TANDY® 1000 RL

PERSONAL COMPUTER
Including DeskMate and Home Organizer Software
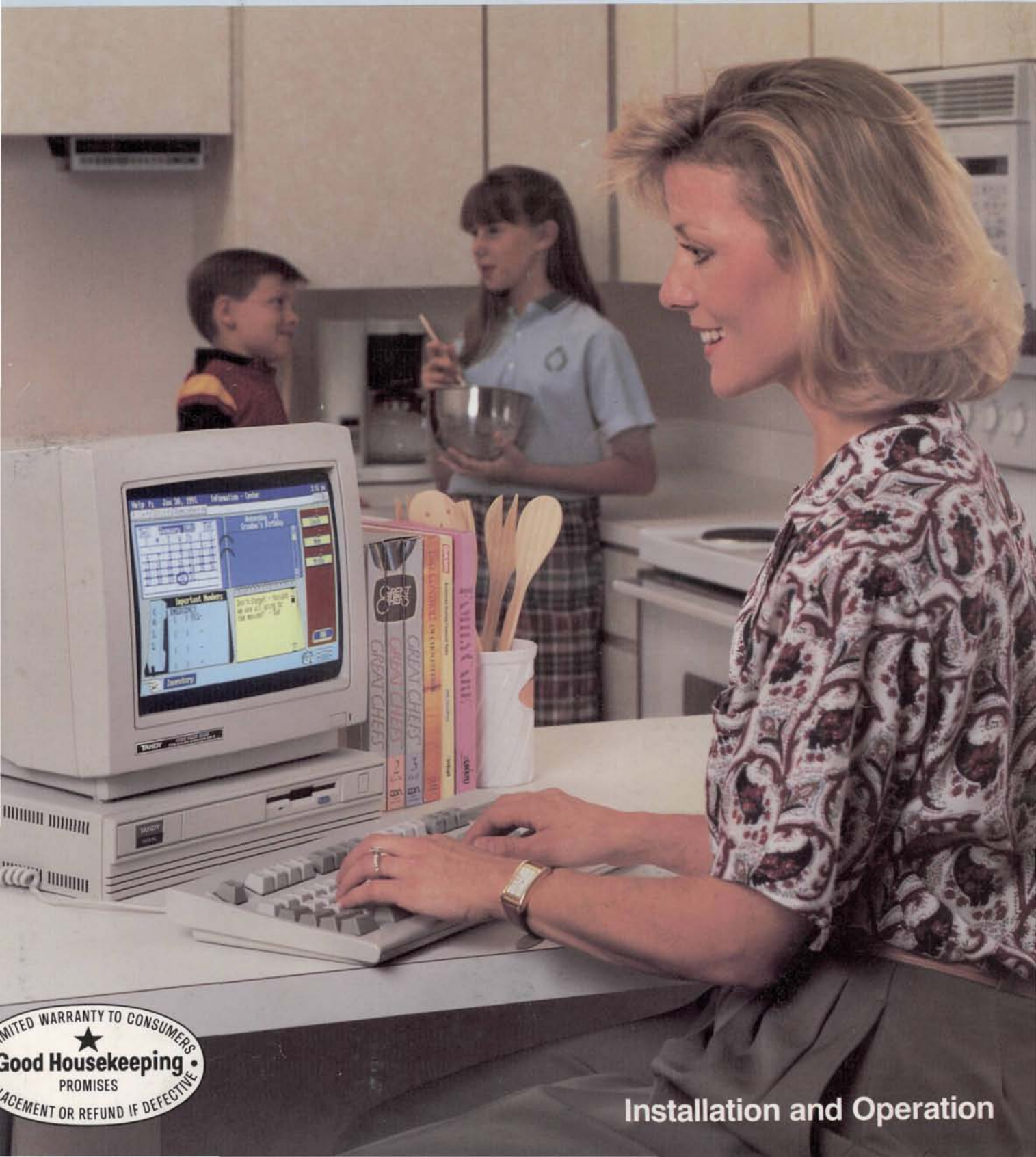
Installation and Operation

Congratulations!

You have just purchased the latest innovation in modern-day computing. The RL DeskMate System is designed to take away the dread of computers and to simplify the multitude of tasks you face every day at home, school, or work — giving you more time for the things you really want to do. If you're not careful, you might find that you actually have fun using your new system!

Your RL DeskMate System is designed with you in mind. You don't have to know complicated computer terms (buzz words) or be a "handyperson" to put it together. If you haven't set up your system yet, just follow the simple instructions in "Putting It Together," packaged with your RL's keyboard.

In a few minutes you'll be ready to enter the fascinating world of DeskMate — the part of your system that provides entertaining, educational, and creative solutions for your personal lifestyle.

You'll soon be using your RL DeskMate System with the same ease as you use your microwave oven or drive your car to the supermarket!

How to Use This Magazine

This magazine provides articles explaining all the different elements of your RL DeskMate System. These articles teach you the basics by stepping you through some of the most common tasks you can perform with your RL DeskMate System. At the end of each application article is a task box that briefly covers additional tasks you can perform with that application. If you need a reminder about how to perform a task that's common to all DeskMate applications, look in the Techniques Box that is included in each application article.

You can use this magazine as an owner's manual and read these articles to learn about your system. Or, if you like to explore on your own, you can use these articles as a reference tool. Simply skim through an article and its task box to find step-by-step instructions for performing a specific task.

Contents

Introducing . . .
The RL DeskMate System

Now that your system is set up, let's get acquainted by looking at some of the system's pieces. The picture shows you an overview of a complete RL DeskMate System and points out the pieces you need to know.

Important
Be sure your system can receive adequate ventilation, and NEVER operate it on its side.

Monitor Power Button

Computer Power Button

Drive A

Diskette Eject Button

Activity Light

Important note for RL with Hard Drive Users: Your system comes with the hard drive already initialized and with DeskMate installed. You are ready to begin running DeskMate. Simply turn on the sytem, and select an application from the desktop. You might want to continue with the "Getting Around in DeskMate" article for more information about the DeskMate program.

After your system is set up and turned on, the first thing you see is DeskMate's main screen — the *desktop*.

You'll learn more about Desk-Mate and how to use it a little later. First, you need to know how to use the diskettes that came with your system.

A few words about diskettes...

Sometimes when you are using DeskMate, you might see a message on the screen asking you to insert one of the five DeskMate diskettes that you received with your system. These diskettes are numbered, and the messages on the screen will tell you which diskette to insert.

Later, you'll learn how to prepare a blank diskette to store your own information. When you're ready, be sure to see "Appendix A." It's easy to use diskettes — see the illustrations that follow.

Inserting a diskette:

Gently slide the diskette, label side up, into the empty drive until the diskette clicks into place.
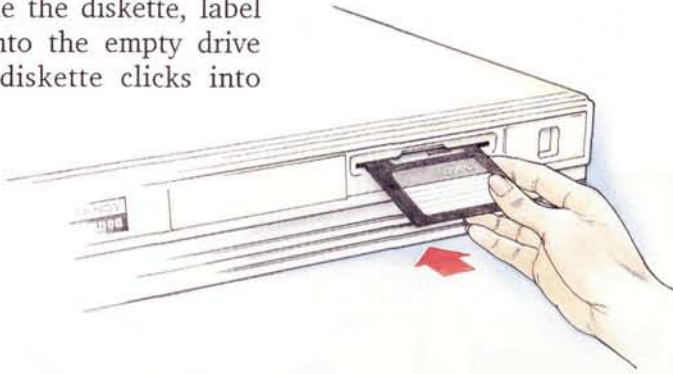
Removing a diskette:

Before removing a diskette from the drive, be sure the light next to the drive (the **activity light**) is off. Then, push in the diskette eject button. The diskette slides partially out of the drive.

Removing a diskette from a drive when the activity light is on might harm the information on the diskette.
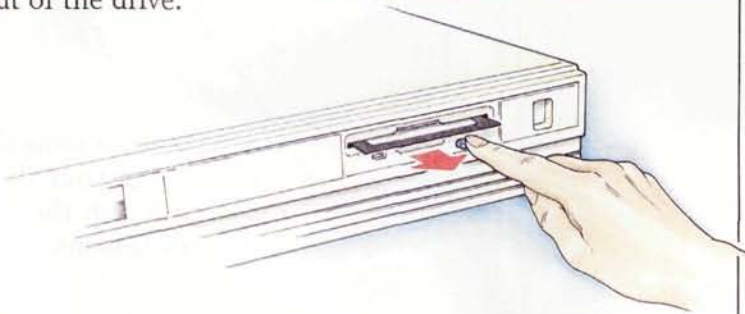
Here are a few ways you can protect your diskettes from damage and loss of information:

Keep diskettes away from magnetic fields (such as transformers, AC motors, magnets, speaker systems, televisions, and radios).

Do not lay a diskette on top of the computer or printer.

Keep diskettes out of direct sunlight and away from heat.

Make several copies of your diskettes (**back-ups**) to use as working diskettes. See the "Desktop" article.

If you are adding any optional equipment such as an extra drive, a printer, or a mouse, see "Looking Inside Your RL" later in this magazine for some extra information.

Now you're ready to learn about DeskMate. Before you begin exploring the many applications, take a few minutes to get acquainted with how DeskMate works. There are a couple of ways for you to learn this. Either way is simple and teaches the basic concepts you need to know. Choose the way that is best for you.
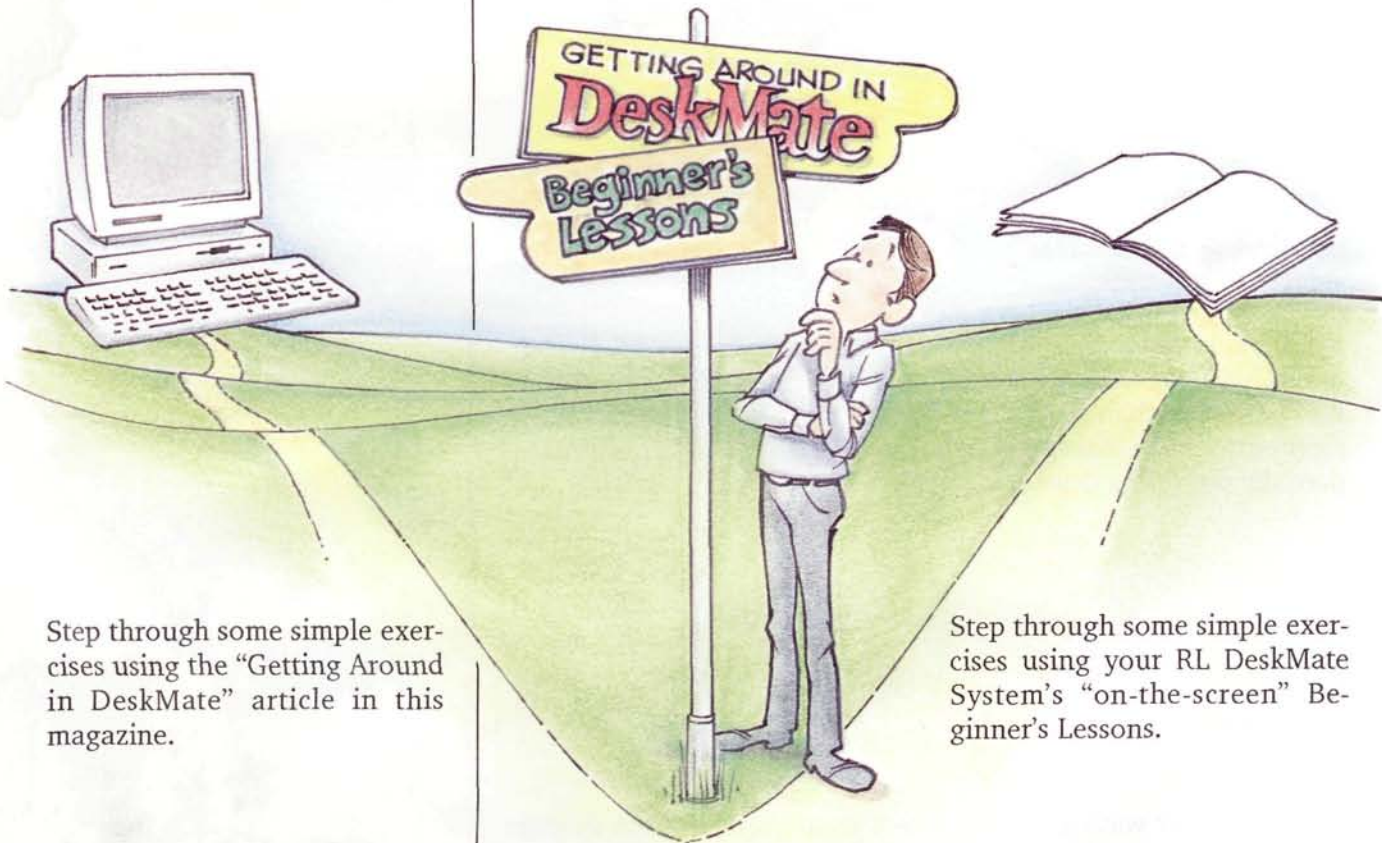
Step through some simple exercises using the "Getting Around in DeskMate" article in this magazine.

Step through some simple exercises using your RL DeskMate System's "on-the-screen" Beginner's Lessons.

To Start the Beginner's Lessons:

1. Press the TAB key, on the left side of your keyboard, until the Teach Me box on the desktop screen is highlighted.

2. Press the ENTER key on the right side of your keyboard.

   A list of Beginner's Lessons appears.

3. Press ENTER again to get started with the lesson called "DeskMate: An Introduction."

Getting Around in DeskMate

Now that your RL DeskMate System is assembled, turned on, and ready to go, you see DeskMate's central screen, the **desktop**.
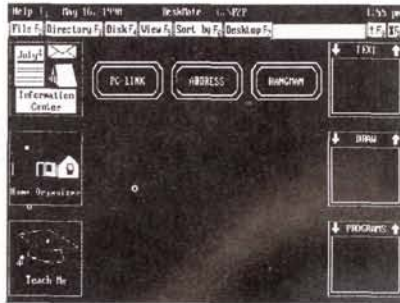
The boxes you see here on the desktop are like "doors" to DeskMate's **applications**. Applications help you perform tasks like letter writing, record keeping, and even vacation planning.

Take a look at how easy it is to move around the desktop.

Moving Around the Desktop

On the desktop, notice that the Information Center box on the screen is highlighted. The highlight is one way for you to see DeskMate's **cursor**. The cursor simply lets you know where you are on the screen.

Sometimes the cursor appears as a highlight, and sometimes it appears as a blinking vertical or horizontal line.

Moving from door to door on the desktop is easy. All you do is press the **TAB** key on your keyboard.

Go ahead and move around. Press **TAB** a few times and watch the cursor move around on the screen.
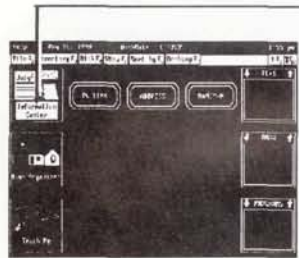
Keep going. When the cursor gets to the bottom of the screen, it will start over again at the top.

If you accidentally move too far and want to back up, simply press **SHIFT+TAB**.
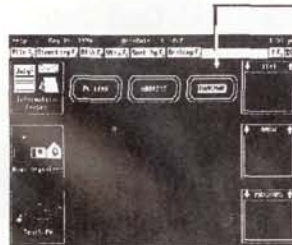
Press **SHIFT**, *and while holding it down, press* **TAB**.
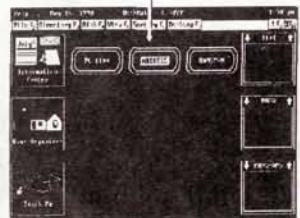
Opening the "Doors"

To open a DeskMate "door" (or application), simply move the cursor (highlight) to the application you want to open, and then press **ENTER**. If you have gone through the Beginner's Lessons, you have already opened one of DeskMate's doors by selecting the Teach Me box.

For practice, move the cursor to the Text application and press **ENTER**.

File F₂ Edit F₃ Text F₄ Search F₅ Layout F₆ Picture F₇
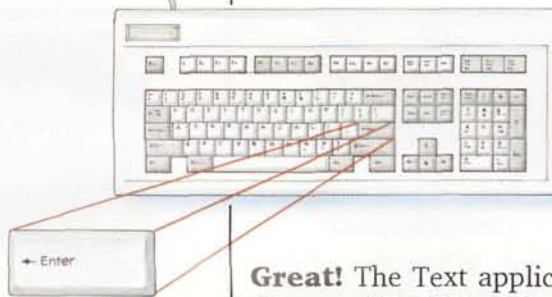
To "pull down" or open menus, use the *function keys* at the top of your keyboard.

F1 F2
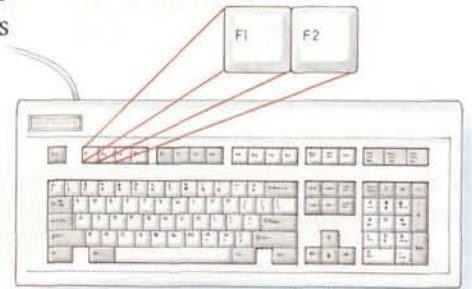
Go ahead and open the File Menu by pressing the function key **F2**.

```
File F₂  Edit F₃ Text F₄ Sear
  New
  Open...
  Save
  Save as...
  Merge...
  Page setup...
  Print...
  Print form letter...
  Exit            Esc
  Run...

  To ASCII

  About...
```

What you see is a list of *options*. Each menu has different options to help you complete a task.

Some menu options might be shadowed. A shadowed option is one that can't be used right now.

← Enter

Great! The Text application is the part of DeskMate that makes your letter or report writing tasks easy. You'll learn more about the Text application later. For now, though, let's use this application to become better acquainted with DeskMate.

Telling DeskMate What You Want

One of the things that makes using DeskMate so easy is being able to tell it what you want.

All of DeskMate's applications have a *menu bar*. The menu bar displays the *menus* that you can use with the application you're in. For example, Text has six menus specific for that application.

Some options on the menus have **accelerator keys**. These keys are listed to the right of the option name. You can press these keys (or key combinations) instead of selecting the option from a menu.

Want to look at some of the other menus? Simply press the function key (like you did **F2** earlier) for the menu you want to see.

If you have opened a menu and then decide to do something else first, close the menu by pressing the **ESC** key. Go ahead and close the menu you've just opened.
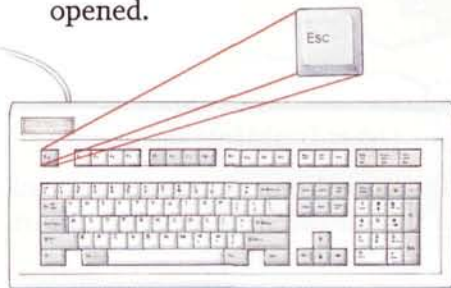
Open the File Menu (**F2**) again to see how easy it is to select an option on a menu. Simply press the ↓ key until the option you want is highlighted. Go ahead and highlight the Run option. If you move the highlight too far, you can always press the ↑ key to back up. When the Run option is highlighted, press **ENTER** to select it. See how easy it is to use DeskMate's menus?

When you select the Run option, a ***dialog box*** appears on the screen. A dialog box simply lets
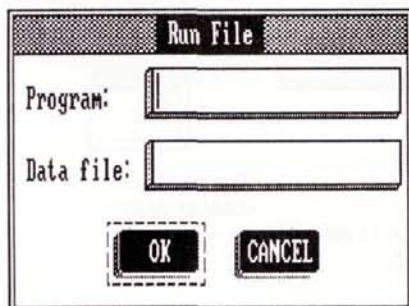
you give DeskMate any additional information it needs to complete a task. After you provide the information DeskMate needs, you'll be on your way.

You can move around the dialog box like you move around on the desktop. Simply press **TAB** to move the cursor forward or **SHIFT+TAB** to move it backward. To learn more about dialog boxes and how to use them, be sure to see the box entitled "Getting Around a Dialog Box" in this article.

Ready to go back to home base — the desktop? Press **ESC** and watch how DeskMate "backs up" until the desktop reappears. (If you pressed any other keys while you were in the Text application, DeskMate might ask if you want to save your document. Simply press → to underline NO, and press **ENTER**.)

Great! Now, there's one more way for you to tell DeskMate what you want. See the box on the desktop called PROGRAMS? This kind of box is called a ***list box***. Sometimes list boxes will appear in DeskMate so that you can make a specific choice.
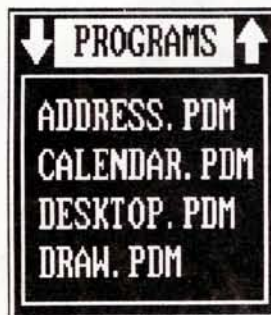
It's easy to select from a list box. Go ahead and try it. Move the cursor to the PROGRAMS list box by pressing **TAB**. This list box contains a list of all the Desk-Mate applications that you can open. Now, simply press the ↓ key to highlight DRAW.PDM. See how the information scrolls in the box so that you can find your choice? To select the highlighted application, press **ENTER**.

You'll learn more about Draw when you start exploring Desk-Mate on your own. For now, though, press **ESC** to go back to the desktop.

*Press **ESC** to remove menus or dialog boxes from the screen and also to exit an application and return to the desktop.*

See how easy it is to get around in DeskMate? Now you can choose any application that interests you and go! Take a look below to see which path you want to explore.
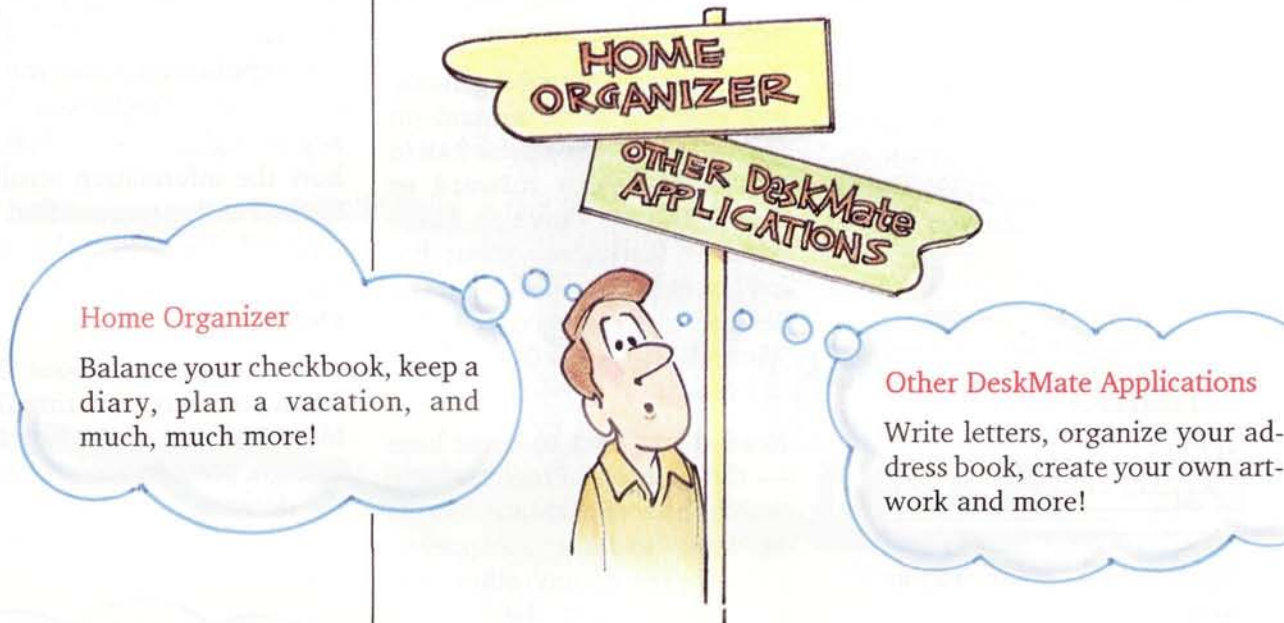
Home Organizer

Balance your checkbook, keep a diary, plan a vacation, and much, much more!

Other DeskMate Applications

Write letters, organize your address book, create your own artwork and more!

Go ahead and explore. Your DeskMate magazine and Teach Me lessons are always available to help you get started. You can press **F1** to use DeskMate's on-line help if you need it. (See the "Getting Help" article for more information.)

Getting Around a Dialog Box

TAB moves the cursor to the next choice

Space bar chooses a button or check box that the cursor is on.

Arrow keys move the cursor within a group of buttons.

Press **ESC** to select the CANCEL button.

Press **ENTER** to select the OK button.
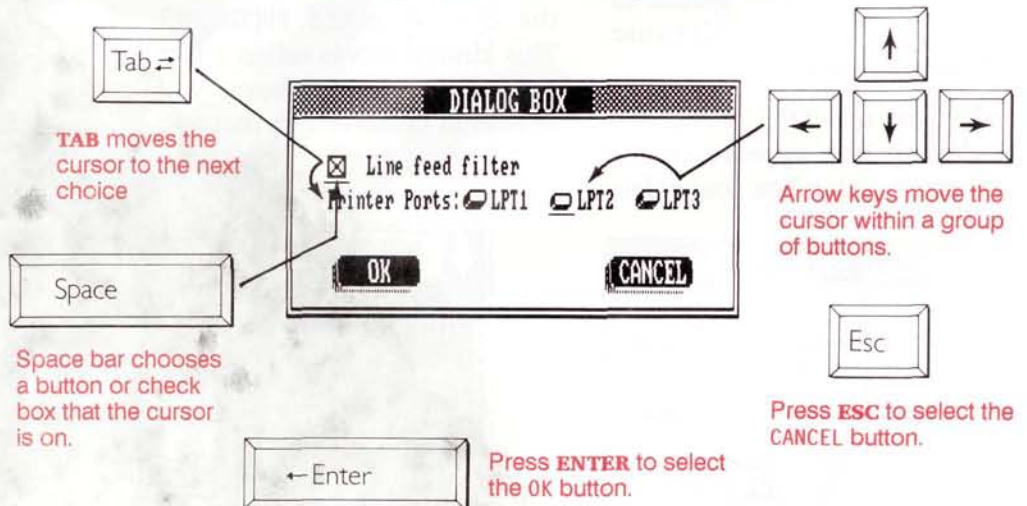
Using a Mouse with DeskMate

When you are using DeskMate, you can use a keyboard, a mouse (or joystick), or both to move around through DeskMate's applications. If you add a mouse to your RL DeskMate System, you'll find that this handy tool speeds up your DeskMate tasks considerably.

Your RL DeskMate System is especially designed to work with a PS/2-style mouse (Cat. No. 25-1042). All you have to do is plug it in and you're ready to go.

If you are using a different kind of mouse, you must "set it up" and tell DeskMate what kind of mouse you are using. Refer to "Setup" in the "Accessories" article for more information.

Making the Mouse Work

Using a mouse makes moving the cursor quick and easy. When you use the keyboard to move the cursor, you use the arrow keys, TAB, ENTER, and the space bar.

If you have a mouse, you can move the cursor by simply "pointing, clicking, and dragging." You *point* to items on the screen by rolling the mouse around a flat surface. On the screen, the mouse pointer moves, showing you where you are. *Clicking* (pressing and releasing) the left mouse button lets you either select an option or button you are pointing at or move the cursor to where you

are pointing. *Dragging* lets you highlight information. To do this, point to where you want to start highlighting and hold down the mouse button. While holding down the button, move the mouse until you highlight all the information. Then, release the button.

The old adage "practice makes perfect" is certainly true when you use a mouse with Desk-Mate. The more you experiment with your mouse, the easier it is to use.

We've provided a Techniques Box that describes the basic mouse movements. Also, in the illustration below, you can see how to move your mouse.

You'll soon discover the advantages of using a mouse with DeskMate!
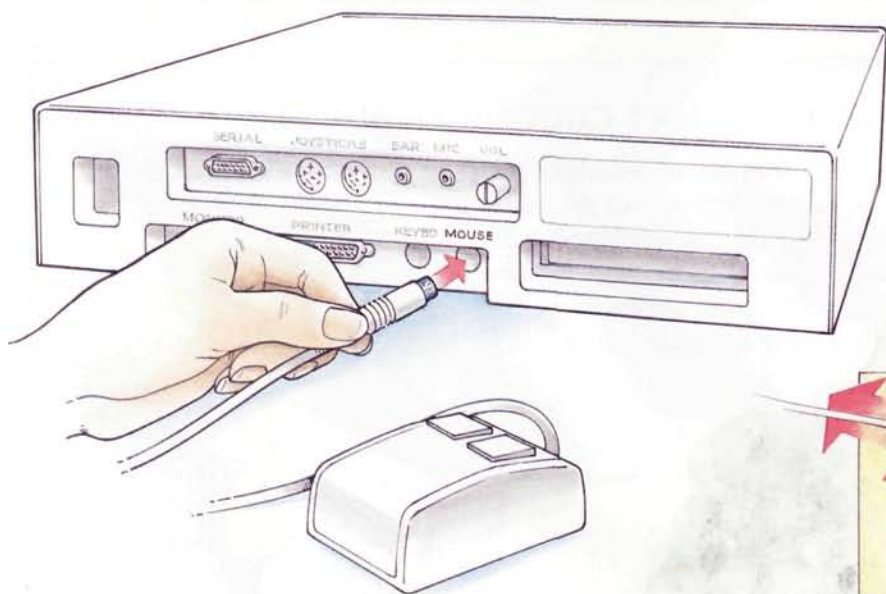
Techniques Box

Mouse Basics

To Point: Move the mouse along a table top until the tip of the pointer is where you want it.

To Click: Quickly press and release the left mouse button.

To Double Click: Click the left mouse button twice in rapid succession.

To Drag: Hold down the left button while moving the mouse.

To SHIFT-Click: Hold down the SHIFT key and click the left mouse button.

Use the Mouse with Arrow Icons

Arrow icons (graphic representation of an arrow) appear on the menu bar, in list boxes, and other appropriate places in some applications. Click on an arrow icon to move the cursor in the direction of the arrow.

Use the Mouse with Menus

1. Point to the appropriate menu button on the menu bar.
2. Click the mouse button.
3. Point to the option you want to choose.
4. Double click the mouse button.

or

1. Point to the appropriate menu button on the menu bar.
2. Hold down the left mouse button, drag the mouse to open the menu, and highlight the desired option.
3. Release the mouse button.

Use the Mouse with Dialog Boxes

• Point to the desired field or button, and click.

If you click on a field that requires that you type information, the cursor appears there so that you can type.

If you click on a button, the button is chosen.

If you click on a check box, the box is checked (or unchecked).

Use the Mouse to Highlight

1. Point to the place you want to begin highlighting.
2. Drag the pointer to the end of the information you want to highlight.
3. Release the button.

To remove the highlighting, simply click the button.

Add a Mouse for "Point and Click" Convenience!

Add a mouse to your RL DeskMate System to make DeskMate even easier to use. By simply rolling the mouse across your desk, you can make the cursor fly from one menu to the next, and make selections with a click of the mouse's button. A mouse also makes it simpler to move around in the Home Organizer application, Text documents, and provides you with greatly enhanced precision in DeskMate's Draw application.
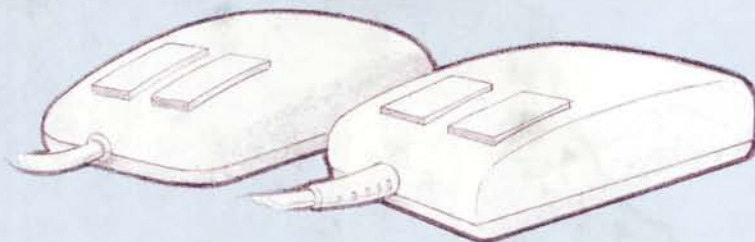
Getting Help

Although DeskMate is easy to use, you might occasionally need more specific information than is covered in this magazine. DeskMate's help system is built into the software. This system offers different levels of help, from general to specific, to meet any of your needs.

DeskMate's help is available anywhere in DeskMate. Simply press the **F1** key. Depending on the screen you are using when you press **F1**, or where you position the cursor, information appears to assist you. Not only is DeskMate's help easy to access, but it is also easy to get out of and right back to where you were. Simply press **ESC** until you exit Help.

General Help

General Help appears when you press **F1** without selecting something specific on the screen. General Help presents a group of tasks and topics related to your present location on the screen. You can choose a specific box (task or topic) by using the arrow keys to move the cursor. The cursor on this screen is the dotted box.

When you press **F1** from the desktop screen, specific information about what is currently highlighted on the screen appears. Pressing the **F1** key again accesses General Help.

Cursor — Task/Topic boxes
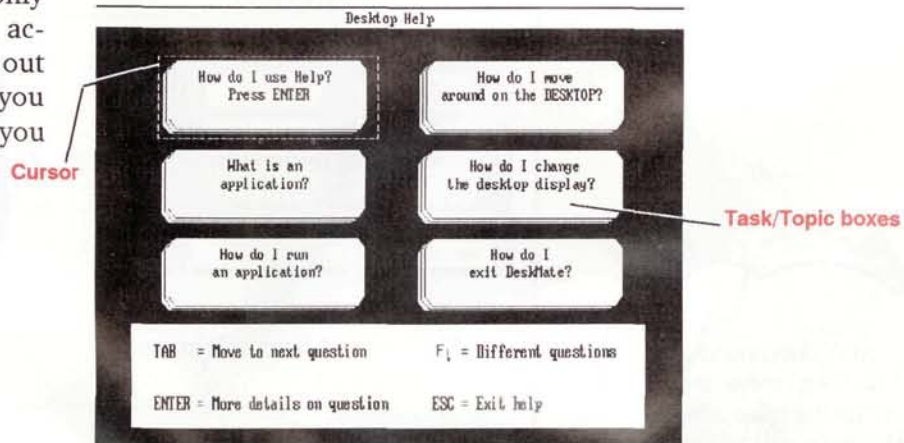
If you don't see the task or topic you need on the first screen, you can continue to display additional task/topic boxes by simply pressing **F1**.
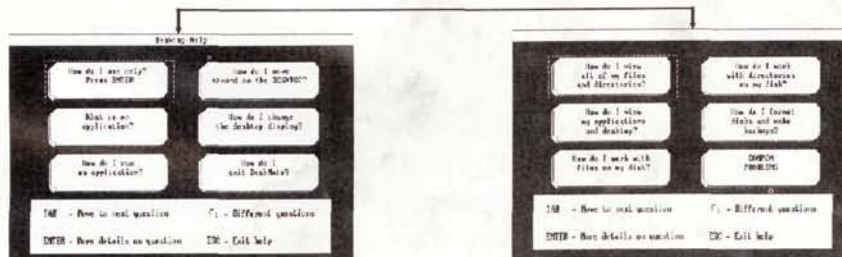
Once you see the task/topic box you want, press **ENTER** to display specific information and instructions for that task or topic. Depending on the box you choose, DeskMate displays:

- **Additional task/topic boxes**
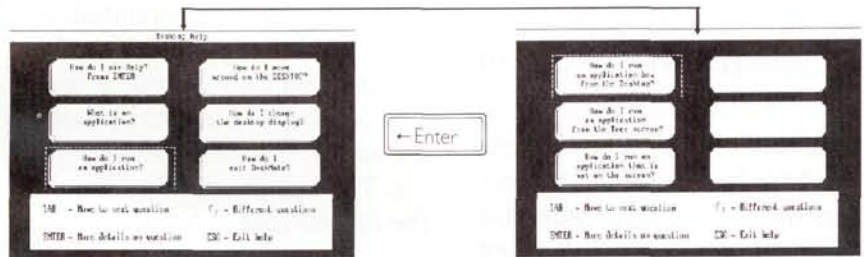
- **Step-by-step instruction boxes**
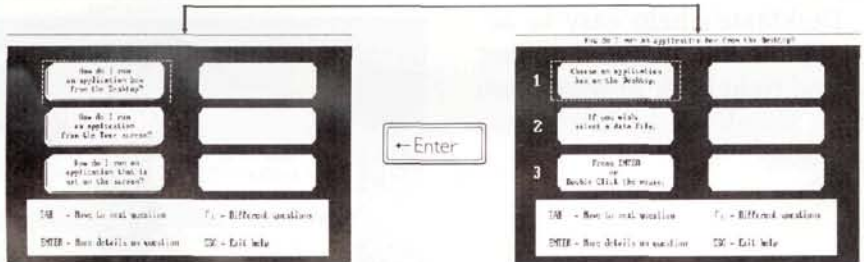
- **Or, an information box**
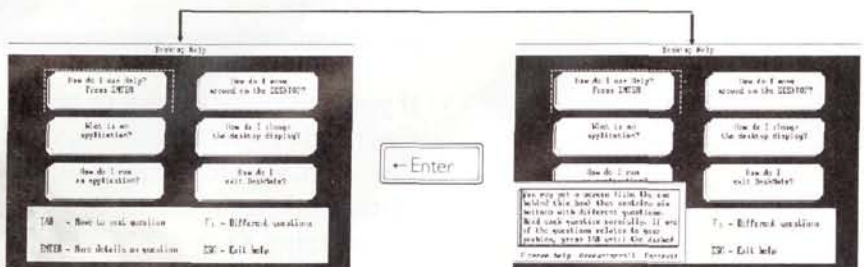
The information box is the most specific help you can get on a task or topic, but if you still need help, press **F1** again. You will either see additional information in the box or return to the first general task/topic screen so that you can review the list of tasks and topics again.

Quick Reference Help

Quick Reference Help gives you information about menu options, dialog boxes, and message boxes. When one of these elements appears on the screen, simply press **F1** to access DeskMate's help. Information about the option appears in the lower, left corner of the screen as shown in these examples:

- **Menu option**
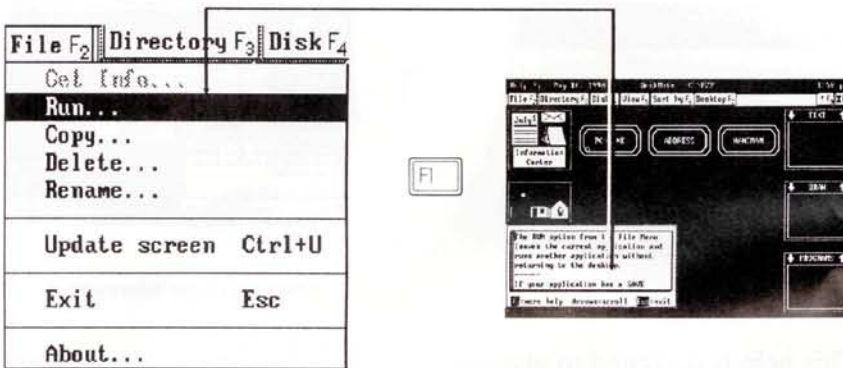
- **Dialog box**
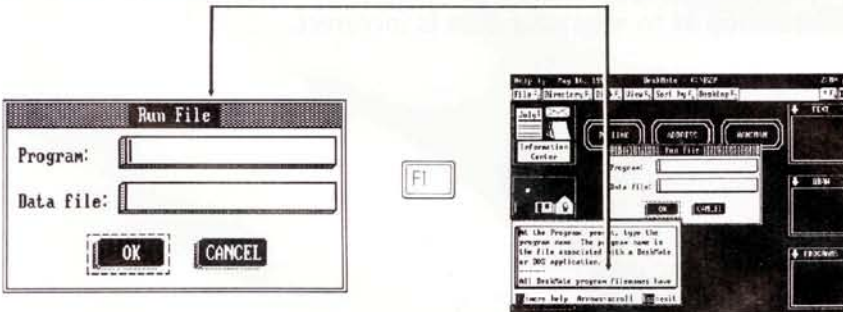
- **Message box**
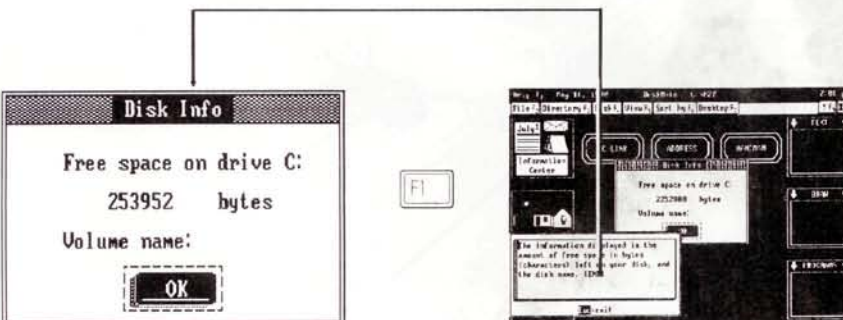
Problem Solving Help

Problem Solving Help appears if you press **F1** when an error message is displayed on the screen.

Error message
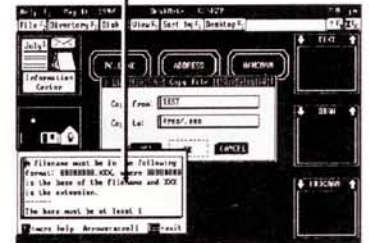
Error message information

This help is designed to give you information or instructions about the error you made while performing a task. For example, if you enter incorrect data in a dialog box, Problem Solving Help gives you information as to why your data is incorrect.

DeskMate's Beginner's Lessons (Tutorials)

Beginner's Lessons for most of the DeskMate applications are available to teach you specifics about an application. However, you can only run a lesson from the desktop. To access a lesson, use the arrow keys to highlight the Teach Me box, and then press ENTER. A menu appears listing the available lessons. To run a lesson, highlight it and then press ENTER. Your step-by-step exercise begins.

