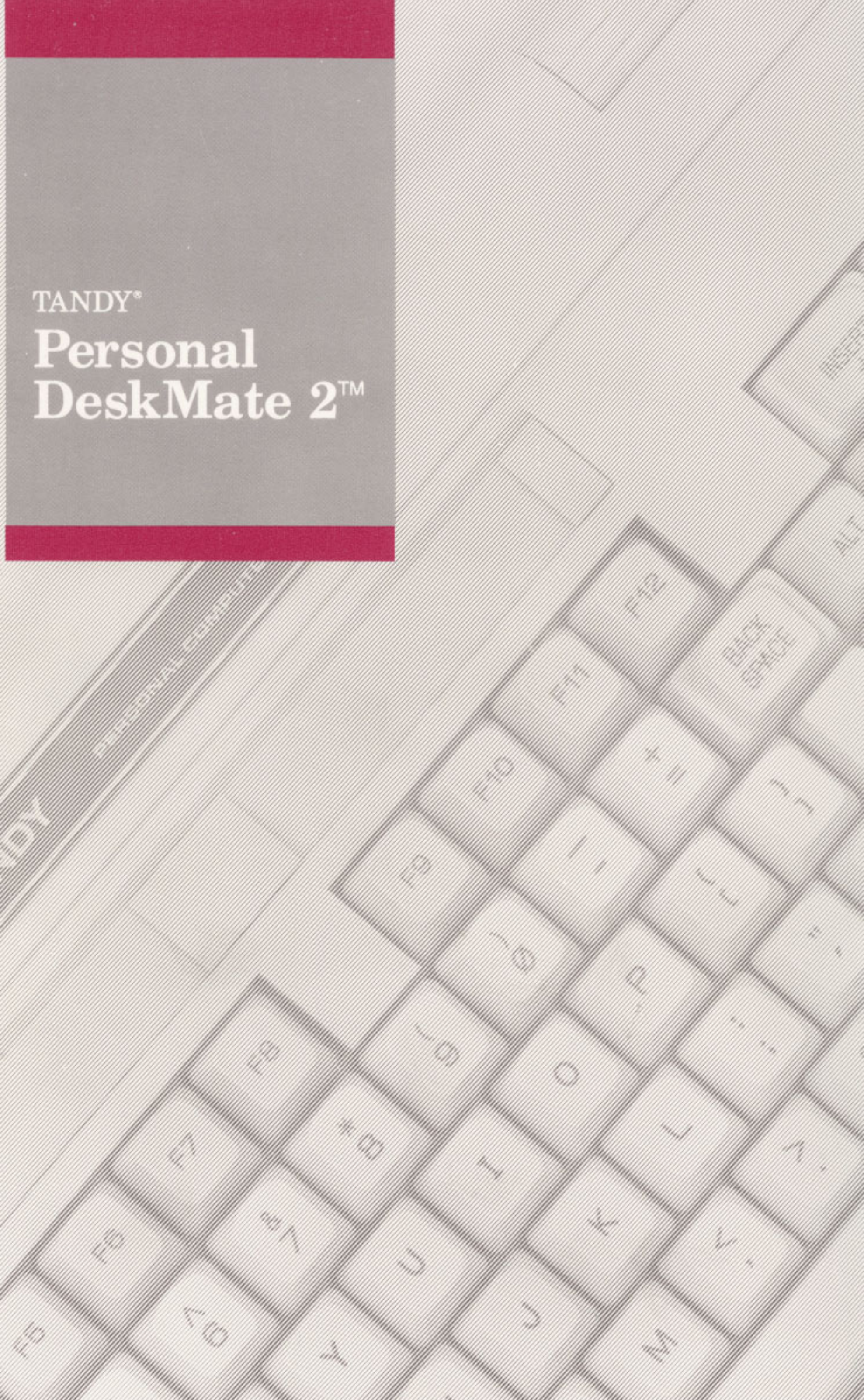
TANDY®

Personal DeskMate 2™


DY
PERSONAL COMPUT
F12
F11
F10
F9
F8
F7
F6
F5
BACK SPACE
ALT
INSERT

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ABOUT THIS MANUAL

The Parts Of The Manual

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

Getting Started

This part of the manual gives you an overview of Personal DeskMate and lists the equipment you'll need. Getting Started also includes an informative and fun 15-minute tour of Personal DeskMate to help you become better acquainted with DeskMate's features.

