information in your records. Or, you can create an optional *report layout* that lets you print a file report. The main advantages of a report are:

- Gives you a paper copy of your record information.
- It contains only the information from the fields you specify.
- It can include a summary that can perform a simple calculation based on the selected information.

Date	Organization	Amount
		\$ 8
Total Contributions:		\$ 8

To switch from the record layout screen to the report layout screen, select Define from the Report Menu (F5). To switch back to the record layout, select Define from the Record Menu (F4) again.

Suppose you had created the Charitable Contributions file shown earlier, and you wanted to print a report that looked like the report shown below.

To format your information, you would create the following report layout:

Selected Fields from Records Date Code

Cosmetic Text
(Title and Headings)

Date	Organization	Amount
		80000
Total Contributions:		80000

Page Code Field Labels

Notice that, in creating the report layout, you place information in the different screen sections according to where you want the information to appear on the report.

- Header — top of each page
- Body — body of the report; includes the fields you specify
- Summary (optional) — end of the report
- Footer — bottom of each page

For helpful hints on creating a report layout, see the Define option in “Report Menu.”

Note: You can use Form Setup to change the record or report layout of an open file at any time. Be careful, however, about changing the layouts of files whose records already contain information. You automatically lose the information in any field that you delete, and you might truncate items in fields you resize.

To learn the basics about using Form Setup, see the “Form Setup” article in the *Getting Started* magazine. Then, when you're familiar with Form Setup, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the “Form Setup Tasks” section at the end of this chapter.

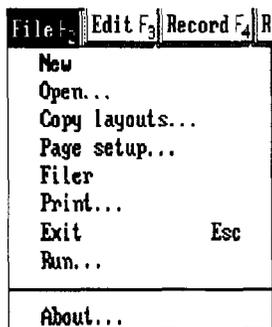
Menu Options

Form Setup has six menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, to delete highlighted information, press **DELETE** to select the Clear option on the Edit Menu (**F3**).

This section explains each Form Setup menu on the menu bar and also contains step-by-step instructions on how to use each option.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can create new files, open or print an existing file, or run another program or DeskMate application.



New

Creates a new file without returning to the desktop.

1. Select New from the File Menu (**F2**).

A dialog box appears so that you can name the new file.

2. Type a name for the new file, using eight or fewer characters. If you do not include a filename extension, Form Setup automatically adds the extension .fil.

Note: Be sure to type a complete pathname of up to 64 characters if you want to save the file in a different drive or in a different directory.

3. Select OK to complete the task.

Form Setup opens the new file and you can define the setup.

Open

Opens an existing file from within Form Setup or another drive or directory.

1. Select Open from the File Menu (**F2**).

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

2. Highlight the file you want to open or the appropriate drive or directory.
3. Select OK.

If you highlighted a file, the record layout you requested appears, and you can define the layout, if necessary.

If you highlighted a drive or directory, its files and directories appear in the list box. Other available drives appear in the list as well. Continue with Steps 4-6.

4. Repeat Steps 2 and 3 until the box displays the name of the file you want to open.
5. Highlight the file you want to open.
6. Select OK to complete the task.

The record layout for the file you requested appears, and you can define the layout.

Note: When you open a file from a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Form Setup, the desktop displays a list of files from the directory you were in when you accessed the Form Setup application.

Copy layouts

Copies the current file's layouts and saves them under a different name.

Note: You cannot copy layouts to another diskette in the same drive.

1. Select Copy layouts from the File Menu (F2).

A dialog box appears so that you can specify a name to give the copy of the file whose layouts you are copying.

2. At the Copy to: prompt, type a filename for the new file, using eight or fewer characters. If you do not include a filename extension, Form Setup automatically adds the extension .fil.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the layouts on a different drive or a different directory.

3. Select OK to complete the task.

The file you were using remains on the screen.

Page setup

Lets you design the page layout you want to use to print reports.

Note: The page layout for records is predefined, using the "portrait" format. You cannot change this layout.

1. Select Define from the Report Menu (F5).

2. Select Page setup from the File Menu (F2).

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

3. Change the desired options.

4. Select OK to complete the task.

Paper Size. Choose the size paper you are using. If you choose Other, be sure to indicate the correct width and height in the appropriate fields.

Left margin. Type the number of spaces you want for the left margin.

Line width. Type the total number of characters you want to print on one line.

For example, if you are using 8½-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1½ inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure the sum of the entries for the Left margin and Line width settings does not exceed the width of your paper.

Lines per page. Type the total number of lines on each sheet of paper. For example, 8½- by 11-inch paper contains 66 lines in the "portrait" mode when figured at six lines per vertical inch.

Double space. Form Setup does not let you change this setting.

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Print sideways. Choose this box to print sideways on your paper. When printing in this format, DeskMate only prints ten characters per inch.

CENTER. By selecting this button, you can center your document on the page both vertically and horizontally. Enter the Left margin, Line width, and Lines per page settings as accurately as you can. Then, select the CENTER button, and DeskMate will automatically adjust the Line width and Lines per page settings so that the body of the document is centered on the paper (based on your current printer selection).

After you select OK, your report layout returns to the screen. Note that a vertical line appears on the report to let you see the page width you defined. This helps you place the information on the layout so that it does not fall outside the margins.

The page layout settings you chose are stored with the file and are used when you print the report from the Filer application. You do not need to use the Page setup option again in Filer.

Filer

Switches from Form Setup to the Filer application so that you can add or update records in the file.

- Select Filer from the File Menu (F2).

The file's first record appears. If your records already contain information and you changed the record layout in Form Setup, the records now reflect those changes. For example, any fields deleted in Form Setup are deleted from the records. If you print a report, the report also reflects any changes made to its layout in Form Setup. For information on using Filer, see the "Filer" chapter in this manual.

Note: If you want to leave Form Setup without entering Filer, use the File Menu's (F2) Exit or Run option.

Print

Lets you print a record or report layout to the screen, on paper, or to another file. Record layouts always print in the "portrait" format with predefined page margins.

Be sure to use the Printer option on the Setup Accessory's Options Menu (F2) to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout (if necessary) using the File Menu's (F2) Page setup option. Remember you must have a graphics printer if you want graphics and field out-lines to print.

1. Display the record or report layout you want to print, using the Define option from the Record Menu (F4) or the Report Menu (F5).

2. Select Print from the File Menu (F2).

A dialog box appears.

3. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print a record or report layout on the screen. Printing on the screen lets you see how your file will look on paper.

The Printer button lets you print a record or report layout on paper.

The File button lets you print a record or report layout to another file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. You might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the print type.

4. Follow the appropriate instructions below for the button you chose in Step 3.

If you chose the Screen button:

- a. Select OK to complete the task.
The record or report layout appears on the screen.
- b. When you finish viewing the layout on the screen, select Exit from the Options Menu (F2).

If you chose the Printer button:

- Select OK to begin printing.
Your layout begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change the paper when the layout page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

If you want to reprint the layout page, insert a new sheet of paper and select YES. Select NO if you do not want to reprint the layout page. Select CANCEL to stop the operation.

When you finish printing, select NO at the Reprint current page? prompt.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters.

Note: Be sure to type a complete pathname of up to 64 characters if you want to save the file on a different drive or in a different directory. Form Setup automatically assigns the extension .prn, unless specified otherwise.

- b. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's Files View.

Exit

Exits Form Setup and returns to the desktop.

- Select Exit from the File Menu (F2).

The desktop screen appears.

Run

Opens another application file or runs another software package without returning to the desktop.

Note: To run the Filer application without returning to the desktop, use the File Menu's (F2) Filer option.

1. Select Run from the File Menu (F2).
A dialog box appears on the screen.
2. At the Program: prompt, type the name of the application or program you want to run.
If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.
3. At the Data file: prompt, either type the name of the file you want to use with your chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

4. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish running the program, exit it. DeskMate might ask you to insert the diskette that contains the file desktop.pdm. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run the program.

1. Select About from the File Menu (F2).
A dialog box appears.
2. Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (F3) options make it easy for you to edit your Form Setup information. For example, you can move information around, duplicate it without retyping or remove unwanted information.

Edit F ₃	Record F ₄	Repor
Cut	Shift+Del	
Copy	Ctrl+Ins	
Paste	Shift+Ins	
Clear	Del	
Move picture		
Size picture		

Cut

Cuts (or removes) any item of information (a field, cosmetic text, a picture, or a page or data code) and places it on the Clipboard.

1. Highlight the information you want to move.

Note: You can highlight one item at a time.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Cut from the Edit Menu (F3).

DeskMate removes the highlighted information and places it on the Clipboard.

To place the Clipboard information at another location on the same layout, use the Edit Menu's (F3) Paste option.

Copy

Copies a piece of art or cosmetic text to the Clipboard.

Note: Each field can appear only once in a layout, so you cannot use Copy to duplicate fields.

1. Highlight the item you want to copy.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Copy from the Edit Menu (F3).

DeskMate copies the highlighted information to the Clipboard.

To place the Clipboard information at another location on the same layout, use the Edit Menu's (F3) Paste option.

Paste

Inserts cut or copied Form Setup information (Clipboard information) at the cursor location.

1. Move the cursor to where you want the information to appear.
2. Select Paste from the Edit Menu (F3).

DeskMate inserts the Clipboard information at the cursor location.

Clear

Deletes any item of information (a field, cosmetic text, a date or page code, or art) from a record or report layout.

1. Highlight the information you want to delete.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Clear from the Edit Menu (F3).

The information you highlighted disappears from the screen and is no longer part of your record or report layout.

Move picture

Moves a picture to another location on the same layout. This option works the same as the Edit Menu's Move option in the Draw application.

1. Highlight the art to be moved.
A handle box appears around the art.
2. Select Move picture from the Edit Menu (F3).
3. Move the art as you would in the Draw application.

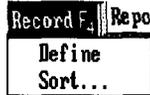
Size picture

Resizes a picture. This option works the same as the Resize option on the Draw application's Edit Menu.

1. Highlight the art you want to resize.
A handle box appears around the art.
2. Select Size picture from the Edit Menu (F3).
3. Resize the box as you would in the Draw application.

Record Menu

The Record Menu (F4) options let you define record layouts and sort records.



Define

Lets you create a layout for records in which you will later store information using the Filer application. A sample layout appears in "How Do I Use It?" in the "Overview" section.

- Select Define from the Record Menu (F4).

It is a good idea to design the record layout on paper before creating it. Here are some things to keep in mind:

- You have 79 character spaces and 19 lines to work with on the screen.
- You can make your records look sharper by having all the fields (not the field names) start at the same column position, on different lines.
- You can have multiple-line text fields because Form Setup lets you add character slots by rows as well as by columns. Example:

Comments:

You cannot have multiple-line numeric fields. (See the Field Menu's (F6) Add option.)

- Each field name can appear above the field, to the left of the field, or not at all (hidden).
- The Filer application's Find option on the Records Menu (F4) can search for a maximum of 20 characters. Therefore, if you think you will ever search for the information in a particular field, you might want to size that field accordingly.

- A field name that appears above a field can only be as long as the field itself, so you might want to size the field accordingly.
- If you plan to include format characters in a field, you must count them when calculating the field length. (See "Format Characters" in the "Other Form Setup Information" section at the end of this chapter for more information.)
- You must have a graphics printer if you want graphics and field outlines to print.
- Outlining increases the size of the field, reducing the space available for other layout items.

After designing the layout on paper, you might use several tasks to create it on the screen. The following list provides a guide to these tasks:

- Adding Graphics — It is a good idea to position graphics so that you can arrange your fields around them. See "Place Graphics on a Layout" in the "Other Form Setup Information" section for information on copying graphics from the Draw application to Form Setup.
- Adding Fields — The Field Menu's (F6) Add option lets you select each field's location, size, name, label position, outlining, and data type.
- Adding Cosmetic Text — See "Add Cosmetic Text" in the "Other Form Setup Information" section.
- Editing the Layout — See the Edit Menu (F3) options.

After you create your record layout, you can select the File Menu's (F2) Filer option to immediately enter Filer and begin typing information into your file's records. Or, you can design a report layout to work in conjunction with the record layout. (See the Report Menu's (F5) Define option.) You can also specify the order in which you want records displayed. (See the Sort option.)

Sort

Lets you establish the order in which you want records to appear, in the Filer application, when you add information in them. (Filer also lets you set up a sorting order. Setting up the order in Form Setup simply assures that the records will be sorted immediately when you start adding them using the Filer application.)

You set the order by choosing the field(s) on which Filer is to base the sort and, if you choose more than one, by indicating their relative priority. For instance, if you have a recipe file, you might want to display the recipes in order of category, national origin, and recipe name. Setting up your sort order like this would display all dessert recipes before all entrees, all Italian entrees before all Mexican entrees, and a recipe for enchiladas before a recipe for fajitas. Within each sort level, Filer automatically sorts according to alphabetic or numeric order.

Note: If you do not have a sort order, Filer sorts entries from oldest to newest. Therefore, each time you add or change a record, that record goes to the end of the file.

1. Select Sort from the Record Menu (F4).

A dialog box appears on the screen to let you assign sorting priorities to the various fields in your record layout. The Fields list box contains a list of all the field names in your file.

Note: Inventory.fil uses the generic field names Label, Field 1, Field 2, Field 3, and Comments. If you created your recipe file using Form Setup, you might have assigned specific field names such as Category, National Origin, Recipe Name, Calories, and Recipe.

2. Highlight the field to which you wish to assign the highest priority.

3. Select the Add to Sort button at the bottom of the dialog box, or press ALT+A.

The field is added to the sort order, and the cursor returns to the Fields list box.

4. Repeat Steps 2 and 3 to assign the second, third, fourth, and fifth priorities to the other fields as needed.

5. When you finish assigning priorities, select OK to complete the task.

Note: Selecting CLEAR erases all priorities so that you can begin again. Selecting CLEAR and then leaving the priorities blank displays the records in the order in which they were added or modified. Selecting CANCEL terminates the Sort option, restoring any previous priorities.

Report Menu

The Report Menu (F5) options let you work with your report layout. For example, you can define a layout, insert today's date or page numbers, or resize a section of the layout.

Report F5	Field F5	Tex
Define		
Show page		
Today's date		
Page number		
Summary, . .		
Resize section		
Clear all		

Define

Lets you create a report layout after you create a record layout. Also displays a previously created report layout.

The report layout lets you select the fields whose information will appear on the file report. This layout is optional, but without it, you cannot print a file report. A sample report layout appears in "How Do I Use It?" in the "Overview" section.

Note: Because the report layout works with existing fields, you must create the record layout before the report layout.

• Select Define from the Report Menu (F5).

The report layout screen appears. It consists of header, body, summary, and footer sections. Each section appears above its title bar, and the title bar becomes unhighlighted when you move the cursor into that section. The vertical line on the right side of the screen indicates where the right margin will be.

You place information in the sections, according to where you want it to appear in the printed report:

- **HEADER** — Any information that you want to appear at the top of each page of the report, including: cosmetic text (such as titles and column headings to go above the fields), graphics (from Draw), a date code (to make the current date appear), and a page code (to generate page numbers).
- **BODY** — The fields whose information you want included in the body of the report. Also, cosmetic text and graphics.
- **SUMMARY** — Summary information to appear once, at the end of the report (optional) and also cosmetic text.
- **FOOTER** — Any information that you want to appear at the bottom of each report page, including: cosmetic text, graphics, a date code, and a page code.

Note: The date and page codes can appear only once on a layout.

It is a good idea to design the report on paper before creating it with Form Setup. Here are some things to keep in mind:

- Because you usually print reports, you need to decide how wide you want the report to be, and set your page margins accordingly. Use the File Menu's (F2) Page setup option to do this. Form Setup lets you create report layouts of up to 132 columns in width. Page setup also lets you decide the top and bottom margins, which determine the number of records that will fit on one page of the report.
- A summary field can perform a simple calculation based on a selected field.
- You can resize sections to make more room where needed, using the Resize section option on the Report Menu (F5).
- You can use the Report Menu's (F5) Show page option to see how the report might look.
- Because the size of the fields is already set (by the record format), you should position the fields in the body before you position the column headings in the header. In this way, you can ensure that the headings will align with the information below them.

The following list provides a guide to the options and tasks you can use to create the report layout on the screen:

- The Field Menu's (F6) Add option adds a field on the report layout.
- Add cosmetic text and graphics. See "Add Cosmetic Text" and "Place Graphics on a Layout" in the "Other Form Setup Information" section.
- Add page numbers and the date on a report layout using the Report Menu's (F5) Page number and Today's date options.
- Add a summary field using the Report Menu's (F5) Summary option.
- The Edit Menu (F3) options let you edit a report layout.

When you finish creating the report layout, use the File Menu's (F2) Filer option and begin typing information in your records. Otherwise, select Exit or Run from the File Menu (F2).

Show page

Shows you the effects of any fields you add or changes you make to a report layout. In addition, you can see a template of the report that reflects the page margins and parameters you've set using the File Menu's (F2) Page setup option.

Anywhere that you have added a field to the layout, you see rectangles representing the actual information that would print on the report if your records contained data. The body section displays as many lines of rectangles as it can, given your Page setup parameters.

1. Select Show page from the Report Menu (F5). The template appears on the screen.
2. When you finish reviewing the template, select OK to return to the previously displayed screen.

Today's date

Places a date code on a report layout that will show the current date when the report is printed. You can place the date code in the header or footer section of the layout. When you print a report using this layout, the date will appear on each page of the report, at the location you specify. You can use a date only once on a report layout.

1. Move the cursor to the place in either the header or footer section where you want to place the date.

2. Select Today's date from the Report Menu (F5).

MMM DD, YYYY appears, showing you where the date will appear when you print the report.

Page number

Places a page code in the header or footer section of a report layout. When you print a report using this layout, the page number will appear on each page of the report, at the location you specify. You can use the Page number option only once on a report layout.

1. Move the cursor to the location in either the header or footer section where you want to place the page number.

2. Select Page number from the Report Menu (F5).

The ### code appears on the layout, showing where the page numbers will appear when you print the report.

Summary

Adds a summary field to a report layout. A summary field displays summary information about all the records in the report. For example, suppose your record layout contained a field called Units Bought by Customer. You could create a summary field to report the total number of units purchased (based on all the records that appear on the report), the average number of units purchased, or simply a count of the records that had any number entered in the Units Bought by Customer field.

Note: You can have more than one summary field in a report.

1. In the layout's summary section, move the cursor to where you want the summary field to appear.

Note: The title bar of the section you are in is unhighlighted.

2. Select Summary from the Report Menu (F5).

A dialog box appears, containing several attributes that you can set to define the summary field.

3. In the Fields list box, highlight the field on which you want to base the summary.

Note: If the highlighted field is a text field, the total and avg buttons that follow the Data type: prompt become shadowed. The total and avg options are available only for numeric fields.