To exit a lesson, press ESC. Press ENTER to confirm the exit and return to the lesson menu. From there, you can select Exit This Lesson (or press ESC) to return to the list of lessons. Press ESC again to return to the desktop.

Techniques Box

Select Menu Options

1. Press a function key (F2-F10).
2. Press ↓ to highlight the desired option.
3. Press ENTER.

Move around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)

- **ENTER** automatically selects OK.

- **ESC** automatically cancels the operation.

Cursor
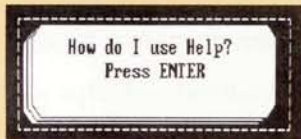
How do I use Help?
Press ENTER   Dotted box

ENTER and F1 Key

← Enter   Selects a specific
                 Task/Topic box

F1   Displays additional
                 Tasks/Topics boxes

Types of Help Boxes

Task/Topic Boxes

What is an
application?

How do I run
an application?

Step-by-step boxes

1   Choose an application
    box on the Desktop.

2   If you wish,
    select a data file.

Information box

The Text application is a simple
word processor that lets you prepare
letters, memos, notes, or anything
else you might normally use a
typewriter to produce.

F=more help Arrows=scroll Esc=exit
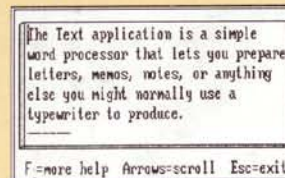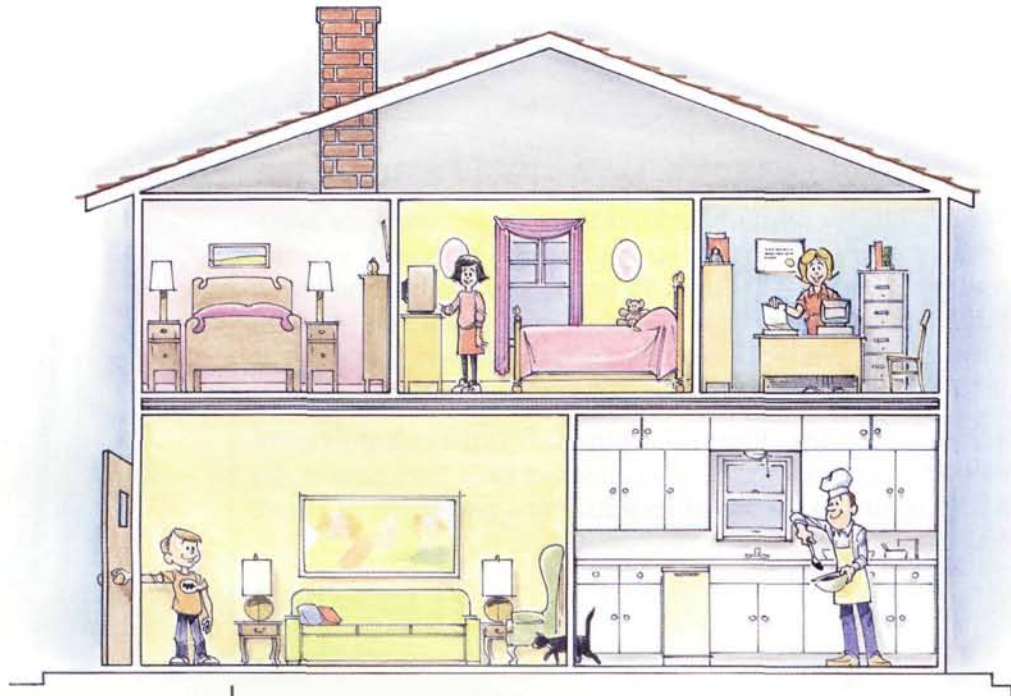
Home Organizer

Home Organizer is a DeskMate application designed to help you with every aspect of your busy lifestyle. This application provides a series of solutions that can help you with some of your most common, every day tasks — from planning dinner to investing your money.

The categories in the Home Organizer application include:

- Information Center — Provides a handy place to view several types of information at once, such as a calendar, phone numbers, messages, and notes.

- Personal — You can itemize your belongings for insurance purposes, record helpful maintenance information, and keep track of hobby collections. You can also keep a personal diary and plan a vacation or trip.

- Kitchen — Lets you keep recipes, plan menus, and even prepare a grocery list.

- Financial — Helps you plan and organize your financial records, balance your checkbook, and figure loan payments.

To open the Home Organizer application from the desktop, select the Home Organizer icon.

Home Organizer icon

After you select this icon, the Selector screen appears.

Categories

Solutions

Description of highlighted solution
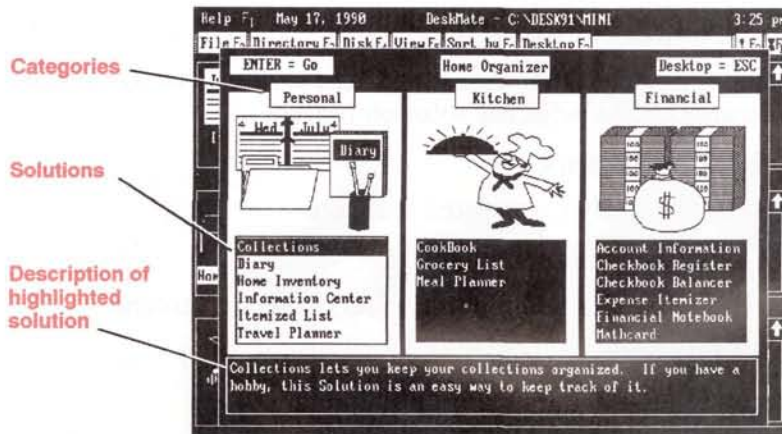
This screen lets you move quickly between the three Home Organizer categories and their individual solutions.

To select a category:

1. Press **TAB** until the marker is within the category that you want to use.

2. Use the ↑ or ↓ arrow key to move the marker to the solution you want to select.

3. Press **ENTER** to choose the solution.

Getting Around in the Home Organizer

You can move around the screens in the Home Organizer application the same way you would in any other DeskMate application. Buttons and dialog boxes are commonly used to move and relay information. Each solution also has its own menu bar with menus from which you can choose various options. In addition to these common DeskMate features, the Home Organizer application offers a *Navigation bar* at the bottom of each solution screen.

You can select the Go to Navigator option on the File Menu (**F2**) to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the desired selection, and press **ENTER**.

To more quickly move to the Navigation bar, you can use the accelerator for the Go to Navigator *option. Simply press* CTRL+G.

Navigation bar

Goback icon **Solution buttons** **Home Organizer icon** **Desktop icon**

The Navigation bar lets you move quickly between solutions. There are three ways that you can use the Navigation bar to move from one solution to another:

- **The Goback Solution icon**

  Returns you to the solution you were previously using, which is indicated on the adjacent solution button.

- **Solution buttons**

  Take you directly to a related solution.

- **Home Organizer icon**

  Returns you to the Home Organizer's Selector screen.

- **Desktop icon**

  Returns you to DeskMate's desktop.

We recommend that you go through the Beginner's Lessons for the Home Organizer application. (To select the Beginner's Lessons, choose the Teach Me box on DeskMate's desktop screen.) Then, continue with this article to see how your family can use Home Organizer for all your household and personal needs.

Information Center

Throw away those old refrigerator magnets, note pads and clips! Now that you have DeskMate's Information Center, you can post a note, check your calendar and daily reminders at a glance, quickly find an important number, and get your messages — all conveniently from one place!

You can display the Information Center on the screen and use it as a bulletin board when you aren't working in another application.

To open the Information Center:

The Information Center appears as an icon on the desktop. Simply select it as you would any DeskMate application.

OR

Select the Home Organizer icon from any solution in Home Organizer, and then select the Information Center from the Selector screen's Personal category.

Let's follow a "typical" family, the Andersons, and see how they use the Information Center to coordinate everyone's busy schedules. They have solved a problem that concerns us all — communicating!

Read on to see how Sylvia Anderson spends her lunch break.

Lunch With a SUPERMOM!

Sylvia Anderson dashes into the house with only a few minutes between appointments to grab a bite of lunch. Lately, her schedule has given new meaning to the word "Supermom!"

She sighs as she turns on the microwave to heat her lunch and wonders how Grandmother ever got by without these modern conveniences. Of course, Grandmother didn't have a demanding career, two children in schools miles apart from each other, and a schedule that would make an Olympic athlete pant.

Sylvia glances at another modern convenience — the family's recently acquired RL DeskMate System. On the screen is DeskMate's Information Center.

Menu bar

Monthly calendar

Important numbers list

| Help F₁ | May 6, 1990 | Information — Center | 2:28 pm |

Daily reminders

Message board

Scratch pad

Navigation bar   Home Organizer icon   Desktop icon
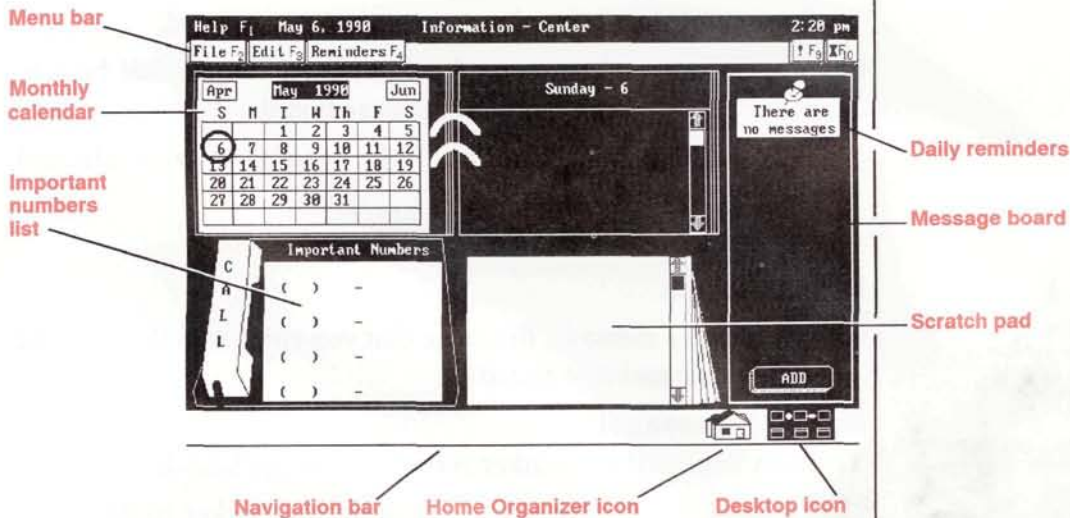
The colorful screen is now a familiar sight in the little kitchen nook where Sylvia takes care of all her personal business. Everyone in the family knows where to check for messages now, and even her teenagers, Jessica and Brian, remember special events and appointments without the usual nagging!

Message Board

The Message Board lets you post messages for up to six names.

Name of person with posted message

Add a message button
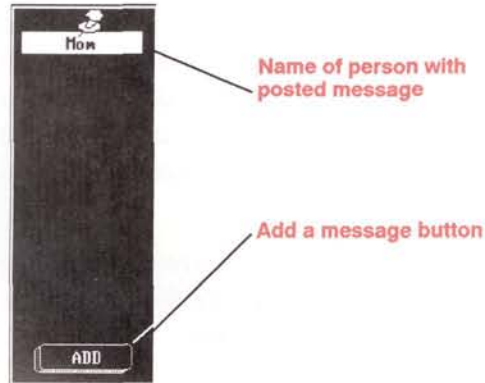
Press **TAB** until the marker is on the message board.

Sylvia sees a message to her from one of the children, and she remembers that she needs to leave a message for her husband, Richard.

Send a message:

1. Press **TAB** until the marker is on the message board.

2. If necessary, press **TAB** until the marker is on the Add button. Select the Add button on the message board.

3. Type the correct information in the To: and From: fields, and then type your message.

4. Press **TAB** to move the marker to the OK button.

5. Press **ENTER**.

After you send a message, the name that you entered in the To: field appears on the message board.

Select a message:

1. Press **TAB** until the marker is on the message board.

2. Press ↓ or ↑ to move the marker to the name that you want to select.

3. Press **ENTER** to see the message.

4. After you view the message, use ← or → to move the marker to the appropriate button.

5. Press **ENTER**.

Removes the message from the board

See the previous message (if any)

See the next message (if any)

Leave the message screen


```
Read Message
From: Brian              Date: 05-06-1990
Message 1 of 1           Time:    2:27 pm

I don't have a ride home - so please pick
me up at 6 after basketball practice!




  REMOVE      PREV      NEXT      CANCEL
```

Print messages:

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

2. Press ↓ until the Print messages for: button is underlined.

3. Press the space bar to select the button.

4. Press **TAB** to move the cursor to the Name field, and type the name for whom you want messages printed.

5. Press **ENTER**.

6. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.

7. Press the space bar to select the button.

8. Press **ENTER**.

Brian's message says that he needs a ride home, but Sylvia is giving a dinner party at the time she is supposed to pick up Brian, so she calls her neighbor, Sue Ann, for help.

Important Numbers

The Important Numbers box lets you see names and telephone numbers at a glance. It is a convenient place to record emergency numbers for a baby sitter or anyone in your house that might need a number in a hurry.

Press **TAB** until the marker moves to the Important Numbers list.

Sue Ann is Sylvia's next door neighbor, so Sylvia has her number readily available on the Important Numbers list in case of an emergency. She just picks up the phone and calls — no more searching for numbers.

Add a name and number:

1. Press ↓ to move the marker to the first available line on the Important Numbers box, and type the name.

2. Press ↓ to move the marker to the line beneath the name and type the phone number.

   Note: If you want to add the area code to a phone number, press **SHIFT+TAB** to move the marker back to the parentheses, and type the area code.

Call a number:

- If you have a modem for your computer, use ↓ or ↑ to move the marker to the number you want to call, and press **CTRL+C**, or if you have a mouse, simply click on the telephone handset. The number is automatically dialed for you.

"I'll be glad to pick up Brian for you, Sylvia," said Sue Ann.

Area code

Important Numbers

Name

EMERGENCY
( )   -911

Phone number

Dr. Tidwell
( ) 555-8989

Sue Ann Barton
( ) 555-7890

Sylvia's car phone
( ) 555-0303

Telephone handset
(automatic dialer)

Monthly Calendar/Daily Reminders

The Calendar/Daily Reminder area of the Information Center lets you plan and view daily schedules. You can add annual occasions to your daily reminders and also keep track of important meetings and appointments.

"While I've got you on the phone, Sylvia, do you know if the Neighborhood Crime Watch meeting is this Saturday or next?"

Month bar

Previous month

Next month

Today's date

Annual occasion

Daily reminders

Scroll bar
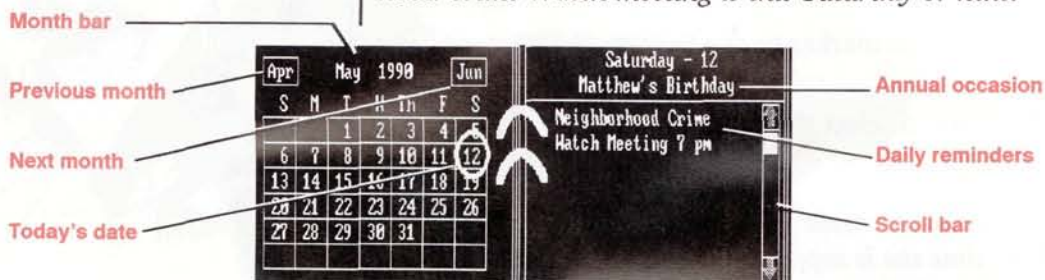
Press **TAB** until the marker is on the monthly calendar.

Again, Sylvia doesn't have to leave the Information Center to give Sue Ann her answer about the Crime Watch meeting. All the information is at her fingertips.

Check daily reminders:

● Use the arrow keys to move the circle to the day on the monthly calendar for which you want to see daily reminders.

The events on the daily reminder automatically change for the chosen day.

"The meeting is tomorrow, Sue Ann."

"Thanks, Sylvia. Will you do me a favor and call Mike today to confirm that he can still speak to the group?"

"Sure thing — and don't forget my son tonight!"

Change a Calendar Month:

● Press **PG UP** to display the previous month.

● Press **PG DN** to display the next month.

Calendar Accelerators

● **CTRL + ←** moves the marker to the beginning of the week.

● **CTRL + →** moves the marker to the end of the week.

● **HOME** moves the marker to the first day of the month.

● **END** moves the marker to the last day of the month.

Scratch Pad

The scratch pad lets you jot a quick note that remains on the Information Center (and the Corkboard Accessory (**F10**)) until you remove it.

Press **TAB** until the marker moves to the scratch pad.

After Sylvia quickly jots herself a reminder on the scratch pad, she knows that she'll remember to make the call.

Write on the scratch pad:

- Simply type the message. (The words automatically wrap to the next line as you type.)

Erase a note:

- Press **BACKSPACE** or **DELETE**

       OR

- Select Undo from the Edit Menu (**F3**).

The buzz from the microwave signals Sylvia that her lunch is ready, and she smiles to herself, amazed at how fast she was able to complete her business with the Information Center. She shrugged. "Guess it really isn't so tough being a Supermom, after all!"
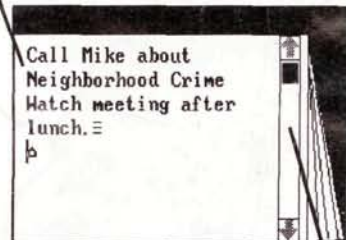
Personal

Think of the Home Organizer's Personal category as your personal secretary — ready at your beck and call to provide you with personal attention and to help you organize your personal possessions. You can use it to:

- Keep an inventory of household possessions for insurance and maintenance purposes

- Make detailed lists of possessions such as jewelry and clothing, keep maintenance records on larger items such as cars and appliances

- Plan your trip — provide an itinerary, what to pack — and then print it out

- Keep a personal diary — with a password for privacy

- Record information about collections of items such as stamps, coins, records, and videos

- Return to the Information Center quickly

This ·tion   me Organizer article helps you get acquainted with ll of   .e advantages that the Home Organizer's Personal categor·¹   o offer.

Let's Get Organized!

For years the Andersons have attempted to keep records of their belongings, car maintenance on two cars, and various collections of each family member. The lists of possessions and collections had mushroomed to unmanageable proportions and were increasingly difficult to maintain.

Now, the Andersons are organized — thanks to the Home Organizer's Personal category. This section lets you see how they use each Personal solution to keep everything in order.

Collections

Use Collections in Home Organizer's Personal category to organize such things as coins, stamps, videos, and records.

Brian Anderson is an avid record collector. He keeps track of his collection by recording his "finds" in the Personal category's Collection solution.

Select Collections from the Personal category on the Selector screen. If the Collections solution appears on the Navigation bar, you can press **CTRL+G** (or select the Go to Navigator option on the File Menu (**F2**)) to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Collections button, and press **ENTER**.

```
▒▒▒▒▒ Open File ▒▒▒▒▒
 Open File: [              ]
 C:\DESK91\MINI

 ↓ ┌ Files ┐ ↑   Extension
   [..]             ┌──┐
   [A:]             │COL│
   [B:]             └──┘
   [C:]          ┌ ─ ─ ─ ┐
                 │  OK   │
                 └ ─ ─ ─ ┘
                 ┌───────┐
                 │CANCEL │
                 └───────┘
```
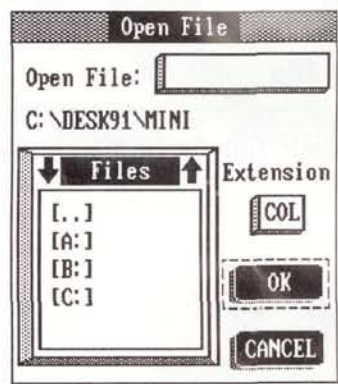
This is where the names of your collection(s) appear after you set them up.

*The Collections solution has an added feature that lets you **password-protect** your collections files. For instructions, see "Password-protect your Collections" in the Additional Collections Tasks box.*

If you are setting up your first collection or a new collection, follow the instructions in "Create a new collection" below.

If you are opening a collection file that you have already set up, follow the instructions in "Open a collection file."

Create a new collection

Note: If you are currently working in a collection, you can select New collection from the File Menu (**F2**) to begin a new collection.

1. Press **ESC** at the Open File dialog box.

   You are asked if you want to create a new collection.

2. Use ← or →, if necessary, to move the marker to YES, and press **ENTER**.

3. Type the name you want to use for the collection (for example, Videos or Records).

4. Press **ENTER**.

   You are asked if you want to divide your collection into categories.

5. If your collection is large enough to divide into categories, use ← or → to move the marker to YES and press **ENTER**. Then, follow the instructions in "Divide collection into categories."

   OR

   If your collection is small, and you don't want to divide it into categories at this time, use ← or → to move the marker to CANCEL, and press **ENTER**. Then, follow the instructions in "Define labels."

Open a collection file

1. At the Open File dialog box, press ↓ or ↑ to move the marker to the name of the collection in the Files list box that you want to see.

2. Press **ENTER**.
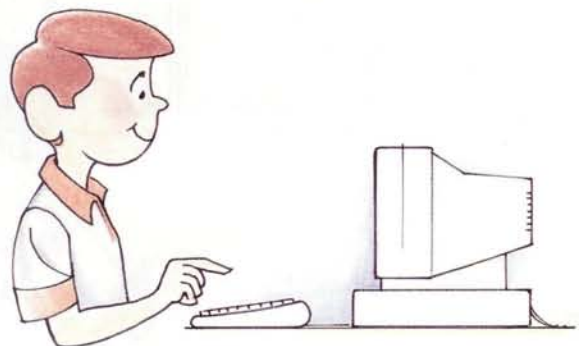
Your collection information appears. See the Additional Collections Tasks box to learn how to manage your collection.

Divide collection into categories

If you chose to divide your collection into categories, the following dialog box appears:

```
┌──────────────────────────────────────────────┐
│▒▒▒▒▒▒▒▒▒▒▒ Define Categories ▒▒▒▒▒▒▒▒▒▒▒│
│                                                │
│  Define the categories    ┌Classical──┐      │
│  you would like your      └───────────┘      │
│  collection to contain.   ┌Jazz───────┐      │
│                           └───────────┘      │
│                           ┌Rock───────┐      │
│  Press MORE to list       └───────────┘      │
│  more categories.         ┌Country────┐      │
│                           └───────────┘      │
│                           ┌Blues──────┐      │
│                           └───────────┘      │
│                              ┌──────┐        │
│                              │ MORE │        │
│                              └──────┘        │
│    ┌────────┐             ┌────────┐         │
│    │   OK   │             │ CANCEL │         │
│    └────────┘             └────────┘         │
└──────────────────────────────────────────────┘
```

1. Type the name you want to give the first category.

    For example, if you are setting up a record collection, the first category might be Classical.

2. Press ↓ and continue to type the categories.

    Note: If you need to add more categories, press **TAB** to move the marker to the MORE button and then press **ENTER**. Five more blank category fields appear.

3. When you are finished adding categories for your collection, press **TAB** until the marker moves to the OK button.

4. Press **ENTER**.

The Define Labels dialog box appears. See "Define labels" in this section for more information.

Define labels

You can define the labels you want to see for each "index card" in your collection. For example, if you have a record collection, you might want to set up your labels as shown below.

```
┌──────────────────────────────────────────────┐
│▒▒▒▒▒▒▒▒▒▒▒ Define Labels ▒▒▒▒▒▒▒▒▒▒▒▒▒│
│                                                │
│  Define the labels   ┌Title──────────┐       │
│  that you want to    └───────────────┘       │
│  appear on each      ┌Composer───────┐       │
│  card of your        └───────────────┘       │
│  collection.         ┌Artist─────────┐       │
│                      └───────────────┘       │
│                      ┌Label──────────┐       │
│                      └───────────────┘       │
│                      ┌Amount─────────┐       │
│    ┌──────┐          └───────────────┘       │
│    │  OK  │          ┌────────┐               │
│    └──────┘          │ CANCEL │               │
│                      └────────┘               │
└──────────────────────────────────────────────┘
```

1. Type the name you want to see on the first label.

2. Press ↓ and continue to type the names you want to see on the remaining labels.

Note: The Amount field always contains a $ for you to enter a dollar amount, but you can assign another label for the field if desired.

3. Press **ENTER**.

If you divided your collection into categories, a screen similar to the following appears:

Menu bar
Categories list box
Label (Field# 1) list box
Labels
Notes about displayed item
Navigation bar
Home Organizer icon
Desktop icon
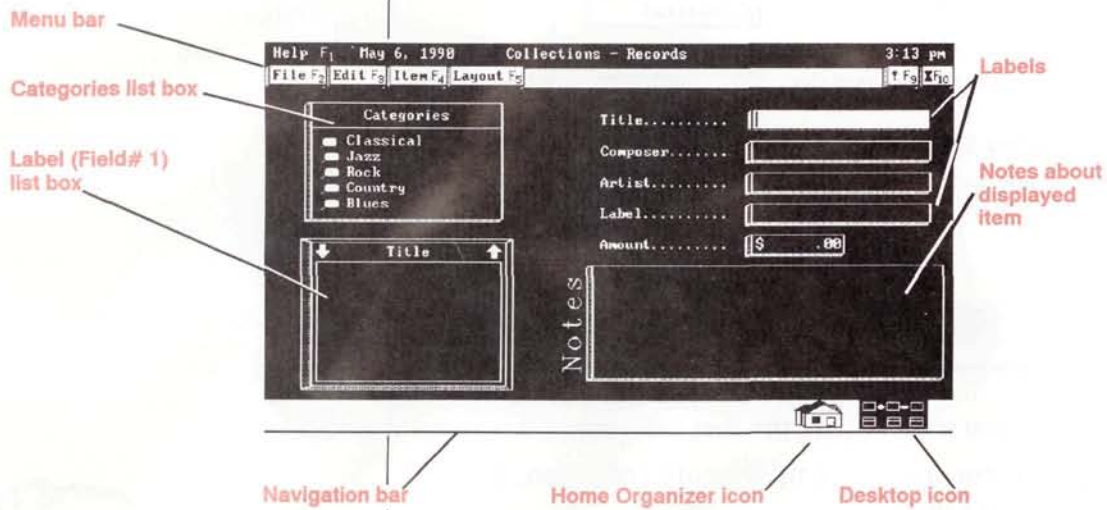
If you chose not to divide your collection into categories, the following screen appears:

Menu bar
Label (Field# 1) list box
Labels
Notes about displayed item
Navigation bar
Home Organizer icon
Desktop icon
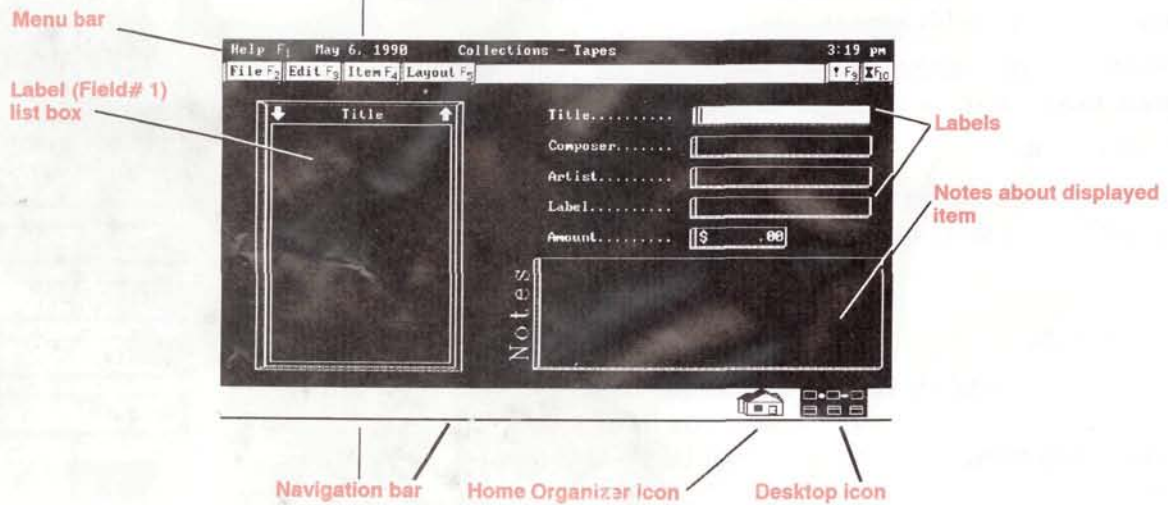
See the Additional Collections Tasks box for more information on managing your collection.

Additional Collections Tasks

Add a card

If your collection is divided into categories, be sure the correct category button in the Categories list box is selected.

1. Select Add from the Item Menu (**F4**).
2. Type the information you want for the card in the correct fields, pressing **TAB** to move between fields.
3. Select Add again if you want to add another card.
4. When you are finished adding items to your collection, press **CTRL+G** to automatically move the marker to the Navigation bar.
5. Use ← or → to move the marker to the desired button, and press **ENTER**.

Change a category

You can use this option only if your collection is divided into categories.

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box. Use ↓or ↑to move the marker to the category you want to change, and press the space bar to select it.
2. Press **TAB** to move the marker to the Title box.
3. Use ↓or ↑to move the marker to the title of the card for which you want to change the category.
4. Select Change category from the Item Menu (**F4**).
5. Use ↓or ↑to move the marker to the category in the Categories list box for which you want the card assigned.
6. Press **ENTER**.

The card can now be seen in the new category.

Define a category

Use this option if you want to add another category or change the name of a category. Also use this option if your collection has grown in size and you now want to set it up into categories.

1. Select Define category from the Layout Menu (**F5**).
2. If you want to change the category's name, use ↓or ↑ to move the marker to the category you want to change. Then, type the new name.

   If you want to add a category, use ↑to move the marker to the first blank category field.

   Note: If there are no blank category fields, press **TAB** to move the marker to the MORE button, and press **ENTER**.
3. When you are finished, press **TAB** until the marker moves to the OK button, and press **ENTER**.

You return to the Collections screen.

Delete a card

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box. Use ↓or ↑to move the marker to the category that contains the card you want to delete.
2. Press **TAB** to move the marker to the Title box.
3. Use ↓or ↑to move the marker to the card in the Title box that you want to delete.
4. Select Delete from the Item Menu (**F4**).

5. Press **ENTER**.

The card you chose and all its corresponding information are removed.

Find a card

1. Select Find from the Item Menu (**F4**).
2. Type the title of the card you want to find.
3. Press **ENTER**.

   The first card in the collection that matches your description is highlighted in the Title box.
4. Select Find next to see the next card that matches your description.

Password-protect your Collections

The first time you select the Collections solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

To password-protect your Collections:

1. Type the password you want to use at the Type the password: prompt.
2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Collections solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not want to assign a password to your Collections files. The Password dialog box will no longer appear when you select the Collections solution.

Print collection information

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box. Use ↓or ↑to move the marker to the category that contains the information you want to print.
2. Press **TAB** to move the marker to the Title box.
3. Use ↓or ↑ to move the marker to the name of the card in the Title box that you want to print.
4. Select Print from the File Menu (**F2**).
5. Use ↓or ↑ to move the marker to a button that lets you print only the card you highlighted or all cards in the collection.
6. Press the space bar to select the button.
7. Press **ENTER**.

   All information on the card(s) you chose is printed.
8. Use ↓or ↑to move the marker to the Screen, Printer, or File button.
9. Press the space bar to select it.
10. Press **ENTER**.

Redefine labels

1. Select Define labels from the Layout Menu (**F5**).
2. Type over the current labels with the correct information.
3. When you are finished, press **ENTER**.

You return to the Collections screen, and the labels appear as you changed them.

Diary

Use the Diary as a daily journal to write your thoughts, ideas, or the day's events.

*Jessica Anderson uses the Home Organizer's Diary to record daily thoughts and happenings. Jessica knows that no one else can unlock her diary without the special password that only **she** knows!*

Select Diary from the Personal category on the Selector screen, or press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Diary solution button, and press **ENTER**.

Menu bar

Help F₁   May 6, 1990   Personal - Diary   3:22 PM
File F₂ Edit F₃ Search F₄   ↑ F₉ ↓F₁₀

Personal Diary

Type in your name :   ← Name field
and your password :   ← Password field

UNLOCK DIARY   ← UNLOCK DIARY button

Collections

Solution button   Navigation bar   Home Organizer icon   Desktop icon
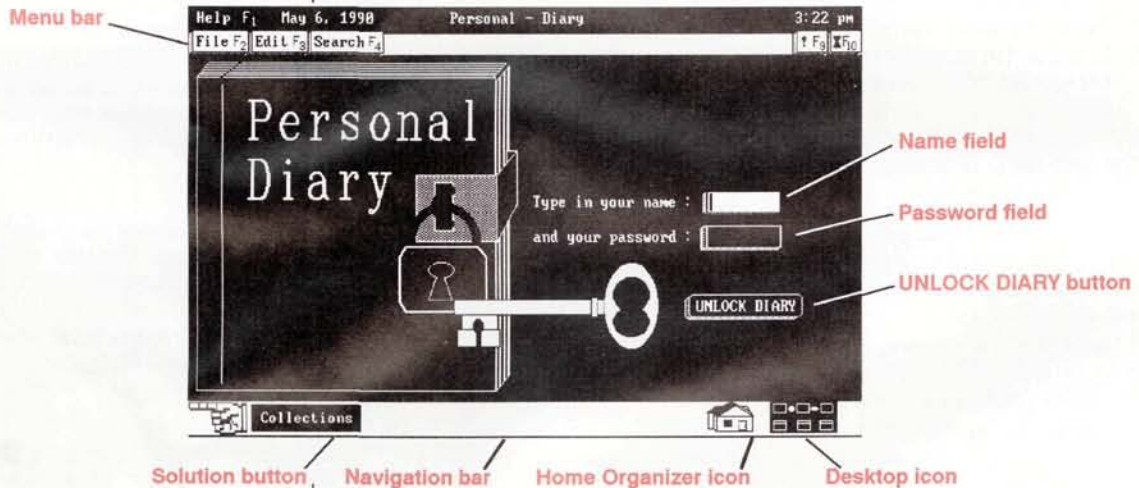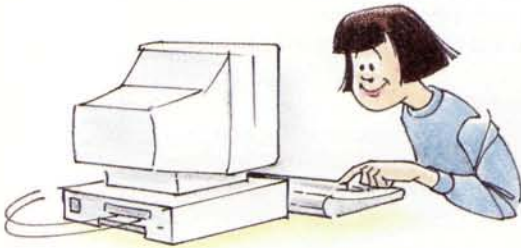
Create a new diary

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

   Note: If this is the first diary, you don't have to select New. The cursor is already in the Type in your name field.

2. Type your name.

3. Press **TAB** to move the marker to the Password (key) field, and type the password that you want to use for your diary.

4. Press **TAB** to move the marker to the UNLOCK DIARY button.

5. Press **ENTER**.

Menu bar — Help F1 May 6, 1990 · Personal – Diary · 3:28 pm
File F2 | Edit F3 | Search F4 | ↑F9 Σ⌂0

Monthly calendar

Today's date (circled)

Jessica's Diary

Apr	May	1990			Jun	
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	(14)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TODAY'S DATE

Monday – 14

Dear Diary,

I'm so excited about school being almost out for the summer.

Todd's parents just bought a new ski boat, and he wants to take me skiing the first weekend of the summer!

I hope Mom and Dad will let me go...

Daily journal

Collections

Solution button · **Navigation bar** · **Home Organizer icon** · **Desktop icon**

When the diary is "unlocked," you see a calendar for the current month with the day's date circled. There is also a space to type your comments. As you type, the text automatically wraps to the next line.

Next time you open the diary, simply type your name and the password and "unlock" the diary. Remember, *no one* can open your diary without the correct password.

Additional Diary Tasks

Change the month

- **PG UP** displays the previous month.
- **PG DN** displays the next month.

Change the password

Your diary must be unlocked to change the password.

1. Select Change password from the File Menu (**F2**).
2. Type the new password.
3. Press **ENTER**.

Find an entry

Your diary must be unlocked to find an entry.

1. Select Find from the Search Menu (**F4**).
2. Type the entry you are searching for.
3. Press **TAB** to move the marker to the Search on days button.
4. Use ↓ or ↑ to move the marker to the button that lets you search before the displayed date or after the displayed date.
   The entry you described is displayed.
5. Select Find next from the Search Menu (**F4**) to find the next entry that matches the description you typed.
6. Press the space bar to select the button.
7. Press **ENTER**.

Go to a specific date

Your diary must be unlocked to use this option.

1. Select Go to date from the Search Menu (**F4**).

2. Type the date you want to see.
3. Press **ENTER**.

Open a diary

1. Select Open from the File Menu (**F2**).
2. Use ↓ or ↑ to move the marker to the Diary name in the Files list box that you want to open.
3. Press **ENTER**.
4. Type the correct password.
5. Press **TAB** to move the marker to the UNLOCK DIARY button.
6. Press **ENTER**.

Print an entry in your diary

Your diary must be unlocked to print an entry.

1. Select Print from the File Menu (**F2**).
2. Use ↓ or ↑ to choose a button that lets you print only the information on the displayed day or days in a particular range.
3. Press the space bar to select the button.
4. If necessary, press **TAB** to move the marker to the starting and ending dates, and type the range of dates you want to print.
5. Press **ENTER**.
6. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
7. Press the space bar to select the button.
8. Press **ENTER**.

Home Inventory

The Home Inventory solution lets you keep a list of your possessions and important information about them.

The Andersons have discovered a new peace of mind since they now have a record of all their valuables for insurance purposes.

Select Home Inventory from the Personal category on the Selector screen. If Home Inventory appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigation bar. Then use ← or → to move the marker to the Home Inventory button, and press **ENTER**.
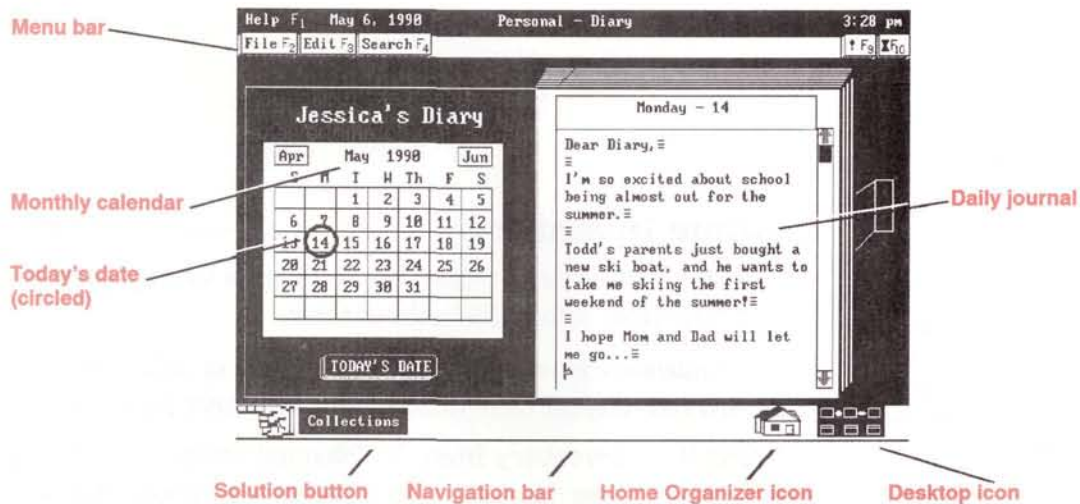
> *The Home Inventory solution has an added feature that lets you **password-protect** your Home Inventory. For instructions, see "Password protect your Home Inventory" in the Additional Home Inventory Tasks box.*

Menu bar

Items list box

Navigation bar

Name of inventory item

Location of item

Date purchased

Value of item

Serial number (if applicable)

Notes about inventory item

Solution buttons   Home Organizer icon   Desktop icon

Add a new item

1. Select Add from the Items Menu to display a blank inventory card.

   Note: When you enter your first item, you don't have to choose Add. The cursor is already located in the Item field of a blank card.

2. Type the requested information, pressing **TAB** after you complete each field.

3. Select Add to display another blank card.

4. When you are finished adding inventory items to your list, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to another solution button, and press **ENTER**.

> *It is a good idea to print your Home Inventory list and keep it in a safe place, such as a safety deposit box, away from your home.*

Additional Home Inventory Tasks

Delete an item

1. If necessary, press **SHIFT+TAB** until the marker moves to the Items list box.
2. Press ↓ or ↑ to move the marker to the item in the Items list box that you want to delete.
3. Select Delete from the Items Menu (**F4**).

The item is deleted from your inventory. If the item has an itemized list, that list is also deleted.

Find an item

1. Select Find from the Items Menu (**F4**).
2. Type the name of the item you are searching for.
3. Press **ENTER**.

   The marker highlights the first item that matches the description.
4. Select Find next from the Items Menu (**F4**) to see the next entry of the item that matches the description.

Password-protect your Home Inventory list

The *first time* you select the Home Inventory solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

> **Note:** If you have already assigned a password to your Itemized List solution, type the same password, since Itemized List and Home Inventory share the same information.

To password-protect your Home Inventory list:

1. Type the password you want to use at the Type the password: prompt.

2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Home Inventory solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not want to assign a password to your Home Inventory list. The Password dialog box will no longer appear when you select the Home Inventory solution.