General Information

This section includes information about the desktop, the menu bar, and the dialog boxes. Detailed information about starting and exiting Personal DeskMate is also included, as well as what you need to know if you're using a mouse or joystick. It is a good idea to become acquainted with this information before you begin using Personal DeskMate, as it will answer many of the questions you might encounter.

Reference

This part of the manual gives you detailed information about every aspect of Personal DeskMate. The information is featured in tasks and topics and listed alphabetically so that you can quickly look up what you need. Note that each task gives complete step-by-step instructions for that task. Many of the functions work identically throughout the applications, so you will encounter some repetition.

Manual Conventions

The keyboard and pointing device instructions are designated by the following icons:

⌨ | 🖱

`Desk` ENTER	Text that you type (for example, commands) is shown in a different typeface than the body of the manual. You must press ENTER after you type the text.
`A>`	Text that appears on the screen (for example, the system prompt) is also shown in a different typeface than the body of the manual.

When you see a keyboard step that tells you to press SHIFT or CTRL and another key, be sure to hold down the first key while you press the second key.

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Getting Started

Chapter 1

INTRODUCTION

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

Tandy Desktop

A visual organizer and manager for the files you create using DeskMate. Lets you gain access to DeskMate applications, accessories, and files; and you can even install some of the accessories on the desktop for a quick review.

Calendar

A scheduler for your personal appointments. You can use Calendar to store yearly, monthly, and daily *events*, and print calendars that show the scheduled events plus all nationally recognized holidays.

Filer

An automated card file system. You can create your own recipe file or keep track of the PTA membership drive and print individual records or lists of records that meet specific criteria you choose.

Music

An application that lets you take advantage of the various sounds your computer can produce. Not only can you enter and play back your favorite music, you can even try your hand at composing!

Paint

A graphic "picture editor" that enables you to draw pictures and fill them with a variety of colors and patterns.

Telecom

A telecommunications system that lets you communicate via your computer with information services and other computers.

Text

An easy to use word processor that lets you create and edit documents such as letters and school reports. You can search for selected text (and even replace it), move or delete text, and "polish" your document by **boldfacing** or underlining.

Worksheet

A spreadsheet application used to compute numbers in columns and rows. You can change figures in the worksheet to instantly see how your budget, mortgage interest, or tax deductions are affected.

Accessories

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

Notepad

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

Calendar

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

Calculator

A "pop-up" calculator for quick calculations. You can install the Calculator in your Tandy Desktop application.

Phone Directory

A means of storing important phone numbers you need at your fingertips. DeskMate also lets you call (with an auto-dial modem) phone numbers automatically. You can install the Phone Directory in your Tandy Desktop application.

Clipboard

Lets you take information from one file and use it in another.

Color

You can change the appearance of your screen by choosing four colors from a palette of 16.

Communications

Enables you to select hardware options and communications settings to use the Telecom application and the Phone List accessory.

Date and Time

You can change the date and time from the one you specify when you start up the computer.

Mouse

Lets you choose the *double click speed* you want to use if you're using a pointing device. It also lets you specify if you are using a joystick, serial card mouse, another mouse (with its own driver), or no pointing device at all.i

Printer

Enables you to choose the type of printer you'll be using and then set up or change other printer attributes and hardware controls.

Optional Equipment

- LOGITECH® LOGIMOUSE™
- Tandy Serial Mouse
- A Color Mouse, Joystick, or Touch Pad
- A dot matrix or daisy wheel printer
- Modem

Chapter 2

A 15-MINUTE TOUR OF PERSONAL DESKMATE

This section lets you sample a portion of what Personal DeskMate has to offer. You'll see a practical and useful side of DeskMate, as well as a creative and fun side. When you finish, you will also have learned some of the techniques you'll be using to run any DeskMate application.

You'll begin the tour from the Tandy Desktop, so, if you don't know how to start DeskMate, follow the instructions below. When the desktop appears, begin the tour with the first part . . . Music!

Starting Personal DeskMate

To load Personal DeskMate, first be sure that the system prompt is on the screen. Your computer owner's manual contains instructions on starting up the computer and displaying the system prompt.