4. At the Name: prompt, type a name you want to give the summary field, using 20 characters or fewer.

5. At the Outlined: prompt, choose either yes or no to indicate whether you want the field to appear with or without a "box" outline.

Note: Outlining a field makes it take up more space. Also, you must have a graphics printer to print outlines.

6. At the Data type: prompt, choose total, avg, or count to specify the type of summary information you want (a total or average of information in a numeric field or a count of the number of records appearing in the report).

7. At the Label: prompt, choose left, top, or hidden to indicate the location of the field name.

8. Select OK to complete the task.

The screen shows the summary field in the location you chose. The summary field is five characters long if you chose to see a count. If you chose to make the field a total or an average, the summary field is the same length as the field whose information it is totaling or averaging.

You can resize a summary field or change its attributes, using the Size, Format, and Change options on the Field Menu (F6).

Resize section

Resizes any report layout section. Shrinking a section gives you more room in other sections.

1. Move the cursor anywhere in the section you want to resize.

2. Select Resize section from the Report Menu (F5).

The cursor moves to the title bar of the section you are resizing.

3. Resize the section.

If you are using the keyboard, press ↓ to add lines (or ↑ to delete lines), one at a time. Then, press **ENTER** to finish the procedure.

If you are using a mouse, point to the flashing cursor on the title bar of the section. Then, hold down the mouse button and drag the cursor down to add lines (or up to delete lines). Release the button to finish the procedure.

Note: Enlarging a section does not affect the size of the other sections as long as unused space appears below the footer section. When all the space is used, continuing to enlarge a section shrinks the section immediately beneath it.

The section now occupies the size you specified on the layout.

Clear all

Clears the screen when you are setting up a report layout. Be sure that the report layout you want to cancel is on the screen before you begin this procedure.

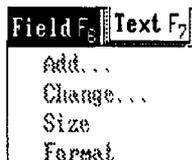
1. Select Clear all from the Report Menu (**F5**).

A dialog box appears, containing the message Clear all fields from report?

2. Select OK to return the report layout screen to its original default state so that you can set up the report layout again.

Field Menu

The Field Menu (**F6**) options let you add or change a field on a layout, change the size of a field, and add format characters.



Add

Creates a new field on a record layout, or indicates that you want information from a certain field to appear on the file's report.

To add a field to a record layout:

1. Select Define from the Record Menu (**F4**).
2. Position the cursor where you want the field (not the field name) to begin. Be sure to leave enough room for a field label and outlining, if desired.
3. Select Add from the Field Menu (**F6**). (Or, press **ENTER** or double click the mouse button. These work as accelerators for the Add option.) The field's first character slot appears on the screen.
4. Add character slots until the field is the desired size. If you are using the keyboard, use the arrow keys and then press **ENTER**. If you are using a mouse, point to the cursor, press down on the mouse button and drag it to the desired size, and then release the mouse button.

Note: Moving the cursor down and up adds and deletes whole rows of character slots. Moving the cursor right and left adds and deletes whole columns of character slots. Every tenth character is shaded to aid you in counting the character slots.

A dialog box appears, containing several options that let you specify information about the field.

5. At the Name: prompt, type the name you want to give the field, using 20 characters or fewer. Choose a name that you might want to appear beside or above the field to remind you of the kind of information to be typed into that field (last name, address, phone number, and so on). Also, if you want to include a colon (:) following a field, be sure to type it with the name. Form Setup does not add a colon automatically.
6. At the Outlined: prompt, choose either yes or no to indicate whether you want the fields to appear with or without a "box" outline.

Note: Outlining fields can make your records easier to read and can call attention to a specific field. However, you must have a graphics printer to print outlines. Also, outlining makes a field take up more space. Therefore, you cannot place outlined fields right next to each other.

7. At the Data type: prompt, choose either text or number to indicate the type of information the field will hold (text or numerical).

Choosing text lets you enter any type of character in the field. Choosing number lets you type only numeric characters (0-9) and the symbols + and - (to indicate whether a number is positive or negative). Therefore, a good rule of thumb is to choose number only if you want a report summary to perform a calculation based on the numbers in the field. Also, a field cannot be numeric if it contains more than 39 character slots or more than one line of character slots.

Note: If you choose number, be sure to include a decimal point format character if you want to enter decimal numbers in the field. Otherwise, Filer lets you enter only whole numbers.

8. At the Label: prompt, choose left, top, or hidden to indicate the location of the field name.
9. Select OK to complete the task.

Repeat the procedure for any other fields you want to include on the record.

Notes:

- As long as the cursor is on a field, that field is selected and the Add option is unavailable. Move the cursor to the location for the next field before trying to use Add again.
- If you reach the maximum number of character slots, the Add option becomes unavailable and appears shadowed.

After you create a field on a record layout, you can add that field to a report layout.

To add a field to a report layout:

1. Select Define from the Report Menu (F5).
A report layout screen appears.
2. In the layout's body section, move the cursor to where you want the field's information to appear.
Note: The title bar of the section you are in is unhighlighted.
3. Select Add from the Field Menu (F6).
A dialog box appears, listing all the fields whose information can appear on the report.

4. Highlight the name of the field you want at the chosen location.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

The field name appears in the edit field.

5. Select OK to complete the task.

The field is added at the chosen location. Repeat the procedure for any other fields you want to include in the report.

Note: If there is not enough room for a field, you see a dialog box containing the message Field too big, will truncate. Select OK if you want to keep the field at its current location, with any extra characters truncated. Otherwise, select CANCEL.

Change

Lets you change the attributes assigned to a record field or a report layout's summary field.

To change the record field:

Note: You might need to change a field's size or location to accommodate intended changes in field attributes.

1. Select Define from the Record Menu (F4).
2. Highlight the field whose attributes you want to change.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

3. Select Change from the Field Menu (F6).
A dialog box appears, containing several field options that you can change.
4. At the Name: prompt, you can type a new field name, using 20 or fewer characters.
5. At the Outlined: prompt, choose either yes or no to indicate whether you want the field to appear with or without a "box" outline.

6. At the Data type: prompt, choose either text or number to indicate the type of information the field will hold (text or numerical).

Note: You cannot change text fields to numeric fields. If you must do this, you can use the Edit Menu's (F3) Clear option to delete the field so that you can recreate it. Be aware, however, that deleting a field removes that field from your records, automatically erasing any information in that field.

7. At the Label: prompt, choose left, top, or hidden to indicate the location of the field name.
8. Select OK to complete the task.

To change a report layout's summary field:

1. Select Define from the Report Menu (F5).
The report layout screen appears.
2. In the layout's summary section, highlight the field whose attributes you want to change.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

3. Select Change from the Field Menu (F6).
A dialog box appears, containing several summary field options you can change.
4. At the Name: prompt, you can type a new summary field option, using 20 or fewer characters.
5. At the Outlined: prompt, choose yes or no to indicate whether you want the summary field to appear with or without a "box" outline.
6. At the Data type: prompt, choose total, avg, or count to indicate the type of summary information you want to see on the report (a total of the numeric information in the chosen field, or a count of the number of records appearing on the report).

Note: If the field you are changing is a text field, the total and avg options appear shadowed to indicate that they are not available.

7. At the Label: prompt, choose left, top, or hidden to indicate the location of the summary field name.

8. If you chose total or avg, use the Fields list box to choose the numeric field you want to use for the summary.

9. Select OK to complete the task.

Size

Changes the size of a field on a record layout or a summary field on a report layout.

Notes:

- You cannot make a numeric field more than one line long or more than 39 character slots long.
- If you decrease the size of a field after adding information to your file's records through the Filer application, the information is shortened to accommodate the new, shorter field length.

1. Highlight the field whose size you want to change.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Size from the Field Menu (F6).
The cursor appears to the right of the field's final character slot.
3. Make the field larger or smaller.
To do this with the keyboard, use the arrow keys and then press ENTER when the field is the desired length. With the mouse, drag the cursor and then release the mouse button.

If you are resizing a field on a record layout, the field's size changes only on that layout. It does not change on the report layout. You can change the size on the report layout, however, by redefining the field on that layout.

Format

Adds format characters to any field in a record layout or to a summary field in a report layout.

Note: You must create the field before you can insert format characters into it.

1. Highlight the field in which you want to place format characters.
2. Select Format from the Field Menu (F6).

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

The cursor appears in the field's first character position.

3. Move the cursor to any slot where you want a format character to appear. Then, type the character.

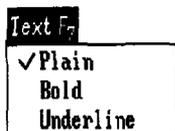
Note: You can press **BACKSPACE** or **DELETE** to remove a format character.

4. Repeat Step 3 for any other format characters in that field.
5. Press **ENTER** (or click the mouse button anywhere outside the field) to complete the task.

The format characters are now part of the field and will automatically appear in the file's empty records when you enter information from Filer.

Text Menu

The Text Menu (F7) options let you add boldface or underline to cosmetic text or change it back to plain text.



Plain

Returns boldfaced and/or underlined cosmetic text to plain text.

1. Highlight the text that you want to return to plain type.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Plain from the Text Menu (F7).

The highlighted text now appears in plain type.

Bold

Makes cosmetic text on the screen appear and print boldfaced. You can boldface either plain or underlined cosmetic text.

1. Highlight the text you want to boldface.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Bold from the Text Menu (F7).

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

Underline

Makes cosmetic text on the screen appear and print underlined. You can underline either plain or boldfaced text.

1. Highlight the text you want to underline.

For more specific instructions on highlighting Form Setup information, see "Highlight Information" in the "Other Form Setup Information" section.

2. Select Underline from the Text Menu (F7).

The text you highlighted now appears underlined.

Form Setup Tasks

This section lets you look up Form Setup application tasks. The tasks are listed alphabetically, and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use the option(s), see the "Menu Options" section for detailed information and step-by-step instructions.

- Add a Field to a Record Layout
 - Record **F4** (Define)
 - Field **F6** (Add)
- Add a Field to a Report Layout
 - Report **F5** (Define)
 - Field **F6** (Add)
- Add a Summary Field to a Report Layout
 - Report **F5** (Define)
 - Report **F5** (Summary)
- Add Format Characters
 - Field **F6** (Format)
- Boldface Text
 - Text **F7** (Bold)
- Cancel a Report Layout
 - Report **F5** (Clear all)
- Cancel Boldface or Underline
 - Text **F7** (Plain)
- Change Field Attributes on a Record Layout
 - Record **F4** (Define)
 - Field **F6** (Change)
- Change Field Attributes on a Report Layout
 - Report **F5** (Define)
 - Field **F6** (Change)
- Change the Size of a Report Layout Section
 - Report **F5** (Define)
 - Report **F5** (Resize section)
- Copy a File's Layouts
 - File **F2** (Copy layouts)
- Create a New File from Within a File
 - File **F2** (New)
- Create a Record Layout
 - Record **F4** (Define)
- Create a Report Layout
 - Report **F5** (Define)
- Delete Information from a Layout
 - Edit **F3** (Clear)
- Display a Program/Application Name and Version Number
 - File **F2** (About)
- Duplicate Information Within the Same Layout
 - Edit **F3** (Copy)
 - Edit **F3** (Paste)
- Exit Form Setup
 - File **F2** (Exit)
- Format a Report Layout
 - Report **F5** (Define)
 - File **F2** (Page setup)
- Insert a Date on a Report
 - Report **F5** (Today's date)
- Insert Page Numbers on a Report
 - Report **F5** (Page number)
- Move a Picture Within the Same Layout
 - Edit **F3** (Move picture)
- Move Information Within the Same Layout
 - Edit **F3** (Cut)
 - Edit **F3** (Paste)
- Open an Existing File from Within a File
 - File **F2** (Open)
- Open an Existing File in Another Drive or Directory
 - File **F2** (Open)
- Print a Layout
 - Record **F4** (Define)
 - Report **F5** (Define)
 - File **F2** (Print)
- Resize a Picture
 - Edit **F3** (Size picture)
- Run Another Application
 - File **F2** (Run)
- Sort Records
 - Record **F4** (Sort)
- Switch Between Layouts
 - Record **F4** (Define)
 - Report **F5** (Define)
- Switch to Filer from Form Setup
 - File **F2** (Filer)
- Test a Report Layout
 - Report **F5** (Show page)
- Underline Text
 - Text **F7** (Underline)

Other Form Setup Information

Add Cosmetic Text

Cosmetic text is any text that you place **directly** on a record or report layout — as opposed to field labels, report dates, and page numbers, which you generate using various Form Setup options.

One way to produce cosmetic text is to simply type it in where you want it, and then press **ENTER**.

Note: To move the cursor to where you want the text to begin, simply use the arrow keys. Or, if you have a mouse, move the mouse pointer and then click the mouse button.

When you press **ENTER**, the text is automatically highlighted so that you can boldface and/or underline it if desired, using the appropriate Text Menu (**F7**) option(s).

If you would like to use a variety of typestyles and sizes, you can use the Draw application to create cosmetic text. Then, you can copy the text to your record or report layout. See “Place Graphics on a Layout” in this section for more information.

Correct an Error

If you make an error while typing information in a dialog box edit field, you can press either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately to the left of the cursor. Pressing **DELETE** erases the character to the right of the cursor.

On a layout, you can use the Edit Menu's (**F3**) **C**lear option to erase a highlighted field, cosmetic text, or graphics.

Caution: Erasing a field on a record layout automatically deletes the field from your records and, therefore, deletes any information in that field from all records.

Format Characters

Form Setup gives you the option of adding *format characters* to any field in a record layout or to a summary field in a report layout.

Format characters are field characters that **remain** constant, such as:

- Hyphens in telephone numbers (555-3434)
- Slashes in dates (04/02/90)
- Decimal points and dollar signs in numbers (\$25.50)

When added to a field in Form Setup, these characters automatically appear in that field in your Filer records. There, they:

- Remind you of the format to use to enter information.
- Save you the trouble of entering them on each record. For example, to enter the sample date, you would type only 040290.

You will probably want to include a decimal point format character in most numeric fields. If you do not include this format character, Filer will let you type only whole numbers in the given field. When you do include the decimal point, Filer automatically inserts .00 in the field if you don't type the decimal.

Note: Numbers are entered in the right most position.

You can add format characters at any time after adding a field. However, each format character takes up one space, so be sure to include the format characters when calculating the length of a field.

Highlight Information

To highlight a layout item with the keyboard, position the cursor anywhere on the item and press the space bar. To highlight a layout item with a mouse, point to the item and click the mouse button. Form Setup lets you highlight only one item at a time and you cannot highlight partial items (such as individual characters in cosmetic text).

Place Graphics on a Layout

You can include pictures, borders, cosmetic text, and other graphics created with the Draw application on your Form Setup record and report layouts. It is a good idea to place such graphics first, using the following general procedure. Then, when you are finished, you can arrange your fields around the graphics.

Note: To print the graphics when you print your layouts, records, and reports, you must use a graphics printer.

1. Using the Draw application, create the art you want to use on the layout.
2. Copy the art to the Clipboard.

Note: We recommend that you always copy the art (using the Copy option) rather than move it. This way, you always have the original in your Draw file, available for editing or as a backup in case you accidentally delete the Clipboard copy.

3. Start Form Setup, and create or open the file in which you want to use the art.

Note: You can use the Run option on Draw's File Menu to start Form Setup without returning to the desktop.

The record layout screen appears. If you are creating a new field, the screen is blank.

4. If you want to put the art on the record layout, continue with Step 5. If you want to put the art on a report layout, first select Define from the Report Menu (F5) to display the report layout, and then continue with Step 5.
5. Move the cursor to where you want the art to appear.
6. Select Paste from the Edit Menu (F3).
DeskMate inserts the Clipboard art at the cursor location. Once you select the art, which you do as you would in Draw, it appears with a handle box around it.
7. If necessary, use the Edit Menu's (F3) Move picture and Size picture options to move or resize the art. These options work the same way as the Move and Resize options on Draw's Edit Menu.

Notes:

- You can size or move your graphics in Form Setup, but if you wish to edit them in any other way, you need to do so from the Draw application.
- Form Setup does not "care" where your graphics come from as long as the art was originally created with Draw. For example, you can copy graphics from Text that were originally created in Draw.
- If you receive a Graphics form full error when pasting graphics, return to Draw and try making your art less complex.

Hangman

Overview

What Is It?

Are you ready for a break? Have some fun with DeskMate's Hangman — a word game for all ages, young and old alike.

What Can I Do with It?

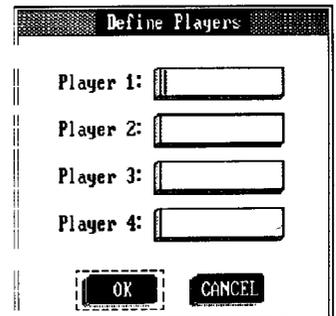
Relax and have a little fun while DeskMate challenges your vocabulary. If you get called away and don't have time to finish, DeskMate can save your game so that you can come back to it later.

How Do I Use It?

When you open Hangman, the following dialog box appears.



Answer the prompts in this dialog box to define how you want to play the game: the number of players, words per game, and the number of wrong guesses (the number of chances you want before you are hanged). After you enter this information, another dialog box appears (shown at right), asking you to define player name(s) for the game.



If you want additional information about how to type the information in these boxes, see the Game Menu's (F2) Define option in the "Menu Options" section.

After you type the name(s), the Hangman screen appears (as shown at the right).

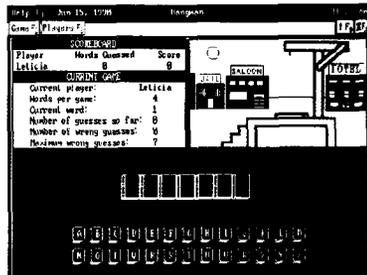
The main area of the screen consists of the scoreboard, the status of the current game, the hangman area, the unknown word, and the letters you can use to guess the word.

The rules of the game are simple. To win, you must guess all the letters for the unknown word. Or, if you're playing against someone else, you must make fewer wrong guesses than your opponent. You can choose letters by either typing the desired letter from the keyboard or pointing to and clicking on the desired letter using the mouse.

Hangman keeps track of the options you choose (such as how many words in a game, the number of players, the number of wrong guesses, and so on) and the game's status. This information is displayed on the Hangman screen for your convenience.

When you complete a word, DeskMate automatically selects a new word.

To learn the basics about using Hangman, see the "Hangman" article in the *Getting Started* magazine. Then, when you are familiar with Hangman, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Hangman Tasks" section at the end of this chapter.



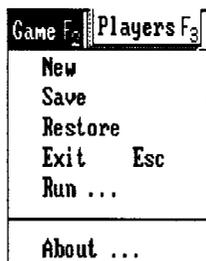
Menu Options

Hangman has two menus that list the options you can use with the game Hangman. The key that you press to see each menu appears beside the menu name. (For example, press the F2 key to see the Game Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you are ready to exit the game, you can press ESC to select Exit from the Game Menu (F2).