Print an inventory item

1. If necessary, press **SHIFT+TAB** until the marker moves to the Items list box.
2. Use ↓ or ↑ to move the marker to the item in the Items list box that you want to print.
3. Select Print from the File Menu (**F2**).
4. Use ↓ or ↑ to move the marker to the button that lets you print the highlighted item, all items sorted by name, or all items sorted by location.
5. Press the space bar to select the underlined button.
6. Press **ENTER**.
7. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
8. Press the space bar to select the underlined button.
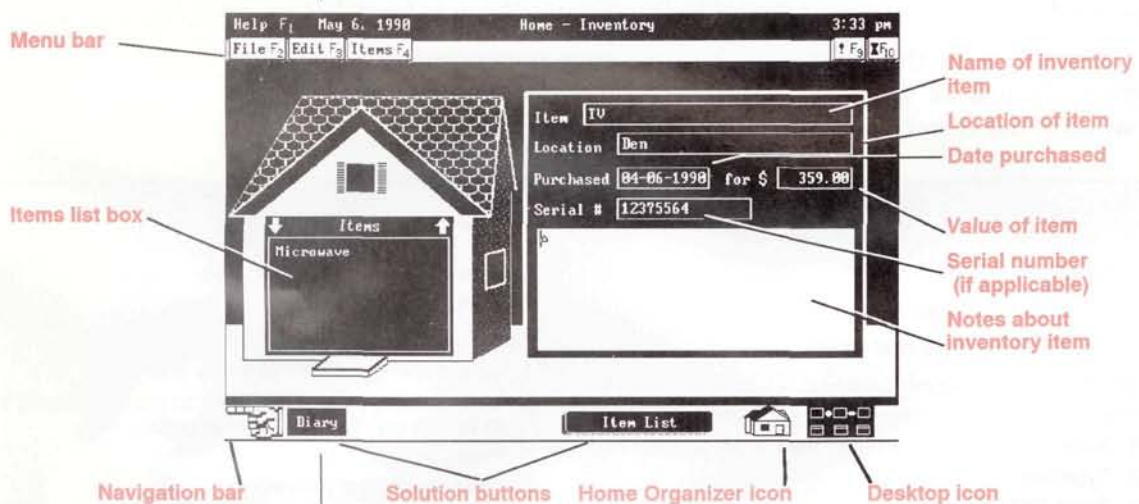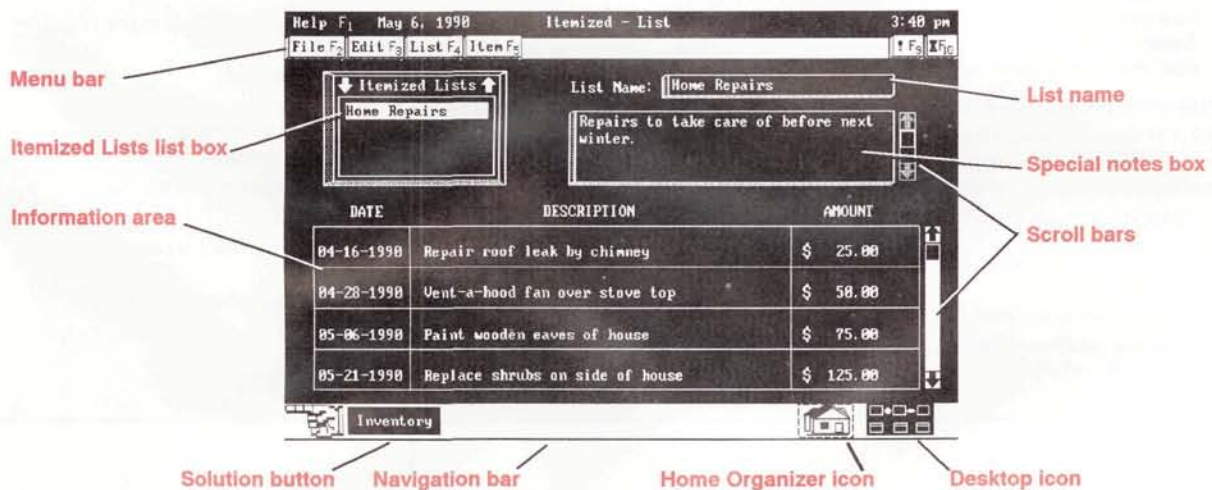9. Press **ENTER**.

Itemized List

Itemized List lets you create a detailed list especially for an item in your Home Inventory or create a "things to do" list for such chores as auto and home repairs.

Richard and Sylvia are using Itemized List to remind them of necessary home repairs.

Select Itemized List from the Personal category on the Selector screen. If Item List appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Item List button, and press **ENTER.**

Menu bar
Itemized Lists list box
Information area
List name
Special notes box
Scroll bars
Solution button   Navigation bar
Home Organizer icon   Desktop icon

The screen shows:
Help F1   May 6, 1990   Itemized – List   3:40 pm
File F2 Edit F3 List F4 Item F5
Itemized Lists   List Name: Home Repairs
Home Repairs
Repairs to take care of before next winter.

DATE	DESCRIPTION	AMOUNT
04-16-1990	Repair roof leak by chimney	$ 25.00
04-28-1990	Vent-a-hood fan over stove top	$ 50.00
05-06-1990	Paint wooden eaves of house	$ 75.00
05-21-1990	Replace shrubs on side of house	$ 125.00

Inventory

*The Itemized List solution has an added feature that lets you **password-protect** your Itemized List. For more instructions, see "Password-protect your Itemized List" in the Additional Itemized List Tasks box.*

Create a list for an inventory item

1. If necessary, press **SHIFT+TAB** to move the marker to the Itemized Lists box.

2. Use ↓ or ↑ to move the marker to the item in the Itemized Lists box for which you want to create a list.

3. Press **TAB** until the marker moves to the special notes box and type any information you want to record, such as place of purchase, warranty information, or a more detailed description of the list.

4. Press **TAB** to move the marker to the information area.

5. Type the date purchased (if not the current date), description of the item, and the dollar amount of the item, pressing **TAB** to move between fields.

6. Press ↓ to move to the next blank line, and add other items to the list.

7. When you are finished adding items to a list, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the solution you want to choose, and press **ENTER**.

See "Create a new list" if you want to create a list for a non-inventory item (for example, a home repairs list).

See "Add items to an existing list" in this section for instructions on how to return to a list and add more items.

Create a new list

1. Select New from the List Menu (**F4**).

2. A blank card appears.

3. Type the name you want to use for the list in the List Name field.

4. Press **TAB** to move the marker to the special notes box and type any information, such as place of purchase, warranty information, or a more detailed description of the list.

5. Press **TAB** to move the marker to the information area.

6. Type the date purchased (if different from the displayed date), description of the item, and the dollar amount of the item, pressing **TAB** to move between fields.

7. Press ↓ to move the marker to the next blank line and add other items.

8. When you are finished adding items to the list, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the solution you want to choose, and press **ENTER**.

See "Add items to an existing list" in this section for instructions on how to return to a list and add more items.

Add items to an existing list

1. If necessary, press **SHIFT+TAB** until the marker moves to the Itemized Lists list box.

2. Use ↓ or ↑ to move the marker to the name of the list to which you want to add an item.

3. Select Add to list from the Item Menu (**F5**).

   The marker moves to the first blank line available in the Information area.

4. Type the date, description, and dollar amount of the item you are adding to the list, pressing **TAB** to move between fields.

5. Press ↓to move to the next blank line, and continue to add items to your list.

6. When you are finished adding items to the list, you can press **SHIFT+TAB** to move the marker back to the Itemized Lists box and select another name, or press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to another solution, and press **ENTER** to select it.

Additional Itemized List Tasks

Delete a list

1. If necessary, press **SHIFT+TAB** until the marker moves to the Itemized Lists box.
2. Use ↓or ↑to move the marker to the name of the list that you want to delete.
3. Select Delete from the List Menu (**F4**).

The list and all the items it contains are deleted.

Delete an item from the list

1. If necessary, press **SHIFT+TAB** until the marker moves to the Itemized Lists box.
2. Use ↓or ↑to move the marker to the name of the list that contains the item you want to delete.
3. Press **TAB** until the marker moves to the information area.
4. Use ↓or ↑ to move the marker to the item in the information area that you want to delete.
5. Select Delete from list from the Item Menu (**F5**).

The item you chose is removed from the list, but all other items remain on the list.

Find an item

1. Select Find from the Item Menu (**F5**).
2. Type the description of the item you want to find.
3. Press **ENTER**.

   The program searches through all itemized lists until it finds and displays the item that matches your description.
4. Select Find next from the Item Menu (**F5**) to see the next item that matches your description.

Password-protect your Itemized List

The *first time* you select the Itemized List solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

Note: If you have already assigned a password to your Home Inventory solution, type the same password, since Home Inventory and Itemized List share the same information.

To password-protect your Itemized List:

1. Type the password you want to use at the Type the password: prompt.
2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Itemized List solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not want to assign a password to your Itemized List. The Password dialog box will no longer appear when you select the Itemized List solution.

Print an itemized list

1. If necessary, press **SHIFT+TAB** until the marker moves to the Itemized Lists box.
2. Use ↓or ↑to move the marker to the name of the list that you want to print.
3. Select Print from the File Menu (**F2**).
4. Use ↓or ↑ to move the marker to a button that lets you print the list you highlighted or the contents of all your itemized lists.
5. Press the space bar to select the underlined button.
6. Press **ENTER**.
7. Use ↓or ↑ to move the marker to the Screen, Printer, or File button.
8. Press the space bar to select the underlined button.
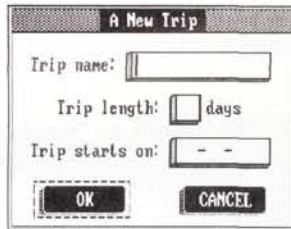9. Press **ENTER**.

Travel Planner

Use the Travel Planner to help plan your itinerary and travel arrangements. You can even organize your packing so that you know what you need to take for each day.

Sylvia often has to go out of town on business trips. She uses the Travel Planner to plan every aspect of her trip, and then prints out her itinerary to leave with her family.

Select Travel Planner from the Home Organizer's Selector screen. If Travel Planner appears as a solution on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Travel button, and press **ENTER**.

If this is the first time you've used Travel Planner, you access a default trip; otherwise, you access the last trip you worked with. To create a new trip, select New from the File Menu (**F2**). The New Trip dialog box appears.

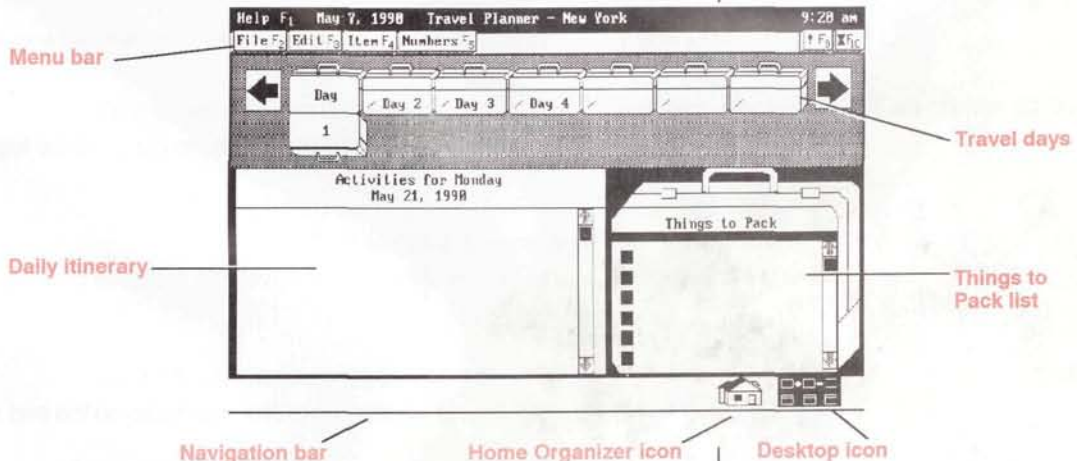Type the correct information, pressing **TAB** after you complete each field, and then press **ENTER**.

A "suitcase" represents each day of your trip. When you "open" a suitcase, a day's itinerary and a corresponding list of things to pack for the day appear.

Add activities to your itinerary

1. If necessary, press **SHIFT+TAB** to move the marker to the "suit-case" area.

2. Use ← or → to move the marker until the suitcase for the day you want to plan is open.

3. Press **TAB** to move the marker to the Activities box.

4. Type the itinerary for the day you chose.

5. When you are finished planning the itinerary for that day, you can choose another day, or press **TAB** to move the marker to the Things to Pack list. See "Add items to your Things to Pack list" for more information.

Add items to your Things to Pack list

1. If necessary, press **TAB** to move the marker to the "suitcase" area.

2. Use ← or → to move the marker until the suitcase for the day you want to add items is open.

3. Press **TAB** until the marker moves to the Things to Pack list.

4. Type a description of the item(s) you want to pack.

5. If you want to "check" the item, press **SHIFT+TAB** to move the marker to the checkbox for the item and press the space bar to "check" it.

Note: Press the space bar again to "uncheck" an item.

Travel Planner Techniques

You can use the following keys to accelerate the marker when you want to quickly move to another place on the screen.

Key	Action
← and →	In the suitcase area, these keys open different suitcases.
	In the Activities and Things to Pack areas, these keys move the cursor left and right.
PG UP and **PG DN**	In the suitcase area, these keys display the next and previous seven days.
	In the Activities and Things to Pack areas, these keys move the cursor to the top or bottom of the page/list.
Home	In the suitcase area, this key opens the suitcase for Day 1.
	In the Activities and Things to Pack areas, this key moves the cursor to the beginning of a line.
End	In the suitcase area, this key opens the suitcase for the last day of the trip.
	In the Activities and Things to Pack areas, this key moves the cursor to the end of a line.

If you are using a mouse, simply point and click on the appropriate day.

You can return to the Travel Planner and add activites and things to pack whenever you choose.

Helpful Numbers

The Travel Planner contains a list of helpful phone numbers that you can see immediately, without having to call Information or look up the number in the phone directory.

1. Select the Numbers Menu (F5).

   The menu includes numbers for major airlines, bus/rail, car rental agencies, and hotels.

2. Use ↓ or ↑ to move the marker to the category that contains the numbers you want to see.

3. Press ENTER.

   A list of numbers for the category you chose appears, and you can use ↓ or ↑ to scroll through the list until you find the number you want.

   Note: If you have a modem, you can automatically dial a highlighted number by pressing CTRL+C.

Additional Travel Planner Tasks

Change your travel plan

1. Select Change from the File Menu (F2).
2. Type the correct information for your travel plan.
3. Press ENTER.

The travel dates are automatically changed, and your Activities and Things to Pack lists are adjusted accordingly.

Delete an item on the Things to Pack list

1. Press TAB until the marker is on the Things to Pack list.
2. Use ↓ or ↑ to move the marker to the item you want to delete.
3. Select Delete from the Item Menu (F4).

Open another Travel Planner

1. Select Open from the File Menu (F2).
2. Use ↓ or ↑ to move the marker to the vacation plan you want to see.
3. Press ENTER.

Plan a new vacation

1. Select New from the File Menu (F2).
2. Type the requested information, pressing TAB to move between fields.
3. Press ENTER.

Print an itinerary

1. If necessary, press SHIFT+TAB until the marker moves to the "suitcase" area. Then, use ← or → until you highlight the day that contains the information you want to print.
2. Select Print from the File Menu (F2).
3. Use ↓ or ↑ to move the marker to a button that lets you print a specific day's information, only the itinerary (Activities), or only the Things to Pack list.
4. Press the space bar to select the underlined button.

   If you choose to print the packing list, you can choose whether you want to print all items or only the checked items. Press TAB to move the cursor to the Checked items only box, and press the space bar to choose this option.
5. Press ENTER.
6. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
7. Press the space bar to select the underlined button.
8. Press ENTER.

Remove a travel plan

1. Select Remove from the File Menu (F2).
2. Use ↓ or ↑ to move the marker to the name of the travel plan in the Travel Planner list box that you want to remove.
3. Press ENTER.

Kitchen

Have you ever wished your kitchen was better organized — and that you could remember the dish a special person had raved about so that you could fix it again? Have you ever made a trek to the supermarket and returned home only to find that you forgot an ingredient for the recipe you were preparing that night?

The Home Organizer's Kitchen category is the answer to all of your kitchen organization problems. You can quickly and effortlessly:

- Browse through recipes using the CookBook
- Look up recipes or add new ones
- Plan special menus
- Plan a grocery list using the menus and recipes

Continue with this section, and learn how the Andersons use the Kitchen category to plan a dinner party.

Guess Who's Cooking Dinner?

Richard and Sylvia Anderson always plan their dinner parties together, and because Richard loves to cook, he is the official family "chef." Sylvia's boss and a co-worker are bringing their spouses to dinner at 7 p.m. next Friday, so early in the week, Sylvia and Richard sit down to plan the menu and prepare a grocery list.
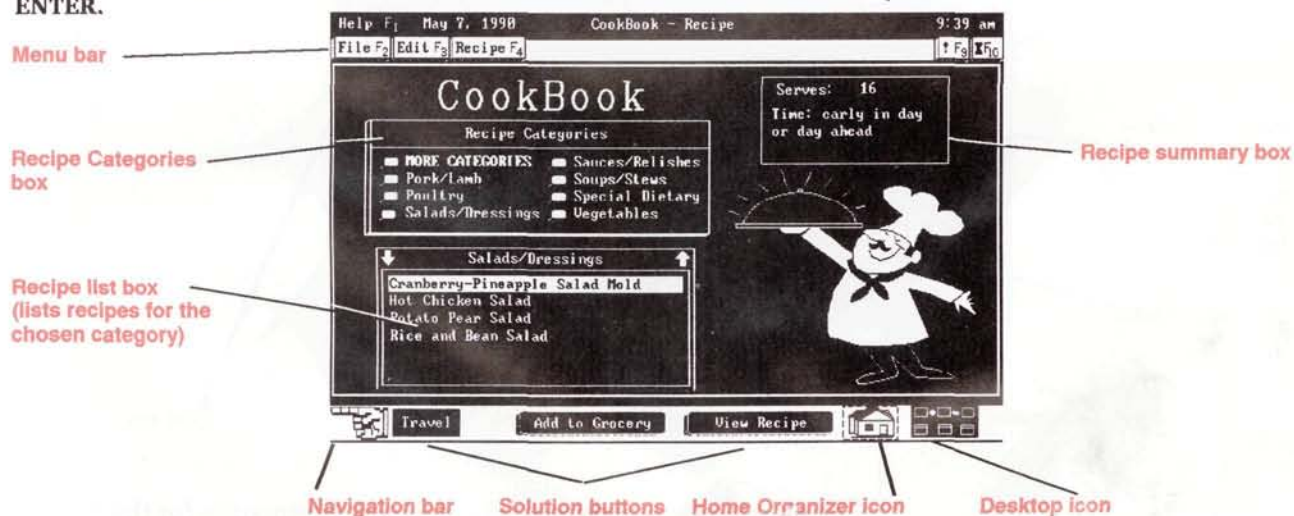
The menu for the dinner party must be time efficient. They both have to work all day Friday, and Sylvia has a late appointment, so they want recipes that take very little time to prepare or that can be prepared in advance.

CookBook

The CookBook stores your recipes in the same way that ordinary cookbooks organize recipes. CookBook categorizes recipes for easy retrieval, and you can see the ingredients and instructions just as if you were viewing them on 3 x 5-inch index cards.

Richard and Sylvia can select a recipe category and scan through titles to see a short summary for a highlighted recipe, such as preparation time and serving size. They can look at the recipes and customize a recipe for the correct number of people being served. The program automatically adjusts the recipe's ingredients.

Select CookBook from the Kitchen category on the Selector screen. If CookBook appears as a solution button on the Navigation bar, press **CTRL+G** (or select the Go to Navigator option on the File Menu (**F2**)) to automatically move the marker to the Navigation bar. Then, use ↓ or ↑ to move the marker to the CookBook button, and press **ENTER**.

Menu bar

Recipe Categories box

Recipe list box (lists recipes for the chosen category)

Recipe summary box

Navigation bar   Solution buttons   Home Organizer icon   Desktop icon

Browse through recipes

Browsing through the recipes helps you quickly see what is available.

1. If necessary, press **SHIFT+TAB** to move the marker to the Recipe Categories box.
2. Use the arrow keys to move the marker to the category for which you want to see the recipes.
   Note: Select the MORE CATEGORIES button to see other recipe categories.
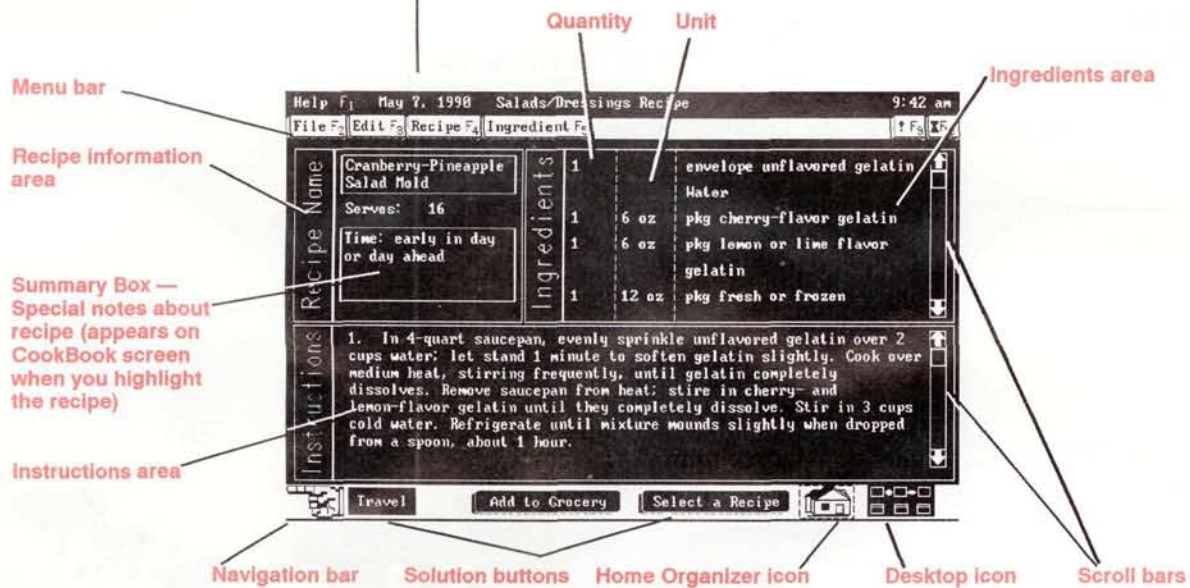3. Press the space bar to select the category.
   When you change a category, the recipe titles for the category appear in the recipe list box.

4. Press **TAB** to move the marker to the recipe list for the category you selected.

5. Use ↓ or ↑ to scroll through the recipes.

Notice that you see a short summary for each recipe in the recipe summary box as you scroll through the titles.

Select a recipe

1. Use ↓ or ↑ to move the marker to the recipe in the list box that you want to see.

2. Press **ENTER**.

Quantity Unit

Ingredients area

Menu bar

Recipe information area

Summary Box — Special notes about recipe (appears on CookBook screen when you highlight the recipe)

Instructions area

Navigation bar Solution buttons Home Organizer icon Desktop icon Scroll bars

This screen lets you see and record all the information for the recipes in the CookBook. You can add a recipe, assign it to a category, indicate the number of servings, and list ingredients and instructions.

Add a recipe to the CookBook

You can add a recipe from the CookBook screen or the Recipe screen.

1. Select Add from the Recipe Menu (**F4**).

2. Type the name of the recipe.

3. Press **TAB** to move to the CookBook Category area and use the arrow keys to move the marker to the correct category for the recipe.

4. Press the space bar to select the category.

5. Press **TAB** to move to the Number of Servings: prompt, and type the correct number of servings for the recipe.

6. Press **ENTER.**

A recipe card appears with the name of the recipe and the number of servings that you typed.

The cursor appears in the Ingredients area. Before you begin to add the ingredients, you might want to enter some special notes about the recipe. You can do this by pressing **SHIFT+TAB** to move the cursor to the summary box. After you type the information, press **TAB** to return to the Ingredients area.

7. Type the quantity, unit, and desciption of the first ingredient in your recipe, pressing **TAB** to move between fields.

8. Press ↓ to move the marker to the next line.

9. Continue to add the recipe's ingredients until all ingredients are added.

10. Press **TAB** to move the marker to the Instructions area, and type the instructions for the recipe.

You can select Add from the Recipe Menu (**F4**) again to enter another recipe or continue to another solution. Your recipe is saved automatically.

If you want to continue to another solution, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the desired solution, and press **ENTER.**

Additional CookBook Tasks

Add an ingredient

1. If necessary, press **SHIFT+TAB** to move the marker to the Recipe Categories box on the CookBook screen.

2. Use the arrow keys to move the marker to the category that contains the recipe to which you want to add an ingredient.

3. Press the space bar to select the category.

   A list of recipe titles for that category appears in the recipe list box.

   Note: Select the MORE CATEGORIES button to display other recipe categories.

4. Press **TAB** to move the marker to the recipe list box.

5. Use ↓ or ↑ to scroll through the recipes until the marker is on the one you want to select.

6. Press **ENTER** to display the recipe.

7. Press **TAB** until the marker moves to the Ingredients area on the recipe card.

8. Select Add from the Ingredient Menu (**F5**).

   The marker moves to the first available blank line in the Ingredients area.

9. Type the ingredient's quantity, unit, and description, pressing **TAB** after completing each field.

You can select Add from the Ingredient Menu (**F5**) again to enter another ingredient or continue to another solution.

If you want to continue to another solution, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the desired solution, and press **ENTER**.

Change a recipe's category

You can change a recipe's category from the CookBook screen or from the recipe card screen.

1. Move the marker to the name of the recipe (if the CookBook screen is displayed) or display the recipe for which you want to change the category.

2. Select Change category from the Recipe Menu (**F4**).

   The recipe name appears at the top of the Change Recipe's Category dialog box.

3. Use ↓ or ↑ to move the marker to the category that you want to assign to the recipe.

4. Press the space bar to select the category.

5. Press **ENTER**.

The recipe can now be found in its new category's recipe list on the CookBook screen.

Change Number of servings

You can change the number of servings from the Cook-Book screen or the recipe card screen.

1. Move the marker to the name of the recipe (if the CookBook screen is displayed) or display the recipe for which you want to change the number of servings.

2. Select Change Number of Servings from the Recipe Menu (**F4**).

3. Type the new number of servings.

   Note: You can change the number of servings back to the original number by pressing **TAB** to move the marker to the Restore original number of servings: box, and then press the space bar.

4. Press **ENTER**.

Delete a recipe

You can delete a recipe from the CookBook screen or from the recipe card screen.

1. Move the marker to (if the CookBook screen is displayed) or display the recipe that you want to delete.

2. Select Delete from the Recipe Menu (**F4**).

   You are asked if you are sure you want to delete this recipe.

3. Press **ENTER** to remove the recipe from your Cook-Book.

Delete an ingredient

1. Display the recipe card from which you want to remove an ingredient.

2. Press **TAB** until the marker moves to the Ingredients area.

3. Use the ↓ or ↑ to move the marker to the ingredient you want to delete.

4. Select Delete from the Ingredient Menu (**F5**).

The ingredient is automatically removed from the recipe.

Find a recipe

You can find a recipe from the CookBook screen or from the recipe card screen.

1. Select Find from the Recipe Menu (**F4**).

2. Type the name (title) of the recipe you want to see.

3. Press **ENTER**.

   The first occurrence of the recipe appears.

4. Select Find next from the Recipe Menu (**F4**) to see the next occurrence of the recipe.

Print a recipe

You can print a recipe from the CookBook screen or from the recipe card screen.
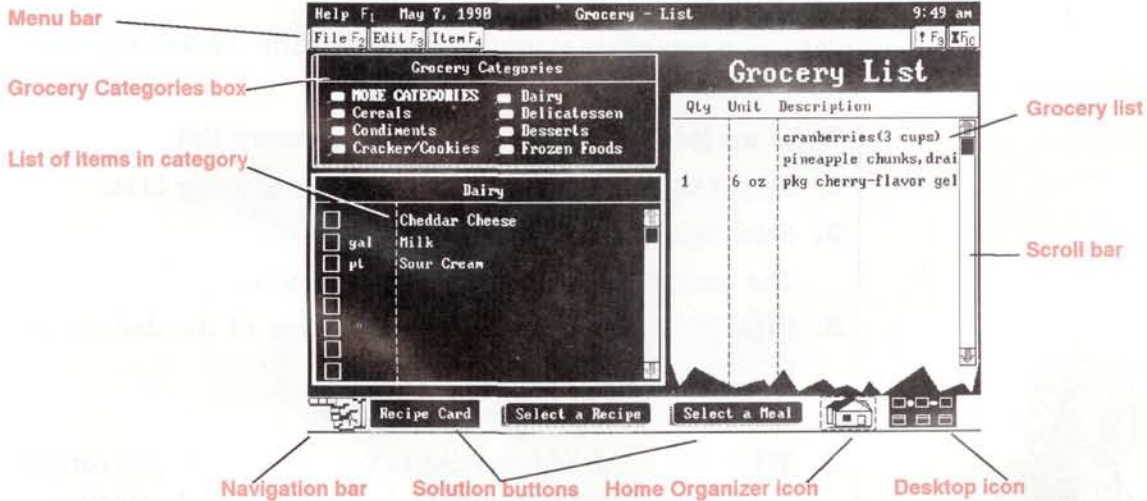
1. Move the marker to (if the CookBook screen is displayed) or display the recipe you want to print.

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

3. Use ↓ or ↑ to move the marker to a button that lets you print the highlighted recipe or all recipes in the CookBook.

4. Press the space bar to select the button.

5. Press **ENTER**.

6. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.

7. Press the space bar to select the button.

8. Press **ENTER**.

Grocery List

You won't have to worry about forgetting to pick up items at the grocery store when you plan ahead with Home Organizer's Grocery List. You can add items to your list by simply typing them, or you can add ingredients from your recipes directly to your list.

Richard and Sylvia Anderson add items to the Home Organizer's Grocery List and then print it out when they're ready to go shopping.

Select Grocery List from the Kitchen category on the Home Organizer's Selector screen. If Grocery List appears as a solution button on the Navigation bar, press **CTRL+G** to move the marker to the Navigation bar. Then, use ← or → to move the marker to the Add to Grocery List button, and press **ENTER**.

Menu bar

Grocery Categories box

List of items in category

Grocery list

Scroll bar

Navigation bar   Solution buttons   Home Organizer icon   Desktop icon

There are two ways you can make a grocery list. If you are an extremely organized person who likes to keep a grocery list in logically arranged categories, Grocery List can automatically categorize the items so that you can find them easier when you're shopping.

If, however, you are the type that just quickly jots down items as you think of them, you can simply type the items directly onto the Grocery list.

Before you go shopping, don't forget to print the list. See the Additional Grocery List Tasks box for instructions on how to print your grocery list.

Add a Grocery Category item to your grocery list

1. If necessary, press **SHIFT+TAB** until the marker moves to the Grocery Categories box.

2. Use ↓ or ↑ to move the marker to the desired category, and press the space bar.

   A list of the items assigned to that category appears.

   Note: Select MORE CATEGORIES to see other grocery categories.

3. Press **TAB** to move the marker to the list of items in the category.

4. Use ↓ or ↑ to move the marker to the item(s) in the category that you want to add to your grocery list.

5. Press the space bar to select an item.

6. An "x" appears in the checkbox next to the item when it is selected.

Each item you select automatically appears on the Grocery List.

Type an item directly onto your grocery list

1. Press **TAB** until the marker moves to the Grocery List.

2. Select Add from the Item Menu (**F4**).

   The marker moves to the end of the grocery list.

3. Type the quantity, unit, and description of the desired item, pressing **TAB** to move between fields.

4. Press ↓ to move to the next blank line.

5. When you finish adding items to your grocery list, you can press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to another solution button, and press **ENTER**.
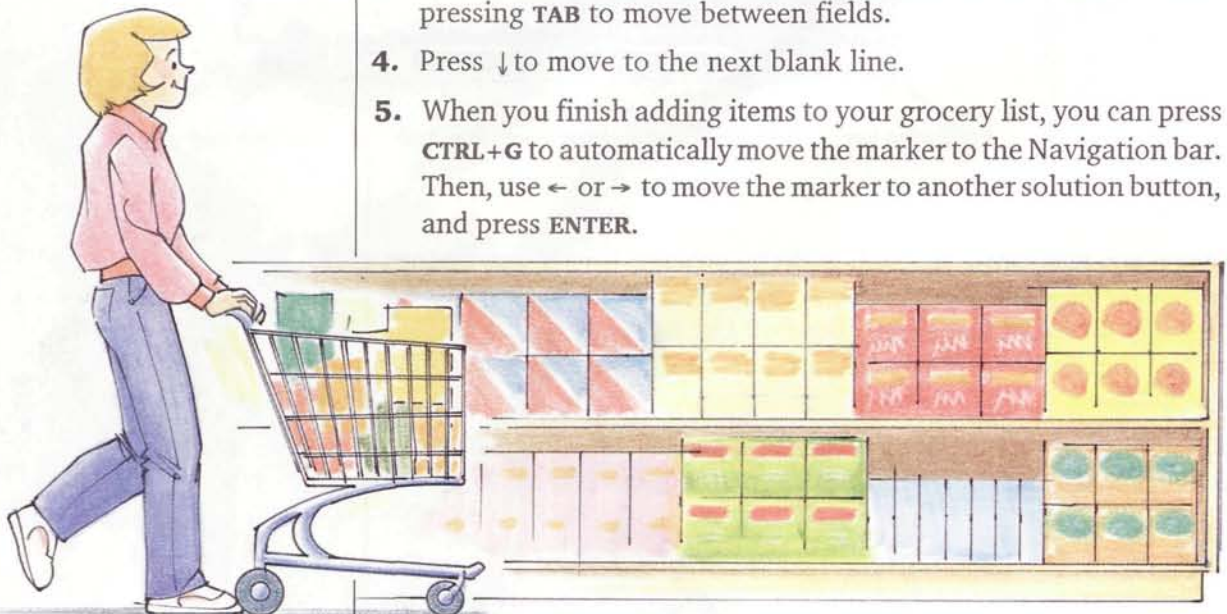
Additional Grocery List Tasks

Add an item to the Grocery Categories

1. If necessary, press **SHIFT+TAB** until the marker moves to the Grocery Categories.

2. Use ↓or ↑to move the marker to the category to which you want to add the item.

3. Press the space bar to select the category.

   A list of items already assigned to that category appears.

4. Select Add from the Item Menu (**F4**).

5. The marker moves to the first blank line in the list of category items.

6. Type the unit and name of the item, pressing **TAB** to move between fields.

7. If you want to add the item to your current grocery list, press **SHIFT+TAB** until the marker moves to the item's checkbox and press the space bar to select it. The item automatically appears on your grocery list.

Categorize your entire grocery list

If you have several uncategorized items on your grocery list, you can add them to the Grocery Categories for future reference.

1. Select Categorize list from the Item Menu (**F4**).

   The Change Category dialog box appears with the first uncategorized grocery list item.

   Note: If you do not want to categorize the item, press **TAB** until the marker moves to the SKIP button, and press **ENTER**.

2. Use ↓or ↑to move the marker to the category you want to assign to the item.

3. Press the space bar to select the item.

4. Press **ENTER** to add the item to that category's list of items.

5. The next uncategorized item automatically appears, and you can repeat the procedure until all items on your list are categorized.

The items you chose to categorize will appear in the list of items when you select the assigned category.

Change an item's grocery category

1. If necessary, press **SHIFT+TAB** until the marker moves to the Grocery Categories.

2. Use ↓or ↑to move the marker to the category that currently contains the item you want to change.

3. Press the space bar to select the category.

4. Press **TAB** to move the marker to the list of items in that category.

5. Use ↓or ↑to move the marker to the item you want to change.

6. Select Change categories from the Item Menu (**F4**).

   The Change Category dialog box appears, with the name of the item you chose.

7. Use ↓or ↑to move the marker to the correct category, and press the space bar to select it.

8. Press **ENTER** to add the item to the category's list of items.

Create a new Grocery List

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

A new (blank) grocery list appears.

Delete an item from the Grocery Category list

1. If necessary, press **SHIFT+TAB** until the marker moves to the Grocery Categories box.

2. Use ↓or ↑ to move the marker to the category that contains the item you want to delete.

3. Press the space bar to select the category. A list of items for that category appears.

4. Press **TAB** to move the marker to the list of items.

5. Use ↓or ↑to move the marker to the item you want to delete.

6. Select Delete from the Item Menu (**F4**).

The item is removed from the category's list.

Delete an item from the Grocery List

1. Press **TAB** until the marker moves to the Grocery List.

2. Use ↓or ↑to move the marker to the item on the grocery list you want to delete.

3. Select Delete from the Item Menu (**F4**).

The item is removed from your grocery list, but remains in the Grocery Categories (if categorized).

Print a grocery list

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

2. Use ↓or ↑to move the marker to the Screen, Printer, or File button.
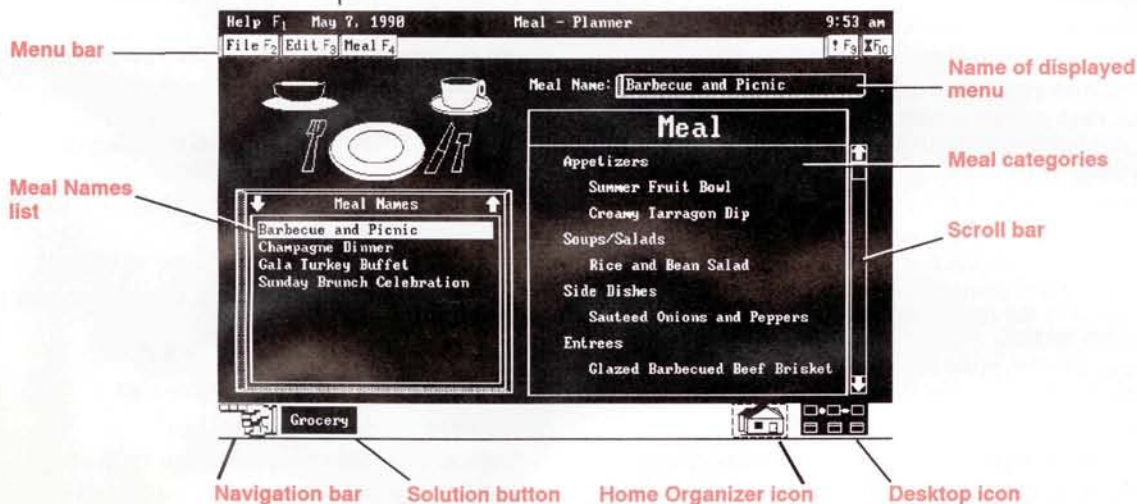
3. Press **ENTER**.

Meal Planner

Meal Planner helps you plan an entire meal for the family, a small gathering of friends, or a large party.

After Sylvia and Richard decide what recipes they are going to serve at their dinner party, they decide to create a menu, using the recipes from the Home Organizer's CookBook. After they plan the meal, they can automatically add the ingredients they need to the Grocery List.

Select Meal Planner from the Kitchen category on the Home Organizer's Selector screen. If Meal Plan appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigator bar. Then, use ← or → to move the marker to the Meal button, and press **ENTER**.

Menu bar

Meal Names list

Navigation bar — Solution button — Home Organizer icon — Desktop icon

Name of displayed menu

Meal categories

Scroll bar

Help F1   May 7, 1990   Meal - Planner   9:53 am
File F2 Edit F3 Meal F4   ↑ F9 ⏻F10

Meal Name: Barbecue and Picnic

Meal

Appetizers
    Summer Fruit Bowl
    Creamy Tarragon Dip
Soups/Salads
    Rice and Bean Salad
Side Dishes
    Sauteed Onions and Peppers
Entrees
    Glazed Barbecued Beef Brisket

Meal Names
    Barbecue and Picnic
    Champagne Dinner
    Gala Turkey Buffet
    Sunday Brunch Celebration

Grocery

Create a meal using CookBook recipes

After you decide which recipes you want to include, you can create a new meal plan.

1. Select New meal from the Meal Menu (**F4**).

   Note: You don't have to select New meal if this is your first meal plan. The cursor is already located in the Meal Name field.

2. Type the name you want to use for the new meal at the Meal Name: prompt, and press **TAB**.

   The new meal name appears in the Meal Names list box.

   Now you can select recipe categories from the Meal list box and choose the recipes you want to include in this meal plan.

3. Use ↓ or ↑ to move the marker to the meal category in which you want to place the recipe.

4. Choose Select a recipe from the Meal Menu (**F4**).

   The CookBook screen appears, and you can browse through the recipes. See "CookBook" in this section for more information about CookBook recipes.

5. If necessary, press **SHIFT+TAB** to move the marker to the Recipe Categories.

6. Use ↓ or ↑ to move the marker to the category that contains the recipe you want to browse through, and press the space bar to select it.

7. Press **TAB** to move the marker to the category's recipe list.

8. If necessary, use ↓ or ↑ to move the marker to the recipe in the list box that you want to add to the meal.

9. Press **CTRL+G** to automatically move the marker to the Navigation bar.

10. If necessary, use ← or → to move the marker to the Goback button (Meal item) on the Navigation bar.

11. Press **ENTER**.

   The name of the recipe you chose from the CookBook appears in the meal category.