Next, be sure that the DeskMate diskette is in Drive A. Type `Desk` [ENTER].

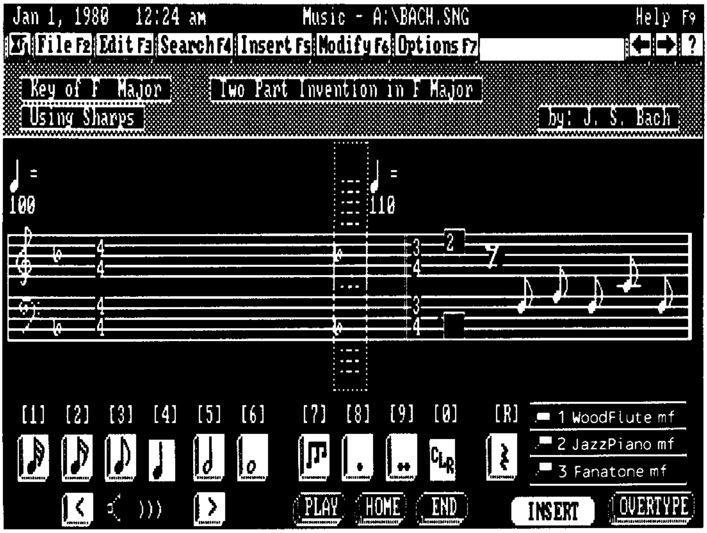
The desktop appears, and you are ready to begin the tour.

MUSIC

Tandy Tune

Enter your favorite music, or compose your own with DeskMate's Music application. To see and hear what the Music application is capable of doing, select a sample file already stored on your diskette.

⌨	🖱
1. At the desktop, press [TAB] until you highlight `MUSIC` (the title of the list box), and then press [↓] until you highlight `Bach`.	1. At the desktop, point to the `Bach` file in the `MUSIC` list box.
2. Press [ENTER].	2. Double click the button (click twice in rapid succession).


Jan 1, 1980 12:24 am
Music - A:\BACH.SNG
Help F9
File F2
Edit F3
Search F4
Insert F5
Modify F6
Options F7
?
Key of F Major
Two Part Invention in F Major
Using Sharps
by: J. S. Bach
100
110
[1] [2] [3] [4] [5] [6] [7] [8] [9] [0] [R]
1 WoodFlute mf
2 JazzPiano mf
3 Fanatone mf
PLAY
HOME
END
INSERT
OVERTYPE

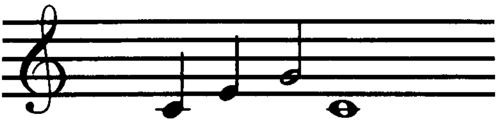
The first few measures of the Bach file appear on the screen. To play the piece, follow these instructions:

3. Press CTRL P (Play).

3. Point to the `Play` button at the bottom of the screen, and click the button.

The piece begins to play.

Now that you've heard a Music file, try composing a melody of your own, or if you're a little unsure, follow the instructions below to enter and play this tune:



1. At the Bach screen, press F2 (File Menu).

1. At the Bach screen, point to `File`, and hold down the button.

2. Press [↓] until you highlight New.	2. Drag the marker until you highlight New.
3. Press [ENTER].	3. Release the button.

A new (untitled) file appears on the screen. Entering notes is very simple. Just follow the instructions below to enter, and then play the tune.

⌨	🖱
1. Press [C].	1. Point to the C line on the staff, and click the button.

The program inserts a quarter note (♩) on the staff. (This is the current note value.)

⌨	🖱
2. Press [E].	2. Point to the E line on the staff, and click the button.
3. Press [5] to change the current note value to a half note (𝅗𝅥).	3. Point to the half note icon ([𝅗𝅥]) at the bottom of the screen, and click to change the note value to a half note (𝅗𝅥).
4. Press [G].	4. Point to the G line on the staff, and click the button.
5. Press [6] to change the current note value to a whole note (𝅝).	5. Point to the whole note icon ([𝅝]) at the bottom of the screen, and click to change the note value to a whole note (𝅝).
6. Press [C].	6. Point to the C line again, and click the button.
7. Press [HOME].	7. Point to HOME and click.