This section explains each Hangman menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

Game Menu

The Game Menu (F2) options let you work with your Hangman game files. For example, you can start a new game, save the current game, or start over with the current player.



New

Starts a new game of Hangman without returning to the desktop.

1. Select New from the Game Menu (F2).

A dialog box appears. The options you set during your previous game are still in effect.

2. At the Number of Players prompt, choose the number of players for the new game of Hangman.
3. At the Words per Game: prompt, choose the number of words per game.

To increase the number of words per game, move the cursor to the up arrow on the dialog box and press the space bar until the desired number appears. You can have a maximum of ten words per game.

To decrease the number of words per game, move the cursor to the down arrow on the dialog box and press the space bar until the desired number appears.

4. At the Wrong Guesses: prompt, choose the number of wrong guesses allowed before being hanged.

To increase the number of wrong guesses allowed, move the cursor to the up arrow on the dialog box and press the space bar until the desired number appears. You can have a maximum of 12 wrong guesses.

To decrease the number of wrong guesses allowed, move the cursor to the down arrow on the dialog box and press the space bar until the desired number appears.

5. Select OK to complete the task.
Another dialog box appears so that you can list the player(s). The names of the player(s) for the previous game are displayed in the dialog box.
6. Type the name(s) of the player(s) for the game (if necessary).
7. Select OK to complete the task.

DeskMate displays a new Hangman screen with the players and setup options you chose.

Save

Saves the current game so that you can return to it later.

1. Select Save from the Game Menu (F2).

A dialog box appears, stating that the game was saved.

2. Select OK to complete the task.

Hangman saves this game until you save another game.

Restore

Lets the current player start a saved hangman game.

- Select Restore from the Game Menu (F2).

A new, unknown word appears, and the drawing (scaffold and man) is restored to the original state.

Exit

Exits Hangman and returns you to the desktop.

1. Select Exit from the Game Menu (F2).

A dialog box appears, asking if you want to save the current game.

2. Select YES or NO to return to the desktop.

If you select YES, the next time you enter the Hangman application, DeskMate asks if you want to continue with the game you saved.

Run

Lets you open another application file or run another software package without returning to the desktop.

1. Select Run from the Game Menu (F2).

A dialog box appears.

2. At the Program: prompt, type the name of the application or program you want to run.

If the program is not a DeskMate application (does not have the extension .pdm) include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname including the drive and directory.

3. At the Data file: prompt, either type the name of the file you want to use with the chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program without opening a corresponding data file.

4. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software program you specified. Insert the appropriate diskette, and select OK to run the program.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the file desktop.pdm. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate use to run the program.

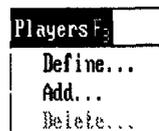
1. Select About from the Game Menu (F4).

A dialog box appears.

2. Select CANCEL to remove the box from the screen.

Players Menu

The Players Menu (F3) options let you add, delete, or change the players for the Hangman game.



Define

Lets you change any player's name.

1. Select Define from the Players Menu (F3).

A dialog box appears.

2. Change the names of any or all of the players for the current game.
3. Select OK when all the names are entered correctly.

Add

Adds a new player to your game. The maximum number of players is four.

1. Select Add from the Players Menu (F3).

A dialog box appears.

2. At the New player name: prompt, type the name of the new player.
3. Select OK to complete the task.

Hangman displays the new player's name on the SCOREBOARD.

Delete

Removes a player from the current game.

1. Select **Delete** from the **Players Menu (F3)**.
A dialog box appears, listing each player.
2. Choose the button next to the name you want to remove.
3. Select **OK** to complete the task.

Hangman deletes the name from the **SCOREBOARD**.

Hangman Tasks

This section lets you look up Hangman tasks. The tasks are listed alphabetically and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use the option(s), see the "Menu Options" section for detailed information and step-by-step instructions.

Add a Player

Players F3 (Add)

Change the Players

Players F3 (Define)

Display a Program/Application Name and Version Number

Game F2 (About)

Exit Hangman

Game F2 (Exit)

Play a New Game

Game F2 (New)

Remove a Player

Players F3 (Delete)

Run Another Application

Game F2 (Run)

Save the Current Game

Game F2 (Save)

Start Over with the Current Player

Game F2 (Restore)

Other Hangman Information

Play a Saved Game

To play a saved game, select **HANGMAN.PDM** from the **PROGRAMS** list box, and then select **YES** when the dialog box is displayed. DeskMate displays the game you saved the last time you played Hangman.

Telecom

Overview

What Is It?

With DeskMate's Telecom application, you can communicate with other host computers, outside news services, and bulletin boards. Communication with other computers is easy whether you're using a direct connection (via cable) or communicating through a modem.

What Can I Do with It?

With the Telecom application's many computer-communication features, you can:

- Communicate with an information service
- Share computer games or correspondence with your friends
- Print information you receive from another computer
- Automate Telecom's communication commands by creating *autolog* files

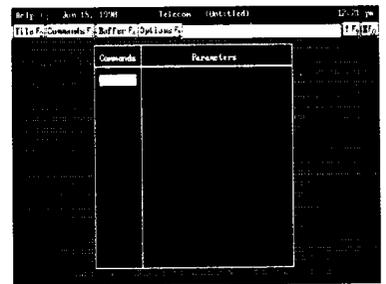
How Do I Use It?

When you open the Telecom application, the command screen, like the one at the right, appears.

You can use Telecom's Commands Menu (**F3**) options and your knowledge of the *host* computer's communication requirements to create an autolog file on the command screen. With an autolog file and a communication connection (direct cable or modem), you can automatically *log on* (connect) to another system, such as an information service. If you use an auto-dial modem, you can include the host computer's telephone number in the autolog file, and the number is dialed automatically.

Before you use Telecom, be sure to use DeskMate's Setup Accessory (the Setup option on the Accessory Menu (**F10**)) to specify the communications equipment you are using. For more information about setting up your communication settings, see "The Setup Accessory" in the "Accessories" chapter.

Then, when everything is set up, you can use the Commands Menu's (**F3**) options to create an autolog file for your communication requirements. Use the Set option to define the communication parameters for the host computer. In addition, you can use the Call, Wait, and Send options to specify the phone number and any special time allowances required for the logon procedures. The Transfer and Exit options let you automatically transfer a file, terminate a connection, and exit Telecom.



After you create an autolog file, you can use the File Menu's (F2) Save and Save as options to store the file so that you can use it again later.

As you communicate with your friends and information services, you can use the Print option on the Buffer Menu (F4) to print out any information you are sending or receiving. Or, if you'd like, you can store this information in another file or directory.

To learn the basics about using Telecom, see the "Telecom" article in the *Getting Started* magazine. Then, when you're familiar with Telecom, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Telecom Tasks" section at the end of this chapter.

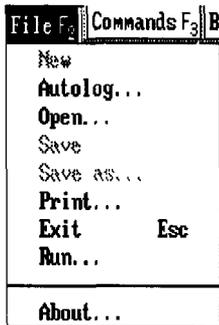
Menu Options

Telecom has four menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to execute a command, you can press **CTRL+E** to select the Execute command (option) from the Commands Menu (**F3**).

This section explains each Telecom menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can create, open, save, or run Telecom autolog files, as well as run another program or DeskMate application.



New

Lets you create a new autolog file without returning to the desktop.

1. Select New from the File Menu (**F2**).

If you make changes to the current file, the message Save changes? appears. Continue with Step 2.

If you have not made changes to the current file, a new, blank command screen appears.

2. Select YES, NO, or CANCEL.

If the file is untitled, a dialog box appears and you can continue with Step 3.

If the file is titled, a new, blank command screen appears.

3. At the Save as: prompt, type a filename using eight characters or fewer.

Telecom automatically adds the extension .log unless you specify otherwise.

4. Select SAVE to complete the task.

A new, blank command screen appears.

Autolog

Loads and runs an autolog file that is not currently displayed on the screen. To run the file that is currently displayed, use the Commands Menu's (**F3**) Execute option.

Be sure your modem is properly connected and that the switches are set correctly. (For more information, see your modem manual.)

1. Select Autolog from the File Menu (**F2**).

A dialog box appears, listing all the autolog files you can run. In addition, this box lists all the available drives and directories within the current directory.

2. Highlight the name of the autolog file you want to run. If the autolog file you want to run is in another directory, highlight the appropriate drive or directory.

3. Select OK.

If you highlighted a specific file name, the commands in the autolog file are performed and the terminal screen is displayed. You can monitor the dialing process in the small box on the screen.

If you highlighted a drive or directory, its files and directories appear in the list box. Other available drives appear in the list as well. Continue with Steps 4-6.

4. Repeat Steps 1-3 until the list box displays the name of the file you want to open.

5. Highlight the autolog file you want to open.

6. Select OK to complete the task.

The commands in the autolog file are performed and the terminal screen is displayed. You can monitor the dialing process in the small box on the screen.

Open

Opens an existing autolog file without returning to the desktop.

1. Select Open from the File Menu (F2).

If you made changes to the current autolog file, Save changes? appears. Continue with Step 2.

If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the autolog file on the screen is untitled, a dialog box appears. Continue with Step 3.

If the autolog file already has a title, continue with Step 5.

3. At the Save as: prompt, type a filename using eight characters or fewer.

Telecom automatically adds the extension .log, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the autolog files you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

5. Highlight the autolog file you want to open. If the file you want to open is in another drive or directory, highlight the appropriate drive or directory.

6. Select OK.

If you highlighted a specific file name, it is displayed on the screen.

If you highlighted a drive or directory, its files and directories appear in the list box. Other available drives appear in the list as well. Continue with Steps 7-9.

7. Repeat Steps 5 and 6 until the list box displays the name of the autolog file you want to open.

8. Highlight the autolog file you want to open.

9. Select OK to complete the task.

The file you chose is displayed on the screen.

Save

Saves changes you have made in an existing autolog file without returning to the desktop. It is a good idea to save changes to a file periodically to help prevent loss of information. (If you have not yet saved a file, use the Save as option on the File Menu (F2).)

- Select Save from the File Menu (F2).

Telecom saves the changes you have made, and the file remains on the screen.

Save as

Saves a new autolog file that has never been named.

1. Select Save as from the File Menu (F2).

A dialog box appears.

2. At the Save as: prompt, type the name you want to give the file, using eight characters or fewer.

Telecom automatically adds the extension .log, unless you specify otherwise.

3. Select SAVE to complete the task.

The new file and its name are stored on disk, and the file remains on the screen.

Print

Prints a file to the screen, on paper, or to another file.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Telecom's page setup options are automatically set to print in a portrait format.

1. Select Print from the File Menu (F2).

A dialog box appears.

2. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print the file on the screen so that you can see how the information will look on paper.

The Printer button lets you print the file on paper.

The File button lets you print the file to another file. Printing to a file lets you use the MS-DOS Print command to print this file from another MS-DOS computer that is not running DeskMate.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit a file, choose ASCII as the printer type.

3. Follow the appropriate instructions below for the button you chose in Step 2.

If you chose the Screen button:

- a. Select OK to complete the task.
The file appears on the screen. You can use the arrow keys to scroll through it, or use the Next page option on the Options Menu (F2) to look at the next page.
- b. When you finish viewing the file on the screen, select Exit from the Options Menu (F2).
The command screen is displayed.

If you chose the Printer button:

- Select OK to begin printing.
The file begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight characters or fewer. An extension of .prn will be added to the filename unless you specify otherwise.
Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.
- b. Select OK to complete the task.
Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory, from the desktop's Files View.

Exit

Exits Telecom and returns you to the desktop.

1. Select Exit from the File Menu (F2).
If you made changes to an autolog file, the message Save changes? appears. Continue with Step 2.
If you have not made changes, you return to the desktop.
2. Select YES, NO, or CANCEL.
If the autolog file is untitled, the prompt Save as: appears. Continue with Step 3.
If the autolog file already has a filename, the desktop reappears on the screen.
3. At the Save as: prompt, type a filename using eight characters or fewer.
Telecom automatically adds the extension .log, unless you specify otherwise.
4. Select SAVE to complete the task.
The desktop reappears on the screen.

Run

Runs another application file or another software package without returning to the desktop.

1. Select Run from the File Menu (F2).
If you made changes to the autolog file, Save changes? appears. Continue with Step 2.
If you have not made changes, continue with Step 6.
2. Select YES, NO, or CANCEL.
If the file is untitled, Save as: appears. Continue with Step 3.
If the file has already been titled, continue with Step 6.
3. At the Save as: prompt, type a filename of eight characters or fewer.
Telecom automatically adds the extension .log, unless you specify otherwise.
4. Select SAVE to complete the task.
If the buffer contents has changed during this Telecom session, Save buffer changes? appears.
5. Select YES, NO, or CANCEL.
Another dialog box appears.

- At the Program: prompt, type the name of the application you want to run.

If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current one, type a full pathname, including the drive and directory.

- At the Data file: prompt, either type the name of the data file you want to use with your chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

- Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software program you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the desktop.pdm file. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run the program.

- Select About from the File Menu (F2).
A dialog box appears.
- Select CANCEL to remove the box from the screen.

Commands Menu

The Commands Menu (F3) options let you create and edit the commands for an autolog file. For example, you can set communication parameters, send a response, transfer a file automatically, or insert and delete lines from an autolog file.



Set

Tells Telecom the status of the communication line by establishing parameters such as baud rate, word length, parity, and so on. When you create an autolog file, the Set option is the first option you will use.

- Select Set from the Commands Menu (F3).
A dialog box appears.
- At the Baud prompt, choose the appropriate rate.
This option tells Telecom how fast to transmit information to the other system. The higher the baud rate, the faster the transmission. If you use a modem, choose a baud rate that your modem and the other computer can use. If you use a direct cable connection, you can use any baud rate as long as the other computer also uses the same rate. You might not be able to communicate reliably at baud rates exceeding 1200 unless your computer and the host use flow control.

3. At the Word Length, Parity, and Stop Bits prompts, make the appropriate choices.

These three options let you give Telecom technical information that tells the program how to code and decode information passed between the two computers. The correct choices for these options are usually dictated by the host. For example, most computers use one of the following sets of parameters:

- 8-bit word size, no parity, and 1 stop bit
- 7-bit word size, even parity, and 1 stop bit

4. At the Flow control (Xon/Xoff) prompt, make the appropriate choice.

If you turn on flow control, transmission to the other system stops when the other system sends an Xoff code. Transmission resumes when it sends an Xon code. Telecom sends an Xoff to pause transmission from the other system when information is coming in too quickly. Telecom then sends an Xon to resume transmission when the buffer can handle more input. You can use flow control only if the host uses it as well.

5. At the ASCII filter, Self echo, and Add line feed prompts, make the appropriate choices.

Note: You can use any or all of these three options. An "X" indicates the option is on.

ASCII filter. Use this option to turn the ASCII filter on or off. Leaving the ASCII filter switch on removes all the characters above 80 (hexadecimal) and control characters below 20 (hexadecimal).

Self echo. Use this option if you have problems displaying the characters you type during transmission. For example, if the characters you type appear in duplicate, turn off the setting. If, on the other hand, your characters are not appearing at all, turn on the setting.

Add line feed. Use this option if the host system you are communicating with sends a carriage return character only.

6. Select OK to complete the task.

Call

Tells Telecom to dial a telephone number of up to 30 digits when running the autolog file.

1. Select Call from the Commands Menu (F3).
A dialog box appears.
2. At the Phone number: prompt, type the telephone number you want the modem to dial, using no more than 30 digits. You can include dashes between area codes, exchanges, and numbers.
3. Select OK to complete the task.

Telecom inserts the Call command in the Commands column and the number you typed into the Parameters column.

Wait

Tells Telecom to wait for a response from the host system or for a certain number of seconds to elapse, before disconnecting.

Note: Telecom automatically uses 30 seconds as its wait time. You can change this number to the number of seconds you realistically expect to wait.

1. Select Wait from the Commands Menu (F3).
A dialog box appears.
2. Choose either:
 - a. Wait for string: to type a string of characters you expect to receive from the other system and the number of seconds you want Telecom to wait to receive the specified string. If Telecom does not receive the string in the number of seconds you specify, you can tell Telecom what to do next.
Continue with Step 3.
 - b. Wait for time period: to indicate that you want Telecom to wait a specified number of seconds before continuing the autolog file execution.
Continue with Step 4.
3. Type the string of characters you expect to receive from the host.
4. Type the number of seconds you want to wait.

5. If you chose `Wait for string:`, select one of the following options.

Choose `Stop Auto Log` to tell Telecom to stop running the autolog file and enter the terminal mode. The terminal screen appears.

Choose `Continue` if you want to continue to run the autolog file. The next autolog file command is started.

Choose `Exit` to stop running the autolog file and exit Telecom. The communication line is disconnected automatically.

6. Select `OK` to complete the task.

Telecom inserts the `Wait` command in the `Commands` column and the options you specified in the `Parameters` column.

Send

In an autolog file, tells Telecom that you want to send either a string of characters or a break sequence to the host.

1. Select `Send` from the `Commands` Menu (**F3**).

A dialog box appears.

2. Choose one of the following:

`Send string:` to enter a maximum of 27 characters you want to send to the other system. (For example, **CTRL+C** is entered as `^C`.)

`Send break sequence` to send a break sequence to the other system. Many information services and other host systems require that you send a break sequence to gain the attention of the system's computer.

3. If you chose `Send string:`, type the string you want to send (up to 27 characters). You can also turn the `Add carriage return` setting on or off to send a carriage return character at the end of the string.

4. Select `OK` to complete the task.

Telecom inserts the `Send` command in the `Commands` column and the options you specified in the `Parameters` column.

Transfer

Lets you set up an autolog file with predefined parameters for use in sending or receiving files. The parameters are stored and then automatically used when you run the autolog file.

1. Select `Transfer` from the `Commands` Menu (**F3**).

A dialog box appears.

2. Highlight the name of the file whose transfer parameters you are defining, or type the name of the file at the `Filename:` prompt.
3. Choose `Send` to transfer a file from your computer to the host system or `Receive` to transfer a file from the host system to your computer.
4. Choose one of the following:

`ASCII` to use the ASCII file transfer protocol. (Text application files are ASCII files if you change them using the `To ASCII` option on `Text's` `File` Menu. But remember, boldface, underline, and page format codes cannot be transmitted in ASCII.)

Note: The ASCII file transfer (in receiving mode) includes an information window that displays the incoming file. This window lets you visually verify error messages.

`Xmodem` to use this special file-transfer protocol. If you choose `Xmodem`, the other system must also use the `Xmodem` protocol.

5. If you chose `ASCII`, you can choose one of the following options:

`Add line feed after carriage return` to add a line feed each time Telecom sends (or receives) a carriage return character. DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

`Strip line feed after carriage return` to take out line feeds after carriage return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

`Straight ASCII transfer` to strip all non-ASCII codes from the file. It also tells Telecom to automatically end the transfer and close the transferred file when the program sends or receives an end-of-file character.