12. Continue to choose recipes from the CookBook until the meal plan is complete.

If a recipe that you want to add to the meal is not in the CookBook, see "Add recipes or individual items to a meal plan" in the Additional CookBook Tasks box to learn how to add the recipe to the meal and to the CookBook.

Add a meal plan to the Grocery List

If a recipe on your meal plan is contained in the Home Organizer's CookBook, you can add the ingredients listed in the recipe to your grocery list.

1. If necessary, press **SHIFT+TAB** until the marker moves to the Meal Names list box.

2. Use ↓or ↑to move the marker to the meal name that contains the recipe(s) or item(s) you want to add to your grocery list.

3. Press **CTRL+G** to automatically move the marker to the Navigation bar.

4. If necessary, use ← or → to move the marker to the Add to Grocery List button, and press **ENTER**.

   The first recipe from the meal plan you chose appears with a list of its ingredients.

5. Use the arrow keys to move the marker to the ingredient(s) you want to add to your grocery list, and press the space bar to select it. An "x" appears in the box when it is selected.

   Note: If you don't want to add ingredients from this recipe to your grocery list, press **TAB** until the marker moves to the SKIP button, and press **ENTER** to display the ingredients for the next recipe or item on the meal plan.

When you are finished selecting ingredients from this recipe, press **ENTER** to automatically add the checked items to the grocery list and display the ingredients for the next recipe on the meal plan you chose.

After each recipe from your meal plan is displayed, the Grocery List screen appears, and the recipe ingredients you chose appear on your grocery list. See the "Grocery List" solution for more information.

Add recipes or individual items to a meal plan

1. If necessary, press **SHIFT+TAB** until the marker moves to the Meal Names list box.

2. Use ↓and ↑to move the marker to the meal name to which you want to add the recipe.

3. Press **TAB** until the marker moves to the Meal list box.

4. Use ↓and ↑to move the marker to the meal category you want to use for the recipe or item.

5. Select Add to meal from the Meal Menu (**F4**).

6. Type the name of the recipe or item.

7. Press ↓.

Delete a menu

1. If necessary, press **SHIFT+TAB** until the marker moves to the Meal Names list box.

2. Use ↓or ↑to move the marker to the name of the meal that you want to delete.

3. Select Delete meal on the Meal Menu (**F4**).

4. Press **ENTER**.

The meal plan disappears from the Meal Names list box and the Meal list box, but the corresponding recipes remain in the CookBook (if they are stored there).

Delete a recipe (or item) from a menu

1. If necessary, press **TAB** until the marker moves to the Meal list box.

2. Use ↓and ↑to move the marker to the recipe in the meal plan that you want to delete.

3. Select Delete from meal from the Meal Menu (**F4**).

4. Press **ENTER**.

The recipe is removed from the Meal list box, but remains in the CookBook (if it is stored there).

Find a meal name or recipe

1. Select Find from the Meal Menu (**F4**).

2. Press **ENTER**.

3. Type the meal name or the recipe you want to see.

4. Press **ENTER**.

Print a menu

1. If necessary, press **TAB** until the marker moves to the Meal Names list box.

2. Use ↓and ↑to move the marker to the meal that you want to print.

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

4. If necessary, use ↓or ↑to move the marker to the Screen, Printer, or File button.

5. Press the space bar.

6. Press **ENTER**.

Replace a recipe in your meal plan

You can automatically replace a recipe in your meal plan with another recipe.

1. Press **TAB** until the marker moves to the Meal list box.

2. Use ↓or ↑to move the marker to the recipe you want to replace.

3. Select Replce with recipe from the Meal Menu (**F4**).

   The CookBook screen appears, and you can select the new recipe.

   See the "CookBook" solution for more information.

4. If necessary, press **SHIFT+TAB** to move the marker to the Recipe Categories.

5. Use ↓or ↑to move the marker to the category that contains the recipes you want to browse through, and press the space bar to select it.

6. Press **TAB** until the marker moves to the category's recipe list.

7. Use ↓or ↑to move the marker to the recipe in the list box that will replace the recipe you highlighted in your meal plan.

8. Press **CTRL+G** to automatically move the marker to the Navigation bar.

9. If necessary, use ← or → to move the marker to the Goback button (Meal item) on the Navigation bar.

10. Press **ENTER**.

The name of the recipe you chose from the CookBook replaces the recipe you highlighted in the meal planner.

Select a meal

If you don't have time to plan a new menu from scratch, use the Meal Planner to quickly choose a meal you have used previously.

1. If necessary press **SHIFT+TAB** to move the marker to the Meal Names list box.

2. Use ↓or ↑to move the marker to the meal in the Meal Names list box that you want to select.

The recipes for the pre-arranged meal appear in the Meal list box.

Financial

Managing finances on a timely basis is easy — but if you procrastinate, you'll find yourself mired down in a "quicksand" of paperwork.

Home Organizer's Financial category helps you organize important financial information so that it is always readily available. No one likes to think about it — but if something happens to the primary income-caretaker in the family, this category can serve as a central location to immediately obtain vital financial information. With the Financial category, you can:

- Record pertinent information about your accounts
- Add transactions and balance a checkbook ledger
- Prepare a budget and assign budget categories to your transactions
- Keep track of your stocks, loans, and investments
- Figure loan and interest payments

Read the following section and see how the Anderson family uses the Home Organizer's Financial category to help plan an exciting vacation.

Budget Planning for a Special Purchase

The Andersons want to purchase a recreational vehicle for family vacations. Using the Home Organizer's Financial category, they can plot a savings plan, decide how much they will need for a down payment, and what they can afford to spend on this special purchase.

For additional financially oriented programs, see your local Radio Shack store.

Account Information

Account Information lets you record important information about your checking account and other accounts such as savings and money market accounts.

Richard opens a savings account especially for the recreational vehicle they plan to buy, and early that evening, Sylvia records the information about the new account in the Account Information solution.

Select Account Information from the Financial category on the Home Organizer's Selector screen. If Account Information appears as a solution button on the Navigation bar, press **CTRL+G** (or select the Go to Navigator option on the File Menu (**F2**))to automatically move the marker to the Navigation bar. Then use ← or → to move the marker to the Account button, and press **ENTER**.

Menu bar

Name of Account

Accounts list box

Information card

Navigation bar   Solution button   Home Organizer icon   Desktop icon
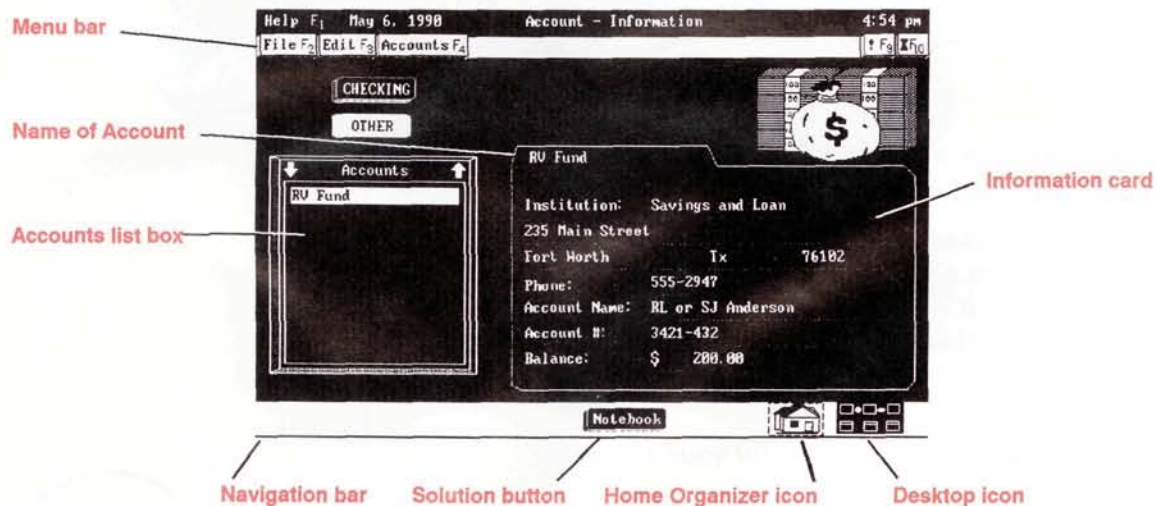
> The Account Information solution has an added feature that lets you **password-protect** your Account Information. For instructions, see "Password-protect your Account Information" in the Additional Account Information Tasks box.

Add an account

1. Press **SHIFT+TAB** until the marker moves to the CHECKING/OTHER buttons.

2. Use ↓ or ↑ to move the marker to the correct button, and press the space bar.

3. Select Add from the Accounts Menu (**F4**).

    The cursor moves directly to the Account name field.

4. Type the name you want to use for the account in the Account name field.

5. Finish typing the account information in the appropriate spaces, pressing **TAB** to move from field to field.

Select an account

After you enter your account information, you can use this screen to refer to the information. You'll also use this screen to select a specific checking account so that you can enter checks for that account in CheckBook Register or balance the account using Check-Book Balancer.

1. Press **SHIFT+TAB** until the marker moves to the CHECKING/OTHER buttons.

2. Use ↓ or ↑ to move the marker to the correct button, and press the space bar.

3. Use ↓ to move the marker to the account in the Accounts list box that you want to see.

   The information for the account appears in the information card.

4. Press **CTRL+G** to automatically move the marker to the Navigation bar.

5. Use ← or → to move the marker to the solution you want to use, and press **ENTER**.

Note: If you chose a checking account, you can go directly to the CheckBook Register by choosing the Check Register solution button on the Navigation bar.

See the Additional Account Information Tasks box for a list of other things you can do with the Account Information solution.

Additional Account Information Tasks

Add account information to Address Book

1. Press **SHIFT+TAB** until the marker moves to the CHECKING/OTHER button.
2. Use ↓ or ↑ to move the marker to the correct button.
3. Press the space bar.
4. Press ↓ to move the marker to the correct account in the Accounts list box.

   The information for the account appears in the information card.
5. Select Address Book from the Accounts Menu (**F4**).

The name, address, and phone number of the account you chose is automatically added to DeskMate's Address Book application.

Change account information

You can easily change the information on an account card.

1. Press **SHIFT+TAB** until the marker moves to the CHECKING/OTHER buttons.
2. Use ↓ or ↑ to move the marker to the correct button.
3. Press the space bar to select it.
4. Press ↓ to move the marker to the correct account in the Accounts list box.
5. Press **TAB** to move the marker to the information card.
6. Type over the old information, pressing **TAB** to move between fields.

Delete an account

1. Press **SHIFT+TAB** until the marker moves to the CHECKING/OTHER buttons.
2. Use ↓ or ↑ to move the marker to the correct button.
3. Press the space bar.
4. Press ↓ to move the marker to the correct account in the Accounts list box.

   The information for the account appears in the information card.
5. Select Delete from the Accounts Menu (**F4**).

The account you chose is removed from the Account Information.

Password-protect your Account Information

The first time you select the Account Information solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

Note: If you have already assigned a password to another Financial solution, type the same password, since all the Financial solutions (except MathCard and Financial Notebook) share the same information.

To password-protect your Account Information:

1. Type the password you want to use at the Type the password: prompt.
2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Account Information solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not wnat to assign a password to your Account Information. The Password dialog box will no longer appear when you select the Account Information solution.

Print account information

1. If necessary, press **SHIFT+TAB** to move to the CHECKING/OTHER buttons.
2. Use ↓ or ↑ to move the marker to the desired button.
3. Press the space bar to select it.
4. Press ↓ to move the marker to the correct account in the Accounts list box.

   The information for the account appears in the information card.
5. Select Print from the File Menu (**F2**).
6. Use ↓ or ↑ to move the marker to a button that lets you print one account or all accounts in that category.
7. Press the space bar to select it.
8. Press **ENTER**.
9. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
10. Press the space bar to select it.
11. Press **ENTER**.

Checkbook Register

You can keep a record of credits and debits in your checking account(s) in the Checkbook Register. It works the same as the checkbook register that you might carry in your purse or pocket — with some added features.

Richard wrote a $200.00 check from the Household checking account to get the Anderson family's RV fund off to a good start, so Sylvia enters the check in the checkbook register and assigns it to the MSC (Miscellaneous) expense category.

Select Checkbook Register from Home Organizer's Selector screen. If the Checkbook Register appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigation bar. Then use ← or → to move the marker to the Check Register button, and press **ENTER**.
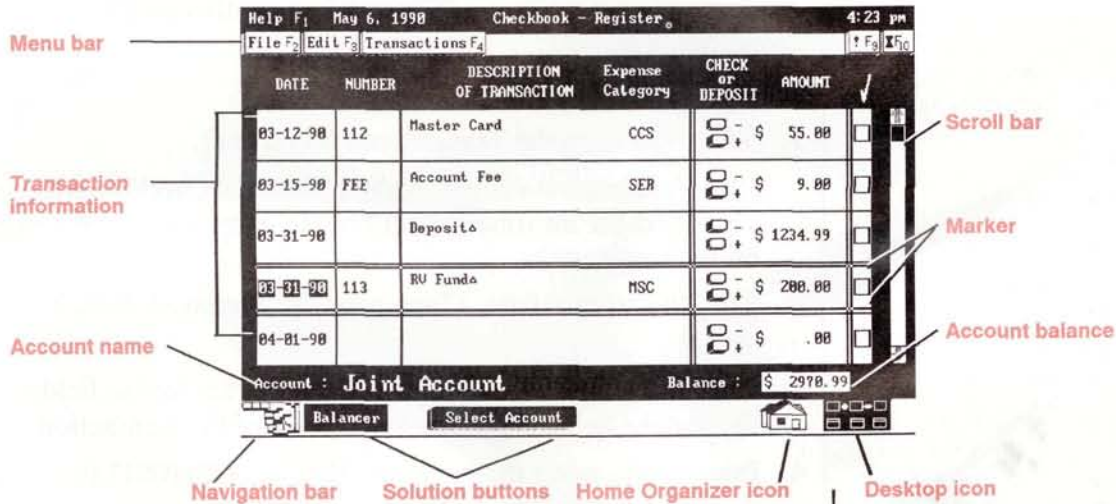
Add a transaction to your CheckBook Register

Note: Be sure you are in the correct account. If you need to choose another account, press **CTRL+G** to automatically move the marker to the Navigation Bar. Then, use ← or → to move the marker to the Accounts button, and press **ENTER** to return to the Account Information screen.

Add a CHECK/DEBIT:

1. Select Add from the Transactions Menu (**F4**).

(See "Subtract account fees" in the Additonal CheckBook Register Tasks box for information on how to enter checking account fees.)

2. Type the correct date. (Type over the displayed date if necessary.)

3. Press **TAB** to move the marker to the Number field, and type the check number.

4. Press **TAB** to move the marker to the Description field, and type the description of the transaction.

5. Press **TAB** to move the marker to the Expense Category field.

   Note: If you want to assign an expense category to the transaction, see "Assign an expense category" in the Additional CheckBook Register Tasks box for instructions.

6. Press **TAB** to move the marker to the CHECK/DEPOSIT field.

   ☐ – Check/Debit
   ☐ + Deposit/Credit

   Use ↓ or ↑ to move the marker (underline) to the correct but- ton, and press the space bar to select it.

7. Press **TAB** to move the marker to the AMOUNT field, and type the amount of the check/debit.

8. When you finish adding a transaction, press ↓ to move the marker to the next line.

   Your account balance is adjusted after each entry.

You can add another transaction or select another solution from the Navigation bar.

Add a DEPOSIT/CREDIT:

1. Select ADD from the Transactions Menu (**F4**).

   (See "Add interest earned" in the Additional CheckBook Register Tasks box for information on how to enter the interest earned on your account.)

2. Type the correct date. (Type over the displayed date, if necessary.)

3. Press **TAB** to move the marker to the the Description field. (Skip the Number field.) Type the description of the transaction.

4. Press **TAB** to move the marker to the CHECK/DEPOSIT field. (Skip the Expense Category field.)

   ☐ – Check/Debit
   ☐ + Deposit/Credit

   Use ↓ or ↑ to move the marker (underline) to the correct but- ton, and press the space bar to select it.

5. Press **TAB** to move the marker to the AMOUNT field, and type the amount of the deposit/credit.

6. When you finish adding a transaction, press ↓ to move the marker to the next line.

   Your account balance is adjusted after each entry.

You can add another transaction, or select another solution from the Navigation bar.

Additional CheckBook Register Tasks

Add Interest Earned

1. Select Interest earned from the Transactions Menu (F4).
2. Enter the date the interest was recorded.
3. Enter the amount of the interest earned.
4. Press ENTER.

The interest earned information appears in your check register (for the date you entered), and your balance is automatically adjusted.

Assign an expense category

You can assign an expense category when you enter a check/debit, or you can assign it later.

1. If necessary, use ↓ or ↑ to move the marker to the check/debit to which you want to assign an expense category.
2. Select Expense Category from the Transactions Menu (F4).
3. Use ↓ or ↑ to move the marker to the category you want to assign to the entry.
4. Press ENTER.

The abbreviation for the category you chose automatically appears in the Expense Category field.

See the "Expense Itemizer" solution in this section for more information about categorizing transactions.

Find a check

1. Select Find from the Transactions Menu (F4).
2. Type the description of the transaction.
3. Press ENTER.

   The marker moves to the requested transaction.
   Note: The Find option finds the check entry nearest to the current date first.
4. Select Find next from the Transactions Menu (F4) to see the next entry for the description you entered.

Password-protect your Checkbook Register

The first time you select the Checkbook Register solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

   Note: If you have already assigned a password to another Financial solution, type the same password, since all the Financial solutions (except MathCard and Financial Notebook) share the same information.

To password-protect your Checkbook Register:

1. Type the password you want to use at the Type the password: prompt.
2. Press **TAB** to move the cursor to the OK button.
3. Press ENTER.

Each time you enter the Checkbook Register solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not want to assign a password to your Checkbook Register. The Password dialog box will no longer appear when you select the Checkbook Register solution.

Print information in the Checkbook Register

1. Select Print from the File Menu (F2).
2. Enter the starting date you want to use (if any).
3. Enter the ending date you want to use (if any).
4. Press the space bar to put an "x" in the box if you want to include all the cleared (checked) checks in your register on the printed copy.
5. Press ENTER.
6. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
7. Press the space bar to select it.
8. Press ENTER.

Remove a transaction from your CheckBook Register

1. Use ↓ or ↑ to move the marker to the transaction you want to remove.
2. Select Delete from the Transactions Menu (F4).

The entire transaction is removed from your register, and the balance of your account is automatically adjusted.

Remove checked entries from your CheckBook Register

   Note: Be sure you have made a backup of your "checked" entries before you use this procedure. (See "Transfer marked checks to another file" in this Tasks section.)

1. Select Delete checked entries from the Transactions Menu (F4).
2. Enter the date you want to use as a starting point for deleting the checks.
3. Press ENTER.

Subtract account fees (for example, service charges and new checks)

1. Select Account fees from the Transactions Menu (F4).
2. Enter the date the fee was recorded.
3. Enter the amount of the fee.
4. Press ENTER.

The account fee information appears in your check register (for the date you entered), and your balance is automatically adjusted.

Transfer marked checks to another file

Use this option to save a file and later use it with another application, such as LOTUS 1, 2, 3.

1. Select Export to WK1 on the File Menu (F2).
   A dialog box appears.
2. Use ↓ or ↑ to move the marker to the Current month's entries or All entries button.
3. Press the space bar to select the button.
4. Press **TAB** to move the marker to the next section.
5. Use ↓ or ↑ to move the marker to the button that lets you save the entries in the Current expense categories or All expense categories.
6. Press **TAB** to move the marker to the Filename: field.
7. Type the entire path and file name.
8. Press ENTER.

Checkbook Balancer

The Checkbook Balancer lets you easily reconcile your bank statement each month. It displays all unchecked transactions from the corresponding checkbook register.

Sylvia received the bank statement today, so while she has the ledger on the screen, she decides to balance the checkbook.

Select Checkbook Balancer from Home Organizer's Selector screen. If Checkbook Balancer appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Balance Account button, and press **ENTER**.

Menu bar

Scroll bars

Navigation bar   Solution buttons   Home Organizer icon   Desktop icon

Bank statement balance (enter first)

These amounts are adjusted automatically as you enter outstanding checks/debits or deposits/credits.

This amount is adjusted as you "check" (remove) a transaction from your checks/-debits or deposits/credits.

Two different ledgers — one for checks and one for deposits — let you check off items that appear on your bank statement.

How to balance your checkbook

These instructions follow the normal procedure for balancing a checkbook when you receive your monthly bank statement. After each general instruction, there are step-by-step tasks that teach you exactly how to use Home Organizer's Checkbook Balancer to balance your account each month.

The Difference field on the Checkbook Balancer screen adjusts your balance as you add or remove transactions from a ledger.

A. The first thing you must do when you enter the Checkbook Balancer solution is enter your bank statement balance.

- Type the balance that appears on your bank statement in the Balance field.

> The Checkbook Balancer solution has an added feature that lets you **password-protect** your information. For instructions, see "Password-protect your Checkbook Balancer" in the Additional Checkbook Balancer Tasks box.

B. Check off the checks/debits which appear on your bank statement in the Outstanding Checks and Debits ledger.

   1. Press **TAB** to move the marker to the Outstanding Checks and Debits ledger.

   2. Use ↓ or ↑ to move the marker to a transaction on the ledger that you want to check off.

   3. Press **TAB** to move the marker to the checkbox field.

   4. Press the space bar to check off the transaction.

   When you "check" an entry, it is immediately removed from the list, and the balance of the remaining transactions is automatically updated. You can still see cleared (checked) transactions in the Checkbook Register.

C. Now you are ready to enter any checks/debits that appear on your bank statement, but have not been entered in your Checkbook Register.

   If you are adding a check:

   1. Select Add from the Transactions Menu (**F4**).

   2. The cursor moves to the first blank line available.

   Type the check/debit transaction number.

   3. Press **TAB** to move the marker to the AMOUNT field, and type the amount of the check/debit.

   4. Press **TAB** to move the marker to the checkbox, and press the space bar.

   If you are entering an account fee:

   1. Select Account fees from the Transactions Menu (**F4**).

   2. Type the date and amount of the fee, and press **ENTER**.

   The account fee is automatically inserted in the ledger, and the ledger amounts are updated.

   3. Press **TAB** until the marker moves to the checkbox, and press the space bar.

D. Check off the deposits, interest earned, or other credit amounts that appear on your bank statement.

   1. Press **TAB** until the marker moves to the Outstanding Deposits and Credits ledger.

2. Use ↓ or ↑ to move the marker to the deposit/credit you want to check off.

3. Press **TAB** to move the marker to the checkbox field.

4. Press the space bar to check off the deposit/credit.

E. Enter any outstanding deposits, account fees or other credits that appear on your bank statement, but have not been entered in your Checkbook Register.

If you are adding a deposit:

1. Select Add from the Transactions Menu (**F4**).

The cursor moves to the first blank line available.

2. Type the date of the deposit/credit transaction.

3. Press **TAB** to move the marker to the AMOUNT field, and type the amount of the deposit/credit.

4. Press **TAB** to move the marker to the checkbox field, and press the space bar.

If you are adding an interest earned amount:

1. Select Interest earned from the Transactions Menu (**F4**).

2. Enter the date and amount of the interest earned.

3. Press **ENTER**.

The interest earned amount automatically appears in the Outstanding Deposits and Credits ledger, and the balance is automatically adjusted.

4. Press **TAB** to move the marker to the checkbox, and press the space bar.

When you finish adding this information, the final result of balancing your checkbook appears in the Difference field.

Additional Checkbook Balancer Tasks

Delete a transaction

1. Press **TAB** to move the marker to the Outstanding Checks/Debits ledger or the Outstanding Deposits/Credits ledger.
2. Press ↓ or ↑ to move the marker to the check/debit or deposit/credit that you want to delete.
3. Select Delete from the Transactions Menu (**F4**).

The transaction you highlighted is removed, and the amounts are adjusted. The transaction is also removed from your Checkbook Register.

Password-protect your Checkbook Balancer

The first time you select the Checkbook Balancer solution, the Password dialog box appears. You **MUST**

decide at this time if you want to assign a password.

Note: If you have already assigned a password to another Financial solution, type the same password, since all the Financial solutions (except MathCard and Financial Notebook) share the same information.

To password-protect your Checkbook Balancer:

1. Type the password you want to use at the Type the password: prompt.
2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Checkbook Balancer solution, you must first type the password.

• Select the CANCEL button to return to the previous screen without making a decision about the password.

• Select the NO PASSWORD button if you do not want to assign a password to your Checkbook Balancer. The Password dialog box will no longer appear when you select the Checkbook Balancer solution.

Print Checkbook Balancer information

1. Select Print from the File Menu (**F2**).
2. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
3. Press the space bar to select the underlined button.
4. Press **ENTER**.

Expense Itemizer

The Expense Itemizer lets you categorize everything that you spend money on, and then see the total amount spent on that category for the entire month. The checks that you have categorized automatically appear when you select the Expense Itemizer. You can also add additional items to the Expense Itemizer.

Expense categories that are assigned to a transaction in the Checkbook Ledger and Expense Itemizer solutions can produce a bar chart for monthly expense comparison during the course of a year or a pie chart for a monthly percentage comparison of categories.

The $200.00 check that Sylvia assigned to the MSC (Miscellaneous) category in the Checkbook Register appears in the Miscellaneous Expenses category.

Select Expense Itemizer from Home Organizer's Selector screen. If Expense Itemizer appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker the Navigation bar. Then, use ← or → to move the marker to the Itemizer button, and press **ENTER**.

> *The Expense Itemizer solution has an added feature that lets you **password-protect** your Expense Itemizer information. For instructions, see "Password-protect your Expense Itemizer" in the Additional Expense Itemizer Tasks box.*
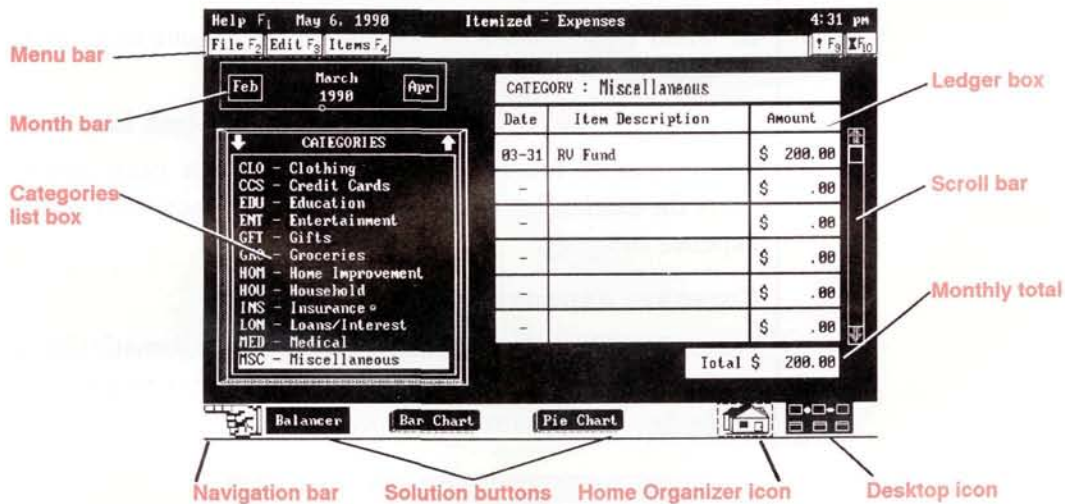
See "Change the current month" in the Additional Expense Itemizer Tasks box if you want to change the displayed month.

Display items in an expense category

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box.

2. Press ↓ or ↑ to move the marker to a specific category in the Categories list box.

The items assigned to that category are automatically displayed in the ledger box, along with the total amount spent for that category during the current month.

Add an expense transaction

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box.

2. Press ↓ or ↑ to move the marker to a specific category in the Categories list box.

3. Select Add from the Items Menu (**F4**).

   The cursor moves to a blank line in the ledger.

4. Enter the date of the transaction.

5. Press **TAB** to move the marker to the Item Description field, and type the description of the transaction.

6. Press **TAB** to move the marker to the Amount field, and type the amount of the expense.

7. Press ↓ to move the marker to the next blank line.

You can enter more expense transactions or press **SHIFT+TAB** to move the marker back to the Categories list box and choose another expense category.

Compare expenses using a bar chart

Select Bar Chart by pressing **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Bar Chart button, and press **ENTER**.
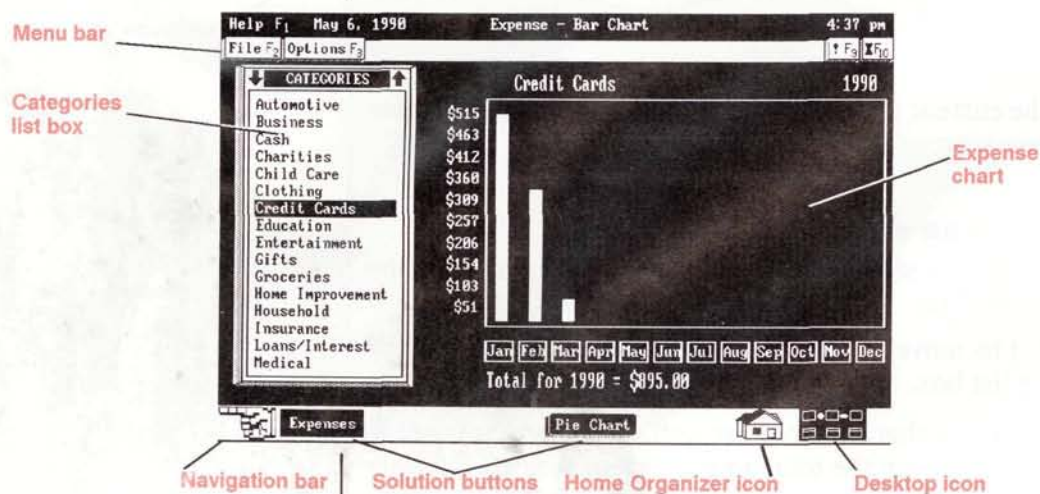
This chart shows the Andersons' credit card expenditures from January to March.

See "Select another category" in the Additional Expense Itemizer Tasks box for instructions on how to see another expense category's expenditures in bar chart form.

Compare expenses using a pie chart

Select Pie Chart by pressing **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Pie Chart button, and press **ENTER**.

Menu bar

Month/Year bar

Total monthly categorized expenses

Percentage of each expense item

Total expenses for highlighted item

Navigation bar   Solution buttons   Home Organizer icon   Desktop icon

Help F₁ May 6, 1990   Expense – Pie Chart   4:48 pm
File F₂ Options F₃

Feb   March 1990   Apr
Total Expenses – $264.00

75.7% Miscellaneous

3.4% Service Charge
20.8% Credit Cards

CCS – Credit Cards $55.00

Bar Chart   Expenses

Each category (with assigned transactions) is marked on the pie chart, and you can compare the amounts and percentages between categories.

Print a bar chart or a pie chart

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

2. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.

3. Press the space bar to select the button.

4. Press **ENTER**.

When you are finished with Expense Itemizer, press **CTRL+G** to move the marker to the Navigation bar. Then, press ← or → until the marker highlights another solution, and press **ENTER**.

Additional Expense Itemizer Tasks

Change the current month

1. Press **SHIFT+TAB** until the marker moves to the Month bar.
2. Press ← or → to see the next or previous month's expenses.

Delete an item from an expense category

1. If necessary, press **TAB** until the marker moves to the Categories list box.
2. Press ↓ or ↑ until the marker moves to the category in the Categories list box that contains the item you want to delete.
3. Press **TAB** to move the marker to the ledger.
4. Press ↓ or ↑ to move the marker to the item in the ledger that you want to delete.
5. Select Delete from the Items Menu (**F4**).

The item is removed from the expense category, and the total field is adjusted.

Find an item in an expense category

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box.
2. Press ↓ or ↑ to move the marker to the category in the Categories list box for which you want to find an entry.
3. Select Find from the Items Menu (**F4**).
4. Type the description of the entry you want to find.
5. Press **ENTER**.

   The marker moves to the first entry that matches the description you entered.

6. Select Find next from the Items Menu (**F4**) to see the next entry that matches the description.

Password-protect your Expense itemizer

The first time you select the Expense Itemizer solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

> **Note:** If you have already assigned a password to another Financial solution, type the same password, since all the Financial solutions (except MathCard and Financial Notebook) share the same information.

To password-protect your Expense Itemizer:

1. Type the password you want to use at the Type the password: prompt.
2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Expense Itemizer solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not want to assign a password to your Expense Itemizer. The Password dialog box will no longer appear when you select the Expense Itemizer.

Print a list of itemized expenses

1. If necessary, press **SHIFT+TAB** until the marker moves to the Categories list box.
2. Press ↓ or ↑ to move the marker to the category in the Categories list box for which you want to print a list.
3. Select Print from the File Menu (**F2**).
4. Use ↓ or ↑ to move the marker to the button that prints all items in the highlighted category or all items in all categories for the displayed month or an entire year.
5. Press the space bar to select the appropriate button.
6. Press **ENTER**.
7. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
8. Press the space bar to select the button.
9. Press **ENTER**.

Select another category

You can see another expense category's expenditures in bar chart form.

1. Press **SHIFT+TAB** to move the marker to the Categories list box.
2. Use ↓ or ↑ to move the marker to the expense category you want to see.

   The expenses for the category you chose are displayed in the bar chart.

The expenditure scale ranges from the highest amount to the lowest amount spent on the category during the year.

Transfer expense category entries to another file

Use this option to save a file and use it with another application, such as LOTUS 1,2,3.

1. Select Export to WK1 on the File Menu (**F2**).
   A dialog box appears.
2. Use ↓ or ↑ to move the marker to the Current month's entries or All entries button.
3. Press the space bar to select the button.
4. Press **TAB** to move the marker to the next secton.
5. Use ↓ or ↑ to move the marker to the button that lets you save the entries in the Current expense categories or All expense categories button.
6. Press **TAB** to move the marker to the Filename: field.
7. Type the entire path and file name.
8. Press **ENTER**.

Financial Notebook

The Financial Notebook lets you record financial transactions which do not require a checkbook register. You can record loan information, stock transactions, and savings such as CDs or money market accounts.

The Andersons decide to sell some stock to make a larger down payment on the recreational vehicle. They use the Financial Notebook to record the sale of the stock, and the profit/loss is automatically calculated.

Select Financial Notebook from Home Organizer's Selector screen. If Financial Notebook appears as a solution button on the Navigation bar, press **CTRL+G** to automatically move the marker to the Navigation bar. Then, use ← or → to move the marker to the Notebook button, and press **ENTER**.

> *The Financial Notebook solution has an added feature that lets you **password-protect** your Financial Notebook information. For instructions, see "Password-protect your Financial Notebook" in the Additional Financial NotebookTasks box.*

Menu bar — Financial buttons — List box — Information box

Solution button — Navigation bar — Home Organizer icon — Desktop icon
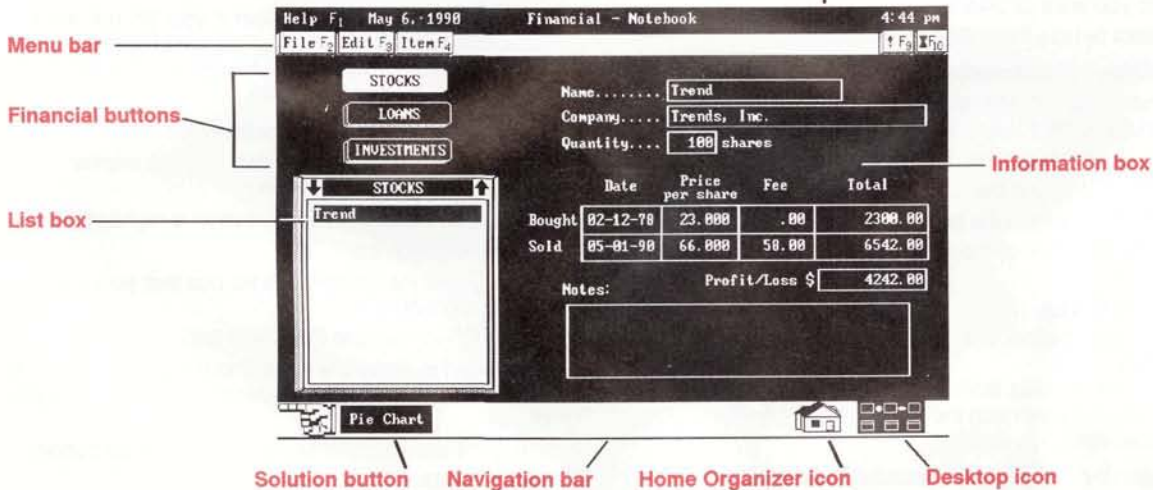
Add a transaction

1. Press **SHIFT+TAB** until the marker moves to the Financial buttons.

2. Press ↓ or ↑ until the marker moves to the correct button (STOCKS, LOANS, or INVESTMENTS).

3. Press the space bar.

   The information for the category you chose appears.

4. Select Add from the Item Menu (**F4**) to display a blank information box.

   Note: When you enter your first item, you don't have to choose Add. The cursor is already located in the Name field.

5. Type the information, pressing **TAB** after each field.

6. Select Add again to display another blank information box.

The Financial Notebook displays the information that you enter. Profit and loss amounts for stocks are automatically calculated. You can use the Financial category's MathCard solution to perform other financial calculations.

Additional Financial Notebook Tasks

Delete a transaction

1. If necessary, press **SHIFT+TAB** until the marker moves to the Financial buttons.
2. Press ↓ or ↑ until the correct button is highlighted.
3. Press the space bar.
4. Press ↓ until the marker is on the name in the list box that you want to delete.
5. Select Delete from the Item Menu (**F4**).

Find financial information

1. If necessary, press **SHIFT+TAB** until the marker moves to the Financial buttons.
2. Press ↓ or ↑ until the correct button is highlighted.
3. Press the space bar.
4. Select Find from the Item Menu (**F4**).
5. Type the name of the transaction you are searching for.
6. Press **ENTER**.

   The information that matches your description appears.
7. Select Find next from the Item Menu (**F4**) to see the next transaction with the same description (if applicable).

Password-protect your Financial Notebook

The first time you select the Financial Notebook solution, the Password dialog box appears. You **MUST** decide at this time if you want to assign a password.

To password-protect your Financial Notebook:

1. Type the password you want to use at the Type the password: prompt.

2. Press **TAB** to move the cursor to the OK button.
3. Press **ENTER**.

Each time you enter the Financial Notebook solution, you must first type the password.

- Select the CANCEL button to return to the previous screen without making a decision about the password.

- Select the NO PASSWORD button if you do not want to assign a password to your Financial Notebook. The Password dialog box will no longer appear when you select the Financial Notebook.

Print Financial Notebook information

1. If necessary, press **SHIFT+TAB** until the marker moves to the Financial buttons.
2. Press ↓ or ↑ until the correct button is highlighted.
3. Press the space bar.
4. Press ↓ until the name in the list box that you want to print is highlighted.
5. Select Print from the File Menu (**F2**).
6. Use ↓ or ↑ to move the marker to the button that prints one transaction or all transactions in the category you chose.
7. Press the space bar to select the underlined button.
8. Press **ENTER**.
9. Use ↓ or ↑ to move the marker to the Screen, Printer, or File button.
10. Press the space bar to select it.
11. Press **ENTER**.

MathCard

The MathCard lets you use pre-established formulas to solve financial calculations (for example, simple percents, loans, and conversions).

Now that Sylvia and Richard have the down payment needed for the special purchase of the recreational vehicle, they use the Mathcard to figure out loan payments.

Select Mathcard from the Financial category on the Home Organizer's Selector screen.
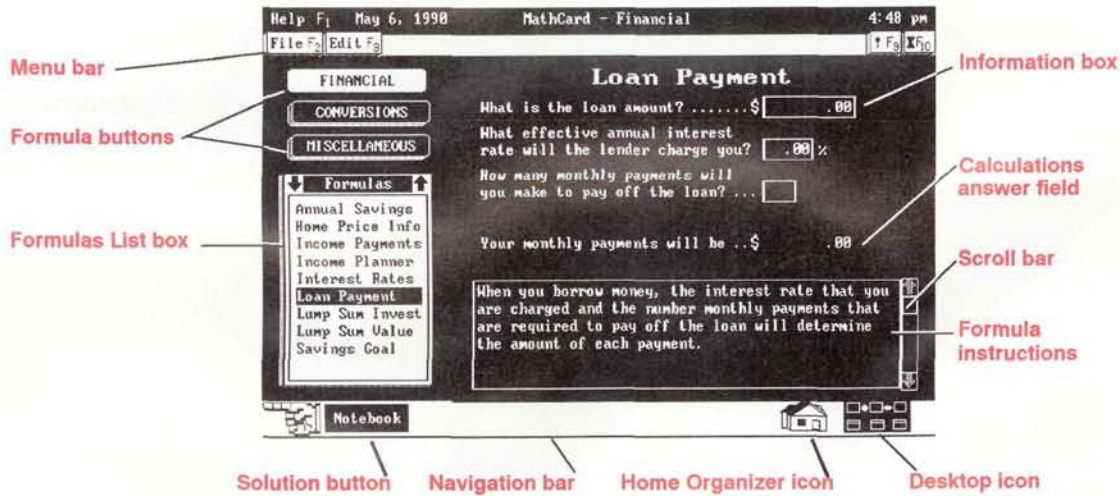
Select a formula

1. If necessary, press **SHIFT+TAB** until the marker moves to the Formula buttons.

2. Press ↓ or ↑ to highlight the correct button.

3. Press the space bar to select the button.

4. Press ↓ to select the formula in the Formulas list box that you want to use.

5. Press **TAB** to move the cursor to the Calculations area.

6. Enter the necessary information in the appropriate fields, pressing **TAB** after each field.

The answer field automatically displays the results of the calculation. You can move backward to any field and change an entry. When you press **TAB**, the result is recalculated.