Now, you're ready to play the melody you entered.

⌨	🖱
8. Press [CTRL] [P] to play the tune.	8. Point to the Play button at the bottom of the screen, and click to play the tune.

See how easy it is to use Music! There is a myriad of options that you can use to add variety and interest to your music. All of these are explained in the "Music" chapter.

Now, you're ready to return to the desktop and select the Text application. Here, you'll see a more practical side of DeskMate. Follow the instructions below.

⌨	🖱
1. At the Music screen, press F2 (File Menu).	1. At the Music screen, point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Quit`.	2. Drag the marker until you highlight `Quit`.
3. Press ENTER.	3. Release the button.

The prompt, `Save changes?` appears.

4. Use the arrow keys to move the marker to `No`.	4. Point to `No`.
5. Press the space bar.	5. Click the button.

You return to the desktop.

TEXT

Family Newsletter

Families today are scattered throughout the USA and beyond. Just to keep in touch with our dearest family members takes time that few of us have. Now, with DeskMate's Text application, you can keep a family newsletter in a file and update it when needed. You'll be a huge success with your entire family! Follow the instructions below to open the family newsletter file in Text.

⌨	🖱
1. At the desktop, press TAB until you highlight `TEXT` (the title of the list box), and then press ↓ until you highlight `LETTER.DOC`.	1. At the desktop, point to the `LETTER.DOC` file in the `TEXT` list box.
2. Press ENTER.	2. Double click the button (twice in rapid succession).

The following example of a family newsletter appears on the screen.

April 21, 1987

To members of the Hamilton clan:

This letter is to update you on how our year is progressing up to now. You'll all have to come to the family reunion in July to get the next update.

Sylvia returned to college this spring to finish her law degree. She was apprehensive about returning after so long an absence, but she says she is enjoying it more now than when she was younger.

Trent spent the first months of the year traveling through Europe with friends, but he is now employed with a major corporation. He travels extensively, so we don't get to see him as much as we'd like to.

Tiffany is engaged to be married in June. She and David will be married June 2 and will have returned from their honeymoon in time to make the reunion.

My work keeps me busy, but not too busy to keep in touch with my favorite people.

This year, the family reunion will be held on the weekend of July 19 through July 6 at Aunt Annie's farm. We hope that all can attend and make the gathering a big success!

Now, follow the instructions below to make some changes in the letter.

> **Note:** These instructions are all given for the keyboard, since most of the exercise consists of keyboard functions.

1. Use the arrow keys to move the marker to the 1 in 19 (sixth paragraph).
2. Type 3.

Notice that the numbers and words in the sentence move to the right to accommodate the entry.

3. Press DELETE twice to erase 19.
4. Press ↓ until you position the marker at the end of the letter.
5. Press ENTER three times (to leave two blank lines).
6. Press TAB ten times to move the marker.

7. Type `Love to all,` [ENTER].
8. Press [TAB] ten times again.
9. Type `Brad` [ENTER].

The letter is now ready to send. You could keep your family's newsletter on file and change it periodically, then print and mail it. Follow the instructions below to return to the desktop.

⌨	🖱
1. At the Text screen, press [F2] (File Menu).	1. At the Text screen, point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Quit`.	2. Drag the marker until you highlight `Quit`.
3. Press [ENTER].	3. Release the button.

The prompt, `Save changes?` appears.

4. Use the arrow keys to move the marker to `No`.	4. Point to `No`.
5. Press the space bar.	5. Click the button.

You return to the desktop. Now, proceed to the next portion of our tour — Filer.

FILER

Home Inventory

The Filer application has unlimited uses, but one that we'll look at here is an inventory of household items for insurance purposes. This is only a sample of the many types of information — credit card lists, video or record libraries, etc. — that can be organized using the "index cards."