6. At the `Command to start transfer:` prompt, type the command (up to 24 characters) needed to indicate to the host that your computer is ready to receive the ASCII file. (This option is only available when you are receiving an ASCII file.)

7. Choose Add carriage return to add a carriage return for the command in Step 6 if required. (This option is only available when you are receiving an ASCII file.)
8. At the Timeout: prompt, type the number of seconds that you want Telecom to wait without sending or receiving any characters before it closes the file and ends a transfer.
9. Select OK to complete the task.

These parameters are stored for the file you indicated. Any time the autolog file is run, it uses these parameters.

Exit

Placing the Exit command at the end of the file, specifies that you want to immediately exit Telecom after running an autolog file.

- Select Exit from the Commands Menu (F3).

The command screen displays the Exit command at the end of the autolog file.

Insert

Inserts a blank line into an autolog file.

1. Move the cursor to the line immediately below where you want to insert a blank line.
2. Select Insert from the Commands Menu (F3).

A blank line appears, and all remaining lines move down to accommodate the insertion. You can now use another Commands Menu (F3) option to insert command information into the blank line.

Delete

Deletes a line from an autolog file.

1. Position the cursor in the line you want to delete.
2. Select Delete from the Commands Menu (F3).

The line disappears from the autolog file, and any lines below it move up.

Execute

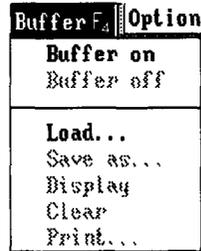
Runs an open autolog file after you set up or change the parameters.

- Select Execute from the Commands Menu (F3).

The terminal screen appears, and DeskMate runs the autolog file parameters.

Buffer Menu

The Buffer Menu (F4) options let you use the terminal buffer to handle the exchange of information between computers. For example, you can turn the buffer on and off, save and print the contents of the buffer, or display the buffer contents on the screen.



Buffer on

Turns on the terminal buffer so that you can begin storing characters. Previous buffer contents are not affected.

- Select Buffer on from the Buffer Menu (F4).

Note: You can turn the buffer on or off from the terminal screen while you are communicating with the host system by pressing ALT+B. When the buffer is on, the words Buffer ON appear on the bottom line of the terminal screen.

Buffer off

Turns off the terminal buffer so that it no longer stores characters being transmitted.

- Select Buffer off from the Buffer Menu (F4).

Note: You can turn the buffer on or off from the terminal screen while you are communicating with the host system by pressing ALT+B. When the buffer is on, the words Buffer ON appear on the bottom line of the terminal screen.

Load

Loads a previously saved ASCII file into the buffer so that you can display it. The previous contents of the buffer are replaced by the ASCII file you load.

1. Select Load from the Buffer Menu (F4).

A dialog box appears, listing all the files in the current directory that you can load. In addition, this box lists all available subdirectories and

drives within the current directory. (The symbol [...] indicates the parent directory.)

2. Highlight the name of the file you want to load or the drive or directory containing the file. Or, type the file you want to load at the Load File: prompt.
3. Select OK.

If you chose a specific file, it is loaded into the buffer.

If you chose a drive or directory, the appropriate directories and files are displayed. Other available drives appear in the list box as well. Continue with Step 4.

4. Repeat Steps 2 and 3 until the list box displays the file you want to load.
5. Highlight the name of the file you want.
The filename you highlighted now appears at the Load File: prompt.
6. Select OK to complete the task.
The file is loaded into the buffer.

Save as

Saves the contents of the buffer in a data file.

1. Select Save as from the Buffer Menu (F4).
A dialog box appears.
2. At the Save as: prompt, type the name you want to give the file.
Telecom automatically adds the .doc extension unless you specify otherwise.
3. Select SAVE to complete the task.

Display

Displays the current contents of the buffer on the screen.

- Select Display from the Buffer Menu (F4).

Clear

Deletes the current contents of the buffer.

1. Select Clear from the Buffer Menu (F4).
If you have not saved the contents of the buffer since you added the last character, the message Save buffer changes? appears. To save the contents into a file before you clear the buffer, continue with Step 2. To delete the contents of the buffer without saving them, choose NO. The contents of the buffer are deleted.

2. Select YES, NO, or CANCEL.

A dialog box appears.

3. At the Save as: prompt, type the filename, using eight or fewer characters.

The buffer information is stored in a file before being deleted from the buffer.

Print

Prints the buffer contents to the screen, on paper, or to another file.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Telecom's page setup options are automatically set to print in a portrait format.

1. Select Print from the Buffer Menu (F4).

A dialog box appears.

2. At the Print to: prompt, choose the Screen, Printer, or File button.

The Screen button lets you print the buffer contents on the screen so that you can see how the information will look on paper.

The Printer button lets you print the buffer contents on paper.

The File button lets you print the buffer contents to another file. Printing to a file lets you use the MS-DOS Print command to print this file from another MS-DOS computer that is not running DeskMate.

Note: The printer used to print the file from MS-DOS must be the same type as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). To transmit a file, choose ASCII as the printer type.

3. Follow the appropriate instructions below for the button you chose in Step 2.

If you chose the Screen button:

- a. Select OK to complete the task.
The buffer contents appear on the screen. You can use the arrow keys to scroll through it or the Next page option on the Options Menu (F2) to look at the next page.
- b. When you finish viewing the file on the screen, select Exit from the Options Menu (F2).
The command screen is displayed.

If you chose the Printer button:

- Select OK to begin printing. The buffer contents begin to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

If you chose the File button:

- At the Filename: prompt, type the name you want to give the "printed" file, using eight characters or fewer. An extension of .prn will be added to the filename unless you specify otherwise.

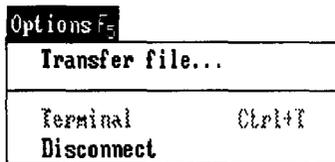
Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

- Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on the disk. You can view it and other files in the directory from the desktop's Files View.

Options Menu

The Options Menu (F5) options let you manually transfer a file, display the terminal screen, and disconnect the telephone line.



Transfer file

Lets you set up transfer files manually for use in sending or receiving files.

- Select Transfer file from the Options Menu (F5). A dialog box appears.
- Highlight the name of the file whose transfer parameters you are defining.
- Choose Send to transfer a file from your computer to the host system or Receive to transfer a file from the host system to your computer.

- Choose one of the following:

ASCII to use the ASCII file transfer protocol. (Text application files are ASCII files if you change them using the To ASCII option on Text's File Menu. But remember, boldface, underline, and page format codes cannot be transmitted in ASCII.)

Xmodem to use this special file transfer protocol. If you choose Xmodem, the other system must also use the Xmodem protocol.

- If you chose ASCII, you can choose one of the following options:

Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character. DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

Strip line feed after carriage return to take out line feeds after carriage return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

Straight ASCII transfer to strip all non-ASCII codes from the file. It also tells Telecom to automatically end the transfer and close the transferred file when the program sends or receives an end-of-file character.

- At the Command to start transfer: prompt, type the command (up to 24 characters) needed to indicate to the host that your computer is ready to receive the ASCII file. (This option is only available when you are receiving an ASCII file.)
- Choose Add carriage return to add a carriage return for the command in Step 6 if required. (This option is only available when you are receiving an ASCII file.)
- At the Timeout: prompt, type the number of seconds that you want Telecom to wait without sending or receiving any characters before it closes the file and ends a transfer.
- Select OK to complete the task.

Terminal

Displays the terminal screen without running an autolog file.

- Select Terminal from the Options Menu (F5).

Disconnect

Disconnects the telephone line after you finish communicating with another system. When you choose this option, the line automatically disconnects.

- Select Disconnect from the Options Menu (F5).

Telecom Tasks

Call Commands in Autolog Files

Commands **F3** (Call)

Create a New Autolog File from Within an Autolog File

File **F2** (New)

Delete a Line From an Autolog File

Commands **F3** (Delete)

Delete the Buffer Contents

Buffer **F4** (Clear)

Disconnect the Telephone Line

Options **F5** (Disconnect)

Display a Program/Application Name and Version Number

File **F2** (About)

Display the Buffer Contents

Buffer **F3** (Display)

Display the Terminal Screen

Options **F5** (Terminal)

Execute an Autolog File

File **F2** (Autolog)

Execute an Open Autolog File

Commands **F3** (Execute)

Exit Telecom

File **F2** (Exit)

Exit Telecom After Executing an Autolog File

Commands **F3** (Exit)

Insert a Line in an Autolog File

Commands **F3** (Insert)

Load the Buffer

Buffer **F4** (Load)

Open an Existing Autolog File

File **F2** (Open)

Print an Autolog File

File **F2** (Print)

Print the Buffer Contents

Buffer **F4** (Print)

Run Another Application

File **F2** (Run)

Send the Host a Response Within an Autolog File

Commands **F3** (Send)

Set the Communication Parameters

Commands **F3** (Set)

Store the Buffer Contents

Buffer **F4** (Save as)

Store Updates to a New Autolog File

File **F2** (Save as)

Store Updates to an Existing Autolog File

Files **F2** (Save)

Transfer a File Automatically

Commands **F3** (Transfer)

Transfer a File Manually

Options **F5** (Transfer file)

Turn Off the Buffer

Buffer **F4** (Buffer off)

Turn On the Buffer

Buffer **F4** (Buffer on)

Wait for the Host Response Within an Autolog File

Commands **F3** (Wait)

Other Telecom Information

Buffer

A buffer is a temporary storage area in memory that enables the host and the terminal(s) to operate at different speeds.

Command Screen

As you use options on the Commands Menu (**F3**) to define your communication parameters or to set up your autolog file, the information appears on the screen. This screen displays the information in two columns under the headings Commands and Parameters. Each time you add information to the autolog file, the information appears on the command screen. For more information on using the command screen, see "Display the Command Screen During Communications."

Correct an Error

If you make an error as you are typing information in a file, you can press **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character to the left of the cursor. Pressing **DELETE** erases the character to the right of the cursor. If several characters or the whole field are highlighted, everything highlighted is deleted.

You can also use the Buffer Menu's (F4) Clear option to erase the contents of the buffer.

Display the Command Screen During Communications

When you are connected to another system and are communicating with it, you see the terminal screen. To use the Buffer (F4) and Options (F5) Menus, you must return to the command screen by pressing **ALT+C**.

When you return to the command screen, you can issue commands to DeskMate without interrupting your communications session.

You can return to the terminal screen by using the Options Menu's (F5) Terminal option.

Edit an Autolog File

If you make an error in a line of your autolog file, you can change the contents of the line by following these instructions. You can also use the Insert and Delete options on the Commands Menu (F3) to add and delete lines.

1. Move the cursor to the line that you want to change.
2. Press **ENTER**.

The dialog box for the command line that you highlighted appears. Change the contents of the command line, following the instructions for that particular command. For example, to change the contents of the Set command line, follow the instructions for the Commands Menu's (F3) Set option.

Stop Running an Autolog File

When you are using the Autolog option on the File Menu (F2), you can stop running the file at any time by pressing **ESC**.

If you are already connected to the host when you cancel the login process, you remain connected. If you are not yet connected, press **ALT+C** to display the command screen.

When the command screen appears, you can select the Autolog option again to repeat the login process.

Terminal Screen

While you are communicating with another computer, the terminal screen appears, and DeskMate acts in a different way. There is no title bar or menu bar on the screen, and you cannot use the Accessory Menu (F10).

When you press a key, you send the corresponding ASCII code to the host. If your host requires a control code, you can send that code by using the **CTRL** key in combination with another key. For example, pressing **CTRL+J** sends the ASCII code 10 (a line feed) to the host. (Documentation you get from the host commonly refers to these codes with the symbol \wedge , that is, $\wedge J$ for the code produced by pressing **CTRL+J**.)

Use the Terminal option on the Options Menu (F5) to display the terminal screen.

Text

Overview

What Is It?

You can say good-bye to your typewriter and give documents a facelift with DeskMate's Text. The Text application is a simple word-processing program that lets you prepare letters, memos, notes, or anything else that you might normally use a typewriter to produce.

What Can I Do with It?

The Text application contains a myriad of features that will change the way you think about the task of writing. This application lets you do everything a typewriter will do, plus much, much more. For example:

- Design your page layout and include headers, footers, and automatically insert page numbers
- Emphasize your words on paper by using techniques such as centering, boldfacing, and underlining
- Check your spelling
- Create form letters using information from the Address Book application
- Insert pictures into your documents using the Draw application

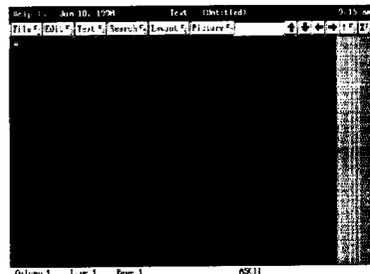
How Do I Use It?

When you open the Text application, or one of its associated data files, a screen similar to the one at the right appears.

Use the Text screen like a sheet of typewriter paper. Simply begin typing. Notice that when you reach the end of a line, Text wraps the word to the next line so that you don't have to stop typing until you reach the end of a paragraph. To end a paragraph, press **ENTER**. To leave a blank line between paragraphs, press **ENTER** again.

When you begin typing, you are in Insert mode. This means that you can move the cursor over existing text and insert new text by simply typing. The existing characters move right to accommodate the new text. If you make a mistake while typing, you can press **BACKSPACE** to delete the previous character. The text closes up after the character is deleted.

All of your document might not appear on the screen at the same time. But, you can easily move (*scroll*) through the text using the arrow keys. If you are using a mouse, simply click on one of the arrows on the menu bar.



After you finish typing your document, you can design your document's "look" by adding headers, footers, and page numbers; setting specific margins; and so on. You can then print a professional-looking document.

To learn the basics about using Text, see the "Text" article in the *Getting Started* magazine. Then, when you're familiar with Text, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Text Tasks" section at the end of this chapter.

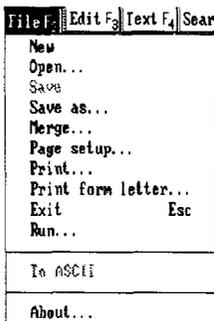
Menu Options

Text has six menus that list the options you can use with Text. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to copy text, you can press **CTRL+INSERT** to select Copy from the Edit Menu (**F3**).

This section explains each Text menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can create a new document while you are working in an existing document or format your page layout exactly as you want it to appear.



New

Creates a new document without returning to the desktop.

1. Select New from the File Menu (**F2**).

If you made changes to the current file, Save changes? appears. Continue with Step 2.

If you have not made changes, a new document screen appears.

2. Select YES, NO, or CANCEL.

If the document is untitled, Save as: appears. Continue with Step 3.

If the document is titled, a new document screen appears.

3. At the Save as: prompt, type a filename of eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

4. Select SAVE to complete the task.

A new, untitled document screen appears.

Open

Opens an existing document from within the document you are currently working in or you can open an existing document in another drive or directory without returning to the desktop.

1. Select Open from the File Menu (**F2**).

If you made changes to the current file, Save changes? appears. Continue with Step 2.

If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the document is untitled, Save as: appears. Continue with Step 3.

If the document is titled, continue with Step 5.

3. At the Save as: prompt, type a filename of eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the documents you can open in the current directory. In addition, the box lists all available subdirectories and drives. (The symbol [..] indicates the parent directory.)

Note: You can also use the Text application to look at ASCII files (such as batch files). Simply type the name of the file at the appropriate prompt, and press **ENTER**.

5. Highlight the document, drive, or directory you want to open.

6. Select OK.

If you chose a specific document, it is displayed on the screen.

If you chose another drive or directory, the directories and documents in the highlighted drive or directory you chose are displayed. Other available drives also appear in the list box. Continue with Step 7.

7. Repeat Steps 5 and 6 until the list box displays the name of the document you want to open.

8. Highlight the document you want to open.

9. Select OK to complete the task.

The document appears on the screen.

Note: When you open a document from a different drive or directory, subsequent "open" operations will display a list of documents, drives, and directories from the directory in which the opened document resides. However, when you exit Text, the desktop displays a list of documents from the directory you were in when you accessed Text.

Save

Stores changes you have made in an existing document without returning to the desktop. It is a good idea to store changes to a document periodically to help prevent loss of information. (If you have not yet named your file, use the Save as option on the File Menu (F2).)

- Select Save from the File Menu (F2).

Text stores the changes you have made, and the document remains on the screen.

Save as

Use this option to rename your document or to name and store a new file without exiting the file.

1. Select Save as from the File Menu (F2).

A dialog box appears.

2. At the Save as: prompt, type the name you want to give the document, using eight or fewer characters.

Text automatically adds the extension .doc unless you specify otherwise.

3. Select SAVE to complete the task.

The document is stored on disk but remains on the screen.

Merge

Inserts an entire document into the currently displayed document.

1. Move the cursor to the place where you want to insert another document.

2. Select Merge from the File Menu (F2).

A dialog box appears, listing all the documents in the current directory that you can merge. The box also lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

3. Highlight the document you want to merge, or highlight the drive or directory containing the document you want to merge.

4. Select OK .

If you chose a specific document, it is inserted at the cursor location.

If you chose another drive or directory, the directories and documents in the highlighted drive or directory you chose are displayed. Other available drives also appear in the list box. Continue with Step 5.

5. Repeat Steps 3 and 4 until the list box displays the name of the document you want to merge.

6. Highlight the document you want to merge.

7. Select OK to complete the task.

The document is inserted at the cursor location.

Page setup

Lets you design the physical page layout for your printed document. If you change the default settings for this option, your document is automatically converted to non-ASCII format.

1. Select Page setup from the File Menu (F2).

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.

3. Select OK to complete the task.

Paper Size. Choose the size paper you are using. If you choose Other, be sure to indicate the correct width and height in the appropriate fields.

Left margin. Type the number of spaces you want for the left margin.

Line width. Type the total number of characters you want to print on one line.

For example, if you are using 8½-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1½-inches (15 spaces) and you want a right margin of 1 inch (ten spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the entries for the Left margin and the Line width settings does not exceed the width of your paper.

Lines per page. Type the total number of lines on each sheet of paper. For example, an 8½-by 11-inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch.

Double space. Choose this option to print the document double spaced instead of single spaced. (If you choose Double space, the program inserts a blank line between every line.)

Pause between pages. If you are not using continuous form pages, this option lets you insert a new sheet of paper after each page prints.

Print sideways. Choose this box to print sideways on your paper. When printing in this format, DeskMate only prints ten characters per inch.

CENTER. By selecting this button, you can center your document on the page both vertically and horizontally. Enter the Left margin, Line width, and Lines per page settings as accurately as you can. Then, select the CENTER button and DeskMate will automatically adjust the Line width and Lines per page settings so that the body of the document is centered on the paper (based on your current printer selection).