To enter another set of values for the same formula, press **SHIFT+TAB** until the marker returns to the first field. Simply type over the values in each field.

Print the results of a calculation

1. After the result of the calculation is displayed, select Print from the File Menu (**F2**).

2. Use ↓ or ↑ to move the marker to the Screen, Printer, or File buttons.

3. Press the space bar to select the underlined button.

4. Press **ENTER**.

By using the Home Organizer's Financial category, the Andersons were able to make smart financial decisions and get the most for their money.
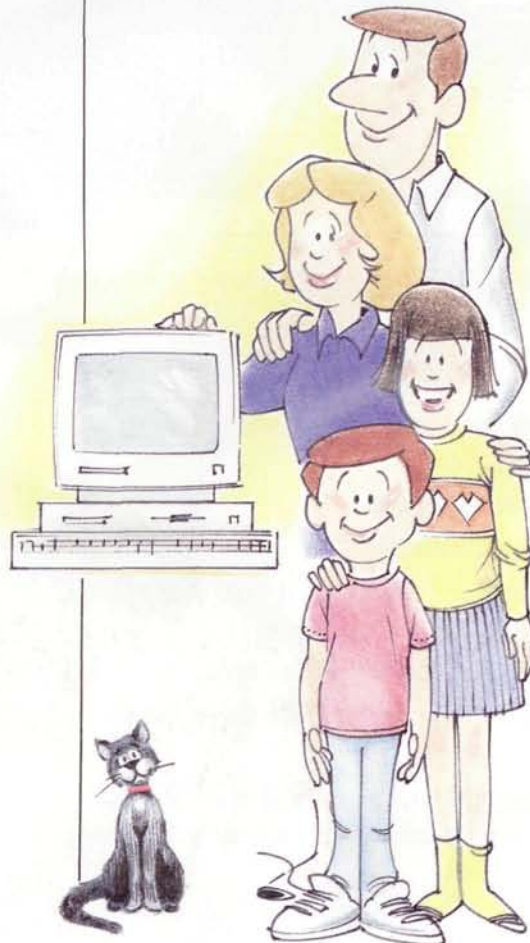
Accessories

Change your screen colors, add up figures on a calculator, set an alarm, plus much more.

DeskMate's accessories are handy tools you can use from anywhere in DeskMate. These tools enhance DeskMate in the same way that you use accessories to enhance your wardrobe or home.

To access these tools or accessories, press **F10** from anywhere in DeskMate.

```
                    ↑ F₃ ▊F₁₀
  Setup

     Spell Checker
     Calculator
     Phone List
     Corkboard
     Month
     Alarm
     To Do List
     Clipboard
     Task Switch
```
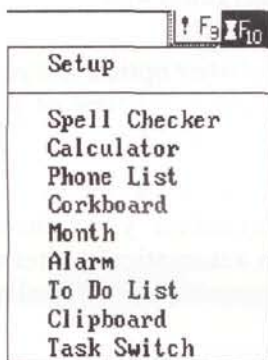
The Accessory Menu (**F10**) lists DeskMate's accessories. Use ↓ or ↑ to highlight the accessory you want to use, and then press **ENTER.**

Setup lets you change DeskMate's colors, set the date and time, and specify any special equipment you are using (such as a modem, printer, or mouse).

Spell Checker uses a 90,000-word dictionary to check for spelling and typing errors.

Calculator helps you tally up that list of figures, just like a hand-held calculator.

Phone List helps you access phone numbers quickly and easily, and with a modem, you can dial these numbers in a flash.

Corkboard lets you jot down notes that you would normally attach to your refrigerator.

Month lets you glance at a monthly calendar.

Alarm flashes or sounds off to remind you of appointments.

To Do List (Not currently available in your RL DeskMate System.)

Clipboard lets you see what information is currently in the clipboard and then move that information into another application.

Task Switch lets you switch between DeskMate applications, or between DeskMate and another software package.

When you receive DeskMate, some accessories might be displayed on the desktop. You can display the Corkboard, Month, or Phone List on the desktop. Mix and match these accessories to fit your needs.

See the "Desktop" article for instructions on how to install an accessory on the desktop.

Let's look inside the various accessories so that you can see how they work in DeskMate.

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette and press ENTER.

Setup

The Setup accessory lets you tell DeskMate how it should look and run. You can change your screen colors, select a new system date and time, and set up your printer, mouse, or modem.

To select Setup, press **F10**. Then press ↓ to highlight Setup, and press **ENTER**.

The Setup screen shows you at a glance how most of the options are currently set.
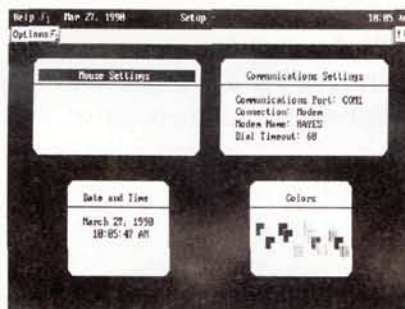
If you want to change one of the options, select the option from the Options Menu (**F2**). If you have a PS/2-style mouse and you've connected it to your computer, simply point at the desired box on the Setup screen and double click to select the options that appear on the screen.

Mouse Settings lets you select various pointing device options. If you are using a PS/2-style mouse, DeskMate has already selected the correct settings for you.

Communications Settings lets you tell DeskMate what

kind of modem (or telecommunications equipment) you are using.

Date and Time lets you change the current date and time in DeskMate.

Colors lets you change DeskMate's screen colors to any combination that is pleasing to your eyes.

In addition to the Setup options that appear on the screen, there are the Printer and Screen saver options.

The **Printer** option lets you tell DeskMate what type of printer you are using.

The **Screen saver** option lets you blacken your monitor screen automatically after a certain amount of time has elapsed.

Communications Settings

When you select Communications from the Options Menu (**F2**), you see the following dialog box:
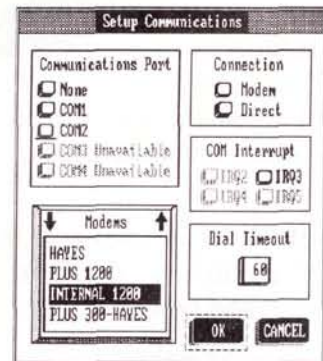
Use the options on this dialog box to tell DeskMate what kind of communications equipment you are using.

1. At the Communications Port box, choose the port where your modem is connected. (Usually COM1 used for an external modem and COM2 used for an internal modem. COM3 and COM4 used if you have an option board with serial ports.)

2. At the Connection box, choose Modem if you are using a modem, or Direct if you are going to be connected directly to another computer via cable without using a modem.

3. If you are using COM3 or COM4, at the COM Interrupt box, choose the appropriate IRQ setting.

4. If necessary, at the Dial Timeout box, type the number of seconds you want DeskMate to wait to complete a call (before the modem disconnects).

5. If necessary, at the Modems list box, highlight the modem you are using.

If you have a Hayes modem, choose Fast Hayes. If you experience problems with your modem disconnecting, change your modem selection to Hayes.

6. Press **ENTER**.

Colors

When you select Colors from the Options Menu (**F2**), you see the following dialog box:

If you have a monitor that supports only one palette, such as a monochrome monitor, the Colors option is not available.

Use the options in this dialog box to change DeskMate's colors.

1. At the Palettes list box, choose the section of your screen (background or foreground) you want to change.

2. Use the Red, Green, and Blue bars to adjust the colors and create the color you want.

You can move the setting right to add more of the color or left to reduce the amount of that color.

3. If your monitor can detect intensity settings, adjust the Brightness bar to make the colors brighter or dimmer.

4. At the Change Colors: prompt (only available in the Draw application), choose whether you want DeskMate to save your changes permanently or only use them until you exit Draw.

5. If you want to see the monochrome or color default settings, select either MONOCHROME DEFAULT or COLOR DEFAULT (You might want to use the monochrome setting if you have a monochrome monitor that emulates color.).

Mouse Settings

When you select Mouse from the Options Menu (F2), you see the following dialog box:
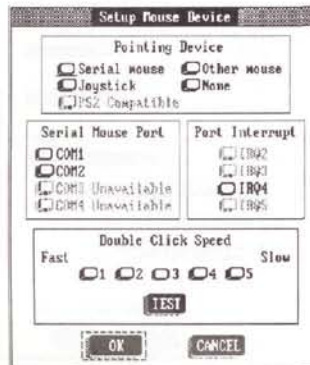
Use the options on this dialog box to set up your mouse (if it is not a PS/2-style mouse).

1. At the Pointing Device box, choose the type of pointing device you are using. Choose:

    Serial mouse for a serial-type mouse.

    Joystick for a joystick or Tandy color Mouse.

    PS2 Compatible for a PS/2-style mouse. (Automatically set if you plug in a PS/2-style mouse.)

    Other mouse for a previously installed Microsoft-compatible mouse driver in Desk-Mate.

    None if you don't want to use a mouse.

2. If you chose Serial for your pointing device, at the Serial Mouse Port box, choose COM1.

Be sure you select the correct port if you have already installed a serial mouse.

3. If you are using COM3 or COM4, at the Port Interrupt box, choose the appropriate IRQ setting.

4. At the Double Click Speed box, choose a comfortable double click speed

5. If necessary, double click on the TEST button to test your double click speed setting.

6. Press ENTER.

Date and Time

When you select Date and Time from the Options Menu (F2), the following dialog box appears:

At the Date: prompt, type a new date using the format *mmddyyyy* (mm = month, dd = day, yyyy = year).

At the Time: prompt, type the new time, using the format *hh:mm:ss* (hh = hour, mm = minutes, ss = seconds). Then, choose either AM or PM.

Printer Settings

When you select Printer from the Options Menu (F2), you see the following dialog box:

Use the options on this dialog box to set up your printer. Desk-Mate refers to this printer information each time you choose a print option in DeskMate. If you change printers, be sure to change the printer information in the Setup accessory.

1. At the Printers list box, highlight the printer you are using.

ASCII is a generic printer driver and should work with all printers. You must, however, choose this driver if you are using a daisy wheel printer.

2. If you are not going to use a printer or want to use a fax board, check the No printer check box.

3. At the Line feed filter check box, 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.

For printers in IBM-mode, do not check this box. For printers in Tandy mode, check the box. If your printer is double spacing or printing lines on top of each other, try changing this option.

4. At the Printer Ports box, choose the LPT1 port.

If you add a second printer port, refer to the instructions with that board for the port setting.

5. To add additional printers to your list of printers, insert the diskette containing the printer information into any drive, and select UPDATE PRINTER LIST.

6. Press ENTER.

Screen Saver

The Screen saver option is beneficial if you leave your computer and monitor on constantly. DeskMate removes the displayed screen, but you can instantly recall it by pressing any key.

If you wish to leave your computer on but not the monitor, you can turn the monitor off and then on again to redisplay the current DeskMate screen.

When you select Screen saver from the Options Menu (F2), the following dialog box appears.

At the Blacken After list box, highlight the amount of time you would like your screen to remain active before DeskMate blackens it, and then press ENTER.

If you don't want DeskMate to blacken your screen, highlight Never.

A message appears, telling you that you can press any key to return to your application after your screen blackens. Press ENTER to clear the message and return to the Setup screen.

Spell Checker

This accessory lets you check your files or documents for misspelled words. A built-in dictionary checks your spelling, and if it finds an error, it displays the word and offers replacements.

When you select Spell checker from the Accessory Menu (**F10**), you see the following screen:
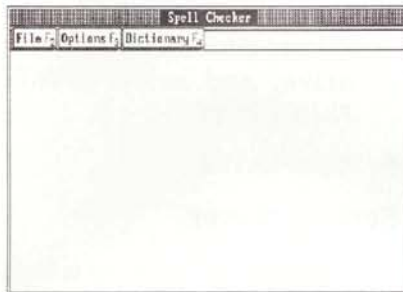
Using Spell Checker with Text

You can use Spell Checker if you're working in the Text application by selecting Proof from the Edit Menu. See the "Text" article for more information.

Open the File or Document You Want to Check

The first thing you need to do is choose the document you want to check.

1. Select Open from the File Menu (**F2**) on the Spell Checker screen.

2. Highlight the file you want to check, or type the name of the desired file at the Open File: prompt.

3. Press **ENTER** to begin the Spell Checker procedure.

Check the File or Document

After you open the file, Spell Checker displays an unknown word. The context in which the word appears is shown directly beneath the word.

If the unknown word is correct, you can select Add to Dictionary from the Options Menu (**F2**) to add the word to your User's Dictionary.

The User's Dictionary lets you add specific words that you often use but are not contained in DeskMate's main dictionary.

Correct an Incorrect Word

1. Either scroll through the Replacements box and highlight the correct word or press **SHIFT+TAB** to move the highlight to the Usage: area and type the correct word.

2. Press **ENTER** to accept the word's context.

You can return to the original word by selecting Restore context on the Options Menu (**F2**).

Calculator

When you select the Calculator from the Accessory Menu (**F10**), DeskMate displays a "handheld" calculator on the screen.
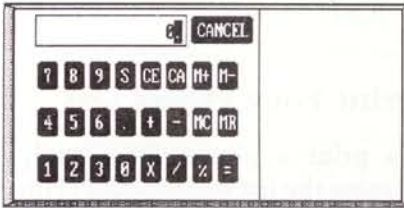
Simply enter numbers using the number keys on the keyboard, and type the functions as they appear on the calculator buttons. The calculator functions are explained in the Calculator Functions box if you need additional information.

To exit the Calculator, simply press **ESC**.

Calculator Functions

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.
−	Subtracts the next number you enter from the one displayed.
X	Multiplies the displayed number by 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 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.

Additional Spell Checker Tasks

Check Every Word You Type

- When you first open the Spell Checker accessory, select Auto Proof from the Options Menu (**F3**).

When a word you type is not found, a beep sounds so that you can check it.

Check a Specific Word as You Type

1. When you first open the Spell Checker accessory, select Check Word from the Options Menu (**F3**).

2. At the Word to check: prompt, type the word you want to check.

3. Press **ENTER**.

   If the word is unknown, suggested alternatives are displayed. If the word is correctly spelled, a message is displayed.
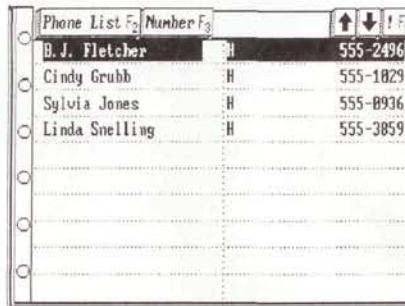
4. Press **ESC**.

Edit the User Dictionary

1. Select Edit from the Dictionary Menu (**F4**).

2. Choose the word you would like to delete using the following keys:

   PGUP displays the previous page of words.
   PGDN displays the next page of words.
   OK accepts the deletions (if any) you have made.
   DELETE removes the currently selected word from the user dictionary.

Phone List

The Phone List accessory shows telephone numbers that you have entered in your Address Book. This accessory is ideal for jogging your memory, printing a list of numbers, or if you have a modem installed, DeskMate will automatically dial for you. When you select Phone List from the Accessory Menu (**F10**), you see:

Phone List F₂	Number F₃		⬆ ⬇ ! F₃
B. J. Fletcher	H		555-2496
Cindy Grubb	H		555-1029
Sylvia Jones	H		555-8936
Linda Snelling	H		555-3859

When you finish using this accessory, press **ESC** to exit.

Display Phone Numbers

To display work phone numbers, select Work phone from the Number Menu (**F3**).

To display home phone numbers, select Home phone from the Number Menu (**F3**).

You can always tell which numbers are displayed because an H (home) or W (work) appears on the phone list.

Make Call

If you ave connected an autodial dem to your RL Desk-Ma system, you can automatically ial any phone number in Pho List. Simply highlight the number you want to call (using ↓ and ⬆), and then select Call from the Number Menu (**F3**).

Be sure you have defined your modem with the Setup accessory's Communications option.

Print Your Phone List

To print a phone list, simply display the list you want to print (home or work phone numbers), and then select Print from the Phone List Menu (**F2**).

Corkboard

Use the Corkboard accessory as you would a notepad. Your notes are stored in the Corkboard file, and you can refer to them whenever you need them.

About the Corkboard Screen

The Corkboard screen is very simple:
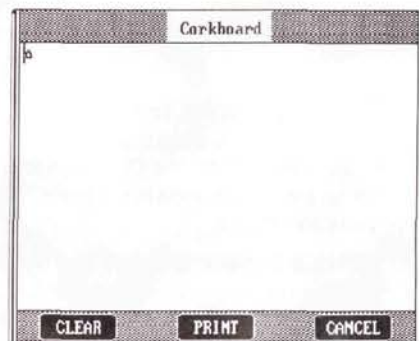
Simply type your notes, and then you can select PRINT to print your notes or CLEAR to delete them. To remove the Corkboard accessory from your screen, press **ESC**.

Month

When you select the Month accessory from the Accessory Menu (**F10**), you'll see the current monthly calendar so that you can quickly check a date. The current month is determined by the date that appears in the upper, left corner of your DeskMate screen.

About the Month Screen

```
Feb P        March 1998        Apr N
                     1  2  3
              4  5  6  7  8  9 10
             11 12 13 14 15 16 17
             18 19 20 21 22 23 24
89 Ctrl+P    25 26 27 28 29 30 31    91 Ctrl+N

                  CANCEL
```
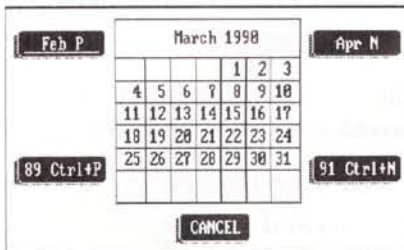
To display the previous month, press **P**. Press **N** to display the next consecutive month.

Want to look a year ahead? Simply press **CTRL-N** to display the same month next year. Or, press **CTRL-P** to display the same month in the previous year.

Press **ESC** to exit the accessory.

Alarm

To use the Alarm accessory, select Alarm from the Accessory Menu (**F10**). (Alarm only works when you are running DeskMate or DeskMate applications.) You see:

```
               Alarm Options
Alarm/Calendar Alarms : This option controls whether alarms
  Off                 : set in this box and in the calendar
  On                  : program go off.

        Quick Alarm Time: [  ]  AM  PM

Message: [wake up!!!                    ]

        OK                         CANCEL
```
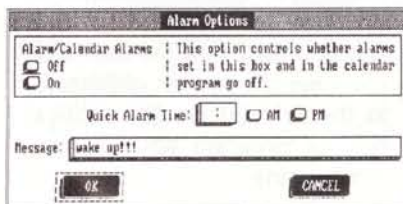
1. At the Alarm/Calendar Alarm box, choose On or Off to turn the alarm on or off.

When the alarm is turned on, the available memory is decreased. If you need additional memory while running DeskMate, be sure the Alarm is turned off.

---

2. At the Quick Alarm Time: prompt, type an alarm time using the *hh:mm* format (hh = hour and mm = minutes).

3. Choose AM or PM.

4. At the Message: prompt, you can type a description of the event for which the alarm is set.

   When the alarm sounds, you can select Alarm from the F9 Menu and press **ENTER** to display the message.

5. Press **ENTER**.

To Do List

The To Do List accessory lets you display an agenda box so that you can monitor your day's schedule demands "at a glance."

This accessory is not currently available in your RL DeskMate System, but as you expand your RL DeskMate System, you might want to add the DeskMate Calendar application. Calendar works hand-in-hand with the To Do List accessory to give you a quick look at your scheduled events, reminders, and annual occasions.

Clipboard

The Clipboard accessory lets you collect multiple pieces of information so that you can copy information in one application and put it in another application quickly and easily. For example, any time you use the Cut or Copy options in the Text or Draw applications, the information you cut or copy is stored in the Clipboard accessory. You can then use the Clipboard to create a file in which to store this information.

In addition to saving information in the Clipboard, you can retrieve, copy, or delete it as you maintain and organize your information.

When you select Clipboard from the Accessory Menu (**F10**), you might see something like this:

```
         SAVE    COPY

 DELETE   CANCEL   CLEAR
```

Save Clipboard Files from an Application

The Clipboard entries on the sample screen have already been saved. Follow the steps below to save your own information on the Clipboard.

1. When you are in an application and you have selected the Cut or Copy option from the Edit Menu (**F3**). Select the Clipboard option from the Accessory Menu (**F10**).

2. Select SAVE.

   A dialog box appears.

If the Clipboard cannot save all the information you have selected, DeskMate will display the message The selected entry is too large for the current clipboard. Press **ENTER** to clear the message.

---

3. At the Name: prompt, type the filename to which you want to save the information you have cut or copied.

4. Press **ENTER**.

Notice that the filename appears on the Clipboard with the application name in parenthesis.

Copy Clipboard Information into an Application

1. Open the application you want to move information into.

2. Select Clipboard from the Accessory Menu (**F10**).

3. Highlight the Clipboard entry you want to copy to memory.

4. Select COPY.

5. Press **ESC** to remove the Clipboard from the screen.

6. Move the cursor where you want to place the clipboard information.

7. Select Paste from the Edit Menu.

The Clipboard information appears at the cursor location.

Delete a Clipboard Entry

1. Highlight the Clipboard entry you want to delete.

2. Select DELETE.

The highlighted entry is removed from the Clipboard.

Clear the Entire Clipboard

● Select CLEAR.

All the entries on the Clipboard are deleted.

Task Switch

The Task Switch accessory provides a way to place two Desk-Mate applications or a DeskMate application and another software program in memory. When you use Task Switch, you can then toggle back and forth between the applications or programs you have set. You can also use Task Switch to move between Desk-Mate and MS-DOS.

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 application or program you are currently using.

Switch Between Programs or DeskMate Applications

Select Task Switch while you are in a program or application. You automatically return to the desktop. Then, simply select the other application or program directly from the desktop. (If the application is not displayed on the desktop, you can use the File Menu's Run option.)

Now, by selecting Task Switch (or pressing **ALT**=), you can move directly between the two programs or applications.

To end a task, exit in the normal manner. You will return to the desktop. If you try to exit the desktop and there is still a task in memory, you will return to that program. You can then exit that application, and when you return to the desktop, you can exit DeskMate.

Switch Between DeskMate and MS-DOS

To switch between any Desk-Mate application (including the desktop) and MS-DOS:

1. At the desktop or application, select Task Switch from the Accessory Menu (**F10**).

   The Run dialog box appears. (If you select Task Switch from 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 on the screen.

You can now select Task Switch (or press **ALT**=) to switch between MS-DOS and the desktop.

To cancel the task switch, simply type exit at the system prompt and press **ENTER**. The desktop is displayed. You can access another application (or program) or exit DeskMate. (If there is still an application in memory when you try to exit DeskMate, enter the application and exit normally and then exit DeskMate.)

Task Switching Notes

- When you start a new program or application, you might need to change to the directory that the new program uses.

- If you task switch to command.com, you must type exit to return to the desktop.

- If you are using another graphics program other than DeskMate, task switching might not occur. You might need to exit the other program or application so that DeskMate can be restored.

Considerations When Running Task Switch

- You cannot use Task Switch if you are running terminate and stay-resident (always in memory) programs, such as Microsoft Windows, Sidekick, and other similar programs.

- You cannot use Task Switch with other software that requires you to reset the computer in order to load.

- You cannot use Task Switch with BASIC, using a mouse.

- You cannot use 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.

Address Book

Address Book lets you group related addresses together into specialized lists and use them for printing as well as reference. Instead of having a different address book for each of your activities, you can keep all your lists in DeskMate's Address Book.

With DeskMate's Address Book application, you can organize all your addresses and phone numbers in one place. You can keep one master address list and up to 25 separate, specialized address lists — all in one electronic address book.

This article helps you get started by showing you how to add, update, and delete addresses in one or more lists. In addition, you'll get some ideas for setting up your own lists. If you want DeskMate to step you through some Address Book exercises, be sure to see the Address Book: Organize Addresses Beginner's Lesson.

Check Out the Address Book Screen
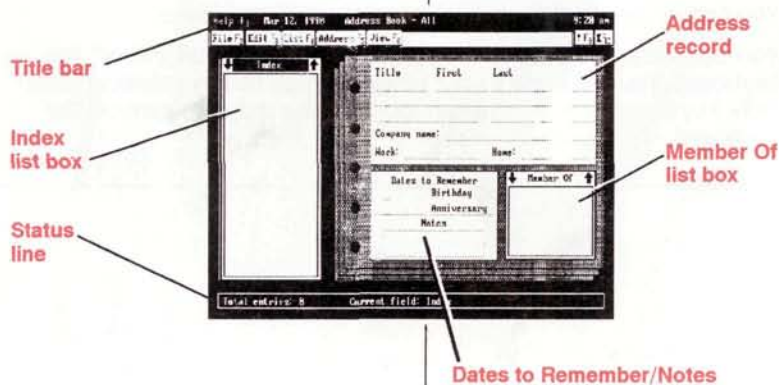
You can access Address Book from the desktop or from within other DeskMate applications. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.

Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

The Address Book screen is really quite simple.

See the Index list box on the left side of your screen? This box lists the addresses alphabetically by last name for the list you are currently using.

If you want to know which list you are using, take a look at the **title bar** at the top of the screen. In the middle of the title bar, the name of the current list appears after the words Address Book. If you see All, you are looking at the master address list.

Now, look at the right side of the screen. You can see that the **address record** is like an index card. You can type your address information on the address record.

See the Dates to Remember/Notes box on the screen?

Title bar

Index list box

Status line

Address record

Member Of list box

Dates to Remember/Notes

You use this area to type birthday or anniversary dates, and also add special information you want to remember about the address listing.

Now take a look at the Member Of list box. This box lets you quickly see which specialized address lists contain the currently displayed address.

At the bottom of the screen, the *status line* lets you know how many addresses are in the current list and where the cursor is on the screen. On this screen, the cursor is on the Index list box.

Go ahead and move the cursor around the Address Book screen by pressing **TAB**. Remember, you can press **F1** for help anytime.

Enter Addresses

When you first start using Address Book, the View Menu's All option is already selected for you. (Notice the word All in the title bar.) Therefore, when you add addresses, you are adding them to your master address list instead of a specialized list.

The first time you open Address Book a blank record screen appears. Press **TAB** to move the cursor to the Title field, and then enter the address information following Steps 2-4 below. The next time you open Address Book, the address record contains information on the highlighted name in the Index list box. To add new address records:

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

2. Type a courtesy title, such as Mr., in the Title field.

BACKSPACE deletes the character you typed to the left of the cursor.

DELETE deletes the character you typed to the right of the cursor.

---

3. Press **TAB** to move to the next field.

4. Type the remaining address information in the same way.

You can change Birthday and Anniversary to other date reminders if you'd like. Press **TAB** to highlight the word, and then simply type over it. If you don't want to change these words, press **TAB** to skip them.

When you finish entering the address, you can store it using the simple process explained in the next section.

Store Addresses and Add Additional Addresses

To store the current address and add another address, select Add from the Address Menu (**F5**). (Or, press **CTRL+A**, the accelerator for Add.) As Address Book displays another blank address record, it stores the previous address and adds it to the Index list box.

You can enter addresses in any order because Address Book au-

tomatically alphabetizes by last name.

When you finish adding addresses, select any available menu option (other than an Edit Menu (**F3**) option), and Address Book stores the current address and performs the action you chose. For example, if you choose Exit, Address Book stores the last address you entered and exits the application.

Delete an Address from the Master List

When you use the Delete option on the Address Menu, you delete the address that is displayed on the screen from your master address list.

1. Display the address you want to delete.

2. Select Delete from the Address Menu (**F5**). (Or, press **CTRL+D**, the accelerator for Delete.)

3. When asked if you're sure you want to delete the record, press **ENTER**.

Notice that the name disappears from the Index list box.

Modify Address Information

To change any information in an address, simply highlight the information you want to change and type over it. Then, select any menu option (other than an Edit Menu (**F3**) option) to store the changed address.

Create Additional Lists

As you begin to organize your electronic address book, you might need to create some specialized lists in addition to the master list DeskMate creates for you. For example, you might want to create an address list for your Christmas cards, business clients, or church members.

To create your own specialized lists, do the following:

1. Select New from the List Menu (**F4**).

   A dialog box appears.

2. Type the list (or group) name.

3. Press **ENTER**.

Address Book creates the list. The list name in the title bar changes, and an address record is displayed for this new list.

You can add a few more addresses to this list, using the procedures outlined in "Enter Addresses." When you select All from the View Menu, you'll see that the addresses in this specialized list are automatically added to the index for your master list.

View Address Lists

To view an address from your master list, be sure the All option on the View Menu (**F6**) is checked. Then, move the cursor to the Index list box and use ↑ or ↓ to highlight the appropriate name. The address record infor-

mation changes as you highlight different names in the list box.

Remember **SHIFT+TAB** moves the cursor backward.

To view your specialized address list information, be sure the By list option of the View Menu (**F6**) is checked. Then, highlight the list you want to view, and press **ENTER**. The name of the current list appears in the title bar, and the Index list box displays only the names in that list.

You can easily view the address records in an individual list by moving the cursor to the Index list box and using ↑ or ↓ to highlight the appropriate name. The address record information changes as you highlight different names in the list box.

Add Existing Addresses to Another List

DeskMate makes it easy for you to add existing address records to specialized lists.

1. Display the address record you want to add to a list.

2. Select Add to list from the Address Menu (**F5**).

3. Highlight the list(s) to which you want to add the displayed address.

The Techniques Box in this article has more information about highlighting multiple lists.

---

4. Press **ENTER** to add the address to the list(s) you highlighted.

The Member Of list box indicates that the displayed address is now a member of the chosen list(s).

Delete Addresses from a Specialized List

Deleting addresses from a specialized list is very similar to adding addresses to different lists. Simply display the address you wish to delete, and then select the Address Menu's Delete from list option. Address Book displays all available address lists for that address record. Highlight the address list(s) from which you want to delete the address, and press **ENTER**.

Do not confuse the Delete from list option with the Delete option. The Delete option removes the address from your master list.

Preview of Other Uses for Address Book

By now you have the gist of Address Book. You can use this DeskMate application to keep all your address lists in one location so that you can access the information quickly and easily. Use your imagination and let DeskMate help you keep everything organized.

With Address Book's advanced features, you can merge lists together and print mailing labels and form letters (using the Text Application). In addition, DeskMate's Phone List accessory lets you access and dial the phone numbers stored in Address Book quickly and easily. Be sure to see the Additional Address Book Tasks box for more specific task instructions. Remember, too, that you can press **F1** for DeskMate's help at any time.

Techniques Box

Correct Typing Errors
BACKSPACE deletes the character immediately to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Edit Address Records
1. Highlight the appropriate information in the record.
2. Select Cut, Copy, or Clear from the Edit Menu.
3. If you want to insert the highlighted information elsewhere, position the cursor and select Paste from the Edit Menu.

   Note: To reinsert information that you removed using Cut, Copy, or Clear, select the Undo option from the Edit Menu.

Exit the Application
● Press **ESC** to return to the desktop.

Highlight Multiple/Consecutive Lists
Consecutive lists:
● Press **SHIFT+ ↓**.

Non-consecutive lists:
1. Highlight the first list.
2. Press **CTRL+ ↓** to move down the list box.
3. Press **CTRL** and the space bar on each list you want to highlight.

Open a DeskMate Application
● If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
● If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.
● A dialog box appears, and you can type the application name at the Program: prompt, and if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application or file.

Move Around a Dialog Box
● **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
● Arrow keys move the cursor within a group of buttons or check boxes.
● Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
● **ENTER** automatically selects OK.
● **ESC** automatically selects CANCEL.

Select Menu Options
1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

   Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Additional Address Book Tasks

Dial a Phone Number

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 field.
3. Select Call from the Address Menu (**F5**).
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.

Find an Address or Group of Addresses

1. Select All from the View Menu (**F6**) to view all addresses or By list from the View Menu to view a specific list of addresses.
2. Select Find from the Address Menu (**F6**).
3. At the Search for: prompt, type the string of characters you want to find (like a name or street).
4. Select **ENTER**. If the address is found, it is displayed on your screen.

   Note: If Address Book cannot find the information you specified, you see the message There are no matching records in this list. Select OK to remove the message from the screen.

5. To find the next occurrence of the same information, select Find next from the Address Menu.

Format 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**).
2. At the Sorted by prompt, choose Last name or Zip.
3. 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 or continuous feed printer. If you select this option, a dialog box appears so that you can enter information about your labels.

4. Select **ENTER**.

Merge an Address List into the Current List

1. Select the By list option on the View Menu (**F6**).
2. Highlight the list into which you want to merge another address list, and press **ENTER**.
3. Select Merge from the List Menu (**F4**).
4. In the Merge from dialog box, highlight the name of the list you want to merge into the current list.
5. Press **ENTER**.

Print Addresses/Mailing Labels

You can use the Print labels option on the File Menu to print a list of addresses or to print mailing labels.

Note: If you are printing mailing labels, you must format them before you print. See "Formatting Mailing Labels."

1. Select All from the View Menu (**F6**) to select all addresses or to select a specialized list, select By list from the View Menu.
2. Feed the printing labels into the printer.
3. Select the Print labels option on the File Menu (**F2**).
4. At the Print to: prompt, choose the Printer button to print mailing labels on paper, or choose the File button to print the labels to a file.
5. Press **ENTER**.

   Note: If you are using a continuous feed printer and the message Are the labels correctly aligned? appears, continue with Steps 6-10.

6. Choose NO to test label alignment.
7. 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, and press **ENTER**.
8. Repeat Steps 6-7 as needed to adjust the vertical alignment.
9. If necessary, adjust the horizontal alignment by hand.
10. When ready to print, choose YES at the Are the labels correctly aligned? prompt.

Print Form Letters

You can use the Print form letter option on the File Menu to print form letters on paper, to the screen, or to a file.

1. Use the Text application to create the form letter.
2. Use Text's Add field option on the Layout Menu (**F6**) to place the desired Address Book fields (Title, First, Last, and so on) in the document.
3. In Address Book, select All from the View Menu (**F6**) to view all addresses.
4. Select Print form letter from the File Menu (**F2**).
5. In the Open File dialog box, highlight the Text file you want to use, and press **ENTER**.
6. Highlight the list to which you want to send the form letter, or highlight All to send the letter to all addresses, and press **ENTER**.
7. At the Print to: prompt, choose printer, screen, or file, and press **ENTER**.

View a Single Address List

1. Select By list from the View Menu (**F6**).
2. Highlight the desired list.
3. Press **ENTER**.

View All Addresses

- Select All from the View Menu (**F6**).

View Address Book and Phone List Together

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

Desktop

The desktop is DeskMate's central screen, but it is also much more. Use the options on the desktop to simplify the "housekeeping" chores for your files.

The desktop's main job is to organize your DeskMate applications so that you can easily see them and select them. But in addition, the desktop also helps you perform many other special tasks. For example, using the desktop options, you can:

- Customize the screen so that you can easily access the programs you use most frequently

- Manage your files, directories, and disks

- Perform many of the commonly used MS-DOS commands, such as copy, delete, and format

- Install additional software programs

When you first begin using DeskMate, your desktop looks like this:

Title bar — displays the current date and time. It also shows the application you are using.

Menu bar — indicates the menus that you can choose by pressing a function key. Each menu contains options you can use to perform tasks.
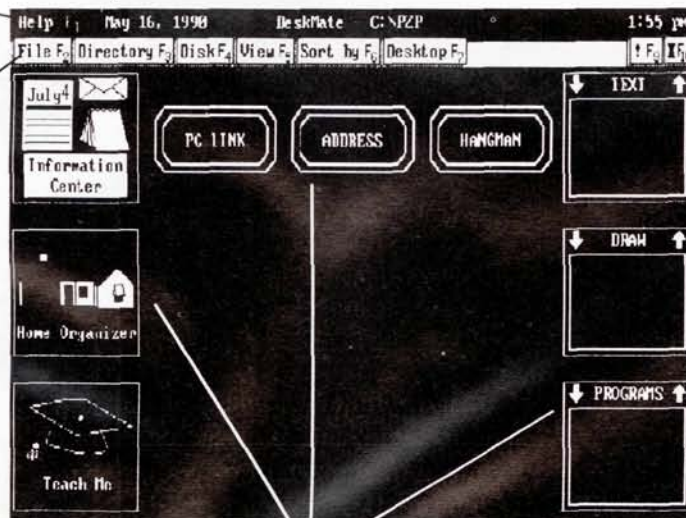
Programs box — displays all applications on the current drive or directory.

Application boxes — lets you choose a specific application to run.

The desktop displays an application or program in either a box or button. If the application lets you save files, a box is displayed on the desktop, but if the application does not use files (for example, Hangman), the application is displayed on the desktop as a button.

Customize Your Desktop

As you use the desktop, you might find that you need to re-arrange the applications and programs displayed there so that you can more easily select the ones you use most often.

Remove a box from the desktop

Before you can display a new program or application on the desktop, you might need to make room for it by removing the box (or button) that represents the program or application that you don't frequently use. Removing an application's box or button does not erase it from DeskMate — you can choose to redisplay it later.

1. Press TAB until you highlight the application box or button you want to remove.

2. Press F7 to display the Desktop Menu.

3. Press ↓ until you highlight Remove.

4. Press ENTER.

Display an application box/button on the desktop

1. Press F7 to display the Desktop Menu.

2. Press ↓ until you highlight Display, and press ENTER.

3. Use the arrow keys to highlight the name of the application or program you want to display.

4. Choose the box size you want to appear on the desktop.

5. Press ENTER.

   The desktop reappears, displaying a dotted box.

6. Use the arrow keys to position the box where you want it to appear on the desktop, and press ENTER.

Manage Your Files, Directories, and Disks

The desktop provides many options for managing your computer's files. These options are simply some of the commonly used MS-DOS commands. With these options, you can quickly and efficiently organize your files and directories as necessary.

Working with Files and Directories

A *file* is simply a division of a disk that contains specific information — perhaps a program, information you have created, or just about anything. In DeskMate, the files you will be most aware of are those you create to store data such as letters, reports, and graphics.

A *directory* is a larger division of a disk that can contain files, other directories, or both. Usually, if you are using a diskette-based system, it is not necessary to create directories. Instead, you might choose to use a different diskette for each group of files you create. However, if you use a hard disk, you have much more disk space and will need to create directories to keep your files organized.

Change the Desktop View

There are three ways you can look at the information on your disk drive(s). The first method is the Menus View, which is the screen you see the first time you use the desktop. This view shows programs and, if applicable, their associated files. The second method, the Tree View, shows a graphic tree representation of the directories on the current drive. The third method displays the tree and the files for the current drive or directory.

To change your desktop view:

• Select Menus, Tree, or Files from the View Menu (**F5**).

Change to a Different Drive or Directory

If you want to see a list of the files on another drive or in another directory:

1. Select Change from the Directory Menu (**F3**).

   A dialog box appears.

2. Choose the appropriate directory from the list box.

3. Select LOOK to view a list of files without actually changing to the directory. Select OK to change to the directory.

Format a Diskette

Before you can store data on a diskette, you must prepare it for the information. To do this:

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

   A dialog box appears.

Techniques Box

Correct Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Move Around a Dialog Box

• **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
• Arrow keys move the cursor within a group of buttons or check boxes.
• Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
• **ENTER** automatically selects OK.
• **ESC** automatically selects CANCEL.

Open a DeskMate Application

• If the application appears on the desktop, press **TAB** until you highlight the application, and then press **ENTER**.

or

• If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

A dialog box appears, and you can type the application name at the Program: prompt. If you know the name of the file you want to open, type the name at the Data file: prompt. Press **ENTER** to open the application file.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

2. At the Drive: prompt, type the letter of the drive in which you will put the diskette to be formatted. (Use A for a one-drive system and either A or B for a two-drive system. Drive A is on the right; Drive B is on the left.)

Some of the information on the screen might change when you enter the drive letter. DeskMate automatically determines the type of drive you are using and adjusts the type of information you need to enter, if necessary. (Your RL System uses 3½-inch, double-sided, 720KB diskettes.)

3. If the x.x inch diskette box gives you a choice of buttons, choose the one that represents the type of diskette you are using.

4. (Optional) Place an x in the Volume Label box if you want to include a volume label on your diskette.

5. (Optional) Choose Install operating system to make the diskette a system diskette. (This is useful for other Tandy 1000 computers without MS-DOS built in.)

6. Press ENTER.

Follow the prompts to complete the formatting process. When you finish, the desktop reappears.

Copy a Diskette

To make 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 of the drive that will contain the diskette you want to copy from.