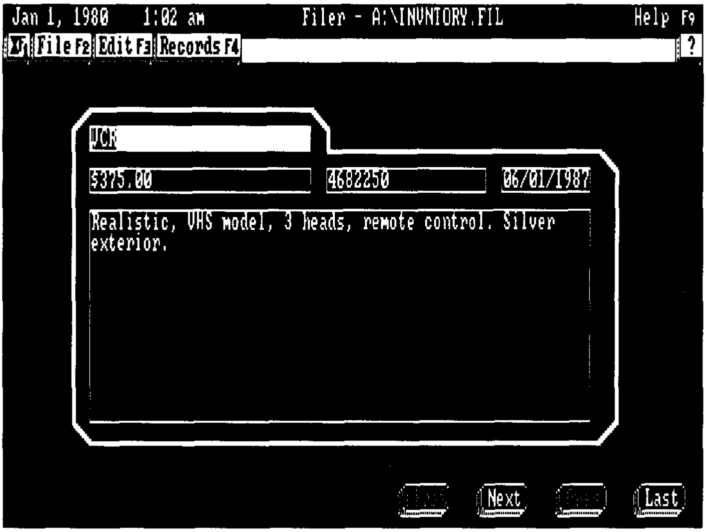
Follow the instructions below to see our pre-compiled inventory list.

⌨	🖱
1. At the desktop, press [TAB] until you highlight `FILER` (the title of the list box), and then press [↓] until you highlight `INVNTORY`.	1. At the desktop, point to `INVNTORY`.

2. Press [ENTER].

2. Double click the button (twice in rapid succession).

The first record in the file ("VCR") appears on your screen, displaying the name, value, serial number, purchase date, and description.



VCR

$375.00

4682250

06/01/1987

Realistic, VHS model, 3 heads, remote control. Silver exterior.

Follow the instructions below to display the other records in the file.

1. Press [CTRL] [N] (Next).

1. Point to NEXT at the bottom of the screen, and click the button.

The "Microwave Oven" record appears.

2. Press [CTRL] [N] again to see the next record in the file.

2. Point to NEXT again, and click the button to see the next record in the file.

The "Camera" record appears. This is the last record in the file. (Notice that the NEXT and LAST buttons are shadowed. This indicates that these options are not valid at this time.) You can edit records in a file, sort and print them, and use them in various other ways. You'll enjoy discovering new uses for Filer!

Don't return to desktop this time. In the next part of our tour, you'll learn how to go to one application directly from another without returning to the desktop.

PAINT

Picture Perfect

You can use DeskMate's Paint application for many practical uses, but for now, we're going to show you the creative side of Paint. Follow the instructions below to open Paint directly from Filer.

⌨

1. At the Filer screen, press [F2] (File).
2. Press [↓] until you highlight Run.
3. Press [ENTER].
4. At the Program prompt, type Paint [ENTER].
5. Press [F2] (File Menu).
6. Press [↓] until you highlight Open.
7. Press [ENTER].

🖱

1. At the Filer screen, point to File on the menu bar, and hold down the button.
2. Drag the marker until you highlight Run.
3. Release the button.
4. At the Program prompt, type Paint. Click the button.
5. Point to File on the menu bar, and hold down the button.
6. Drag the marker until you highlight Open.
7. Release the button.

A dialog box appears.

⌨

8. Press [↓] until you highlight ART.PNT.
9. Press [ENTER].

🖱

8. Point to ART.PNT.
9. Click the button.

The cursor is on ^D.

⌨

10. Press [ENTER] again.

🖱

10. Click the button again.

This "snowman" was created entirely using the features in the Paint application. You too can become a "computerized" Rembrandt and create works of art, or you can create charts and graphs for use in school or work. Your only limit is your own imagination!

Returning To The Desktop

Press F12 to return to the main Paint screen, then follow the instructions below to return to the desktop.

⌨

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Quit`.
3. Press ENTER.

🖱

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Quit`.
3. Release the button.

You return to the desktop.

You've now finished the 15-minute tour of DeskMate and are probably anxious to try some applications on your own. First, take a few minutes to look over the "General Information" section in this manual. Then, when you're ready to try an application, turn to the appropriate chapter in the Reference section.

And finally....enjoy!

General Information

Chapter 3

STARTING AND EXITING PERSONAL DESKMATE

Starting Personal DeskMate

Before using DeskMate, be sure to make a copy of your diskette. (For details, see your computer owner's manual.) Keeping a copy is extremely important in case you inadvertently delete a file that is necessary for running the program.

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

Next, be sure that the DeskMate diskette is in Drive A. Type `Desk` ENTER.