Print

Prints the currently displayed document to the screen, on paper, or to another file.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's (F2) Page setup option.

Note: To print a portion of your document, highlight the section you want to print, and then proceed with these instructions.

1. Select Print from the File Menu (F2).

A dialog box appears.

2. At the Print to: prompt, choose Screen, Printer, or File.

The Screen button lets you print the document to the screen so that you can see how it will look on the page.

The Printer button lets you print the document on paper.

The File button lets you print the document to another file. Printing to a file stores the file on disk, using the name you give plus the extension .prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same as the one you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

3. Follow the appropriate instructions below for the button you chose.

If you chose the Screen button:

- a. Select OK to complete the task.

The document appears on the screen.

To view more of the document, you can scroll through it using the arrow keys or select the Next page option on the Options Menu (F2) to view the next page.

- b. When you finish viewing the document, select **Exit** from the Options Menu (**F2**).
The normal screen display appears.

If you chose the **Printer** button:

- a. Select **OK**.
If you have assigned a page number to the page, the prompt **Starting page number appears**.
- b. If the number shown is incorrect, type the correct number.
- c. Select **OK** to begin printing.
- d. The document begins to print, and a dialog box appears, containing information about the print operation. You can select **CANCEL** at any time to stop the operation.

Note: If you chose the **Pause between pages** option when you formatted the page layout, the printer stops to let you change the sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper, and select **N0**. If you want to reprint the same page, insert a new sheet of paper and select **YES**. Select **CANCEL** to stop the print operation.

When you finish printing, select **N0** at the **Reprint current page?** prompt.

If you chose the **File** button:

- a. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters. Text automatically assigns the extension **.prn**, unless specified otherwise.
Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.
- b. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the **.prn** file (if you used that extension) listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's **Files View**.

Print form letter

Lets you print form letters. (This option automatically runs the Mailmrge.pdm program to print form letters.)

Note: If you are using a diskette system, the document you want to print and the **Address Book** file must be on the same diskette before you attempt to print a form letter.

1. Select **Print Form Letter** from the **File Menu (F2)**.

Note: If your document is untitled, you will be prompted to enter a filename.

The **Print Form Letter** dialog box appears.

2. Select the list you want to use from the **Address Book**.
3. Select **OK** to complete the task.

You can print the form letter on paper, to another file, or to the screen. See the **File Menu's (F2) Print** option for more information.

Exit

Exits the Text application and returns you to the desktop.

1. Select **Exit** from the **File Menu (F2)**.

If you made changes to the current file, **Save changes? appears**. Continue with Step 2.

If you have not made changes, you return to the desktop.

2. Select **YES**, **N0**, or **CANCEL**.

If the document is untitled, **Save as: appears**. Continue with Step 3.

If the document is titled, you return to the desktop.

3. At the **Save as:** prompt, type a filename, using eight characters or fewer.

Text automatically adds the extension **.doc**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

The desktop screen is displayed.

Run

Opens another DeskMate application file or runs another software package without returning to the desktop.

1. Select Run from the File Menu (F2).

If you made changes to the current file, Save changes? appears. Continue with Step 2.

If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the document is untitled, Save as: appears. Continue with Step 3.

If the document is titled, continue with Step 5.

3. At the Save as: prompt, type a filename of eight characters or fewer.

Text automatically adds the extension .doc, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears.

5. At the Program: prompt, type the name of the application or program you want to run.

If the program is not a DeskMate application (does not have the extension .pdm), include the extension when you type the name. Also, if the file is in a directory other than the current one, type a full pathname, including the drive and directory.

6. At the Data file: prompt, either type the name of the data file you want to use with your chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

7. Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the desktop.pdm file. After you insert the diskette and select OK, you return to the desktop.

To ASCII

Converts a non-ASCII document to ASCII format. Text automatically converts your document into non-ASCII format if you use a special word-processing code (for example, boldface or underline).

- Select To ASCII from the File Menu (F2).

Text converts your document into ASCII format. See the "Other Text Information" section for more information about ASCII format.

About

Displays the program name, version number, and the files DeskMate uses to run the program.

1. Select About from the Game Menu (F2).

A dialog box appears.

2. Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (F3) options let you edit the documents you create in Text. For example, you can move information within the same document or to another application or document.

Edit	Text F4	Search F5	Layo
Cut		Shift+Del	
Copy		Ctrl+Ins	
Paste		Shift+Ins	
Clear		Del	
Select all			
Un-Delete		Ctrl+U	
√ Insert		Ins	
Proof...			
Thesaurus...			

Cut

Removes text or pictures in a document and places it on the Clipboard.

Note: You cannot move a picture from a document to any application other than Text, Draw, or Form Setup.

1. Highlight the information you want to move.
2. Select Cut from the Edit Menu (F3).

Text removes highlighted information and places it on the Clipboard.

To place the Clipboard information into another document, another application, or at another location in the same document, use the Edit Menu's (F3) Paste option.

Copy

Copies text and/or pictures in your document to the Clipboard.

Note: You can copy a picture into the Text, Draw, or Form Setup applications.

1. Highlight the information you want to copy.
2. Select Copy from the Edit Menu (F3).

Text copies the highlighted information to the Clipboard.

To place copied information into another document, another application, or at another location in the same document, use the Edit Menu's (F3) Paste option.

Paste

Inserts cut or copied information (Clipboard information) at the cursor location.

Note: If you are moving a picture, be sure to position the cursor so that the picture fits within the margins of the file or document into which you are inserting it. You might need to adjust the page margins to accommodate the picture. See the File Menu's (F2) Page setup option for more information.

1. Move the cursor to where you want to insert the Clipboard information.
2. Select Paste from the Edit Menu (F3).

Text inserts the Clipboard information at the cursor location. Keep in mind that you might need to revise the way the information appears on the screen (for example, inserting or deleting spaces or aligning text).

Clear

Deletes highlighted information.

1. Highlight the section of your document that you want to delete.
2. Select Clear from the Edit Menu (F3).

The information you highlighted disappears from the screen and is no longer part of your document.

Note: If you accidentally delete a section of your document (using the Clear option), you can reinsert it by using the Un-Delete option on the Edit Menu (F3).

Select all

Highlights an entire document.

- Select Select all from the Edit Menu (F3).

The document appears highlighted, and you can perform functions on the highlighted text such as copying or moving.

Un-Delete

Reinserts accidentally deleted text.

1. Move the cursor to the place in your document where you want to reinsert the deleted text.
2. Select Un-Delete from the Edit Menu (F3).

The previously deleted text is reinserted at the cursor location.

Note: When you delete text, it moves to a special "memory" area. If your document is filled to its maximum capacity, or if you choose another option such as Merge, Header, or Footer, the deleted text is written over and you cannot use the Un-Delete option to restore the text.

Insert

Lets you switch between insert or overtype mode.

- Select Insert from the Edit Menu (F3).

If a check mark appears next to the Insert option, you are in Insert mode. If there is no check mark, you are in Overtyping mode. See the "Other Information Text" section for more information on the Insert and Overtyping modes.

Proof

Accesses the Spell Checker Accessory so that you can check your document for correct spelling.

Note: If you highlight a word or group of words before you select the Proof option, the spelling check is performed on the selected word(s) only. Otherwise, the Proof option checks the entire document for spelling errors.

1. Select Proof from the Edit Menu (F3).

If the document has no misspelled words, a message is displayed letting you know that no corrections are necessary. If a misspelled word is found, a dialog box appears showing the unknown word and some possible replacements.

2. Choose a replacement, or if the correct word does not appear in the list, move the cursor to the context area and type the word correctly.
3. Select Accept context to complete the task.
4. If necessary, select one of the following options on the Options Menu (F2):

Add to Dictionary to add the unknown word to the user's dictionary.

Note: If you want to edit the user's dictionary, you must use the Spell Checker Accessory on the (F10) Menu.

Restore context to restore the original word to the edit field.

Thesaurus

Select this option if you have purchased the *DeskMate Thesaurus Companion* software (Cat. No. 25-1365). Refer to the instructions that came with the software to use the Thesaurus with DeskMate.

Text Menu

The Text Menu (F4) options let you customize your

Text F4	Search F5	Layout F6
Plain		
Bold		
Underline		
Center	Ctrl+C	
Un-Center		
Indent...	Ctrl+I	
Dictionary...		
Translate...		

documents by selecting different ways to present the text. For example, you can boldface or underline text to emphasize it in a document.

Plain

Returns boldfaced and/or underlined text to plain text.

1. Highlight the text you want to return to plain type.
2. Select Plain from the Text Menu (F4).

The highlighted text now appears in plain type.

Bold

Makes text appear bold.

Note: If your document is in ASCII format, Text automatically converts the document to non-ASCII format when you select the Bold option.

1. Highlight the text you want to boldface.
2. Select Bold from the Text Menu (F4).

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

Underline

Makes text appear underlined.

1. Highlight the text you want to underline.
2. Select Underline from the Text Menu (F4).

The text you highlighted now appears underlined on the screen.

Center

Centers a line of text in your document.

Note: Only single-line paragraphs can be centered. The line must be preceded by a carriage return and end with a carriage return.

1. Move the cursor to the line of text you want to center.
2. Select Center from the Text Menu (F4).

The selected line automatically moves to the center of your document.

Un-Center

Removes the Center attribute from your text.

1. Move the cursor to the line of text you want to center.
2. Select Un-Center from the Text Menu (F4).

Indent

Lets you set the first line, left margin, and right margin indentations for your document's paragraphs.

1. Select Indent from the Text Menu (F4).
A dialog box appears.
2. At the First line indent: prompt, type the number of characters you want to indent the first line of a paragraph from the document's left margin.
3. At the Left margin indent: prompt, type the number of characters you want to indent the body of the paragraph from the document's left margin.
4. At the Right margin indent: prompt, type the number of characters you want to indent the body of the paragraph from the document's right margin.
5. Select OK to complete the task.

Note: There must be a minimum of 22 characters on a line, after the margins are set.

Dictionary

As more options are developed to be used with DeskMate, you might want to add on to the DeskMate you are currently using. The Dictionary option is available so that you can expand your DeskMate program as dictionary enhancements become available.

Translate

As more options are developed to be used with DeskMate, you might want to add on to the DeskMate you are currently using. The Translate option is available so that you can expand your DeskMate program as translation enhancements become available.

Search Menu

The Search Menu (F5) options let you search for text that appears in a document and then, if you choose, lets you substitute different text.

Search F ₅	Layout F ₆	Picture
Find...	Ctrl+F	
Find next	Ctrl+N	
Substitute...	Ctrl+S	

Find

Locates occurrences of a word or phrase you specify in a document.

1. Move the cursor to where you want to begin the search.
2. Select Find from the Search Menu (F5).
A dialog box appears.
3. At the Search for: prompt, type the characters you want to find, using a maximum of 39 characters.
The characters you type are automatically surrounded by brackets.
4. Select OK to begin the search procedure.

Text begins searching from the cursor location for the specified text, ignoring upper/lowercase distinctions. For example, if you are searching for COMPANY, Text finds occurrences of COMPANY, Company, company, or any other upper-/lowercase variations of the word.

If the search is successful, the part of the document containing the specified text appears, with the cursor positioned at the beginning of the text. If Text cannot find the characters, you see the message Search string was not found. Select OK to remove the message from the screen.

To find subsequent occurrences of the word or phrase, use the Search Menu's (F5) Find next option.

Find next

Finds subsequent occurrences of words or phrases in a document (after you have used the Find option).

- Select Find next from the Search Menu (F5).

The cursor moves to the next occurrence. If there are no other occurrences, the Search string was not found message is displayed. Select OK to remove the message from the screen.

Substitute

Lets you replace a certain sequence of characters (a string) that occurs several times in your document.

Note: If the Substitute option finds a string containing boldfaced or underlined characters, the text that replaces it will also be boldfaced or underlined.

1. Select Substitute from the Search Menu (F5).
A dialog box appears.
2. At the Search for: prompt, type the text you want to find, using no more than 39 characters.
3. At the Replace with: prompt, type the text you want to use as a replacement, using no more than 39 characters.

Note: If you leave this field blank, you see a message asking if you are sure you don't want to enter replacement text. Select YES or NO, and press ENTER.

4. Select OK to complete the command.

The program begins searching for the text you specified. If it finds the text, the part of the document that contains that text appears highlighted, and a dialog box asks whether or not you want to make the substitution at this particular occurrence.

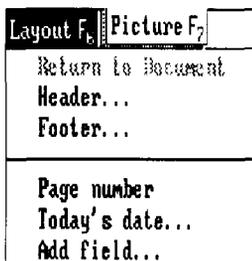
5. Select YES, NO, or CANCEL.

If Text cannot find the string you want to replace, you see the message Found 0 occurrences, replaced 0. Select OK to remove the message from the screen.

When Text finishes finding and replacing all occurrences of the string you specified, the screen displays the number of occurrences it found and replaced. Select OK to remove the message from the screen.

Layout Menu

The Layout Menu (F6) options let you add headers, footer, page numbers, and the current date to your documents. In addition, you can add Address Book fields in your document for creating form letters.



Return to document

Exits the header or footer screen and returns you to the current document.

- Select Return to Document from the Layout Menu (F6).

You return to the document you were currently working in.

Header

Lets you create a header for your document. A header prints the same information at the top of each page.

1. Select Header from the Layout Menu (F6).

A dialog box appears so that you can choose the pages on which you want the header to appear.

2. Choose the No header, Header on all pages, or Header on all pages except first page button.
Choosing the No header button deletes an existing header.

Choosing the Header on all pages button lets you type information as you want it to appear in the document.

Choosing the Header on all pages except first page button lets you type information as you want it to appear in the document. However, the header will not appear on the first page.

3. Follow the instructions below for the option you chose in Step 2.

If you chose the No header button:

- Select OK to complete the task.

The current document reappears on the screen.

Note: If you selected No header from the Footer screen, selecting No header returns you to the Footer screen.

If you chose the Header on all pages button:

- a. Select OK to complete the task.
- b. The blank Header screen appears.
- c. Type the header information as you want it to appear in the document.

Note: The word Header appears on the far right side of the status line to show that the header screen is displayed.

If you chose the Header on all pages except first page button:

- a. Select OK to complete the task.
The blank Header screen appears.
- b. Type the header information as you want it to appear in the document.

Note: The word Header appears at the far right side of the status line to show that the header is being edited.

If you chose Header on all pages or Header on all pages except first page, use as many lines as you wish for your header as long as you leave at least five lines for the document. To include more space between the header and the rest of your document, press **ENTER** to create a blank line at the end of the header information.

You can use a picture from the Draw application in your header as long as you leave at least five lines for the document. See the "Other Text Information" section for more information about using Draw pictures with the Text application.

Footer

Lets you create a footer in your document. A footer prints the same information at the bottom of each page.

1. Select Footer from the Layout Menu (**F6**).
A dialog box appears so that you can choose the pages on which you want the footer to appear.
2. Choose the No footer, Footer on all pages, or Footer on all pages except first page button.
Choosing the No footer button lets you delete an existing footer.
Choosing the Footer on all pages button lets you type information as you want it to appear in the document.
Choosing the Footer on all pages except first page button lets you type information as you want it to appear in the document. However, the footer will not appear on the first page.
3. Follow the appropriate instructions for the button you chose in Step 2.

If you chose the No footer button:

- Select OK to complete the task.

The current document is redisplayed and the existing footer is deleted.

Note: If you selected No Footer from the Header screen, you return to the Header screen.

If you chose the Footer on all pages button:

- a. Select OK to complete the task.
The blank Footer screen appears.
- b. Type the footer as you want it to appear in the document.

Note: The word Footer appears on the far right side of the status line to show that the Footer screen is displayed.

If you chose the Footer on all pages except first page button:

- a. Select OK to complete the task.
The blank Footer screen appears.
- b. Type the footer as you want it to appear in the document.

Note: The word Footer appears at the far right side of the status line to show that the Footer screen is displayed.

If you chose Footer on all pages or Footer on all pages except first page, use as many lines as you wish for your footer as long as you leave at least five lines for your document. To include more space between the footer and the rest of your document, press **ENTER** to create a blank line at the beginning of the footer.

You can use a picture from the Draw application in your footer as long as you leave at least five lines for your document. See the "Other Text Information" section for more information about using Draw pictures in Text.

Page number

Inserts page numbers throughout your document. You can also use this option in a header or footer.

1. Move the cursor to the location on the page where you want the page number to print.
2. Select Page number from the Layout Menu (**F6**).

A marker (###) appears at the cursor location. When you are ready to print, you will be prompted to enter the starting page number for the document. The document is then numbered consecutively.

Today's date

Lets you choose a date format and then indicate where you want the date to appear in your document. You can also use this option in a header or footer.

1. Move the cursor to the place in your document where you want the date to appear.
2. Select Today's date from the Layout Menu (F6).
A dialog box appears.
3. Choose the format in which you want the date to appear.
4. Select OK to complete the task.

The format you chose appears at the cursor location. When you print your document, the format is replaced with the system date (the date on the title bar).

Add field

Lets you add Address Book fields for form letters, using fields from the Address Book application.

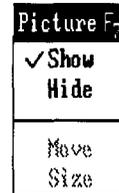
1. Move the cursor to the location where you want to insert a field from the Address Book.
2. Select Add field from the Layout Menu (F6).
A dialog box appears, listing all the fields available in the Address Book application.
3. Choose the field you want to insert at the cursor location.
The field name, surrounded by asterisks, appears at the cursor location.
4. Continue to add any additional fields you want to include in your form letter.

Note: If you are putting two fields of information side by side and you want a space to appear between them, be sure to press the space bar between the field entries.

When you highlight text for boldfacing, underlining or editing, the entire block of characters is highlighted as a whole.

Picture Menu

The Picture Menu (F7) options let you work with the Draw pictures in your document(s). For example, you can show all pictures that have previously been hidden in your document and resize a picture.



Show

Displays all pictures in a document that you previously "hid." When you use this option, Text replaces the line **** Picture Located Here **** with the actual picture.

- Select Show from the Picture Menu (F7).

All pictures return to the screen.

Hide

Replaces all the pictures in your document with a text notation.

- Select Hide from the Picture Menu (F7).

All the pictures in the document are immediately replaced with **** Picture Located Here ****.

When you "hide" the pictures, the space needed by the pictures remains constant so that you can paginate your document correctly.

You can highlight this line of text, and the program treats it as the entire picture. You can then use any of the Edit Menu (F3) options, such as Copy and Cut.

To return all the pictures to the screen, use the Show option.

Move

Moves a picture to another place in the same document.

1. Move the cursor to the place immediately preceding the picture.
2. Select Move from the Picture Menu (F7).
3. Move the art to its new location in the document.