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

Type A: at the To: prompt if you have only one drive. DeskMate tells you when to switch diskettes.

Copy a File

To copy a file to any directory on any disk:

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

A dialog box appears.

2. At the Copy from: prompt, type the name of the file you want to copy.

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

Type B: at the Copy to: prompt if you have only one drive. DeskMate tells you when to switch diskettes.

4. Press ENTER.

Delete a File

To create additional storage space on a disk, you can delete unwanted files.

1. Insert the appropriate diskette or change to the directory that contains the unwanted file. (See "Change to a Different Drive or Directory.")
2. Select Delete from the File Menu (**F2**).
   A dialog box appears.
3. Type the name of the file you want to delete at the Filename: prompt.
4. Press **ENTER**.

Install Other Software Programs

Using the options on the desktop, you can install other software programs onto the desktop. The desktop then provides a centralized location for easy selection of all your programs.

Many of today's leading software publishers are now using DeskMate's User Interface to give their programs the same easy-to-use, friendly feel that you enjoy with DeskMate. These programs always display one of the DeskMate User Interface logos on the outside of the package.

You can use the instructions in "Install DeskMate User Interface

Programs" to install any of these programs.

If, however, you have software programs that don't use the DeskMate User Interface, you can still easily install these programs so that you can select them from DeskMate's desktop. Follow the instructions in "Install Non-DeskMate Programs" to install these programs.

Do **not** install other software programs in the same directory with DeskMate.

Install DeskMate User Interface Programs

Because these programs have special installation files, the installation process is automatic.

To install a DeskMate User Interface program, follow these steps:

1. Insert the program's Install diskette into Drive A.
2. From DeskMate's desktop, press **F7** to pull down the Desktop Menu.
3. Press ↓ until you highlight Install, and press **ENTER**.
   A dialog box appears.
4. Choose the box size you want to appear on the desktop.
5. Press **ENTER**.
   The desktop reappears, displaying a dotted box.
6. Use the arrow keys to position the box where you want it to appear on the desktop, and press **ENTER**.

The install procedure continues automatically. Simply follow the prompts to complete the procedure.

When the desktop reappears, you can run the program by simply highlighting the box and pressing ENTER.

Install Non-DeskMate Programs

1. Press **F7** to pull down the Desktop Menu.
2. Select `Create`, and press **ENTER**.
   A dialog box appears.
3. At the `Menu title:` prompt, type the title that you want to appear on the desktop, using 10 characters or fewer.
4. At the `Program name:` prompt, type the command you normally use to run the program from MS-DOS.
5. (Optional) At the `Data file extension:` prompt, type the extension you want to assign to files created with this program.
   Note: If your program does not create files, leave this prompt blank.
6. (Optional) At the `Start-up directory:` prompt, type the path for the directory you want to use when you run this program.
7. Press **ENTER**.
   Another dialog box appears.
8. Choose the list box size you want to appear on the desktop.
9. Press **ENTER**.
   The desktop reappears, displaying a dotted box.
10. Use the arrow keys to position the box in a blank area where you want it to appear on the desktop, and press **ENTER**.

You can now run your program by simply highlighting the box and pressing ENTER.

Hints on Using Autoconfig

There is a box on your desktop known as the autoconfig box. This box appears in the bottom center part of your screen. Its title and contents change depending on the current directory or diskette you are using.

The uses for the box vary slightly based on whether you are using a hard disk or diskette-based system.

Using Autoconfig on a Hard Disk System

If you store lots of files for a specific application, you can create a special directory within DeskMate for that application. You can then use the autoconfig box to display the application and its files on the desktop.

1. Create a new directory.
2. Change to that directory.
3. Select `Createauto` from the Desktop Menu (**F7**).
   A dialog box appears.
4. Choose the application you want to assign to the autoconfig box.
5. Press **ENTER**.

When you change to the new directory, the application and its files appear in the autoconfig box.

Using Autoconfig on a Diskette-Based System

If you use diskettes to run DeskMate, you might have too many files for a specific application to store on a DeskMate diskette. You can, however, create a special diskette to store one specific application and its files. The application and files will then appear in the autoconfig box when you insert the diskette.

1. Copy the application (*application*.pdm) to a formatted diskette.
2. Be sure that the designated drive contains the diskette.
3. Select `Createauto` from the Desktop Menu (**F7**).
   A dialog box appears.
4. Choose the application you want to assign to the autoconfig box.
5. Press **ENTER**.

When you insert the diskette, the screen is updated and the application and its files appear in the autoconfig box. Any files you create for this application will be stored on the diskette.

Using Autoconfig with Programs that Use the Desk-Mate User Interface

Tandy and other companies have programs especially written to run with DeskMate. Most of these programs will automatically appear in the autoconfig box when you insert the program diskette and DeskMate updates the screen.

Preview of Other Uses and Tasks

You've now seen many of the basic tasks that the desktop can help you with. Not only can it help you organize your programs and information, but it can also make some of the standard file/directory/disk "housekeeping" chores much easier.

Be sure to refer to the "Additional Desktop Tasks" box to learn about other ways to use the desktop. Also, see the "Hints on Using Autoconfig" box for information on another unique desktop function.

Additional Desktop Tasks

Check Available Disk Storage Space

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

   A dialog box appears, displaying the amount of available space and the disk volume name.

2. Press **ENTER**.

Check the File Size

1. Highlight a specific file on the desktop.

2. Select Get Info from the File Menu (**F2**).

   A dialog box appears, displaying the file size and the date you last changed the file.

3. Press **ENTER**.

Create a New Directory

1. Select Create from the Directory Menu (**F3**).

   A dialog box appears.

2. At the Path: prompt, type the name of the new directory.

   Note: If the new directory will be located on another disk or in another directory, type the full path, using up to 64 characters. For example, to create a directory named Letters on Drive B, type b:\letters.

3. Press **ENTER**.

Delete a Directory

1. Delete all the files from the directory you want to delete. (See "Delete a File.")

2. Select Delete from the Directory Menu.

   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 directories in the path.

4. Press **ENTER**.

Delete an Application Box or Button from DeskMate

Caution: This option erases an application or program so that you can no longer display it on the desktop. If you will later want to redisplay the box or button, use the Remove option on the Desktop Menu.

1. Select Delete from the Desktop Menu (**F7**).

   A dialog box appears.

2. Highlight the name of the box or button you want to delete.

3. Press **ENTER**.

Redefine a Box or Button

1. Select Redefine from the Desktop Menu (**F7**).

   A dialog box appears.

2. Highlight the name of the box or button you want to change.

   Another dialog box appears.

3. Change any of the information in the dialog box.

4. Press **ENTER**.

Rename a File

1. Be sure you are in the directory where the file resides (or that the correct diskette is inserted).

2. Select Rename from the File Menu (**F2**).

   A dialog box appears.

3. At the From: prompt, type the name of the file you want to rename.

4. At the To: prompt, type the new filename.

5. Press **ENTER**.

Sort Files in the Tree View

1. Open a directory in the Tree View and display a list of its files.

   A dialog box appears.

2. Select the desired sort order from the Sort by Menu (**F6**).

   - By name — alphabetically
   - By type — alphabetically by extension name
   - By date — from earliest to latest
   - By size — smallest to largest

Update the Screen

After you insert a new diskette, DeskMate automatically changes the desktop so that the files on that diskette appear.

Use Disk

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.

For more information, see the "Troubleshooting" section.

Draw

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

With Draw, you can design and store colorful, artistic creations using drawing **tools** such as squares, circles, lines, and free-hand styles. DeskMate's Draw application also features different styles of text and **clip art** — predrawn artwork you can use in your pictures and designs.

If you want DeskMate to step you through some Draw exercises, be sure to see the Draw: Draw Colorful Pictures Beginner's Lesson.

The Birthday Card

You can access Draw from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.
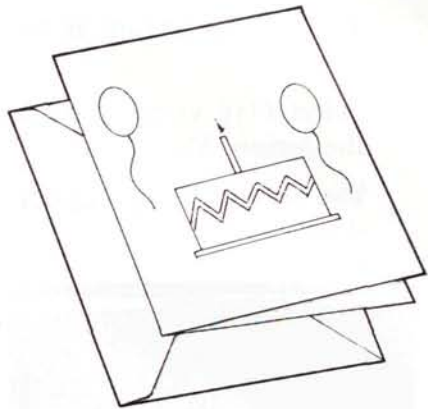
Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the requested diskette and press **ENTER**.

When you open Draw, an empty canvas appears. If you are not using a mouse, the cursor appears in the upper, left corner of the canvas. To draw on the canvas, you must select one drawing tool at a time. Select a tool from the Tools Menu (**F7**). A check mark indicates the currently selected tool.

Let's experiment with Draw and make a birthday card for Uncle Wilbur's birthday. (This is number 83 for Uncle Wilbur!)

We'll step you through the directions, but please feel free to experiment with all the tools and patterns. You'll soon be able to see how easy it is to use your creativity with Draw; whether you're making birthday cards or other graphics.

Using a mouse with the Draw application provides you with more flexibility.

Your Drawing Tools

You select your drawing tools from the Tools Menu (F7).

Select
Lets you select an area of your picture to move, copy, rotate, flip, or delete.

Line
Draws a line between two points.

Rectangle
Creates a box-shaped object.

Ellipse
Draws circular objects.

Text
Lets you insert letters, words, and/or numbers on your drawing.

Brush
Lets you "paint" with different brush types.

Filled Brush
Fills an object you draw to its outer boundaries with a prescribed pattern.

Arc
Draws an arc.

Polyline
Draws an object of continuous connecting lines.

Polygon
Draws an object of multiple joining lines, then fills the object.

Drawing the Card

First, the cake:

1. Select Rectangle from the Tools Menu (F7).

2. Position the cursor to draw the upper, left corner of the cake. (To make this drawing part of a card, draw the cake on the left side of the canvas.)

3. Stretch the rectangle by pulling it down and to the right.

Now, a candle:

Using the same tool and same technique, draw a candle on the cake.

For the plate:

Using the same tool and technique, draw the plate under the cake.

You've got to have balloons:

1. Select Ellipse from the Tools Menu (F7).

2. Position the cursor at the center of the balloon.

3. Stretch the balloon to the desired size.

Let's paint and decorate:

1. Select Polyline from the Tools Menu (F7).

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

3. Adjust the brush setting to draw thin lines. (We used the default setting.)
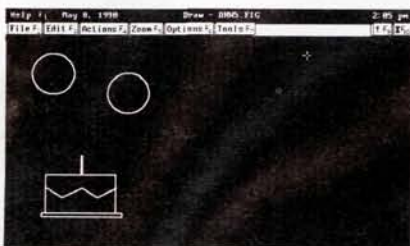
4. Decorate the cake by drawing connecting lines.

5. Select Brush from the Options Menu (F6), and change the brush shape. (We used the setting in the top, left corner of the list.)

If you want to remove something you have drawn, use the Select Tool to select a specific part of your picture, or use the Select all option on the Edit Menu to select the entire picture. You can then select Cut from the Edit Menu to remove the selected area.

6. Select Brush from the Tools Menu (F7), and "tie" strings onto the balloons.

7. Again, using the same tool and technique, add a "flame" to the birthday candle.

Writing the Card's Message

Flipping the Picture

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

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

   Your entire picture is selected.

2. Select Flip vertical from the Actions Menu (F4).

   You see the picture upside down.
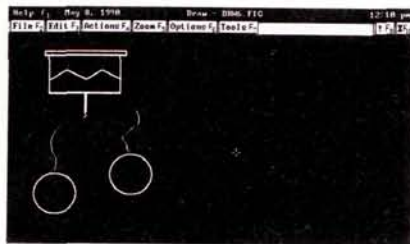
Entering the Text

1. Select Text from the Options Menu (**F6**).

2. Choose the roman, medium, and center buttons. Then, press **ENTER**.

3. Select Text from the Tools Menu (**F7**).

4. Select Half from the Zoom Menu (**F5**).

The Zoom Menu contains options that allow you to "back away" so that you can get a view of your whole canvas. Use this menu to also increase the focus area (zoom in) on the canvas.

---

5. Move the cursor to the lower, right quarter of the canvas where you want to type the greeting. Remember the text will be centered as you type.

6. Type Happy, and then press **ENTER** twice.

7. Type Birthday, and then press **ENTER** twice.

8. Type Uncle Wilbur, and then press **ENTER**.
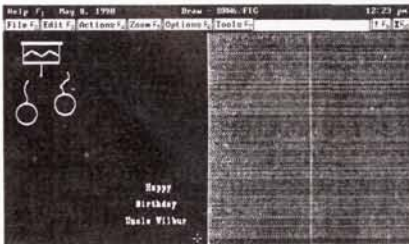
Printing the Card

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

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (See your printer manual if you need more information.) Also, be sure you have used the Setup option on the Accessory Menu (**F10**) to tell DeskMate the type of printer you are using. See the "Accessories" article for more information.

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

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

3. Press **ENTER**.

Folding the Card

After you print the card, fold it like this:
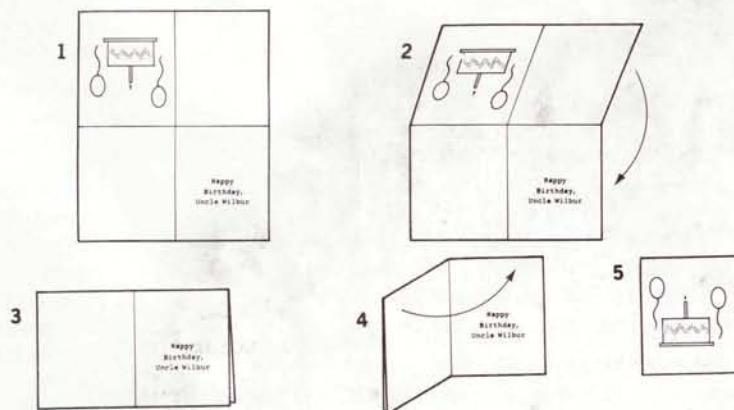
Your card is now finished. You can make all kinds of drawings once you learn how to use all of DeskMate's Draw tools.

Preview of Other Uses for Draw

As you become comfortable with Draw and its special features, you will find many uses for this application. You could use Draw to create brochures, maps, greeting cards, and you might even make your own Christmas cards.

In addition, as you become familiar with the Text application, you can insert charts, graphs, and any other art. Be sure to see the Additional Draw Tasks box for more specific task instructions. Also, remember you can press **F1** for DeskMate's help.

Techniques Box

Correct Typing Errors
BACKSPACE deletes the character immediately to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Edit Your Picture
1. Use Select all on the Edit Menu (**F3**) or the Select Tool on the Tools Menu (**F7**) to select your picture or a portion of it.
2. Select Cut, Copy, or Clear from the Edit Menu (**F3**).
3. If you want to insert the selected portion elsewhere, position the cursor and select Paste from the Edit Menu (**F3**).

Exit the Application
- Press **ESC** to return to the desktop.

Move Around a Dialog Box
- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application
- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

  A dialog box appears, and you can type the application name at the Program: prompt, and if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application or file.

Select Menu Options
1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

   Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Use of the Select Tool
- To use the Select tool, select it and position the cursor outside the corner of the area you want to select. Then, using the arrow keys or dragging the mouse, pull the select border until it surrounds the picture you want to select. Press **ENTER** or release the mouse button.
- To move selected items using a mouse, point to the center of the selected area and drag it to the desired area on the canvas.
- To move selected items using the keyboard, place the cursor in the center of the selected area and press the space bar. Then, use the arrow keys to move the selected area to the desired location, and press the space bar again.

Additional Draw Tasks

Align objects

1. Use the Select tool on the Tools Menu (F7) to select the objects you want to align.
2. Select Align from the Actions Menu (F4).
3. Choose tops, bottoms, left sides, or right sides.
4. Press ENTER.

Break an Object Back into Pieces

1. Select the object.
2. Select Break object from the Actions Menu (F4).

Change Colors

1. Select Colors from the Options Menu (F6).
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, and press ENTER.

Change the Canvas View

1. Select Two times or Four times from the Zoom Menu (F5) for a magnified view, or select Half or Quarter for a full view of the canvas.
2. Select Normal from the Zoom Menu (F5) to return to the normal view.

Change Polygonal Shapes

1. Use Select on the Tools Menu to select an object created using the Polyline or Polygon tool.
2. Select Add Corner, Move Corner, or Delete Corner from the Edit Menu (F3).
3. (Mouse) Point to the place where you want to add or move a corner or to the corner you want to delete, and click.

   or

   (Keyboard) To add or move a corner, move the cursor to the appropriate place and press the space bar. You can use the arrow keys to adjust the line. Press the space bar again to finalize the change. To delete a corner, move the cursor to the appropriate corner, and press the space bar once.

Choose Keyboard or Mouse

- Select the Use keyboard or Use mouse options from the Options Menu (F6) to quickly change the way you work in Draw.

Choose the Line Weight and Style

1. Select Line from the Options Menu (F6).
2. At the Weight: prompt, choose the line weight you want to use.
3. At the Style: prompt, choose the type of line you want to use, and press ENTER.

Customize the Drawing Tools with a Fill Pattern

1. Select Patterns from the Options Menu (F6).

2. Choose the fill pattern you want to use, and press ENTER.

Duplicate Part of a Picture on the Same Canvas

1. Select the picture, object, or element you want to copy.
2. Select Duplicate from the Actions Menu (F4).
3. Move the picture to where you want it on the canvas.

Flip an Area Horizontally

1. Select the picture, object, or element you want to flip.
2. Select Flip horizontal from the Actions Menu (F4).

Insert a Picture into Another Applicaton

1. Select the picture.
2. Select Copy or Cut from the Edit Menu (F3).
3. Exit Draw
4. Open another application and file.
5. Position the cursor.
6. Select Paste from the Edit Menu (F3).

Insert Clip Art

1. Select Clip art from the Edit Menu (F3).
   Note: You might be asked if you want to search the system for the default file. Simply press ENTER.
2. Choose the picture you want to insert.
3. Select Paste from the Edit Menu (F3).
4. Move the art to where you want it on the canvas.

Make Picture Pieces an Object

1. Select all the elements you want to include in an object.
2. Select Make object from the Actions Menu (F4).

Move an Item to the Front or Back of a Picture

1. Select the element you want to move.
2. Select Move to top or Move to bottom from the Actions Menu (F4).

Resize a Picture Using the Keyboard

1. Select 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.

Rotate a Picture

1. Select the picture, object, or element you want to rotate.
2. Select Rotate from the Actions Menu (F4).

Hangman

Need a break from work? Here's a chance to have fun and improve your vocabulary, too.

Hangman is a word game that has remained popular for years with young and old alike. With DeskMate's version of Hangman, you'll enjoy a diversion from work and chores — and maybe add some words to your vocabulary in the process.

You can access Hangman from the desktop or from within another DeskMate application. If you're not sure how to open an application, be sure to see the Techniques Box in this article for more information.

Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

When you select Hangman, this is the first thing you see:

This dialog box lets you design your game by specifying the number of players, how many words you want to guess, and how many wrong guesses you can have before Hangman gets you with his noose. When you finish making your choices, move the cursor to the OK button and press **ENTER**.

Press **TAB** to move the cursor (the underline) and press the space bar to increase or decrease your choices. If you need additional help setting up or playing the game, be sure to press **F1** for DeskMate's help.

Another dialog box appears so that you can type the names of the players. When you're finished, select OK. The Hangman screen appears.
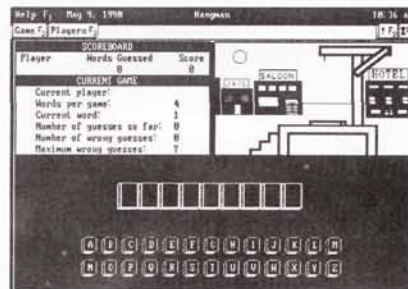
Now you're ready to play!

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

Type the letter you want to guess.

If you are using a mouse, you can point to a letter and click.

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

If the letter you choose is not in the word, part of the hangman drawing appears, and you are one step closer to being hanged!

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

The winner is the player who makes the least number of wrong choices.

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

If at any time you want to change the game or the players, use the appropriate option on the Players Menu.

After each game, you'll be asked if you want to play another game. Simply select YES or NO.

When you are finished, press **ESC** (or select Exit from the Game Menu) to return to the desktop.

If you try to exit during the middle of a game, you are asked if you want to save the game. If you choose YES, the next time you select Hangman, the program asks if you want to continue the saved game.

Good luck and have fun!

Techniques Box

Correct Typing Errors
BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Exit the Application
• Press **ESC** to return to the desktop.

Move Around a Dialog Box
• **TAB** moves the cursor to the next field. (**SHIFT**+**TAB** moves the cursor backward.)
• Arrow keys move the cursor within a group of buttons or check boxes.
• Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
• **ENTER** automatically selects OK.
• **ESC** automatically selects CANCEL.

Open a DeskMate Application
• If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
• If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

A dialog box appears, and you can type the application name at the Program: prompt. Press **ENTER** to open the application.

Select Menu Options
1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.
   Note: Sometimes you must highlight information on the screen before you can use a specific option.

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The Online Information Service for PC Owners

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We think so! That's why we've placed PC-Link on your DeskMate desktop, so that all DeskMate users can use it. **And that's why we've made PC-Link . . .**

All of this is possible with an inexpensive, easy-to-use device called a modem. The modem connects your computer to your telephone line and allows you to "call" PC-Link. You can buy a modem at your local Radio Shack store.

- **Easy to use:** PC-Link is as easy to use as everything else on your DeskMate desktop.

- **Inexpensive:** You can enjoy the useful and exciting services of PC-Link — all you want — for only $9.95* a month! Premium services, called PC-Link Plus, cost only 10 cents* a minute.

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*Rates are higher during business hours and outside the continental United States.

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Refer to your modem and computer manuals for instructions on setting up your equipment.

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We're so sure that you're going to like PC-Link that your first month of membership is FREE (a $9.95* value). That means you have one month of unlimited time to experiment and explore the world of PC-Link — at no cost to you.

In addition, we'll give you two FREE (non-prime time) hours to get acquainted with the premium PC-Link Plus services (a $12.00* value).

Sign On Tonight — Here's How

Get ready . . .

To sign on, you need a Tandy or Hayes-compatible modem, your working home telephone line, a VISA, MasterCard, or personal checking account number, your PC-Link Registration Certificate (located with the yellow PC-Link brochure included with your DeskMate materials), and a working copy of your PC-Link disk.

Get Set . . .

Open PC-Link by pressing TAB until you highlight PC-LINK, and then press ENTER.

To begin the registration process, select Register.

You'll see a screen describing the five steps required to sign onto PC-Link. Press ENTER to proceed to the first step of the process.

1. When the Registration Information screen appears, verify your telephone setup. If it matches the default shown on the screen, select OK. (If your setup is different or you're not sure, select Other Options.)

2. A screen appears, reminding you of the items you need for connection. Press ENTER, and the connection procedure begins. Follow its progress on the screen.

*Rates are higher during business hours and outside the continental United States.
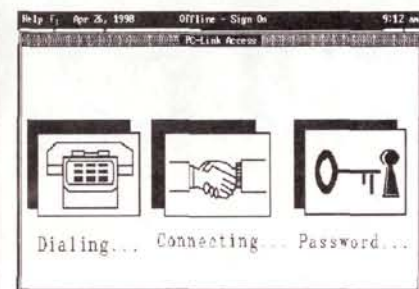
3. During the connection process, the software automatically determines specific modem information needed for the connection process.

If PC-Link cannot determine the modem information it needs, an error message, PCLINK MODEM NOT FOUND, appears. Be sure your modem is connected properly and turned on. Then, press **ENTER**.

4. When you are connected, a screen appears, notifying you that you are connected to a special 800 number. Enter your area code and home telephone number, using the format shown on the screen. Then, press **ENTER** to select OK.
A list appears, showing local access numbers for your area code.

5. Press ↓ or ↑ until you highlight the number for your city (or the closest city to you). (Your modem will dial the number you select each time you access the PC-Link service.)

Then, press **ENTER**.

If possible, select an access number that is a local call from your telephone. If you're not sure whether the number is a local call, check with your telephone company.

When the Access number-Second Choice screen appears, repeat the instructions in Step 5 to choose a

second local access number. (Your modem will dial this number if the first access number is busy or unavailable.)

If you can't find a suitable second choice number, you can use your first choice again. Press **TAB** to underline Same As First Choice, and press **ENTER**.

After you choose both access numbers, PC-Link displays your choices.
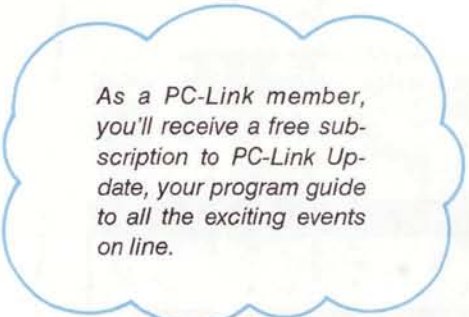
If your telephone line requires additional characters to complete a dialing sequence, such as 1 or an area code, press **TAB** to position the cursor in the box that contains the number to be corrected. You will then be able to add any characters. When the numbers are accurate, press **TAB** to underline OK and press **ENTER** to continue registration.

6. Press **ENTER** to confirm your access numbers. The software then dials the number you chose so that you can complete the registration process.

Go!

Because this is your first time to sign on, a registration form will appear on the screen. Have your PC-Link Registration Certificate handy. Enter your Registration Number and Password exactly as they appear on the certificate.

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

enter your address and billing information.

Once you've completed the registration information, you're ready to explore PC-Link!

Let's Explore PC-Link

Signing onto PC-Link as a member is quick and easy. (Be sure your modem is turned on and ready to use.)

1. From the desktop, select PC-LINK.

2. Select your screen name from the Sign On Menu. The screen shows you the progress of the connect procedure.

When the procedure is complete, a Welcome screen appears. Press ESC to display the Main Menu.

From the Main Menu screen, you can select either PC-Link or PC-Link Plus. For now, press F3 to open the PC-Link Menu, press ↓ until you highlight Customer Service, and then press ENTER.

When you select the Customer Service department, another menu appears with lots of options. Select Tonight's Best Bets to find out what's going on tonight on PC-Link.

A Modem Makes Your Computer More Worldly

With a modem, you'll be able to access a world of information with the PC-Link Online Information Service. You can also set up easy, automatic log-on programs for use with other information services, or set the parameters for communication with another computer at your office. And, with DeskMate's Phone List feature, you can even turn your computer into a speed dialer for your frequently called telephone numbers.
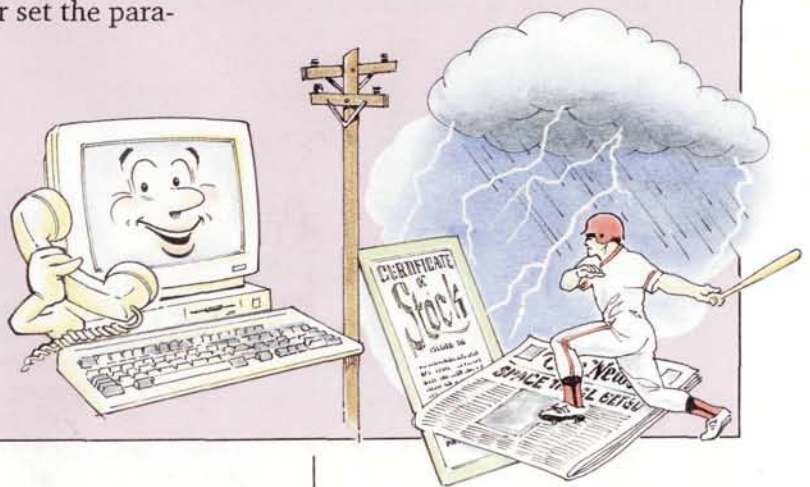
When you finish browsing through the Customer Service department, select the PC-Link Roadmap option from the Go To Menu. Then, you can select another department and continue exploring!

Remember, you have two free hours of PC-Link Plus time (during non-prime time) so select this service (departments marked with a cent sign on the Roadmap) and discover what other areas there are to explore. And, your first evening or weekend hour of PC-Link Plus is free *every month*. Be sure to stop by People Connection, the "social center" of PC-Link Plus!

What does PC-Link cost to use?

As a PC-Link member, you have unlimited access to the services or PC-Link for your monthly membership fee of $9.95. In addition, you will be charged each month for your use of the premium service of PC-Link Plus (10 cents per minute). You will be charged a 15-cents-per-minute communications surcharge if you use PC-Link during business hours (prime time) and a 20-cents-per-minute surcharge for PC-Link access from Alaska and Hawaii. Online charges per minute are:

	Continental U.S. & Puerto Rico	Alaska & Hawaii	Canada
PC-Link, Non-prime time	$.00	$.20	$.20
PC-Link, Prime time	.15	.35	.20
PC-Link Plus, Non-prime time*	.10	.30	.30
PC-Link Plus, Prime time	.25	.45	.30

Non-prime time extends from 6:00 p.m. to 6:00 a.m. (your local time) Monday through Friday and all day on weekends and the following holidays: New Year's Day, July 4, Labor Day, Thanksgiving, and Christmas. Prime time extends from 6:00 a.m. to 6:00 p.m. Monday through Friday. The prime time rate reflects the higher cost of communication during business hours.

* Your first non-prime time hour of PC-Link services — every month — is free!

Techniques/Task Box

Create a message offline

To create a message or E-Mail offline so that you don't accumulate charges while typing:

1. Select New from the File Menu (**F2**) on the Sign On screen.
2. Type the message text.
3. Select the Save As button, and assign a filename to the message.

You can access this file from within PC-Link and send it as E-Mail or a message.

Exit the Application

1. Press **CTRL+S** to sign off.
2. Press **ESC** until you return to the desktop.

Move Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)

- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Select Menu Options

1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.
   Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy, on the Edit Menu).

Transfer a DeskMate Text document to PC-Link

1. Select Open from the File Menu (**F2**).
2. At the Enter Pathname prompt, type the path for the file you want to transfer, and press **ENTER**.
3. Select the file from the Directory List by highlighting it and pressing **ENTER**.

The file appears in the Text area on the screen. You can select the Save As button and enter a filename to which you want this file saved. You can then access this file from within DeskMate and send it as E-Mail or a message.

Telecom

Your computer can become a wonderful communications tool with Telecom. Using your telephone and a modem, you can communicate with an information service, send that special computer game to a friend, or just keep in contact.

Telecom makes communicating with another computer simple by letting you build and save an automatic log-on (*autolog*) "connection" file.

Before you use Telecom, be sure to enter the communications settings that DeskMate needs to connect you to another source. You enter these settings using the Setup option on the Accessory Menu (**F10**). For more information about using Setup, see the "Accessories" article in this magazine.

You can access Telecom from the desktop or from another DeskMate application. Refer to the Techniques Box in this article for further information.

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

Before You Set Up an Autolog File

When setting up an autolog file, you must have specific information (such as word length, parity, and so on) about the *host* (the computer you want to communicate with). Be sure you have this information before setting up your file.

Here's a sample autolog file that contains some of the common commands you'll use to set up your own autolog files:

Let's go through the process of setting up this file.

Set Up a Sample Autolog File

Remember that some of the options you choose when creating your own autolog files will depend on the requirements of the host computer. The autolog file you set up with the steps below is a sample to help you get acquainted with the procedure. As you create your own autolog files, you can add as many commands as you want to make your login procedures quick and automatic. Remember, too, that you can press **F1** for DeskMate's help.

Set the Communication Parameters for the Sample File

1. Select Set from the Commands Menu (**F3**).

   A dialog box appears.

A very popular telecommunication service is CompuServe. The following autolog file provides a pattern you can follow to access this service. You will need to enter your own modem baud rate, the local CompuServe number, and your ID number and password assigned by CompuServe

```
Set       1200,7,E,1,ON
Call      (Local CompuServe number)
Wait      3 seconds
Send      "^C"
Wait for ":", 30 seconds
Send      (ID number, for example
          "70007,XXXX^M")
Wait for ":", 30 seconds
Send      (Password, for example
          "PASS*WORD^M")
```

There are many other services available. Information from these services will provide the parameters you need to set up other autolog files.

2. At the Baud prompt, choose 300, to tell Telecom how fast to transmit information to the other system.

3. At the Word Length prompt, choose 8 to tell Telecom how the transmitted characters are formed.

4. At the Parity prompt, choose None to tell Telecom how to code and decode information passed on between the two computers.

5. At the Stop Bits prompt, choose 1 to tell Telecom how to check transmitted characters.

6. At the Flow control (Xon/Xoff) prompt, choose On to tell Telecom how to monitor transmissions between computers.

7. For the sample autolog file we are creating, none of the other options need to be chosen, so press **ENTER**.

You can choose any of these remaining check boxes as necessary when you are creating your own autolog files.

Add a Call Command to the Sample File

You can specify the number you want to call with this file so that you won't have to enter that information manually each time you use this autolog file.

1. Select Call from the Commands Menu (**F3**).

A dialog box appears

2. At the Phone number: prompt, type 555-1212 (the host's telephone number).

If you have an auto-dial modem, the number is dialed automatically when you execute the file. For other modems, you must manually dial the host's telephone number immediately before executing the autolog file.

3. Press **ENTER**.

Add a Send Command to the Sample File

In the file we are creating, the host computer needs a break sequence to get its attention. Using the Commands Menu's Send option, you can send a break sequence or a string of characters to the host computer using your autolog file.

1. Select Send from the Commands Menu (**F3**).

A dialog box appears.

2. Press ↓ to move the cursor to the Send break sequence button, and press the space bar.

3. Press **ENTER** to complete the task.

Add a Wait Command to the Sample File

Sometimes when you are logging onto a host computer, you

need to wait for the host to pick up your call. You can add a wait command to your autolog file to help make your login procedure easier.

For this file, let's say the host gives you a "login" message when you are logged onto the host.

1. Select Wait from the Commands Menu (**F3**).

A dialog box appears.

2. Choose the Wait for string: button and then type login in the field below the button.

3. At the Timeout: prompt, type 30 so Telecom will wait 30 seconds for the "login" message.

4. Press **ENTER**.

Execute an Open Autolog File

To execute an open autolog file, such as this one, simply select Execute from the Commands Menu. The terminal screen appears, and DeskMate performs the autolog tasks you have outlined in your file.

Disconnect the Telephone Line

When you finish communicating with the host computer, simply select Disconnect from the Options Menu (**F5**) to disconnect the call.

You can also disconnect automatically by pressing **ESC** at any

time. You return to the Commands screen. Press **ESC** again to return to the desktop.

Preview of Other Telecom Uses

You can use the Telecom application to communicate with outside new services, bulletin boards, or other host systems. You can also communicate with other computers directly (via cable) or through a modem.

In addition to the autolog file commands we have already introduced, you can include transfer commands in your autolog files. Or, if you prefer, you can transfer information manually without using an autolog file.

Also, as you create autolog files, and they need to be changed, you can insert or delete command lines in these files.

Another special Telecom feature is the buffer. You can store transmitted information in the buffer and then copy it to a file or print it as needed.

Be sure to see the Additional Telecom Tasks box for more specific task instructions. Also, remember to press **F1** for DeskMate help.

Techniques Box

Correct Typing Errors
BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Exit the Application
Press **ESC** to return to the desktop.

Move Around a Dialog Box
- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application
- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

A dialog box appears and you can type the application name at the Program: prompt and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application or file.

Select Menu Options
1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Additional Telecom Tasks

Add a Transfer Command to an Autolog File

1. Select Transfer from the Commands Menu (F3).
2. Highlight the name of the file you want to transfer.
3. Choose Send to transfer a file from your computer to the host or Receive to transfer a file from the host to your computer.
4. Choose Xmodem to use the special file transfer protocol or ASCII to use the ASCII file transfer protocol.
5. If you chose ASCII, choose the appropriate option:

   Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character.

   Strip line feed after carriage return to take out line feeds after carriage return characters.

   Straight ASCII transfer to strip all non-ASCII codes from the file.
6. If necessary, at the Command to start transfer: prompt, type the command needed to indicate to the host that your computer is ready to receive the ASCII file.
7. Choose Add carriage return to add a carriage return for the command in Step 6 if required.
8. At the Timeout: prompt, type the number of seconds you want Telecom to wait.
9. Press ENTER.

Delete 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).

Delete the Buffer Contents

1. Select Clear from the Buffer Menu (F4).

   Note: If you have not saved the contents of the buffer since you added the last character, DeskMate will ask if you want to save the changes. 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.
3. Type a filename.
4. Press ENTER.

Display the Command Screen During Communications

• Press ALT-C.

Display the Terminal Screen

To display the terminal screen without executing an autolog file, select Terminal from the Options Menu (F5).

Execute a Saved Autolog File

1. Select Autolog from the File Menu (F2).
2. Highlight the name of the autolog file you want to execute.
3. Press ENTER.

Insert a Line in 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).

Load the Buffer from Within an Autolog File

1. Select Load from the Buffer Menu (F4).
2. Highlight the name of the file you want to load.
3. Press ENTER.

Load the Buffer from Another Drive or Directory

1. Select Load from the Buffer Menu (F4).
2. Highlight the appropriate drive or directory and press ENTER.
3. Repeat Step 2 until the list box displays the file you want to load.
4. Highlight the name of the file you want.
5. Press ENTER.

Print the Buffer Contents

1. Select Print from the File Menu (F2).
2. At the Print to: prompt, choose, Printer, Screen, or File.
3. Press ENTER.

   Note: If you are printing to a file, remember to specify a filename.

Transfer a File Manually

1. Select Transfer file from the Options Menu (F5).
2. Highlight the name of the file you want to transfer.
3. Choose Send to transfer a file from your computer to the host or Receive to transfer a file from the host to your computer.
4. Choose Xmodem to use the special file transfer protocol or ASCII to use the ASCII file transfer protocol.
5. If you chose ASCII, choose the appropriate option:

   Add line feed after carriage return to add a line feed each time Telecom sends (or receives) a carriage return character.

   Strip line feed after carriage return to take out line feeds after carriage return characters.

   Straight ASCII transfer to strip all non-ASCII codes from the file.
6. If necessary, at the Command to start transfer: prompt, type the command needed to indicate to the host that your computer is ready to receive the ASCII file.
7. Choose Add carriage return to add a carriage return for the command in Step 6 if required.
8. At the Timeout: prompt, type the number of seconds you want Telecom to wait.
9. Press ENTER.

Turn the Buffer On and Off

• Select Buffer on or Buffer off from the Options Menu (F5), depending on whether you want to see the incoming data.

Text

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

You can access Text from the desktop or from within another DeskMate application. If you need more information about opening DeskMate's applications, be sure to see the Techniques Box in this article.

Attention Diskette Users: If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the requested diskette and press **ENTER**.

When you enter Text, here's what you see:

Think of the Text screen as a sheet of typing paper. The difference is, you don't have to rip out the paper and throw it away if you make a mistake. Simply use a few Text commands to adjust your document until it is exactly the way you want it. Text can even check your spelling.

This article explains some of the basics of Text and then guides you through some editing techniques in a fun way. To learn a-

bout all the various features (or if you have questions about the tasks described here), remember to press **F1** for DeskMate's help.

Take a few minutes to do the tasks in this article, and enjoy!

The Case of the Missing Signature

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

Type Information

Type the following information, and press the appropriate keys where indicated:

If you make mistakes while you are typing, use the **BACKSPACE** key to delete the character to the left of the cursor or **DELETE** to delete the character to the right of the cursor.

To whom it may concern:
ENTER

ENTER

On the night of April 6, 1990, I committed the act of murder against Floyd Fiend.
ENTER

ENTER

TAB Signed, **ENTER**
ENTER

TAB Luke Ludicrous

Luke studies the confession and decides to make some changes.

Edit Text

Insert Words

1. Move the cursor immediately before the c in committed.

2. Type willfully.

3. Press the space bar.

Use Bold

1. Use the arrow keys to move the cursor to the beginning of the confession.

2. Highlight To whom it may concern:

To highlight text, press **SHIFT** and the appropriate arrow key.

The text appears in reversed type.

3. Select Bold from the Text Menu (**F4**).

The text appears in a different intensity.

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

Use Text's Spell Checker

Luke is a perfectionist, and if his confession might be used in a court of law, he wants the spelling to be correct.

1. Select Proof from the Edit Menu (**F3**).

If you typed Luke's confession correctly, the message All words are correctly spelled appears.

If a word is misspelled, a dialog box appears showing the "unknown" word, the context in which it is used, and some possible replacements. For example:
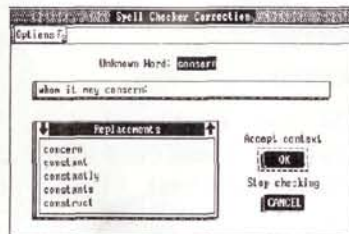
You can choose a word from the Replacements box or move the cursor to the context field and correct the misspelled word.

2. Press **ENTER**.

Now there's just one last change; a change that could be fatal to Nellie Tucket.

Remove Text

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

2. Highlight the entire name.

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

Viola! The condemning name is erased. (But is it?)

Meanwhile, as Nellie waits on Death Row, her friend, Sam Clubs (the man Nellie loves) returns to the scene of the crime to look for a clue that will lead him to the real murderer.

Re-insert Text

Finding a locked door in the gothic structure that was once the home of Nellie's uncle, Floyd Fiend, Sam struggles to get the door open. Once in the room, he finds the unsigned confession glaring at him from the computer screen. His hopes sink. But, suddenly Sam remembers there is a special invisible memory buffer that stores text that has been removed from a document.

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

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

Success!! Luke's name magically appears. Sam has solved the case, but how does he convince the police of it? He can't take the com-

puter to Police Headquarters?

Printing Text

Sam is going to print the confession. If you have a printer, you can print the confession, too.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (Refer to your printer manual.) Also, be sure you use the Printer option in DeskMate's Setup Accessory to specify the type of printer you are using.

See the "Accessories" article for instructions on using the Printer option.

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

    A dialog box appears.

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

3. Press **ENTER**.

Lucky for Nellie! Sam has the evidence to prove her innocence.

Techniques Box

Correct Typing Errors
BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Exit the Application
- Press **ESC** to return to the desktop.

Highlight Text
1. Use the arrow keys to move the cursor to the beginning of the text you want to highlight.
2. Press **SHIFT** and the appropriate arrow key(s) to highlight the text.

Move Around a Dialog Box
- **TAB** moves the cursor to the next field. (**SHIFT+TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a checked box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Open a DeskMate Application
- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press ↓ until you highlight Run, and press **ENTER**.

    A dialog box appears, and you can type the application name at the Program: prompt and, if you wish, the name of the file you want to open at the Data file: prompt. Press **ENTER** to open the application or file.

Select Menu Options
1. Press a function key (**F2-F10**).
2. Press ↓ to highlight the desired option.
3. Press **ENTER**.

    Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Preview of Other Uses for Text

The uses for Text are almost endless. You can tailor the design of your page to meet your needs for reports, term papers, advertisements, or letters. Using Text with DeskMate's Draw application, you can insert pictures you create into your Text documents. In addition, you can use the addresses you have stored in the Address Book application to create form letters. Use your imagination.

DeskMate's Text application has lots of additional special features to meet your needs. Be sure to see the Additional Text Tasks box for more specific task instructions. And remember, you can press **F1** for DeskMate's help any time you need it.

Additional Text Tasks

Add a Field from Address Book

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**).
3. Choose the field to insert at the cursor location.
4. Press **ENTER**.

Cancel Boldface or Underline

1. Highlight the text you want to return to plain type.
2. Select Plain from the Text Menu (**F4**).

Center and Uncenter Text

1. Move the cursor to the line of text you want to center
2. Select Center or Uncenter from the Text Menu (**F4**).

Insert New Text

- Press **INSERT** to toggle between Insert and Overtype mode. (If Insert is the current mode, a check mark appears next to the Insert option on the Edit Menu (**F3**).)

  Note: When you are in Insert mode, anything you type is inserted at the cursor's location. When you are in Overtype mode, anything you type replaces existing text.

Convert Documents to ASCII

- Select To ASCII from the File Menu (**F2**).

  Note: If you convert a document into ASCII format, all word-processing codes (such as boldfacing, headers/-footers, indents, and centering), pictures in the document, and page setup parameters are removed.

Create a Footer

1. Select Footer from the Layout Menu (**F6**).
2. Choose the desired option.
3. Press **ENTER**.

Create a Header

1. Select Header from the Layout Menu (**F6**).
2. Choose the desired option.
3. Press **ENTER**.

Delete a Footer

1. Select Footer from the Layout Menu (**F6**).
2. Select No footer.

Delete a Header

1. Select Header from the Layout Menu (**F6**).
2. Select No header.

Delete a Section of a Document

1. Highlight the section of your document that you want to delete.
2. Select Clear from the Edit Menu (**F3**).

End a Page

1. Type .N.
2. Press **ENTER**.

Find Text

1. Move the cursor to where you want to begin the search.
2. Select Find from the Search Menu (**F5**).
3. At the Search for: prompt, type the characters you want to find.
4. Press **ENTER**.
5. To find subsequent occurrences of the same text, Select Find next from the Search Menu (**F5**).

Format a Page Layout

1. Select Page setup from the File Menu (**F2**).
2. Change the desired options.
3. Press **ENTER**.

Additional Text Tasks (*Continued*)

Hide All Pictures

- Select Hide from the Picture Menu (**F7**).

  Note: Hiding pictures in a document replaces all pictures with ** Picture Located Here **.

Highlight an Entire Document

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

Indent Text

1. Select Indent from the Text Menu (**F4**).
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. Press **ENTER**.

Insert a Picture into a Document

1. Follow the instructions in the "Draw" article to cut or copy a picture to another application.
2. Exit Draw.
3. Open the appropriate Text document.
4. Move the cursor to where you want to place the picture.
5. Select Paste from the Edit Menu (**F3**).

Insert Another Document into the Document on the Screen

1. Move the cursor to the place where you want to insert another document.
2. Select Merge from the File Menu (**F3**).
3. Highlight the document you want to merge.
4. Press **ENTER**.

Insert Today's Date in Your Document

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**).
3. Choose the format in which you want the date to appear.
4. Press **ENTER**.

Move a Picture Within the Same Document

1. Select the art to be moved.
2. Select Move from the Picture Menu (**F7**).
3. Move the art to a new location in your document.

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.

2. Select the list you want to use from the Address Book.
3. Press **ENTER**.

Reinsert Deleted Information

1. Move the cursor to the place in your document where you want to reinsert text you removed using the Delete option.
2. Select Un-Delete from the Edit Menu (**F3**).

Resize a Picture

1. Place the cursor anywhere on the picture.
2. Select Size from the Picture Menu (**F7**).
3. Change the size of the box as you would in the Draw application.

Show All Pictures

- Select Show from the Picture Menu (**F7**).

Substitute Text

1. Select Substitute from the Search Menu (**F5**).
2. At the Search for: prompt, type the text you want to find and replace, using no more than 30 characters.
3. At the Replace with: prompt, type the text you want to use as a replacement.
4. Press **ENTER**.

   If the text is found, a dialog box appears asking whether you want to make the substitution at this particular occurrence.

5. Select YES, NO, or CANCEL.

Underline Text

1. Highlight the text you want to underline.
2. Select Underline from the Text Menu (**F4**).

Looking Inside Your RL

The best part about owning an RL is that everything you need to make the computer run is already under the cover. So simply think of your computer as a car — you don't have to understand what's under the hood to know how to drive it. And like a car, should you ever decide to "soup it up" by adding extra equipment (options), the RL is versatile enough to give you that added horsepower.

Adding Options

The most common options you will add are external options. You can enhance your RL with these extras by simply plugging them into the computer. You can also add internal options.

Let's take a few moments to tinker with the external options and then we'll peek under the hood to see the kinds of internal options you might want to consider. We promise that you don't have to be a "grease monkey" or "computer guru" to follow along. And yes, we'll even tell you how to put everything back in place. Even if you don't plan to add any extra options right now, you'll be fascinated to see how practical, yet powerful your RL System really is.

On the Outside

The external options for your RL plug into the system from the back panel. Note that each position is individually labeled for you.
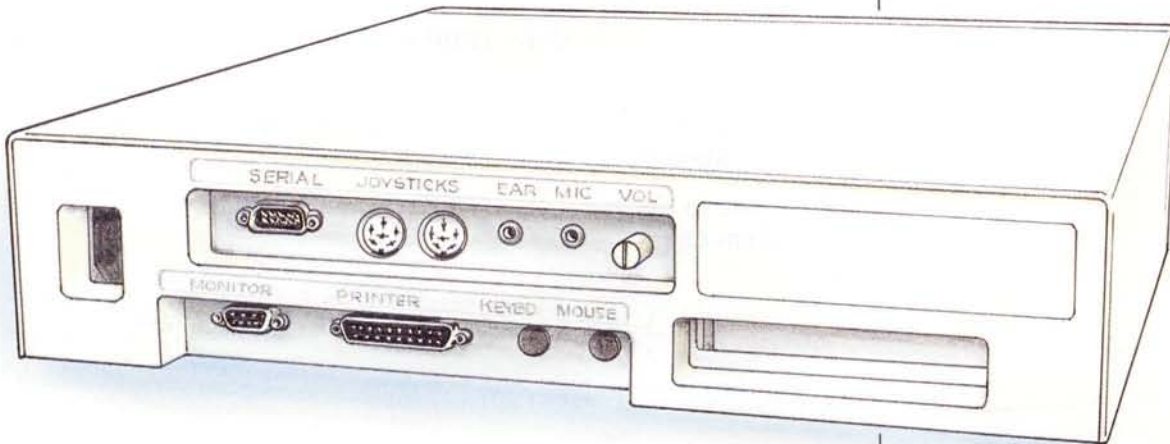
Mouse

For more ease of use with DeskMate and other programs, you will want to try a mouse. The PS/2-style mouse (Cat. No. 25-1042), which is described in "Using a Mouse With DeskMate," lets you simply "plug and use."

To connect a PS/2-style mouse to your RL system:
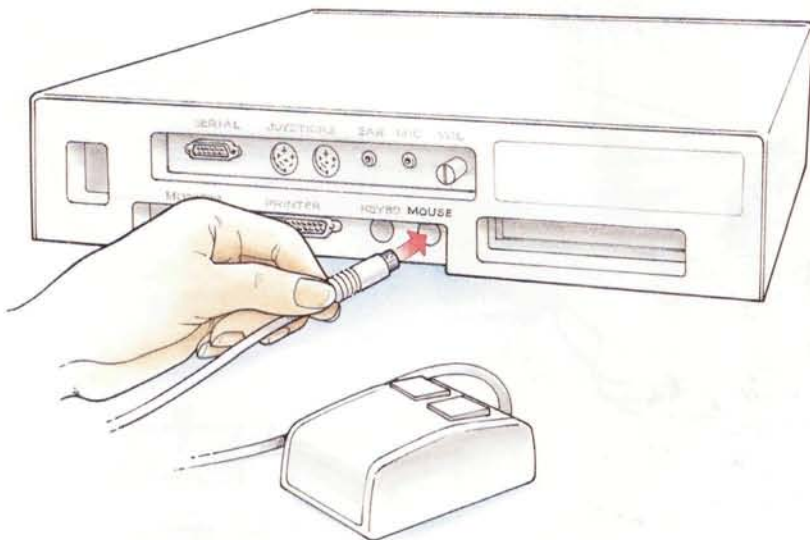
Serial

You can use the serial connector on the back of your RL System for any piece of equipment that requires a serial connector, for example a serial mouse or an external modem.

If you plug in a serial mouse, be sure to use the Setup option on DeskMate's Accessory Menu (**F10**) to enter information about your mouse.

If you plug in an external modem, use the Setup option on the Accessory Menu (**F10**) to enter special communications information.

Be sure to tighten the screws to secure the plug in place if your modem came with screws.

Joystick

You can easily shift gears from work to play with your RL System. There are lots of computer games available to you. Grab a joystick and sharpen your video game skills. (We suggest Cat. No. 26-3123.) To connect your joystick:
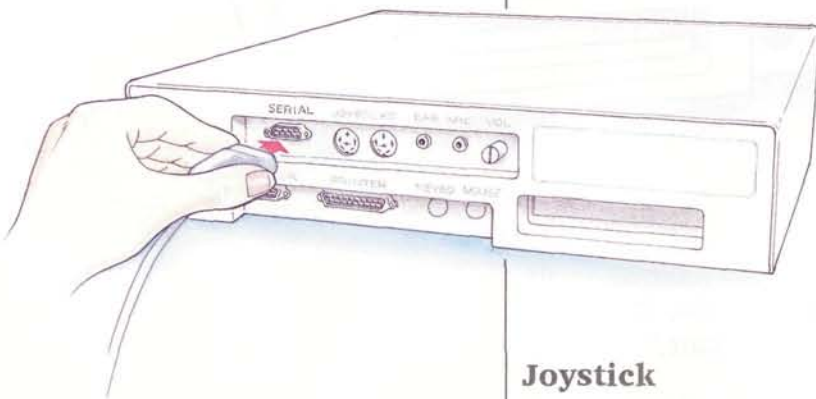
If you plug in a joystick, use the Setup option in DeskMate's Accessory Menu (F10) to change the mouse setting to Joystick.
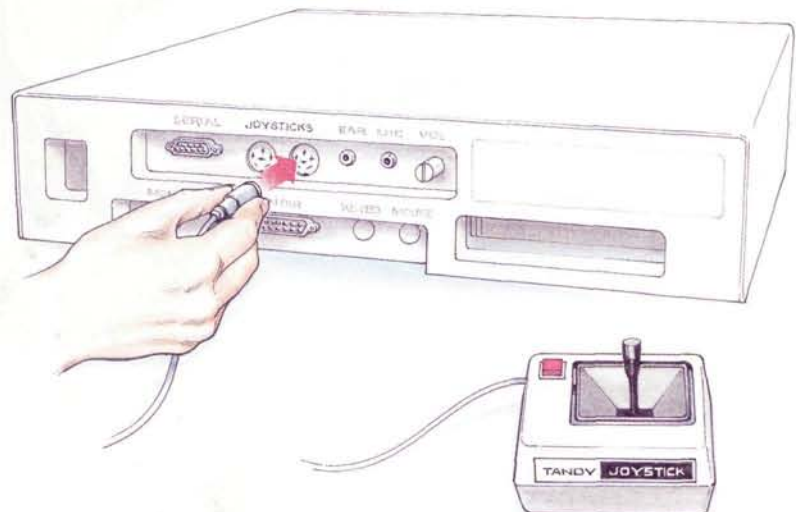
Ear

The RL lets you run programs that produce sound, but sometimes
people around you might appreciate the sounds of silence. You can
easily oblige by connecting stereo headphones with an ⅛-inch plug
to the Ear plug connector on the back panel. (We suggest Cat. No.
33-1021.) Connect the headphone as follows:
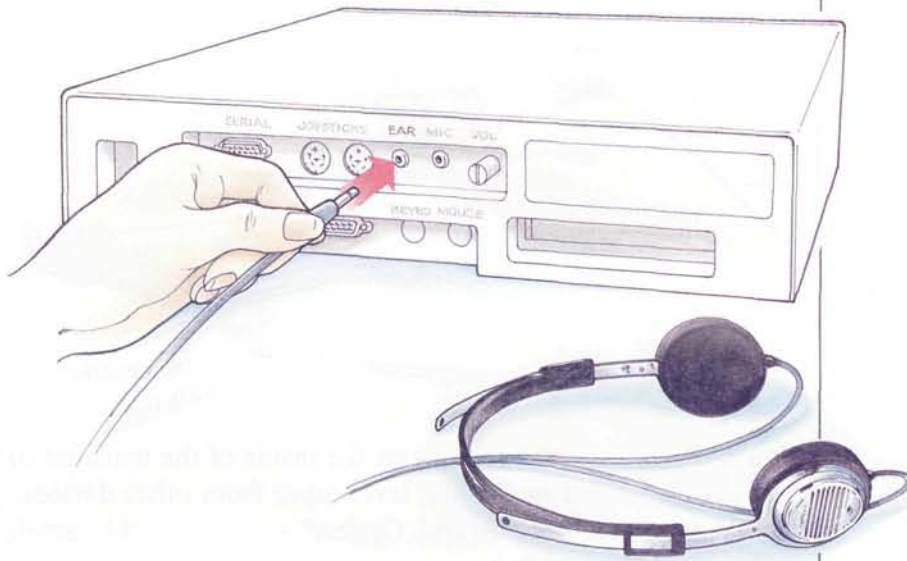
Don't forget that you can modify the sound level of your RL's sound
system by simply adjusting the Volume knob.
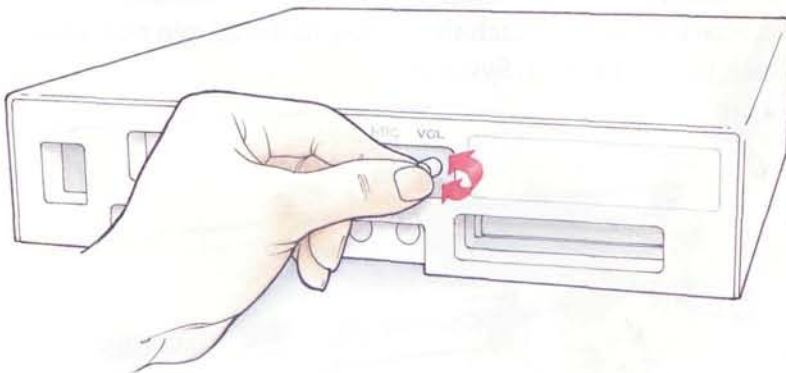
Microphone

Take advantage of the special sound reproduction capabilities of your RL system. You can record sounds using a microphone and DeskMate's *Sound* program. (We recommend microphone Cat. No. 33-1060.) To plug in a microphone:
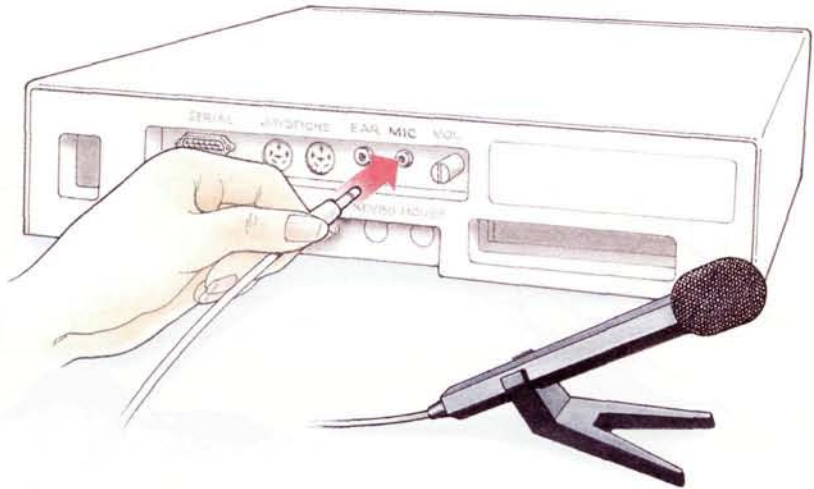
You can also change a jumper on the inside of the machine so that you can use direct audio line level input from other devices. (See the "Jump to a New Sound Option" section in this article for additional information.)

Printer

Hook up a printer to your RL System and experience the true meaning of the expression "seeing is believing." Now you can have a *paper copy* (printed copy) of text, files, and even graphics.

Be sure that the computer end of your printer cord has 25 pins. We suggest our 6-foot cable (Cat. No. 26-0227 or 26-288). Refer to your printer manual for additional information or contact your local Radio Shack store. To attach the printer to the 25-pin connector on the back panel of the RL System:

Be sure to turn the printer on BEFORE you turn the computer's power on.

Be sure to use the Setup option on DeskMate's Accessory Menu (F10) to indicate the type of printer you are using.
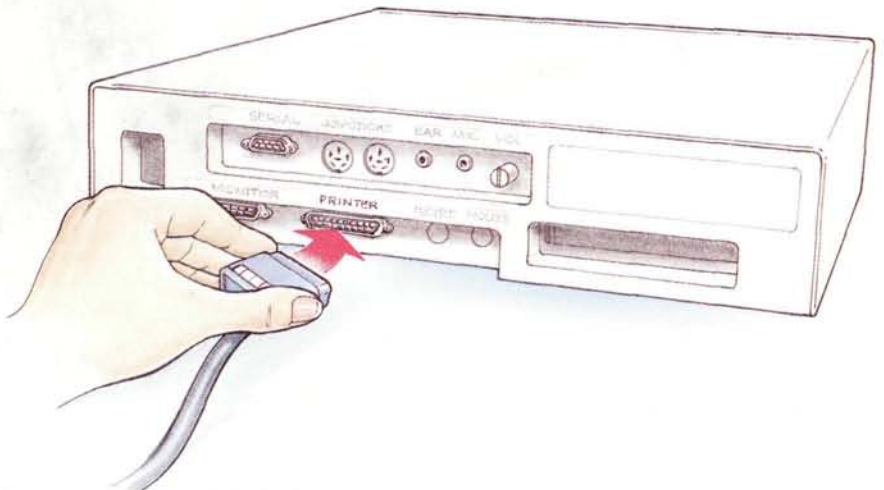
On the Inside

Adding internal options is easy but you need to be sure that you are prepared. Before you begin, always:

READ

GET
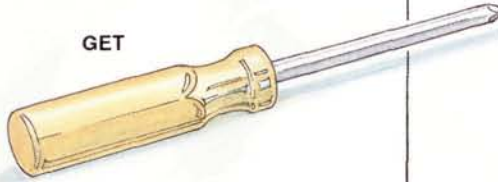
GROUND

Your body can hold a kind of electricity (*static electricity*) that's harmful to computers. Simply touch a metal object (not the computer) to remove static electricity.

Once you are prepared and know what you want to do, turn off the power, gently pull out the sides of the system's chassis, and remove the cover. You might want to disconnect all the cables from the back of your computer before you remove the cover, but it is *not* necessary.

The power cord should be disconnected.

STEP 1
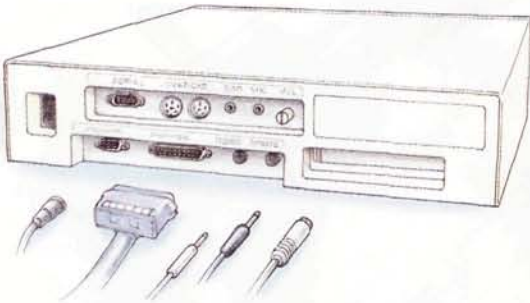
STEP 2
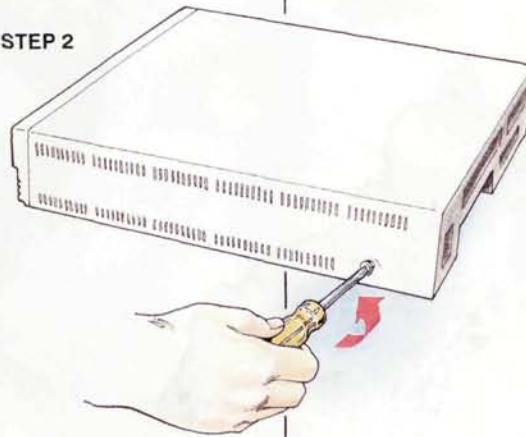
STEP 3
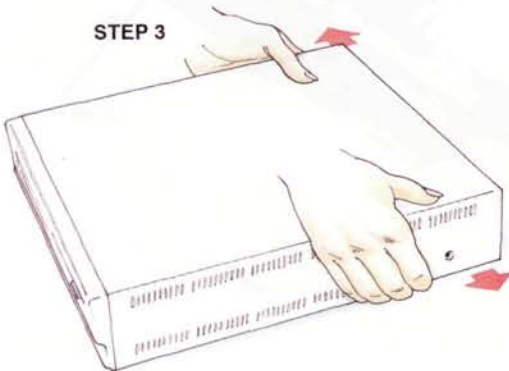
STEP 4
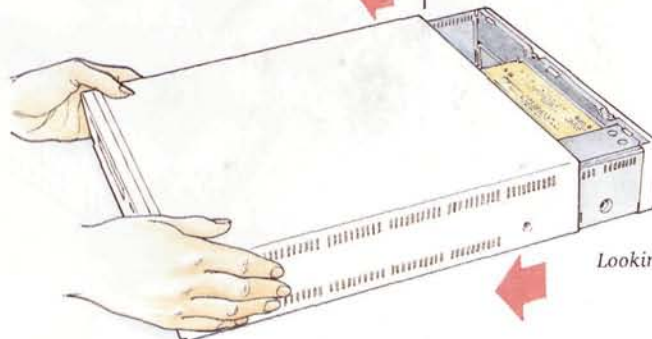
Whenever you're ready to replace the cover, all you have to do is:
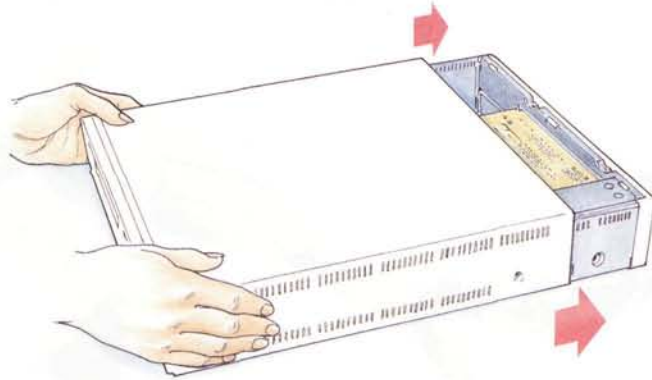
Don't forget to replace the screws and if applicable, reconnect all cables.

On the Inside Looking Out
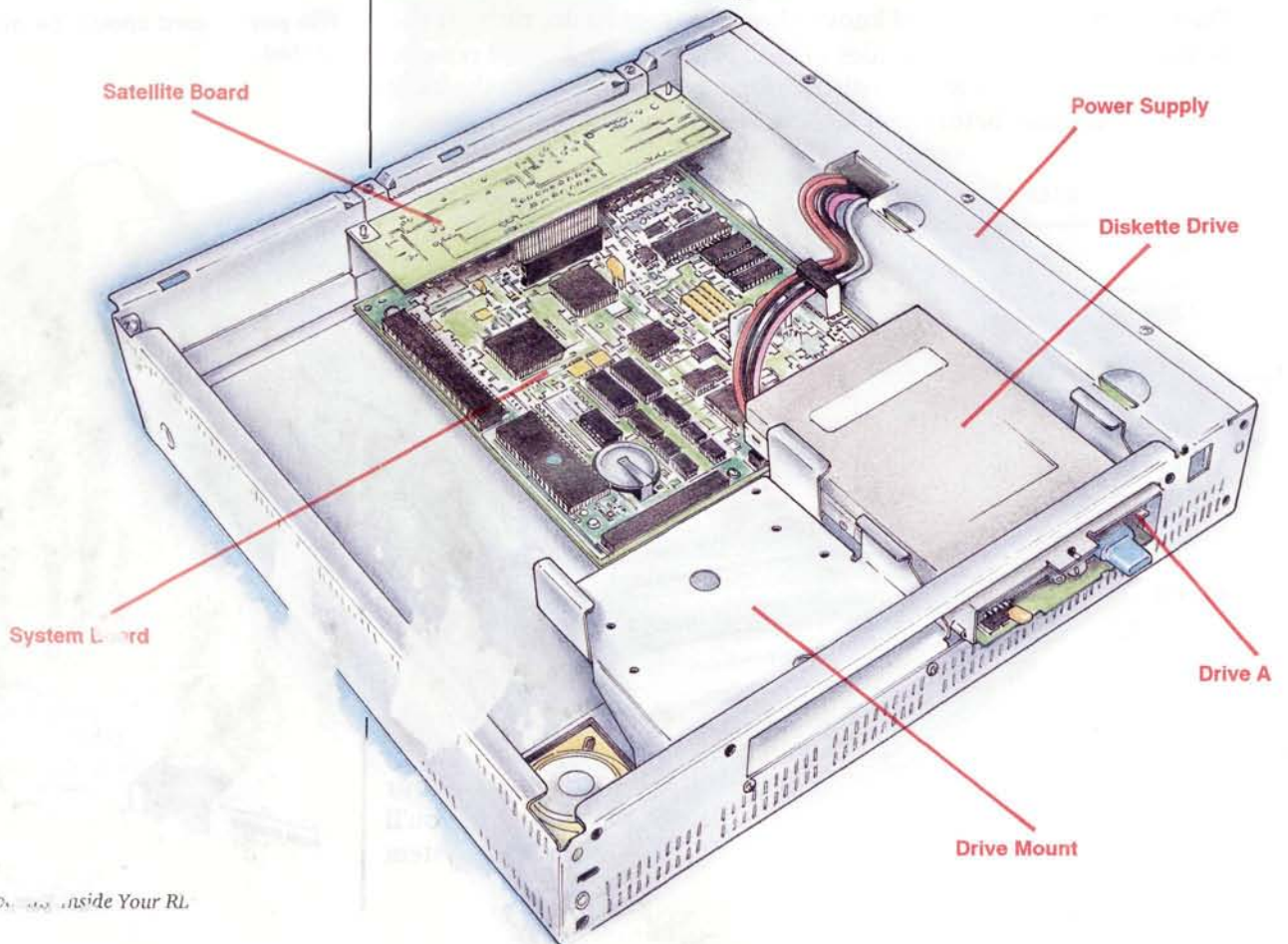
Satellite Board

Power Supply

Diskette Drive

System Board

Drive A

Drive Mount
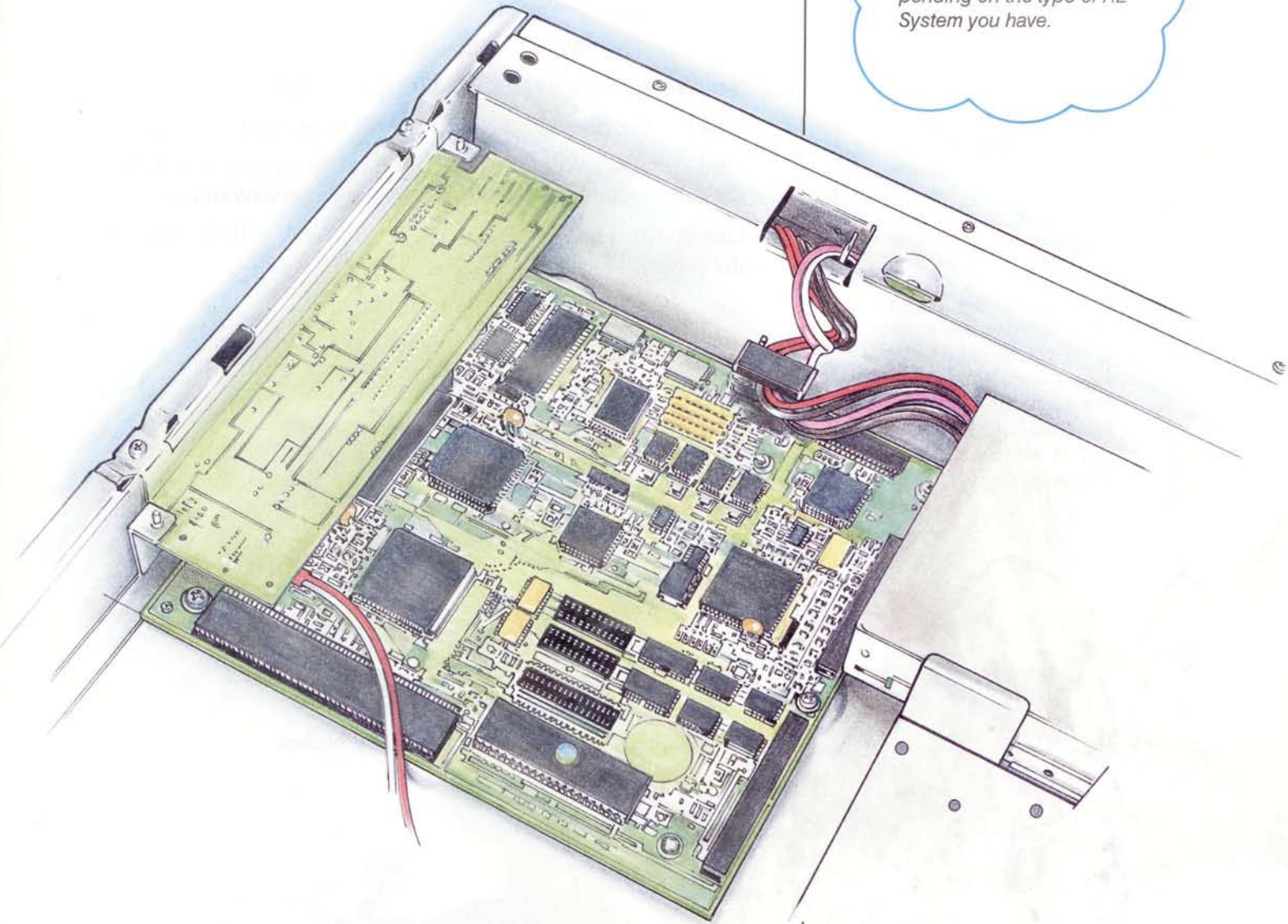
The System Board

The most important item inside your RL System is its *system board*. The system board makes the RL System run. Every action of your system is controlled through the circuits on this green board. You note that everything, standard or extra, is attached to the system board.

A Chip in Time — Adding a SmartWatch

The RL's clock, the SmartWatch chip (Cat. No. 25-1033), mounts on the system board. This chip keeps track of the date and time so that you don't have to enter them each time you turn on your system. (If you purchased an RL with Hard Drive System, the SmartWatch is already installed.)

To install the SmartWatch, follow these steps:

1. Remove the SmartWatch from its special anti-static wrapping.

2. Find Pin 1 on the SmartWatch. (It will be marked with a notch.)

3. Find the SmartWatch *socket* (U28) on the system board. Note the dot on one end of the system board's SmartWatch socket.

4. Line up the notch (or dot) of the SmartWatch with the notch on the socket.
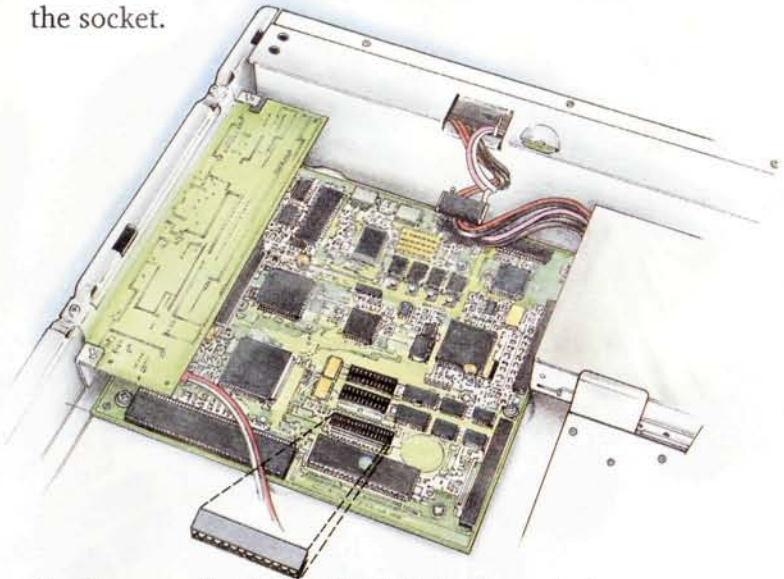
5. Gently press the SmartWatch into the socket.
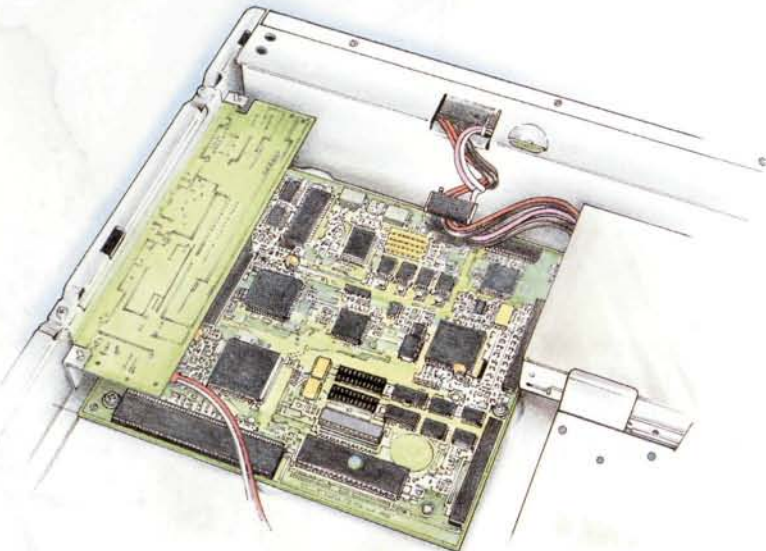
Two Chips Off the Old Block — Adding Memory

Your RL System comes with 512KB of *memory*. That's ample power for most programs, but some computer programs require that you really "crank it up" by adding more memory (the internal work area of your system). Relax! Your RL System lets you add 256KB of additional memory. That's 768KB total memory!

Before you can add memory to your RL System, you will need the 256KB Memory Upgrade kit (Cat. No. 25-1082). To install the additional chips, be sure to read the instructions that come with the kit and the following steps:

1. Remove one of the memory chips from the special anti-static package.

2. Find the dot or notch on one of the chips. (Each chip is marked with a notch or dot.)

3. Find the two memory sockets on the system board. Note the notch on one end of each of the system board's memory sockets.

4. Line up the notch (or dot) of one of the chips with the notch on a memory socket.

5. Gently press the memory chip into the socket.

6. Repeat Steps 1-5 to install the second memory chip.

Congratulations! You have just increased the memory of your RL System.

DON'T FORGET:

Be careful to never bend the pins of a chip!
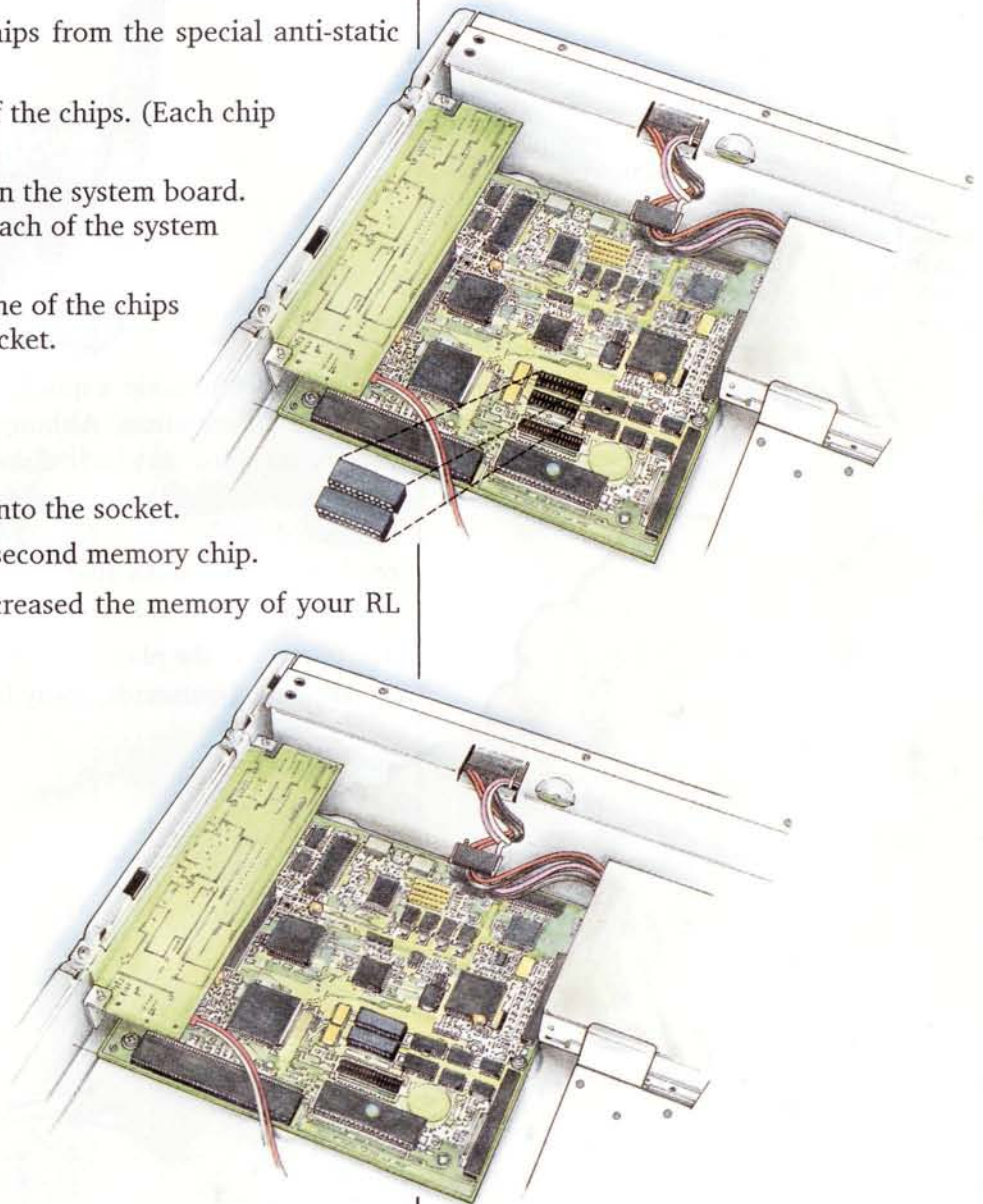
Double Your Pleasure — Adding a Diskette Drive

A computer's diskette drive stores information on diskettes that you swap in and out of your computer. Adding a second diskette drive (Drive B) has several advantages. For example, with two drives you can speed up the process of copying diskettes.