Size

Lets you change the size of a picture in your document.

1. Move the cursor to the place immediately preceding the picture.
2. Select Size from the Picture Menu (F7).
3. Resize the box as you would in the Draw application.

The picture in your document now appears in the desired size.

Text Tasks

This section lets you look up Text application tasks. The tasks are listed alphabetically, and the name of the menu and the option(s) needed to perform the task are listed beneath the task. If you don't know how to use the option(s), see the "Menu Options" section for detailed information and step-by-step instructions.

Add a Field from Address Book
Layout **F6** (Add field)

ASCII Format
File **F2** (To ASCII)

Boldface Text
Text **F4** (Bold)

Cancel Boldface or Underline
Text **F4** (Plain)

Center Text
Text **F4** (Center)

Check for Mistakes with Spell Checker
Edit **F3** (Proof)

Convert to ASCII
File **F2** (To ASCII)

Create a Footer
Layout **F6** (Footer)
Layout **F6** (Return to Document)

Create a Header
Layout **F6** (Header)

Layout **F6** (Return to Document)

Create a New Document from Within a Document

File **F2** (New)

Delete a Footer
Layout **F6** (Footer)

Delete a Header
Layout **F6** (Header)

Delete a Section of a Document
Edit **F3** (Clear)

Display a Program/Application Name and Version Number
File **F2** (About)

Duplicate Information in Another Application
Edit **F3** (Copy)
File **F2** (Run)
Edit **F3** (Paste)

Duplicate Information in Another Document
Edit **F3** (Copy)
File **F2** (Open)
Edit **F3** (Paste)

Duplicate Information Within the Same Document
Edit **F3** (Copy)
Edit **F3** (Paste)

Edit a Picture
Edit **F3** (Cut)
Edit **F3** (Paste)

Exit
File **F2** (Exit)

Find Text
Search **F5** (Find)
Search **F5** (Find next)

Format a Page Layout
File **F2** (Page setup)

Hide All Pictures
Picture **F7** (Hide)

Highlight an Entire Document
Edit **F3** (Select all)

Indent Text
Text **F4** (Indent)

Insert Another Document into the Document on the Screen
File **F2** (Merge)

Insert a Picture into a Document
Edit **F3** (Paste)

Insert Page Numbers
Layout **F6** (Page number)

Insert Text
Edit **F3** (Insert)

Insert Today's Date in Your Document
Layout **F6** (Today's date)

Move a Picture Within the Same Document
 File **F2** (Cut)
 Edit **F3** (Paste)
 Picture **F7** (Move)

Move Information to Another Application
 Edit **F3** (Cut)
 File **F2** (Run)
 Edit **F3** (Paste)

Move Information to Another Document
 Edit **F3** (Cut)
 File **F2** (Open)
 Edit **F3** (Paste)

Move Information Within the Same Document
 Edit **F3** (Cut)
 Edit **F3** (Paste)

Open an Existing Document from Within a Document
 File **F2** (Open)

Open an Existing Document in Another Drive or Directory
 File **F2** (Open)

Overtyping Text
 Edit **F3** (Insert)

Print a Document
 File **F2** (Print)

Print a Form Letter
 File **F2** (Print form letter)

Reinsert Deleted Information
 Edit **F3** (Un-Delete)

Rename the Document on the Screen
 File **F2** (Save as)

Resize a Picture
 Picture **F7** (Resize)

Run Another Application
 File **F2** (Run)

Show All Pictures
 Picture **F7** (Show)

Store Updates to an Existing Document
 File **F2** (Save)

Store Updates to a New Document
 File **F2** (Save as)

Substitute Text
 Search **F5** (Substitute)

Thesaurus
 Edit **F3** (Thesaurus)

Underline Text
 Text **F4** (Underline)

Other Text Information

ASCII Format

When you create a new document, it is in ASCII format (shown at the bottom of the screen). Your document must be in ASCII format if you want to either communicate with other computers using the Telecom application or transfer a file to another software package.

ASCII format does not accept any of the word-processing codes (often called formatting codes) that Text inserts for such things as boldface, underline, headers, and so on. If you add pictures or change the defined page setup settings in your document, your ASCII formatted document automatically changes to non-ASCII.

You can always return your document to ASCII format by using the To ASCII option on the File Menu (**F2**), but you will lose all of the special word-processing formatting codes.

Correct an Error

Press the **BACKSPACE** key (in insert mode) to delete the character to the left of the cursor and move the text together. If you are in Overtyping mode, the **BACKSPACE** key removes the previous character, but the text does not move together.

Note: Backspacing has no effect in either Insert or Overtyping mode if the cursor is positioned after a picture, address book field, today's date field, or page number field.

You can delete small amounts of text by pressing the **DELETE** key. Position the cursor before the first character you want to delete, and then press **DELETE**. The character to the right of the cursor disappears, and the remaining text shifts left.

Remove larger sections of your document by using the Edit Menu's (**F3**) Clear option. If you accidentally delete a section of text, you can recover it by using the Edit Menu's (**F3**) Un-Delete option.

Edit Pictures in Your Documents

The only way to edit a picture that is in your document is by moving (or copying) that picture to the Draw application. Follow the instructions for Cut and Paste on the Edit Menu (F3) to move the picture to Draw.

Note: You don't have to move your picture to the Draw application to resize it. See the Size option on the Picture Menu (F7) for more information.

After the picture is in the Draw application, you can make any changes needed and then move (or copy) the changed picture back to the Text application.

End a Page

To force a page to end before you have typed an entire page of text (based on the File Menu's (F2) Page setup settings), type .N (be sure you type a capital N), and press ENTER. The line following .N will be the first line of the next page when you print the document.

Insert a Picture

You can insert pictures that you create using the Draw application into your document. The procedure is as follows:

1. Follow the instructions in the Draw chapter for duplicating or moving a picture to another application.
2. Exit the Draw application.
3. Open the Text document in which you want to place the picture.

Note: The document in which you are placing the picture must be in non-ASCII format.

4. Move the cursor to where you want to insert the picture.
5. Select Paste from the Edit Menu (F3).

The picture now appears in the document. If you placed the picture in the middle of a paragraph, Text places a carriage return where you positioned the cursor. The picture starts on the next line, at the position you indicated. The remainder of the paragraph follows the picture, one line below it, beginning at the left margin.

If the position you chose for the picture is not wide enough, reposition the cursor, and repeat the procedure. If the picture does not fit in the remaining space on a page, Text moves the picture to the top of the next page. If the picture is larger than an entire page, Text does not paste the picture; instead, you see a warning message.

Insert Text

When you create a document, you are in Insert mode. This means that anything you type is inserted at the cursor's location. All text that follows the cursor moves to the right to accommodate the new text. You can also use the Overtyping mode, which lets you type over existing text. (See "Overtyping Text.")

To determine which mode you are currently using, open the Edit Menu (F3). If a check mark appears next to the Insert option, you are in Insert mode. Select the Insert option on the Edit Menu (F3) to switch between Insert and Overtyping modes.

Non-ASCII Format

When you first create a Text document, it is in ASCII format (as shown at the bottom of the screen). Your document must be in ASCII format if you want to, for example, communicate with other computers using Telecom or transfer your DeskMate files to another computer. Non-ASCII format, however, lets you use special word-processing codes that Text needs to produce such things as boldface, underline, headers, and so on.

To convert your document to non-ASCII format, you simply use one of the Text options that inserts a special word-processing code into the file. The program automatically converts the document for you. (You immediately see Non-ASCII at the bottom of the screen.)

You automatically convert your document to non-ASCII format by:

- Selecting any option on the Text Menu (F7) except Plain
- Selecting any option on the Layout Menu (F4)
- Changing any of the default settings for the Page setup option on the File Menu (F2)
- Inserting a picture from the Draw application

Overtyping Text

When you first access a document, you automatically begin in Insert mode, and the cursor appears as a blinking vertical line. You can change to Overtyping mode by selecting Insert from the Edit Menu (F3). When the check mark next to Insert disappears, you are in Overtyping mode, and the cursor appears as a blinking box. You can also switch between Insert and Overtyping mode by pressing **INSERT** on your keyboard.

Overtyping mode lets you replace a character by typing over it. When you type in Overtyping mode, any existing characters are replaced. If you use the **BACKSPACE** key to correct mistakes, the previous character is deleted, leaving a blank space.

Worksheet

Overview

What Is It?

DeskMate's Worksheet application is an electronic spreadsheet or financial calculations tool. You can change one number and instantly see the effect on the entire worksheet after you press **CTRL+C** to calculate.

What Can I Do with It?

The Worksheet application contains many practical features that will make it easy for you to work with simple or complex spreadsheets. For example, you can use Worksheet to:

- Create balance sheets or estimated loan payment schedules
- Keep track of hours you spend on different projects for your business or home
- Prepare amortization schedules
- Make financial plans for your clubs or organizations

How Do I Use It?

When you open the Worksheet application, a blank worksheet appears (as shown at the right).

Each worksheet has 99 rows and columns that intersect to form *cells*. See the highlight on the screen at the right? It is located on the cell called R1C1 (row 1, column 1). The default size for each cell is 10 characters, however, you can change the size of these cells at any time. Use the arrow keys to move the cursor from cell to cell. Or, if you're using a mouse, point and click on the desired cell.

You can *scroll* through a worksheet by repeatedly pressing the arrow key for the direction in which you want to scroll. Or, if you are using a mouse, simply point to the appropriate arrow on the right side of the menu bar, and repeatedly click the button.

As you create worksheets, you can fill cells with text, labels, numbers, or formulas (so that you can make calculations).



To type a block of text, (such as a title for your worksheet), highlight the cells where you want the text. To start typing the text, select Start text from the Cells Menu (F6). To finish entering the text, select End text from the Cells Menu (F6).

You can use labels to identify the columns and rows of numbers for your worksheet. Simply move the cursor to the desired cell, and type.

Note: You can only use numbers and/or a decimal point if they are immediately followed by alphabetic characters.

To type numbers on a worksheet, simply move the cursor to the desired cell and type the number.

Use the Formula option on the Cells Menu (F6) to assign a formula for calculation to a specific cell (for example, to add two or more cell values or calculate the square root of a value). Be sure to see the "Other Worksheet Information" section for a description of the formulas available in DeskMate's Worksheet.

You can save and print your worksheets using the Save and Print options on the File Menu (F2).

To learn the basics about using Worksheet, see the "Worksheet" article in the *Getting Started* magazine. Then, when you're familiar with Worksheet, this chapter will provide you with a quick way to answer specific questions. You can look up the step-by-step instructions for each menu option. If you want to know which options to use to perform a specific task, check the "Worksheet Tasks" section at the end of this chapter.

Menu Options

Worksheet has five menus that list the options you can use with the application. The key that you press to see each menu appears beside the menu name. (For example, press the **F2** key to see the File Menu.) A shaded option on a menu means that the option is not available. Some options have accelerator keys listed next to them. Use these keys to perform tasks without pulling down a menu. For example, when you want to create a formula in Worksheet, you can press **CTRL+F** to select the Formula option on the Cells Menu (**F6**).

This section explains each Worksheet menu on the menu bar and also contains step-by-step instructions on how to use each option on the menus.

File Menu

The File Menu (**F2**) options let you work with your DeskMate files. For example, you can create a new Worksheet file, open existing files, print a Worksheet file, or run another application or program.



New

Creates a new Worksheet file without returning to the desktop.

1. Select New from the File Menu (**F2**).

If you made changes to the current file, Save changes? appears. Continue with Step 2.

If you have not made changes, a new, blank worksheet appears.

2. Select YES, NO, or CANCEL.

If the worksheet is untitled, Save as: appears. Continue with Step 3.

If the worksheet is titled, a new, blank worksheet appears.

3. At the Save as: prompt, type a filename using eight or fewer characters.

Worksheet automatically adds the extension .wks to the filename, unless you specify otherwise.

4. Select SAVE to complete the task.

A new, untitled worksheet appears.

Open

Opens an existing worksheet from within a worksheet or a worksheet in another drive or directory without returning to the desktop.

1. Select Open from the File Menu (**F2**).

If you made changes to the current file, Save changes? appears. Continue with Step 2.

If you have not made changes, continue with Step 4.

2. Select YES, NO, or CANCEL.

If the worksheet is untitled, Save as: appears. Continue with Step 3.

If your worksheet has a title, continue with Step 4.

3. At the Save as: prompt, type a filename using eight or fewer characters.

Worksheet automatically adds the extension .wks, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the worksheets you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

5. Highlight the file, drive, or directory you want to open.

If the worksheet you want to open is in another drive or directory, highlight the appropriate drive or directory.

6. Select OK.

If you chose a specific file, the worksheet is displayed on the screen.

If you chose another drive or directory, the directories and files in the highlighted drive or directory you chose are displayed. Other available drives appear in the list box. Continue with Step 7.

7. Repeat Steps 5 and 6 until the list box displays the name of the file you want to open.

8. Highlight the file that you want to open.

9. Select OK to complete the task.

The worksheet you requested appears.

Note: When you open a file from a different drive or directory, subsequent "open" operations will display a list of worksheet files, drives, and directories from the directory in which the opened file resides.

Save

Stores changes you have made in an existing worksheet without exiting to the desktop. It is a good idea to store changes periodically to help prevent the loss of information. (If you have not named your worksheet, use the Save as option.)

- Select Save from the File Menu (F2).

Worksheet stores the changes you have made on the disk, and the file remains on the screen.

Save as

Renames an existing file or stores a new file without exiting the file.

1. Select Save as from the File Menu (F2).

A dialog box appears.

2. At the Save as: prompt, type the name you want to give the worksheet, using eight characters or fewer.

Worksheet automatically adds the extension .wks, unless you specify otherwise.

3. Select SAVE to complete the task.

The Worksheet file and name are stored on the disk, and the worksheet remains on the screen.

Merge

Combines another worksheet with the current file.

1. Move the cursor to the position where you want the other worksheet to begin. If there is data in the cells immediately following the cursor, the data will be overwritten.

2. Select Merge from the File Menu (F2).

A dialog box appears, listing all the worksheets you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol [...] indicates the parent directory.)

3. Highlight the worksheet that you want to merge, or highlight the drive or directory containing the worksheet you want to merge.

4. Select OK.

If you chose a specific worksheet, it is inserted at the cursor location.

If you chose another drive or directory, the directories and worksheets in the highlighted drive or directory you chose are displayed. Other available drives also appear in the list box. Continue with Step 5.

5. Repeat Steps 3 and 4 until the list box displays the name of the worksheet you want to merge.

6. Highlight the worksheet you want to merge.

7. Select OK to complete the task.

The worksheet is inserted at the cursor location.

Because you have inserted additional information into your worksheet, you might need to change your formulas so that the correct cells are referenced.

Note: When you merge a worksheet, data may be overwritten if there is data in the cells immediately following the cursor position.

Page setup

Lets you design the page layout for your printed worksheet.

1. Select Page setup from the File Menu (F2).

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired options.

3. Select OK to complete the task.

Paper size. Choose the size paper you are using. If you choose Other, be sure to indicate the correct width and height in the appropriate fields.

Left margin. Type the number of spaces you want for the left margin.

Line width. Type the total number of characters you want to print on one line.

For example, if you are using 8½-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 character. If you set a left margin of 1½ inches (15 spaces) and you want a right margin of 1 inch (10 spaces), subtract the left and right margin amounts from the total line length (85-25=60). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum for the Left margin and Printed line width settings does not exceed the width of your paper.

Lines per page. Type the total number of lines on each sheet of paper. For example, 8½- by 11-inch paper contains 66 lines in portrait mode when figured at 6 lines per vertical inch.

Double space. Choose this option to print the worksheet double spaced instead of single spaced. (If you choose double space, the program inserts a blank line between every line.)

Pause between pages. If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

Print sideways. Choose this box to print sideways on your paper. When printing in this format, DeskMate only prints ten characters per inch.

CENTER. By selecting this button, you can center your document on the page both vertically and horizontally. Enter the Left margin, Line width, and Lines per page settings as accurately as you can. Then, select the CENTER button, and DeskMate will automatically adjust the Line width and Lines per page settings so that the body of the worksheet is centered on the paper (based on your current printer selection).

Print

Prints the currently displayed worksheet to the screen, on paper, or to another file.

Note: If you are printing your worksheet on paper and the worksheet is wider than 130 columns when using a laser printer, 80 columns when using a daisy wheel printer with 10-point type (or longer than 66 rows), you will need to print the worksheet in separate sections. Highlight each section to print it.

To print a portion of your worksheet, highlight the section of the worksheet you want to print, and then proceed with these instructions. To print the entire worksheet, select Select all from the Edit Menu (F3) before printing.

Be sure to use the Printer option on the Setup Accessory's Options Menu to tell DeskMate the type of printer you are using. Also, be sure to set up your page layout using the File Menu's (F2) Page setup option.

1. Select Print from the File Menu (F2).

A dialog box appears.

2. At the Print to: prompt, select the Screen, Printer, or File button.

The Screen button lets you print the worksheet to the screen so that you can see how it will look on the page.

The Printer button lets you print the worksheet on paper.

The File button lets you print the worksheet to another file. Printing to a file stores the file on disk, using the name you give plus the extension. prn. You can then use the MS-DOS Print command to print the file from another computer that is not running DeskMate. Or, you might send the file to another computer, using the Telecom application.

Note: The printer used to print the file from MS-DOS must be the same type you are using with DeskMate (the one you assigned with the Printer option on the Setup Accessory's Options Menu). If you want to transmit the file using DeskMate's Telecom application, choose ASCII as the printer type.

3. Follow the appropriate instructions below for the button you chose in Step 2.

If you chose the Screen button:

- a. Select OK to complete the task.
The worksheet appears on the screen.
To view more of the worksheet that appears on the screen, select the Select all option on the Edit Menu (F3) before you print to the screen. You can scroll through it using the arrow keys or select the Next page option on the Options Menu (F2) to view the next page.
- b. When you finish viewing the worksheet, select Exit from the Options Menu (F2).
The normal screen display appears.

If you chose the Printer button:

- Select OK to begin printing.
The worksheet begins to print, and a dialog box appears, containing information about the print operation. You can select CANCEL at any time to stop the operation.

Note: If you chose the Pause between pages option when you formatted the page layout, the printer stops to let you change the sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper and select NO. If you want to reprint the same page, insert a new sheet of paper and select YES. Select CANCEL to stop the print operation.

When you finish printing, select NO at the Reprint current page? prompt.

If you chose the File button:

- a. At the Filename: prompt, type the name you want to give the "printed" file, using eight or fewer characters. Worksheet automatically assigns the extension .prn, unless specified otherwise.

Note: Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

- b. Select OK to complete the task.

Note that when you return to the desktop, you will not see the .prn file (if you used that extension) listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop View Menu (F5).

Exit

Exits Worksheet and returns you to the desktop.