The diskettes provide a quick, convenient way to store and access program information. Although your RL System comes with a factory-installed 3½-inch diskette drive, you might want to add another. To add an additional drive, you will need a 720KB 3½-inch diskette drive kit (Cat. No. 25-1075) and a screwdriver. Be sure to read the instructions that came with the drive kit as well as the following directions:

1. To remove the plastic insert from the front of the RL cover, press the insert outwards, away from the cover.
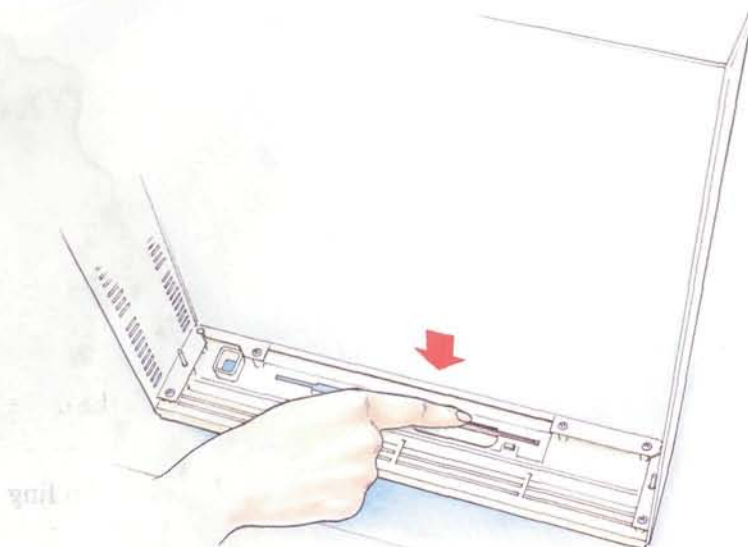
2. You will fasten the diskette drive to the drive mount, so first, unscrew the two front screws that fasten the drive mount to the chassis.
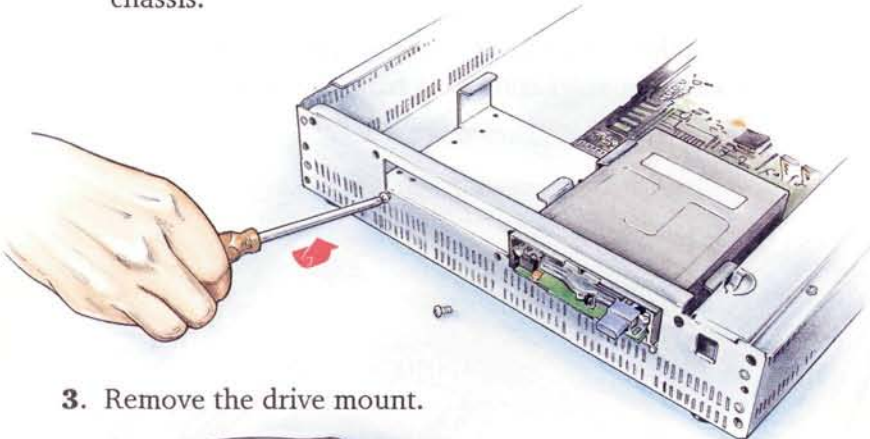
3. Remove the drive mount.
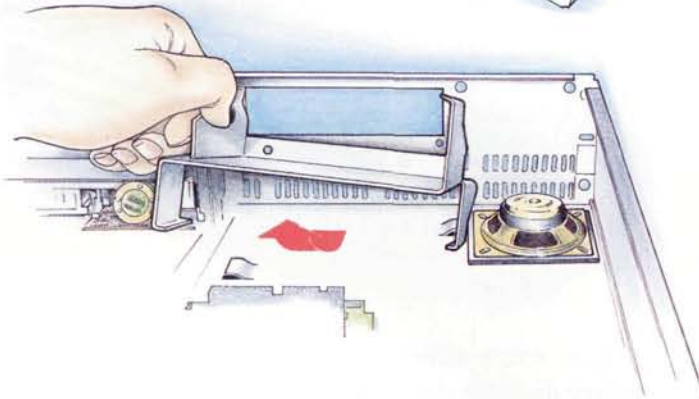
4. Turn the drive mount over and you'll find the three holes labeled "DD."
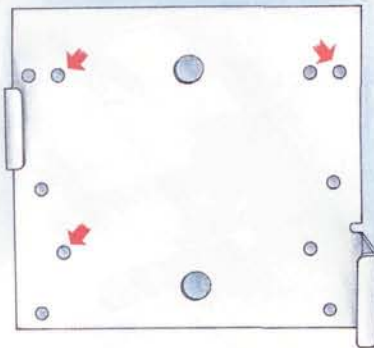
5. The drive kit contains the screws you will use to attach the drive to the mount.

6. Align the holes on the diskette drive with the corresponding holes labeled "DD" on the drive mount.
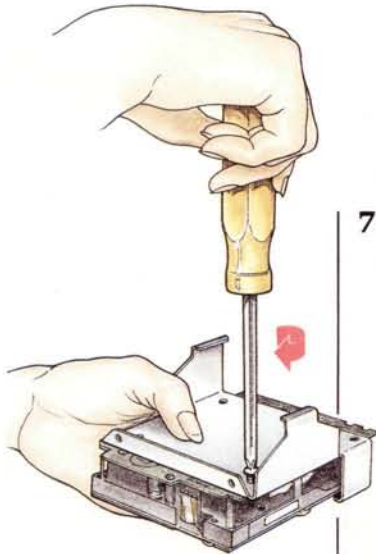
7. Use the screws provided with the kit to fasten the drive to the drive mount.

8. Fasten the drive mount to the RL chassis. Be sure to attach the power connector from the power supply to the diskette drive power connector.
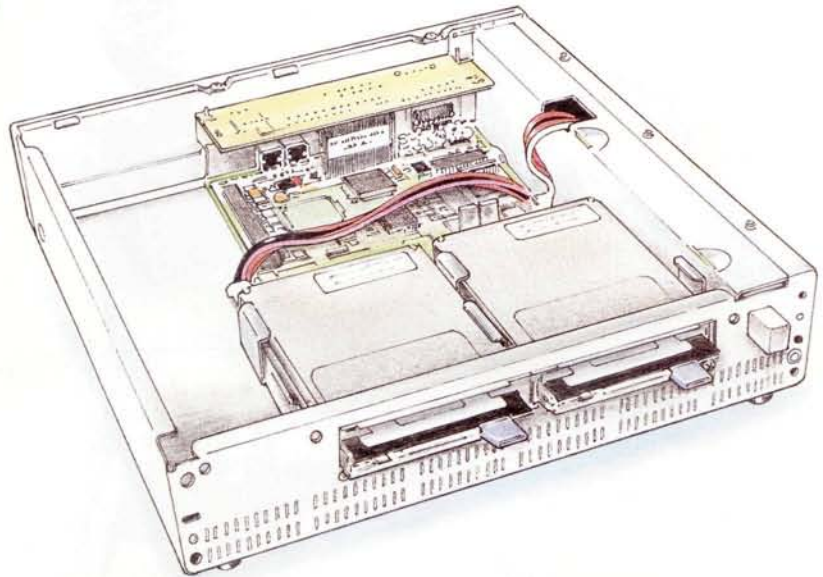
9. Attach the extra drive connector on the drive cable to the secondary diskette drive (Drive B).
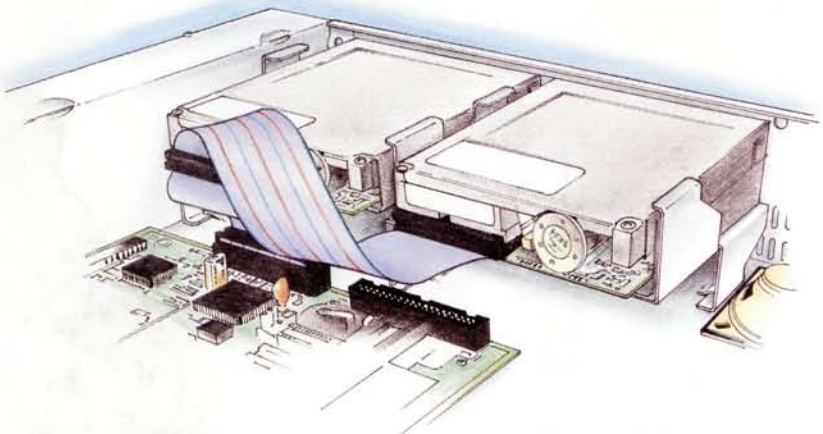
Run the SetupRL program to tell your RL System which drive you want to use as Drive A. For more information, read "Changing the Computer Settings" in this magazine.

Need More Storage? — Adding a Hard Drive

Whether you're stocking up on groceries or packing the camping gear, everyone has benefited from the added storage space the trunk of a car provides. You can install an information storage "trunk" in your RL System, too, by installing a hard drive. A hard drive stores much more information than a diskette, and it operates much faster.

You will need a 3½-inch hard drive installation kit and a screwdriver. Use only Radio Shack Cat. No. 25-1047 for 20MB. This hard drive has been specially engineered to work with your RL System.

Caution: Use of any other hard drive might damage your computer and void your warranty.

Read the instructions that came with the hard drive kit as well as the following directions:

1. Unfasten the drive mount from the computer. To do so, unscrew and remove the two screws at the front of the drive mount.
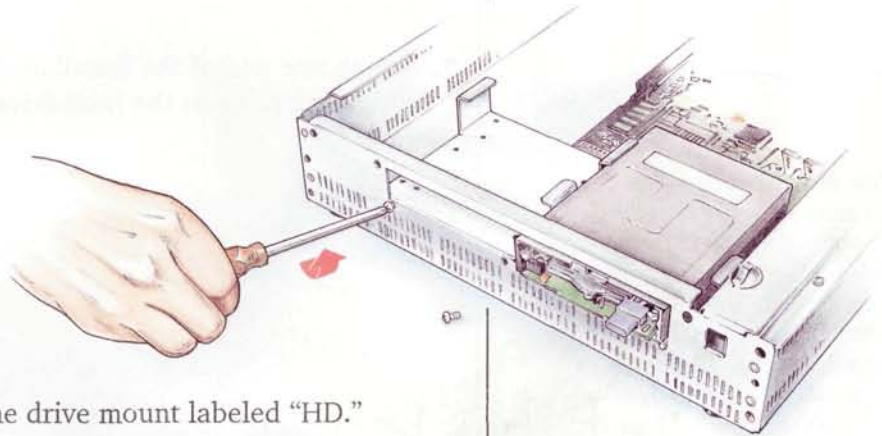
2. Locate the four holes on the drive mount labeled "HD."

3. Align the drive mount holes with the corresponding holes on the hard drive.
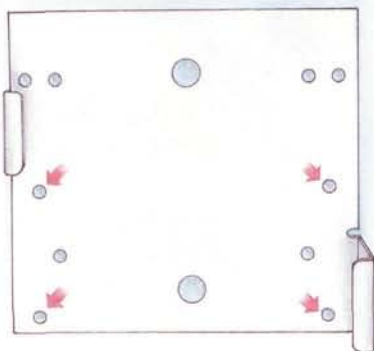
4. Use the screws provided with the drive kit to fasten the drive to the drive mount.

5. Reconnect the drive mount to the computer.

6. Find the hard drive cable in the installation kit.

Note that the cable has two connectors.
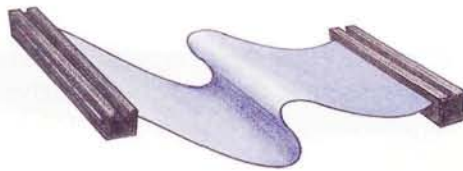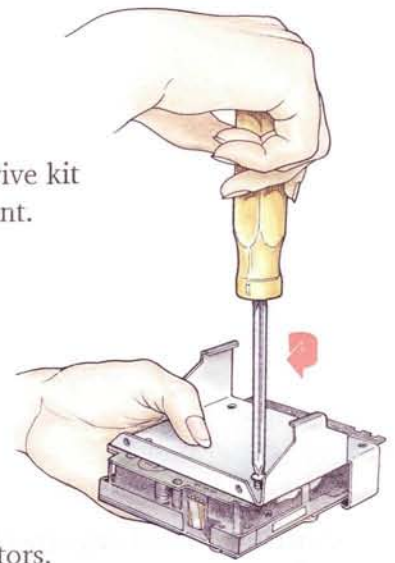
7. Attach one end of the installation kit's drive cable to the hard drive.
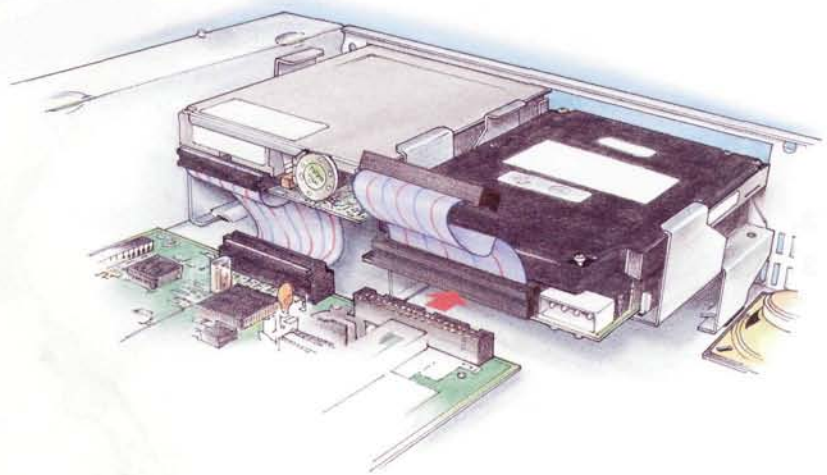
The SmartDrive connector makes it easy to attach a state-of-the-art Smart-Drive. This drive does not require installing a hard disk controller expansion board because the necessary circuits are built into the computer. That way you can use your expansion slot for an additional option.

8. Attach the other end of the hard drive cable to the IDE hard drive connector on the system board. Be sure to attach the power connector from the power supply to the hard drive power connector.

Power Connector

IDE Connector
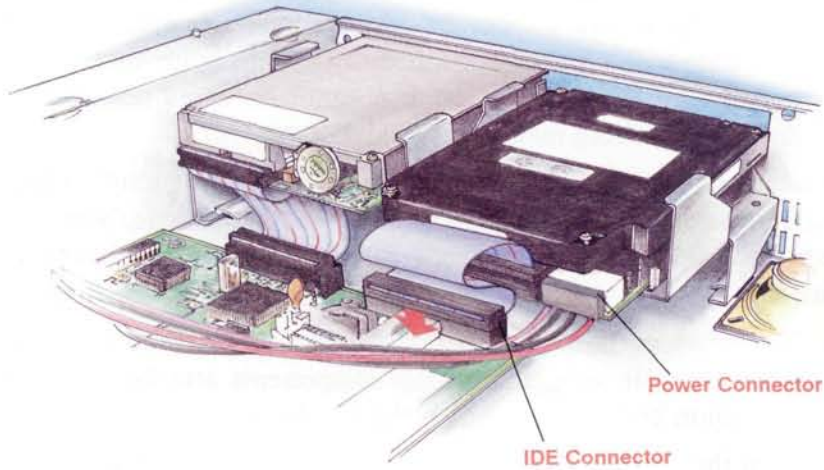
Your new hard drive is ready to be initialized. You must perform this simple procedure before you can use the drive. Refer to Appendix B for further information.
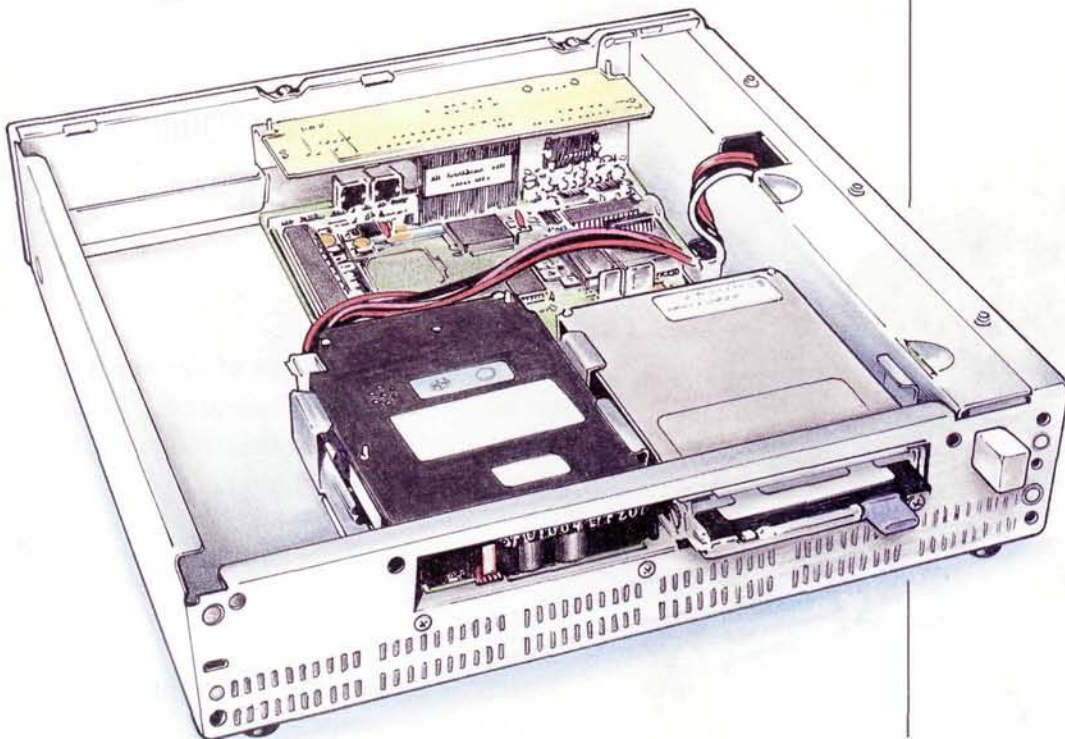
DON'T FORGET:

Extras, Extras . . . Read All About It — Adding an Expansion Board

The RL System provides one expansion slot that lets you add a special accessory board. There are many types of boards on the market today. If you choose to add a modem board, you can communicate with other computers through the phone lines. Add a facsimile board, and your RL System simulates a fax machine — sending and receiving messages worldwide.

Installing an expansion board in the RL System is quite simple. Once you familiarize yourself with the following procedure, you can install any type of expansion board. Read the instructions that came with the expansion board kit as well as the following directions:

1. The length of the expansion board can range from 6.5-inches to 9.5 inches. Be sure that all the components attached to your expansion board can fit inside the RL chassis.

2. Turn the RL so that the rear panel faces you, and then using a screwdriver, remove the screw from the slot cover.
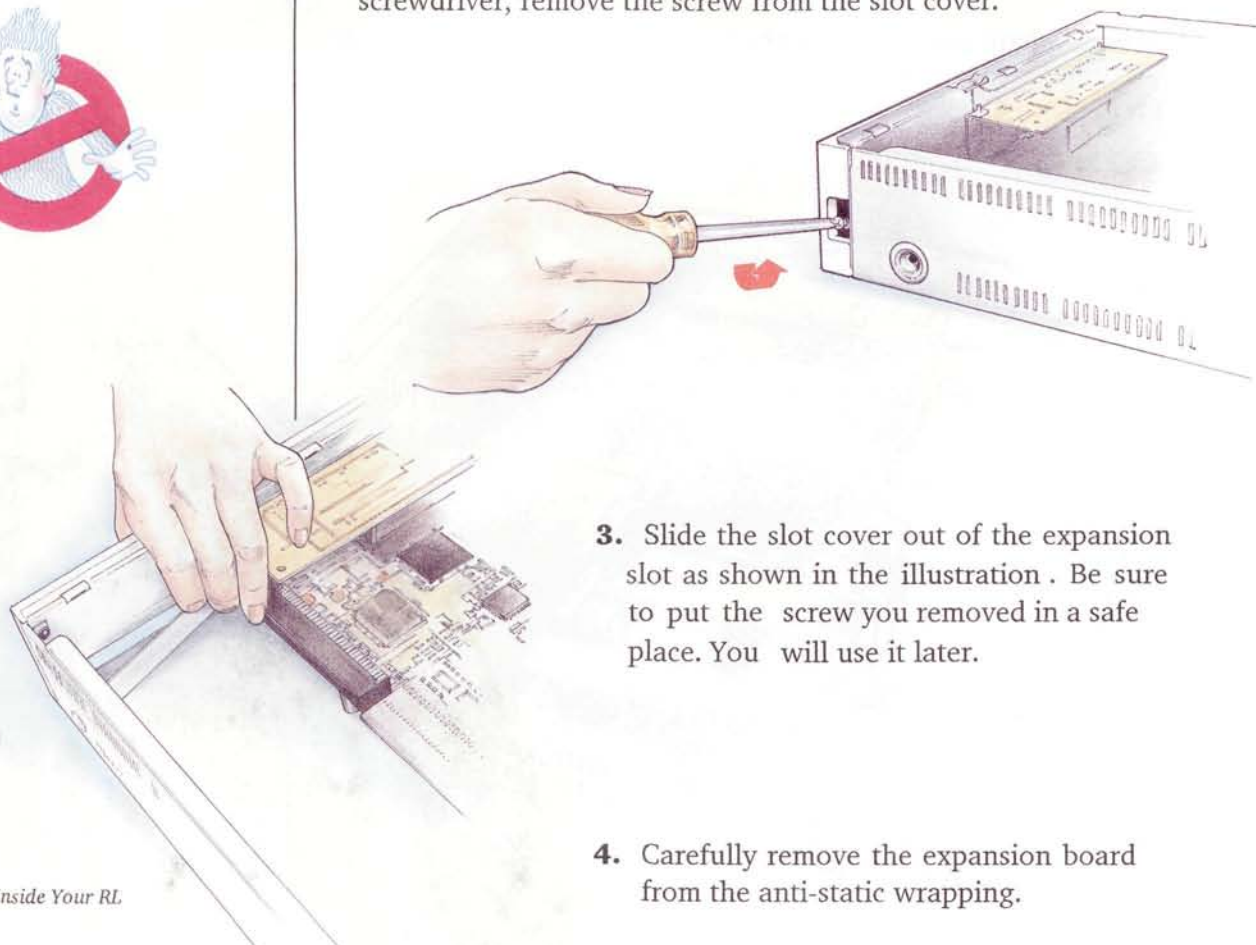
3. Slide the slot cover out of the expansion slot as shown in the illustration . Be sure to put the screw you removed in a safe place. You   will use it later.

4. Carefully remove the expansion board from the anti-static wrapping.

5. Align the edge of the expansion board with the expansion slot on the system board, and then gently press the board into the slot connector.
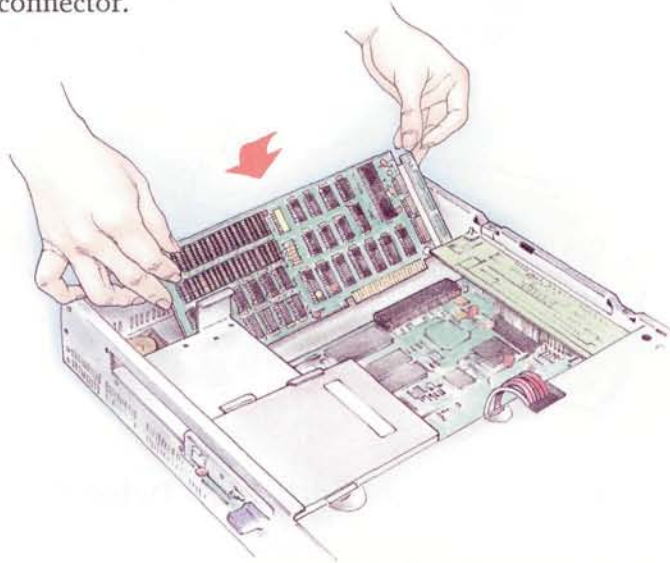
6. Use the screw you removed in Step 2 to fasten the board in the expansion slot.

Jump to a New Sound Option —
Changing the Microphone/Line Audio Jumper

Most of the items on the system board that need your attention are connectors to which you can connect internal options. One item connected to your system board is the satellite board which does a slightly different job: the *microphone/line audio jumper* lets you select the option you want to plug into the microphone connector.

A *jumper* is a small plastic cover with metal inside. The jumper fits over two metal pins. Your system can tell what kind of sound (audio) equipment you're going to plug into your microphone connector by checking to see which two of the three pins have the jumper placed over them.

When you place the jumper over two of the pins, you have installed the jumper. The default setting for the jumper lets you plug a microphone into the microphone connector. The setting looks like this:
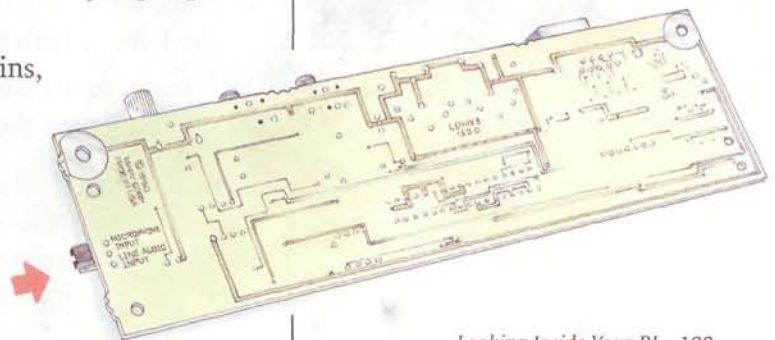
You can plug keyboards, guitars, and other audio equipment into the microphone connector. If you want to plug audio equipment with line-level output into the connector, you must change the jumper setting. Change the jumper on the pins to look like this:

CMOS RAM Battery (RL with Hard Drive Users Only)

The SmartWatch is a battery-backed memory chip that contains the time and date information. If you have an RL with Hard Drive System, you will occasionally need to replace the SmartWatch (CMOS RAM) battery. The CMOS RAM battery should last at least three years with normal use. When it fails, the time and date information is displayed inaccurately.

Warning: Improper handing of this special lithium battery can be hazardous. Never recharge, disassemble, or heat the battery above 100°C (212°F). Never solder directly to the battery or expose the contents of the battery to water.

The battery is the round chip located directly behind the drive mount. (See the "On the Inside Looking Out" illustration in this article to find the drive mount.) Follow these steps if you choose to replace the battery yourself:

1. Gently lift the battery clip.

2. Remove the old battery from the battery holder.

3. Place the new battery in the battery holder. Be sure to position the battery with the positive side (+) up.

Don't forget to use the Setup accessory on the Accessory Menu (**F10**) to enter and store the time and date.

That's it! Your enhanced RL System is ready to go. Finally, there's a computer designed with equipment settings that are easy to understand.

Changing the Computer Settings

SetupRL is a special program built into your RL System. SetupRL records information about how your system works. This information is stored in a memory chip called an EEPROM (electronically erasable programmable read-only memory). To change the information in the EEPROM, simply change the settings on the SetupRL screen. You will learn how to run SetupRL later in this article.

The thirteen fields on the SetupRL screen enable you to change system information to suit your needs when you make changes to the system. Most of these fields affect information that you will not need to change in most cases. However, two of these fields require that you run SetupRL when you add an option. Be sure to run SetupRL if you:

- Add a monochrome monitor. Change the VIDEO DISPLAY setting from COLOR to MONOCHROME. If you can't see the screen to make this change, press **CTRL+ALT+SHIFT+V**.

- Add a second diskette drive that you want to use as Drive A. Change the DRIVE A DESIGNATION setting from RIGHT to LEFT.

The original settings of the SetupRL program are called *default* settings. If the default settings displayed on the screen work for you, it is not necessary to change them. If you change the default settings, SetupRL keeps the new settings until you change them again. The EEPROM remembers the settings in SetupRL even when you turn off the computer. The following sections describe each setting in the SetupRL program.

Running SetupRL

To run SetupRL, insert the MS-DOS Diskette into Drive A. At the A> prompt, type setuprl and press **ENTER**. Directions for moving around the screen and changing the settings are displayed at the bottom of the screen. Change the SetupRL program as necessary to meet your system needs. When you finish making changes, press **F1** to store them. If you want to return to the default factory settings, press **F10**.

After you change and save the settings, you must restart the computer so that the new settings will take effect.

You can run the SetupRL Program from within DeskMate. To do this select Run from the File Menu (F2), type rlsetup.pdm *at the Program prompt, and press ENTER. You can set any of the SetupRL options by choosing the appropriate button. You can then select Save from the Options Menu (F2) to save the change, or select Factory settings to return to the original default settings.*

Video Display

This setting indicates the type of monitor you are using — color or monochrome. Your RL System has video support for both color and monochrome built in on the system board. The default setting for the video mode is COLOR. If your monitor displays color, do not change the setting. Select MONOCHROME as the video mode if you have a monochrome monitor.

If the screen is blank when you start your RL System, you might need to change the video mode. You can change from one mode to the other by pressing **CTRL+ALT+SHIFT+V**.

Automatic Prompt for Date and Time

Many programs you run use a date and time. You can set the time and date by using the DeskMate Accessory Menu (**F10**) or by entering the date and time after prompts each time you start the system.

To display the time and date prompts, select YES for AUTOMATIC PROMPT FOR DATE AND TIME when you run the SetupRL program. The default setting for this field is NO.

Memory Diagnostics on Start-up

Select YES if you want your computer to take time to test its memory chips each time it starts. NO is the default setting.

Primary Start-up Device

Select DISK if you want your computer to start up with a diskette or hard disk. Otherwise, leave the setting at ROM to start up with one of the programs that is built into the ROM.

Initial Start-up Program

Select MS-DOS if you want to start up with MS-DOS. Otherwise leave the setting at DESKMATE to start up with the DeskMate program that is built into the ROM.

Computer Speed

Select SLOW if the program you are running was written for older computers and will not work properly with your computer's faster speed. FAST is the default setting.

Internal RS-232 Port Addresses

This setting indicates whether a serial mouse or modem will use the primary or secondary serial port address. You can use the Setup option on the DeskMate Accessory Menu to enter this information. The default setting is PRIMARY.

Mouse Port Device

This setting indicates whether a PS/2-style mouse is installed. The default setting is INSTALLED.

Number of Disk Buffers (2-17)

This setting indicates the maximum number of disk buffers required by the programs you run. Refer to the documentation provided with your programs for any disk buffer requirements. The default is 10 disk buffers. Press → to increase the number or ← to decrease the number.

Maximum # of Open Files (8-23)

This setting indicates the maximum number of files that your programs require to be open at one time. Refer to the documentation provided with your programs for the number of files needed. The default is 10 open files. Press → to increase the number or ← to decrease the number.

Check for Config.sys on Drive

Some software programs require that you include certain configuration settings in a *config.sys* file. Each time you turn on or reset the computer, it reads the *config.sys* file settings. The documentation provided with your programs should tell you if you need a *config.sys* file and where the file should be located.

Press → to access a *config.sys* file on Drive A when you start your computer. Press → again to access a *config.sys* file on Drive C when you start your computer. Otherwise, leave the setting at NO if you do not wish to access a *config.sys* file when you start the computer.

Check for Autoexec.bat on Drive

Some software programs require that you include certain commands in an *autoexec.bat* file. Each time you turn on or reset the computer, it reads the *autoexec.bat* configuration file and executes the commands in it. The documentation provided with your programs should tell you if you need an *autoexec.bat* file as well as which drive it should be on.

Press → to execute an *autoexec.bat* file on Drive A when you start your computer. Press → again to access an *autoexec.bat* file on Drive C when you start your computer. Otherwise, leave the setting at NO if you do not wish to execute an *autoexec.bat* file when you start the computer.

Diskette Drive A Designation

Press → to designate the LEFT diskette drive as Drive A. Leave the setting at RIGHT (the default) to designate the right drive as Drive A.

Just in Case

This section describes some of the problems you might have with the RL System and explains how to solve them. If, after trying these solutions, you still have problems, contact your local Radio Shack store or dealer.

Problem	Possible Solutions
Blank screen	Check that all system power switches are on.
	Adjust monitor's brightness or contrast control knob.
	Press any key to deactivate the Screen Saver option (controlled from the Accessory Menu).
	Check all cable connections.
	Press **CTRL+ALT+SHIFT+V**.
No keyboard response	Check keyboard cord connection.
No printer response	Check printer power control and cable connections.
	Check that printer is ready (on-line/off-line control).
	Check paper and ribbon positions.
	Check printer switch settings. (Refer to the printer documentation.)
	Check that the application program you are using is set up for use with your printer type. (Refer to the application program and printer documentation.)
Optional equipment not working	Check the installation of the option. Refer to "Adding Options" section of this manual and the documentation for the option.
No sound when using the Sound application	Be sure the printer is turned on or disconnected from the computer.

Problem	Possible Solutions
Asked to insert diskette containing desktop.cfg	You created a desktop layout too large to be stored in the EEPROM, and DeskMate automatically created a file (desktop.cfg) on the diskette that was in the drive. If you are not sure which diskette to insert, insert one at a time until DeskMate locates the file.
	DeskMate automatically creates a new desktop.cfg file (which stores your desktop layout) when you run out of EEPROM space. DeskMate also automatically checks the Use Disk option on the Desktop Menu (**F7**). If you want to keep the current desktop, do **not** uncheck this option. If you want to change to the desktop you had before the desktop.cfg file was created, uncheck Use Disk.
Some DeskMate functions are suddenly working differently (for example, settings are not retained in the Accessories or incorrect help information is displayed).	You have installed a new DeskMate User Interface software program that does not use some of the same files as this version of DeskMate. If problems occur, delete the following files from the working copy of your new software program diskette:
	``` DMHELP.ACC DMSETUP.ACC DMSERV.ACC ```
You are using an RL with Hard Drive System and you notice that your system time has changed to Jan 1, 1980.	Change the CMOS RAM battery. The procedure is explained in the "Looking Inside Your RL" section.

Technical Specifications

System Unit	1000RL	1000 RL/HD
Processor	8086, 9.54/4.77 MHz	8086 9.54/4.77 MHz
Size		
Length:	14.9 inches	14.9 inches
Width:	14 inches	14 inches
Height:	2.88 inches	2.88 inches
Weight:	10.7 lbs.	12.2 lbs.
Power Requirements	110 VAC, 60Hz	110 VAC, 60Hz
Heat Output	125 btu/hour	125 btu/hour
Environment		
Air Temperature		
Operating:	14°C – 30°C (55°F – 85°F)	14°C – 30°C (55°F – 85°F)
Storage:	-40°C – 65°C (-40°F – 149°F)	-40°C – 65°C (-40°F – 149°F)
Humidity		
Operating:	20% to 80% (non-condensing)	20% to 80% (non-condensing)
Storage:	10% to 80% (non-condensing)	10% to 80% (non-condensing)

System Notes

Use this system worksheet to record system information before you run the Setup program. Update this information when you add options such as drives or additional memory to the system.

System Unit	1000RL	1000 RL/HD
Model		

System Memory

	1000RL	1000 RL/HD
Base Memory	512KB	512KB
Additional Memory	_____	_____
Total Memory	_____	_____

Diskette Drive 1

	1000RL	1000 RL/HD
Size	3½"	3½"
Capacity	720KB	720KB

Diskette Drive 2

	1000RL	1000 RL/HD
Size	3½"	3½"
Capacity	_____	_____

Hard Drive 1

	1000RL	1000 RL/HD
Capacity	_____	20MB

Optional Accessories

Use this area to keep a record of the accessories you purchase to use with your RL System.

Description	Cat. No.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Appendix A

Data Diskettes

If you have a diskette-based system, you can save disk space by storing your data — letters, reports, worksheets, and so on that you create using DeskMate — on separate diskettes from your application programs. The procedures that follow describe how to use *data diskettes* with DeskMate.

The RL uses double sided, double density 3½-inch, 720KB (formattted) diskettes (Cat. No. 26-417 or 26-418).

> To prepare a diskette for storing nothing but data, you format it as a data diskette. (From the desktop, you can use the Format option on the Disk Menu.) The following sections explain how to use formatted data diskettes.

One-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.

2. Open an application, and create a file.

3. Remove the application diskette, and insert a data diskette.

4. Select Save as from the File Menu.

   A dialog box appears.

5. At the Save as: prompt, type the name you want to give the file, and press ENTER.

The file will be saved to this diskette.

To open an application and its data file:

1. Start DeskMate.

2. Open an application.

3. Remove the application diskette from the drive, and insert the data diskette into the drive.

4. Select Open from the File Menu.

   A dialog box appears, listing all the files you can open on the current diskette.

5. Highlight the file you want to open, and press ENTER.

Keep the data diskette in the drive while working on the file so that you can periodically save the file to its data diskette.

Two-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.

2. Insert an application diskette into Drive A, and a data diskette into Drive B.

3. Open the application.

4. Select Save as from the File Menu.

   A dialog box appears.

5. At the Save as: prompt, type B: and the name you want to give the file, and press ENTER.

The file will be saved onto this diskette.

To open an application and its data file:

1. Start DeskMate.

2. Insert an application diskette into Drive A, and the data diskette into Drive B.

3. Open the application.

4. Select Open from the File Menu.

   A dialog box appears.

5. Highlight Drive B ([B]), and press ENTER.

   Another dialog box appears, listing all the files on the diskette in Drive B.

6. Highlight the file you want to open, and press ENTER.

Keep the data diskette in Drive B while working on the file so that you can periodically save the file to its data diskette.

Memory Considerations

To increase the speed and efficiency of your RL System, you might find that 768KB is preferable.

If you increase the number of file buffers or files beyond the MS-DOS default, you might encounter program limitations.

Appendix B

Initializing the Hard Drive for the First Time

Before you use your hard drive for the first time, you must prepare it to receive data. Use the following procedure to initialize your hard drive.

You will need a blank diskette to perform the initialization procedure.

1. Install the hard drive, following the instructions in "Need More Storage? — Adding a Hard Drive" in the Looking Inside Your RL article in this magazine and by using the documentation that came with the hard drive kit.

2. Turn on the system, and insert the Reinstallation Diskette into Drive A.

3. Press TAB until you highlight the PROGRAMS box, and press ↓ until you highlight hinstall.pdm.

4. Press ENTER.

5. Follow the prompts to initialize the hard drive.

When the program asks you to continue, press ENTER. When you need to cancel, press ESC.

Re-initializing the Hard Drive

It might occasionally be necessary to re-initialize your hard drive. To do so, complete the following procedure:

1. Insert the Reinstallation Diskette into Drive A.

   Note: If you are using an RL with Hard Drive System, this diskette came with your system. If you purchased your hard drive separately, you created this diskette when you initialized the hard drive the first time.

2. Press RESET.

3. Press TAB until you highlight the Programs box, and press ↓ until you highlight hinstall.pdm.

4. Follow the prompts to re-initialize the hard drive.

Installing DeskMate on a Hard Drive

1. Turn on the monitor and the computer.

2. Insert the DeskMate Installation Diskette into Drive A.

3. Press the F7 key to open the Desktop Menu.

4. Press ↓ until you highlight Install, and then press ENTER.

5. Follow the prompts to install DeskMate on the hard disk.

The desktop reappears.

Installing MS-DOS on a Hard Drive

1. Turn on the monitor and computer.

2. Insert the MS-DOS Diskette into Drive A.

3. Press the F7 key to open the Desktop Menu.

4. Press ↓ until you highlight Install, and then press ENTER.

5. Follow the prompts to install MS-DOS on the hard disk.

The desktop reappears.

Setting the Dmconfig File

Dmconfig is a setting that you can use to tell DeskMate where to store its *configuration files*.

Configuration files contain the current DeskMate memory settings.

Normally you do not need to change the dmconfig setting. However, there is one condition that requires that you do so:

- You have a hard drive computer and you rearrange your files so that they are stored in directories other than the default directories.

If you used DeskMate's Install option on the Desktop Menu (**F7**), dmconfig was automatically set in an autoexec.bat file so that you wouldn't have to type it each time you started the computer.

To display or change this setting, follow these instructions:

1. Open the Text application.

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

3. At the Open File: prompt, type c:\autoexec.bat.

The file is displayed. Edit it as you would any text document, and change the set dmconfig= line to the appropriate directory. Be sure that you don't use any word processing codes, such as boldface, underline, and so on.

Always double-check the spelling of the directory name. Spelling a name incorrectly is the same as setting dmconfig to a non-existent directory, an error that causes DeskMate to operate improperly. An error message appears on the screen if you misspell a directory name.

4. When you finish, select Save from the File Menu (**F2**) to save your changes.

Hard Drive Specifications

Formatted Capacity	
Guaranteed Megabytes	21.4
Guaranteed Sectors	41,820
Sectors per Track	17
Sectors per Cylinder	68
Bytes per Sector	512
Bytes per Track	8,704
Bytes per Cylinder	34,816
Logical Configuration	
Tracks	2,460
Cylinders	615
Read/Write Heads	4
Physical Configuration	
Read/Write Heads	2
Discs	1
Drive Functional Specifications	
Interface	XT
Recording Method	RLL (2,7)
Spindle Speed (RPM)	3,600 ± 0.5%
Recording Density (BPI)	22,762
Flux Density (FCI)	15,175
Track Density (TPI)	1,015
Internal Data Trans. Rate	9.2 Mbits/sec.
Physical Dimensions	
Height	1.20-inches max. (30.5 mm)
Width	4.02-inches max. (102.1 mm)
Depth	5.77-inches max. (146.6 mm)
Weight	1.2 lbs. (0.54 Kg.)
Access Time	
Track-to-Track	15 msec. typ. 16 msec. max.
Average	45 msec. typ. 65 msec. max.
Full-Stroke	95 msec. typ. 135 msec. max.
Average Latency	8.33 msec.

Index

Special Offer Coupons

As a DeskMate owner, you're eligible for special offers from Tandy. You'll use these coupons as your proof of ownership of DeskMate.

Special Offer Coupon

5

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

1

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

6

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

2

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

7

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

3

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

8

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon

4

Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

Special Offer Coupon 1

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 5

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 2

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 6

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 3

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 7

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 4

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Special Offer Coupon 8

Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

Additional Info:_____
_____

Radio Shack