1. Select Exit from the File Menu (F2).
If you made changes to the current file, Save changes? appears. Continue with Step 2.
If you have not made changes, you return to the desktop.
2. Select YES, NO, or CANCEL.
If the worksheet is untitled, Save as: appears. Continue with Step 3.
If the worksheet is titled, you return to the desktop.
3. At the Save as: prompt, type a filename using eight or fewer characters.
Worksheet automatically adds the extension .wks, unless you specify otherwise.
4. Select SAVE to complete the task.

The desktop screen is displayed.

Run

Runs another DeskMate application file or runs another software package without returning to the desktop.

1. Select Run from the File Menu (F2).
If you made changes to the current file, Save changes? appears. Continue with Step 2.
If you have not made changes, continue with Step 5.
2. Select YES, NO, or CANCEL.
If the worksheet is untitled, Save as: appears. Continue with Step 3.
If the worksheet is titled, continue with Step 5.

- At the Save as: prompt, type a filename using eight or fewer characters.

Worksheet automatically adds the extension .wks, unless you specify otherwise.

- Select SAVE to complete the task.

A dialog box appears.

- At the Program: prompt, type the name of the application or program you want to run.

If the program is not a DeskMate application (does not have the extension.pdm), include the extension when you type the name. Also, if the file is in a directory other than the current directory, type a full pathname, including the drive and directory.

- At the Data file: prompt, either type the name of the data file you want to use with your chosen application (or program) or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the specified application or program without opening a corresponding data file.

- Select OK to complete the task.

DeskMate might ask you to insert the diskette containing the application or program you specified. Insert the appropriate diskette, and select OK to run the program normally.

When you finish using the program, exit it. DeskMate might ask you to insert the diskette that contains the file desktop.pdm. After you insert the diskette and select OK, you return to the desktop.

About

Displays the program name, version number, and the files DeskMate uses to run the program.

- Select About from the File Menu (F2).

A dialog box appears.

- Select CANCEL to remove the box from the screen.

Edit Menu

The Edit Menu (F3) options let you edit your Worksheet files. For example, you can move or copy information in a worksheet and place it in another worksheet.

Edit F ₃	Pad F ₄	Search F ₅	Cell
Cut		Shift+Del	
Copy		Ctrl+Ins	
Paste		Shift+Ins	
Clear		Del	
Select all			

Cut

Removes information within a worksheet.

Note: Because DeskMate keeps Worksheet information in a special format, you must first print the worksheet information to an ASCII file if you plan to insert it in another application. You can then move the file to the Text application. From Text, you can copy the information to another Text file or another application. For detailed instructions, see the "Other Worksheet Information" section.

- Highlight the information you want to remove.
- Select Cut from the Edit Menu (F3).

Worksheet removes the highlighted information and places it on the Clipboard.

To place the Clipboard information into another worksheet, or at another location in the same worksheet, use the Edit Menu's (F3) Paste option.

Copy

Copies information in a worksheet to the Clipboard.

Note: Because DeskMate keeps Worksheet information in a special format, you must first print the worksheet information to an ASCII file if you plan to copy it to another application. You can then move the file to the Text application. From Text, you can copy the information to another Text file or another application. For detailed instructions, see the "Other Worksheet Information" section.

1. Highlight the information you want to copy.
2. Select Copy from the Edit Menu (F3).

Worksheet copies the highlighted information to the Clipboard.

To place copied information into another worksheet, or at another location in the same worksheet, use the Edit Menu's (F3) Paste option.

Paste

Inserts cut or copied information (Clipboard information) at the cursor location.

Note: If you are inserting information into a different worksheet, you must first open the worksheet. See the File Menu's (F2) Run option for instructions.

1. Move the cursor to where you want to place the information.
2. Select Paste from the Edit Menu (F3).

Worksheet inserts the Clipboard information at the cursor location.

Clear

Deletes Worksheet information.

1. If you want to delete a portion of your worksheet, highlight the cell or cells that contain the information you want to delete.
or
If you want to delete an entire worksheet, select Select all from the Edit Menu (F3). The program highlights all the information in the worksheet.

2. Select Clear from the Edit Menu (F3).

The highlighted worksheet information is deleted.

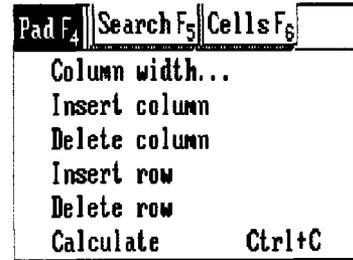
Select all

Highlights the entire worksheet.

- Select Select all from the Edit Menu (F3).

Pad Menu

The Pad Menu (F4) options let you change the information on your worksheet and perform calculations using formulas. For example, you can change the width of one or more columns, insert a column, and calculate an entire worksheet.



Column width

Changes the width of one or more columns to any number from 3 to 77.

If you wish to avoid truncation of sums, particularly decimal sums, be sure that the column width is wide enough for cells in the column containing a formula to accommodate the largest potential result. Sometimes a row of asterisks (*) will be placed in a cell if the result is too large.

If you are changing the width of all the columns, skip the first step.

1. Move the cursor to the column whose width you want to change.
2. Select Column width from the Pad Menu (F4). A dialog box appears.
3. Choose Current to change the width of only the highlighted column or All to change the width of all the columns.
4. At the Width: prompt, type the new column width.

Note: Be sure that the column is at least two characters wider than the longest number used in the calculation.

5. Select OK to complete the task.

Insert column

Adds a column between existing columns.

1. Position the cursor immediately to the right of where you want to add the new column.
2. Select Insert column from the Pad Menu (F4).

Worksheet adds a new column at the cursor position, and moves the existing columns to the right.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update all the formulas with references to cells in the new column and to the right of the new column.

Delete column

Removes a column from your worksheet.

1. Place the cursor in the column you want to delete.
2. Select Delete column from the Pad Menu (F4).

The contents of the specified column are deleted, and the contents of subsequent columns are shifted left one column.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update all the formulas with references to cells in and to the right of the deleted column.

Insert row

Adds a row to your worksheet.

1. Position the cursor immediately below where you want to add the new row.
2. Select Insert row from the Pad Menu (F4).

Worksheet adds a new row at the cursor position, and moves the existing rows down.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update the formulas with references to cells in the new row and below the new row.

Delete row

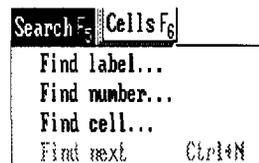
Removes a row from your worksheet.

1. Place the cursor in the row you want to delete.
2. Select Delete row from the Pad Menu (F4).

The contents of the specified row are deleted, and the contents of subsequent rows are shifted up one row.

If the cell references for your formulas are not absolute (preceded by a #), you might need to update the formulas with references to cells in and below the deleted row.

Calculate



Computes your worksheet's numbers, using the formula(s) you have entered. You must have at least one formula entered in a cell to make a calculation.

The calculation procedure begins at Row 1, Column 1 and moves to the right and down until the entire worksheet has been scanned. This is important to remember when using forward-referencing formulas. All exponentiation is calculated first. Then, all multiplication/division is calculated, and then addition/subtraction is calculated.

Worksheet takes the result of any formula and uses it as a number. See "Formulas" in the "Other Worksheet Information" section.

- Select Calculate from the Pad Menu (F4).

Search Menu

The Search Menu (F5) options can help you locate specific labels, numbers, and cells that exist in your worksheet.

Find label

Lets you find a specific label within a worksheet.

1. Select Find label from the Search Menu (F5).
A dialog box appears.
2. At the Label: prompt, type the label (up to 18 characters) you want to find.
3. Select OK to begin the search.

If the label you specified is found, it is highlighted. If the label is not found on the worksheet, you see the message String Not Found. Select OK to remove the message from the screen.

To find subsequent occurrences of the label, use the Search Menu's (F5) Find next option.

Find number

Lets you find a specific number in your worksheet.

1. Select Find number from the Search Menu (F5).
A dialog box appears.
2. At the Number: prompt, type the number (up to 18 characters) you want to find.
3. Select OK to begin the search.

If the number you specified is found, it is highlighted. If the number is not found on the worksheet, you see the message Number Not Found. Select OK to remove the message from the screen.

To find subsequent occurrences of the number, use the Search Menu's (F5) Find next option.

Find cell

Lets you find a specific cell in your worksheet.

1. Select Find cell from the Search Menu (F5).
A dialog box appears.
2. At the Row: prompt, type the row number for the cell you want to find.
3. At the Column: prompt, type the column number for the cell you want to find.
4. Select OK to complete the task.

The cursor moves to the cell you specified.

Find next

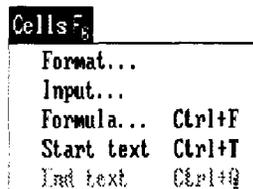
Finds subsequent occurrences of a label or number (after you have used the Find option).

- Select Find next from the Search Menu (F5).

The next occurrence of the label or number is highlighted. If there are no other occurrences, you see the String Not Found or Number Not Found message. Select OK to remove the message from the screen.

Cells Menu

The Cells Menu (F6) options let you change, create, and remove elements within the cells of your worksheet.



Format

Changes a cell's alignment, type, or number of decimal places.

1. Highlight the cells whose format you want to change.
2. Select Format from the Cells Menu (F6).
A dialog box appears.
3. Choose one of the Align buttons: Left or Right.

Note: When you start a new worksheet, cells containing labels are initially aligned to the left and those containing numerical data are initially aligned to the right. If you align the contents of a cell formatted for a decimal and enter a number with less than the maximum number of allotted decimal places, Worksheet inserts zeroes in accordance with the number of decimal places formatted for that cell.

4. Choose one of the Type buttons: Decimal, Integer, or Currency.

Note: When you start a new worksheet, all cells are formatted for currency (numbers treated as dollars and cents).

- If you chose **Decimal**, at the **Digits:** prompt, type the number of decimal digits (up to seven) you want to appear to the right of the decimal point.

Note: If you change to a smaller number of displayed decimal digits, the present contents of the cell will be truncated. The formula cell should be formatted with at least as many decimal places as are in the largest number used in the calculation to avoid truncation and rounding off.

- Select **OK** to complete the task.

Input

Causes the application to pause and ask you to input the contents of a cell each time the worksheet is calculated. If the input cells are referenced in a formula, this lets you change the cell's content before calculation proceeds.

- Select **Input** from the **Cells Menu (F6)**.
A dialog box appears.
- At the **Field Name:** prompt, type a phrase to identify the cell.
- At the **Field Value:** prompt, type the numerical value you think you will use most often in the field, or leave the box blank.
- Select **OK** to complete this task.

When you calculate your worksheet, the formulas are executed and the results are displayed.

Formula

Lets you change or create a formula on your worksheet.

- Move the cursor to the cell that contains the formula you want to change or to the cell(s) where you want to place a new formula.
- Select **Formula** from the **Cells Menu (F6)**.

A dialog box appears.

Note: The arrow keys in the dialog box let you scroll around in the worksheet to view any part of it.

If you are changing or deleting a formula, the dialog box contains the formula for the highlighted cell.

If you are creating a formula, there is an edit field in the dialog box for entering the formula and a list of the operators and functions you can use.

- If you are creating or changing a formula, type the new formula. To delete a formula, position the cursor on the cells containing the formula, and press **DELETE**.

For an explanation of the types of cell references, operators, and functions, see the "Formulas" box at the end of this section.

- Select **OK** to complete the task.

When you highlight a cell that contains a formula, the formula is shown at the bottom of the screen.

Start text

Lets you change a block of text or enter a new block of text.

- Move the cursor to the text block you want to change, or highlight the entire area where you want to place new text.
- Select **Start text** from the **Cells Menu (F6)**.
A cursor appears in the highlighted area.
- If you are changing a block of text, delete the desired text using **BACKSPACE** and then type the new text. If you are entering a block of text, simply type the new text.

You have access to all the editing features available with the Text application. For a list of these features, see the "Text" chapter in this manual.

Note: If you entered a block of text, you must cancel the **Start text** option before you can continue using your worksheet. To cancel the option, use the **End text** option.

End text

Lets you cancel the **Start text** option.

- Select **End text** from the **Cells Menu (F6)**.

If you entered a block of text, the new text appears on your worksheet. You can use the **Edit Menu's (F3)** **Cut**, **Copy**, and **Paste** options with the text block. If you use these options, you must highlight the whole text block.

Worksheet Tasks

Add a Column Between Columns

Pad **F4** (Insert Column)

Add a Row Between Rows

Pad **F4** (Insert row)

Calculate a Worksheet

Pad **F4** (Calculate)

Change a Block of Text

Cells **F6** (Start text)

Cells **F6** (End text)

Change a Formula

Cells **F6** (Formula)

Change the Width of One or More Columns

Pad **F4** (Column width)

Create a Formula

Cells **F6** (Formula)

Create a New Worksheet from Within a Worksheet

File **F2** (New)

Delete an Entire Worksheet

Edit **F3** (Clear)

Delete Part of a Worksheet

Edit **F3** (Clear)

Display a Program/Application Name and Version Number

File **F2** (About)

Duplicate Information in Another Application

Edit **F3** (Copy)

Edit **F3** (Paste)

Duplicate Information in Another Worksheet

Edit **F3** (Copy)

Edit **F3** (Paste)

Duplicate Information Within the Same Worksheet

Edit **F3** (Copy)

Edit **F3** (Paste)

Enter a Block of Text

Cells **F6** (Start text)

Cells **F6** (End text)

Exit Worksheet

File **F2** (Exit)

Find a Cell

Search **F5** (Find cell)

Find a Label

Search **F5** (Find label)

Search **F5** (Find next)

Find a Number

Search **F5** (Find number)

Search **F5** (Find next)

Format a Page Layout

File **F2** (Page setup)

Format Cells

Cells **F6** (Format)

Highlight an Entire Worksheet

Edit **F3** (Select all)

Input Cell Contents During Calculation

Cells **F6** (Input)

Insert Another Worksheet into the Worksheet on the Screen

File **F2** (Merge)

Move Information to Another Application

Edit **F3** (Cut)

Edit **F3** (Paste)

Move Information to Another Worksheet

Edit **F3** (Cut)

Edit **F3** (Paste)

Move Information Within the Same Worksheet

Edit **F3** (Cut)

Edit **F3** (Paste)

Open an Existing Worksheet from Within a Worksheet

File **F2** (Open)

Open an Existing Worksheet in Another Drive or Directory

File **F2** (Open)

Print a Worksheet

File **F2** (Print)

Remove a Block of Text

Edit **F3** (Clear)

Remove a Column

Pad **F4** (Delete Column)

Remove a Formula

Edit **F3** (Clear)

Remove a Row

Pad **F4** (Delete row)

Rename the Worksheet on the Screen

File **F2** (Save as)

Run Another Application

File **F2** (Run)

Store Updates to an Existing Worksheet

File **F2** (Save)

Store Updates to a New Worksheet

File **F2** (Save as)

Other Worksheet Information

ASCII Format

Because DeskMate keeps Worksheet information in a special format, the procedure for copying worksheet information and placing it in another application is more involved than simply duplicating the information within the same worksheet or to another worksheet.

If you want to insert your worksheet information in another application, you must first print the information to an ASCII file. You can then move the file to the Text application. From Text, you can copy the information to another Text file or another application.

Note: The instructions that follow tell you how to copy a section of a worksheet. To copy an entire worksheet, simply select **Select all** from the Edit Menu (**F3**) instead of highlighting a portion of the worksheet.

To print the information to an ASCII file:

1. Select **Setup** from the Accessory Menu (**F10**).
The Setup screen appears.
2. Select **Printer** from the Options Menu (**F2**).
A dialog box appears, listing the available printers.
3. Highlight **ASCII Printer (Text only)**.
4. Select **OK**.
5. Select **Exit** from the Options Menu (**F2**).
Your worksheet returns to the screen.
6. Highlight the section of the worksheet you want to copy.
7. Select **Print** from the File Menu (**F2**).
A dialog box appears.
8. At the **Print to:** prompt, choose the **File** button.
9. At the **Filename:** prompt, type a filename for your ASCII file, using eight characters or fewer. (You must include the file extension **.doc**.)
10. Select **OK**.

11. Select **Run** from the File Menu (**F2**).

If you have made changes to the current worksheet, **Save Changes?** appears. Continue with Step 12.

If you have not made changes, continue with Step 15.

12. Select **YES**, **NO**, or **CANCEL**.

If the worksheet is untitled, **Save as:** appears. Continue with Step 13.

If the worksheet is titled, continue with Step 15.

13. At the **Save as:** prompt, type a filename of eight characters or fewer. Worksheet automatically adds the extension **.wks**, unless you specify otherwise.
14. Select **SAVE** to complete this part of the task.
A dialog box appears.
15. At the **Program:** prompt, type **Text**.
16. At the **Data file:** prompt, type the filename you used to print the ASCII file.
17. Select **OK** to complete the task.

The Text application appears with the ASCII file on the screen. Format the file if necessary.

Change a Number or a Label

You can change the label on your worksheet by simply moving the cursor to the cell that contains the label or number you want to change. Then, type the new label or number.

Correct an Error

If you make an error as you are typing information in a cell, you can press either **BACKSPACE** or **DELETE** to make corrections. Pressing **BACKSPACE** erases the character immediately preceding the cursor. Pressing **DELETE** erases all the information in a cell, including the cell's format information. The cell is then automatically reformatted to currency.

You can also use the Edit Menu's (**F3**) **Clear** option to erase highlighted information in a cell.

Remove a Block of Text

You can remove a block of text using the **DELETE** key.

1. Highlight the entire text block that you want to delete.
2. Press **DELETE**.

The block of text is deleted from your worksheet.

Formulas

The formulas you can use in your worksheet provide you with a great deal of calculating power. The following information describes the different types of formulas and how to use them.

Cell References

Cell references are the cells referred to in a formula and whose contents are used by the formula.

Absolute. Placing a pound sign (#) before a cell reference in a formula defines that cell reference as an absolute reference. This type of cell reference lets you use the value in a given cell in calculations, no matter where you might move the cell on the worksheet.

Worksheet updates absolute cell references in formulas whenever the formula and the referenced cells are relocated simultaneously.

Worksheet updates absolute cell references only when you move the value being pointed to by adding or deleting columns and/or rows, or merging another worksheet into the one on the screen. If you use the Edit Menu to move or copy the value being pointed to by the absolute cell reference and paste the value elsewhere in the worksheet, the absolute cell reference is not updated.

Circular. A circular cell reference is a reference to a cell that refers (through one or more cells) back to the current cell. Use circular cell references cautiously because they can give unexpected results.

Forward. A forward cell reference is a reference to a cell that appears later in the worksheet.

Although Worksheet allows forward cell references, you see a warning message:

Forward reference at Cell rowx colx

The worksheet calculation procedure begins at R1C1 and moves to the right and down until the entire worksheet has been scanned. This is important to remember when using forward referencing, because forward references mix the results of current calculations with those of previous calculations.

Relative. Worksheet uses a relative cell reference unless you specify an absolute cell reference. If you move or copy a formula, a relative cell reference will regard a cell in the same relative position as the cell containing the formula, instead of the originally specified cell.

Self. A self reference is a reference to the same cell. Worksheet does not allow you to write a formula that contains a self reference. If you try, an error message appears on the screen, and *ERROR is displayed in the cell containing the formula.

However, you might encounter a formula that contains a self reference as a result of copying or moving a formula that contains an absolute cell reference. If you move the cursor to a cell that contains a self reference after pasting or merging, the screen displays an error message in the faulty cell. You can then edit the formula to correct the error by using the Formula option on the Cells Menu (F6).

Operators (with Sample Formulas)

The operators you can use in your worksheet indicate a change in a quantity is to be performed.

- | | | |
|---|---------------|---|
| + | (R1+R2) | Adds the two cells in Row 1 and Row 2 of the current column. |
| - | (#C3)-(#R1C4) | Subtracts the value of cell R1C4 from the value of the cell in Column 3 of the current row. |
| * | #C1*#C2 | Multiplies two cells in the current row. |
| / | (R1C2)/2 | Divides the value of cell R1C2 by 2. |
| ! | #C6R3!3 | Calculates the power (cube—"!3") of the value of cell R3C6. |

Functions

ABS	ABS(#R2C3)	Displays the absolute value of the cell in R2C3.
ATN	ATN(#R3C5)	Displays the arctangent of the value of cell R3C5 — the angle that has its tangent equal to the value of cell R3C5. (The result is in radians. For a result in degrees, use ATN ((#R3C5)*57.29578).)
AVG	AVG(#C1)	Adds the values in the current row, from Column 1 up to the current cell, and divides by the number of cells added.
GMT	GMT(#R4C3)	Figures a cumulative total for Column 3, starting with Row 4 and ending with the current row.*
COS	COS(#R3C5)	Displays the cosine of the value of cell R3C5. (Use COS ((#R3C5)*.01745329) if the value in cell R3C5 is in degrees rather than radians.)
EXP	EXP(#R4C3)	Displays e raised to the power of cell R4C3 (Naperain, natural, or exponential).
INT	INT(#R4C2)	Displays the truncated (Integer) value of cell R4C2.
LOG	LOG(#R2C4)	Displays the logarithm at the base ten of the value in cell R2C4. Log of zero or a negative number produces an error message after calculation.
MAX	MAX(#C4)	Shows the maximum value of the current row, starting with Column 4 and ending with the preceding column.
MIN	MIN(#R1)	Shows the minimum value of the current column, starting with Row 1 and ending with the preceding row.
RMT	RMT(#R4C3)	Gives a cumulative total for Row 4, starting with Column 3 and ending with the current column.*
SGN	SGN(#R3C4)	Displays the sign of the value in cell R3C4. The sign is 1.00 if the augment is positive, -1.00 if the augment is negative, and 0 if the augment is zero.
SIN	SIN(#R2C1)	Displays the sine for the value in cell #R2C1. (Use SIN((#R2C1)*.01745329) if the value in cell R2C1 is in degrees rather than radians.)
SQR	SQR(#R5C1)	Displays the square root of the value in cell R5C1. SQR of a negative number produces an *ERROR message after calculation.
SUM	SUM(#R5)	Displays the sum of the values in the current column, starting with Row 5 and ending with the current row.
TAN	TAN(#R2C3)	Shows the tangent of the value in cell R2C3. (Use TAN((#R2C3)*.01745329) if the value in cell R2C3 is in degrees rather than radians.)

*These formulae should not be placed in the same column as the column currently being totalled.

Glossary

absolute. In Worksheet, a cell reference with a pound sign (#) before it. An absolute reference will not be adjusted when copied.

accelerator. A key or key sequence that enables you either to activate a dialog box without moving the cursor to a specific button or to choose a menu option without actually pulling down the menu.

accessory. A tool that you can use at any time during a DeskMate session. The DeskMate accessories, which appear on the Accessory Menu (F10), are Setup, Spell Checker, Calculator, Phone List, Corkboard, Month, Clipboard, Alarm, and Task Switch.

address. In Worksheet, the location of an individual cell. For example, the address R4 C5 denotes the cell at the intersection of Row 4 and Column 5. In Address Book, all the information about one person in the book.

address list. In Address Book, a logical grouping of addresses, for example, a grouping for all the members of a particular club.

application. A program you can run using DeskMate.

application list box. A desktop list box that provides access to a single application, such as Text. You can use the Desktop Menu's Display option to display any application list box not already on the desktop. See also PROGRAMS list box.

ASCII. An abbreviation for *American Standard Code for Information Interchange*, a standard code of eight-bit strings used in many computers to represent various alphabetic and numeric characters, punctuation symbols, and control codes. In Telecom, a protocol for data transfer.

ASCII filter. A communication parameter in Telecom that lets you remove all the characters above 80 (hexadecimal) and control characters below 20 (hexadecimal).

autolog file. A file in Telecom containing a sequence of commands that, together, automatically log you onto an information service or another computer communications system.

baud rate. The speed (in bits per second) at which data is transmitted from one computer to another.

bit. An abbreviation for *binary digit*. In Telecom, a single information character (either 0 or 1).

body section. In Form Setup, the part of a report layout that contains the fields to be included in the report.

break sequence. In Telecom, a signal to the host computer that you are getting ready to send data.

buffer. An area of your computer's memory reserved for holding transmitted data you choose to capture during a Telecom session.

byte. The basic unit of information for a computer. For example, a byte can contain the information to produce a single character on the monitor screen.

carriage return. A code that returns the cursor or print head to the left margin.

cell. In Worksheet, the intersection of a column and a row.

cell reference. A cell in a worksheet that is referred to in a formula and whose contents are used by the formula.

character slot. In Form Setup, a small rectangle denoting the space to be occupied by one character in a record or report format field.

click. To quickly press and release the button on a mouse.

clipboard. The area in which DeskMate temporarily stores information you are copying or moving.

clock speed. The rate at which pulses are emitted from a clock. In a computer, the clock speed determines the rate at which logical or arithmetic functions are performed and/or processed.

column. One of two or more vertical sections appearing side by side.

command screen. The Telecom screen on which you access menus and create communications parameters and autolog files.

communication parameters. In Telecom, the instructions that set the baud rate, word length, parity, and number of stop bits and turn on or off flow control, the ASCII filter, and the self-echo switch. These settings and switches define the way your computer communicates with another computer system.

condensed mode. A method of printing that causes characters to print closer together than they normally would. Using a condensed mode lets you print some types of information that use 132 columns (characters) per line on a printer with a capacity of only 80 columns per line.

control code. A character that causes a particular result within a computer operation, such as a carriage return in a printing operation.

control sequence. A sequence of control characters, such as a break sequence in Telecom.

cosmetic text. Any text on a record or report layout that is not part of a field label. You can create cosmetic text either by entering it from the keyboard or by copying it from the Draw application.

CPU. An abbreviation for *central processing unit*. The CPU is the primary functioning unit for any computer system.

current directory. The directory in which you are working at the moment.

current list. In Address Book, the address list you are currently viewing.

cursor. The small vertical line or box-like marker on the screen that indicates where you are entering information.

daisy wheel printer. A printer with a flat, circular, vertically rotating print head. The characters are arranged around the outside of the head like petals on a daisy.

data file. A DeskMate file that only holds information you have entered, not programming information. You can use data files only in conjunction with program files.

data type. A field attribute on a record layout that you use to control the type of information (text or numerical) that you can enter in a given field when using Filer. On a report layout, a summary field attribute that lets you specify the type of summary information you want (a total or an average of information in a numeric field or a count of the number of records in the report).

default. A value or response to a prompt that the program provides if you do not specify one.

delimiter. A special character a file might require to mark the end of a series of characters.

desktop. DeskMate's central screen that visually organizes all DeskMate's programs, files, and functions.

destination disk. The disk that receives information from the computer. In a copy or backup operation, the disk on which the duplicate files are created.

dialog box. In DeskMate, a window that appears on the screen when you request certain operations. The computer can complete the requested operation only after you respond to the prompts in the dialog box.

direct connection. A means of communication from one computer to another via a cable that directly transfers the output of one computer to another computer terminal.

directory. A special type of file that keeps track of other files on a disk.

diskcopy. An operation that produces an exact copy of a diskette.

diskette. A flexible, round piece of magnetic tape enclosed in a protective plastic case. The computer writes data to and reads data from the surface of the diskette.

dot matrix printer. A printer on which each character is formed by a number of pins appropriately selected from a matrix (usually five columns by seven rows) of dots.

double click. To press and release the button on your mouse twice in rapid succession.

double click speed. The interval between the two button presses when you double click the mouse button. At faster settings, the interval must be shorter if the computer is not to interpret the clicks as distinct single clicks.

drag. To hold down the button on your mouse while moving the pointer.

edit field. An area following a screen prompt in which you can enter information.

element. In Draw, a single shape drawn using one tool.

event. An entry in a Calendar file.

exit. To halt the operation of a program or revert to a prior level of activity within a program.

extension. Characters appended to a filename to provide further identification of the file. In DeskMate, extensions on data files identify the applications with which the files operate.

field. A series of character slots treated as a unit of information. In Form Setup, you create fields of various lengths and types on your record layouts. Then, you use Filer to enter information in the fields as you complete each record.

field attributes. In Form Setup, the specific characteristics that you assign each field.

file. A block of information your computer uses for a particular function or program. Files store different types of information. One file might contain the Draw program, while another might contain a particular picture you composed.

filename. A name containing a maximum of eight characters plus an optional three-character extension that is used to identify a file. Examples are inventory.fil and letter.doc.

flow control. In Telecom, a system that pauses data transmission when it occurs too rapidly.

footer. In Form Setup, part of a report layout that contains information to appear at the bottom of each report page. In Text, reoccurring information on the bottom of each document page.

format. The procedure that organizes the surface of a disk so that you can store data on it.

format character. A character that appears in a field as a part of the field. For example, a field in which you must type local telephone numbers might contain a hyphen (-) as a format character to separate the first three digits from the final four.

formula. A mathematical equation used to calculate numbers.

grid. In Calendar, a weekly schedule shown in 15-minute "time slots" so that you can quickly see how heavy your schedule is for the week.

handles. In Draw, these are attached to a border surrounding an object or group of objects you have "selected." You can use the handles to change the size of the selected area.

hard copy. A printout of any information—such as a letter, report, or listing—on paper.

hard disk. A permanent disk that functions as a storage device for computer data.

header. In Form Setup, the part of a report layout that contains information to appear at the top of each report page. In Text, reoccurring information at the top of each document page.

hidden label. In Form Setup, a field label that you do not want to appear on the screen.

highlight. An operation that defines a block of information on the screen that you want to deal with as a unit. For example, you can highlight a word or phrase in a document and then duplicate it elsewhere in the document.

host computer. A computer that can make its programs and data storage available to a remote computer or terminal.

Index list box. In Address Book, the list box from which you can highlight an address for viewing.

input cell. On a worksheet, a cell whose value you supply only at the point when a calculation requires it.

insert mode. A typing mode in which the characters you type appear at the cursor location and existing characters shift to the right to accommodate them.

K. Abbreviation for kilo, denoting one thousand. Commonly, it refers to kilobytes, units of data storage or memory capacity. Each kilobyte consists of 1024 bytes.

labeled cell (label). In Worksheet, a single cell containing letters.

landscape format. A printing format using graphics mode that presents the printed copy sideways on the page so that you can use the full length of the paper as the width of the printed copy.

linefeed filter. A process that eliminates linefeeds from data sent to the printer because the printer automatically supplies the line feeds after a carriage return.

list box. In DeskMate, a box that lists available choices.

Member Of list box. In Address Book, the list box that displays all the address lists that the currently displayed address belongs to.

menu. A list of available options, such as New, Open, Save as, Run, and so on.

menu bar. The second line on your DeskMate screen. Located on the menu bar is a series of menu titles. Selecting a menu displays a list of available functions.

modem. An acronym for *MO*dulator/*DE*Modulator. This device, which is required for your computer to connect with another computer, transforms computer signals into telephone signals, and vice versa.

MS-DOS. The name of the operating system that initiates the operation of your computer when you start up.

object. In Draw, more than one shape drawn using one or more tools; two or more elements joined together.

open. To display the contents of a menu or file.

operand. A number employed in a mathematical operation to produce the result. In the operation $20 - 15 = 5$ the numbers 20 and 15 are operands.

overtyping mode. A typing mode in which the characters you type appear on the screen in place of the character currently at the cursor. The alternate mode is Insert mode.

parent directory. The directory immediately above another directory. For example, `c:\` is the parent directory of `c:\desk`. The current directory's parent directory is symbolized by `..` in DeskMate.

parity. A system for checking accuracy in binary code transmittal.

pathname. Information, including the drive and directory specification, that locates a file in the file system. For example, `b:\projects\myfile` locates a file (`myfile`) in the subdirectory (`projects`) of the root directory on Drive B.

picture. In Draw, more than one shape drawn using one or more tools; all of the objects that appear on a canvas.

pixel. The smallest area of the display screen that can be individually manipulated.

point. To manipulate the mouse so that you move the arrow on the screen. Pointing to a particular item on the screen entails placing the tip of the arrow on that item.

pointer. The arrow or other symbol depicted on the screen and positioned on the screen by manipulating the mouse.

port. In Telecom, the connection point at which the host links with the remote site.

portrait format. A style of printed output that presents the text or image in the normal, top-to-bottom fashion. You can print data in portrait format using text mode.

printable area. The portion of a page on which a laser printer can actually print text and graphics.

printed lines per page. The number of lines to print on each page, calculated by subtracting the sum of the top and bottom margins from the total lines per page.

printed line width. The number of characters to print per line, calculated by subtracting the sum of the left and right margins from the total line length.

priority. In Filer or Form Setup, the order in which fields are considered when the computer arranges records for display or printing. For example, if Last Name is the item given first priority, records are sorted in alphabetical order by last name.

program file. A disk file that contains the commands for operating an application or accessory.

Programs list box. The desktop list box that provides access to all DeskMate applications.

protocol. In Telecom, the conventions that govern the format and timing of data transfer. Sender and receiver must adhere to the same set of conventions. Telecom supports ASCII and Xmodem protocols, the latter developed to improve the accuracy of file transfer.

query. A specific request for data.

record. In Filer, the information entered for each entity in the file. In a client file, for example, each client is an individual record. In Address Book, the information entered for each person in the book (also called an *address*).

record layout. In Filer or Form Setup, the format set up for entering the information in each record. Defining the record layout includes establishing, arranging, and labeling the fields that will contain the data.

relationship. In Filer, an element of the selection criteria used in finding records. Examples include Equal, Not equal, Less or equal, Greater or equal, In between, and None.

report layout. In Form Setup, the content and arrangement of the parts of the report. These parts include the page headings, the information listed, and various summaries of the data presented. You can create the layout, using Form Setup, or copy an existing layout, using Filer.

row. One of two or more horizontal sections appearing one above the other.

save. A menu option that enables you to write a file to your disk in its current form as a protection against accidental loss of data. Some DeskMate applications have specific menu options to let you save a file. Others such as Address Book, save data automatically as you update the file.

scroll. The shifting of screen contents vertically or horizontally to reveal information beyond the current margins. Comparable to the way movie credits "roll" at the end of a film.

scroll arrow. A button on the menu bar or a list box. Clicking on a scroll arrow using a mouse enables you to scroll the contents of the screen (or box) in the indicated direction.

search criteria. In Filer, the selection rules that you establish to display or print only those records of interest to you.

select. To choose an option or command that best helps to fulfill a desired task.

self echo. In Telecom, a setting that helps to display typed characters during transmission.

sort. In Filer or Form Setup, an operation that arranges records in an alphabetical or numerical sequence using the fields you specify. For example, a teacher could sort the records for a class in alphabetical order using the last names of the students.

source disk. The disk from which your computer reads information. In a backup or copy operation, the original disk from which files are duplicated to another disk (the destination disk).

spreadsheet. A data entry format composed of a series of consecutive rows and columns, so that each item of information is located at a definite point on a grid. In DeskMate, the Worksheet application uses this data arrangement.

status line. In Address Book, the line at the bottom of the screen that reminds you of the current field and the number of addresses in the current list or the entire book.

stop bit. A control code used in data transmissions to signal the end of a character.

string. In a search operation, the series of characters that you type and the computer, in turn, locates.

subdirectory. A directory that is located within another directory in your file system, enabling you to arrange your files in groups or subgroups. Directories themselves are simply special files that keep track of a group of files.

summary field. In Form Setup, a field in a report layout's summary section that can perform a simple calculation based on a selected field from the file.

summary report. The part of a Filer report generated by the summary section of the report layout.

summary section. In Form Setup, the part of a report layout that includes summary information to appear at the end of the report.

system date. The date that you entered (or that was displayed) when you turned on the computer.

system prompt. The prompt that indicates that the system is waiting for you to enter a command. In MS-DOS, the system prompt identifies the current drive and is followed by > .

terminal buffer. In Telecom, a memory storage area that lets you store incoming data from a host computer.

terminal screen. In Telecom, the screen that displays the exchange of data between your computer and the host computer.

timeout. In Telecom, a value indicating the number of seconds (during file transfer) of inactivity after which the computer closes the file automatically.

title bar. The first line on the DeskMate screen, which indicates the current application, current directory, and so on.

toggle. A switch that alternately activates or deactivates an option or condition. Also indicates an action performed by the user to change the switch setting.

tool. In Draw, the instrument used to draw a basic shape.

total line length. The number of characters that would fit across a given page, based on the paper width and the printed characters per inch. For example, the total line length for an 8½-inch page printed with a ten-characters-per-inch font is 85 characters.

total lines per page. The number of printed lines that would fit on a given page, based on the paper length and the lines per vertical inch. For example, the total lines per page for an 11-inch page printed with six lines per vertical inch is 66.

truncate. In Worksheet, to convert a number to an integer by simply eliminating the value to the right of the decimal point. Also, used simply to mean shorter. For example, in Form Setup labels that appear above a field are shortened to the length of the field.

wildcard. A character that can be matched with any of a range of other characters or groups of characters. Similar to a wildcard in poker that can stand for any other card in the deck.

word length. In Telecom, the number of bits in a sequence that is handled as a unit. Set the word length so that the host and remote computers agree.

Xmodem. In Telecom, a protocol for data transfer between two computers that controls data transfer and checks its accuracy.

Xoff. In Telecom, a code used by flow control to create a pause in data transfer.

Xon. In Telecom, a code used by flow control to start data transfer.

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