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

Exiting Personal DeskMate

When you are ready to exit Personal DeskMate, be sure that the desktop is on the screen. Then, follow the instructions below.

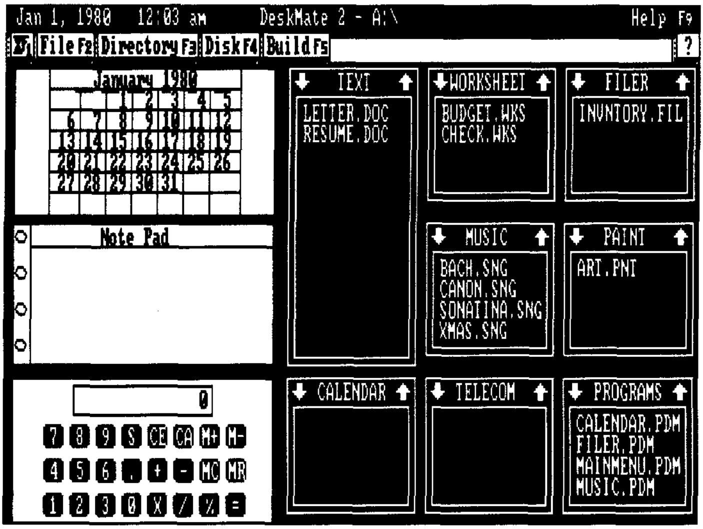
⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Quit DeskMate.`	2. Drag the marker until you highlight `Quit DeskMate.`
3. Press ENTER.	3. Release the button.

The desktop disappears.

Chapter 4

USING THE DESKTOP

If you haven't already loaded Personal DeskMate, do so now, following the instructions in "Starting Personal DeskMate" in the preceding chapter. After you start Personal DeskMate, the desktop appears on the screen. For example:


Jan 1, 1980 12:03 am
DeskMate 2 - A:\
Help F9
File F2
Directory F3
Disk F4
Build F5
?
January 1980
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
Note Pad
0
7 8 9 S CE CA M+ M-
4 5 6 . + - MC MR
1 2 3 0 X / % =
TEXT
LETTER.DOC
RESUME.DOC
WORKSHEET
BUDGET.WKS
CHECK.WKS
FILER
INVNTORY.FIL
MUSIC
BACH.SNG
CANON.SNG
SONATINA.SNG
XMAS.SNG
PAINT
ART.PNT
CALENDAR
TELECOM
PROGRAMS
CALENDAR.PDM
FILER.PDM
MAINMENU.PDM
MUSIC.PDM

From here, you choose the applications and files you want to run, as well as change and create information you want to see on the desktop.

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

To open a file and its appropriate application, follow the steps below.

1. Press TAB until you highlight the appropriate list box. (Press SHIFT TAB to move backward.) Press ↓ until you highlight the file you want to open. (Use ↑ to move up the list.)

1. Point to the file you want to open. (If necessary, use the scrolling arrow icons in the list box and click as needed to scroll through the filenames.)

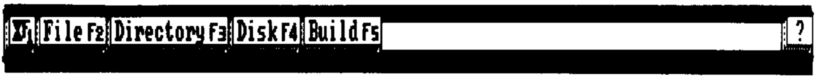
Note: To open a new file, press ENTER at the main heading of a list box, or point to the main heading on a list box and click.

2. Press ENTER to open the file and run the appropriate application.

2. Double click to open the file and run the appropriate application.

The Menu Bar

The menu bar gives you access to the menus you can use in each application.



To pull down a menu:

- Press the function key that corresponds to the menu you want to display (for example, F2 to use the File Menu).

- Point to the menu you want to display, and press and hold the button.

To choose an option from a menu:

1. Use the ↑ and ↓ keys to highlight the option you want to use.
2. Press ENTER.

1. Drag the marker down to display and highlight the option you want to use.
2. Release the button.

Dialog Boxes

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

As you use Personal DeskMate, you'll notice that parts of some dialog boxes appear to be "shadowed." A shadowed part means that, because of some other setting in effect, the shadowed part does not apply to you at this time. When you move the marker around in a dialog box, Personal DeskMate automatically skips the shadowed parts of the box.

Chapter 5

STORING YOUR DESKMATE FILES

Your DeskMate software contains all the programs you will use when running DeskMate, plus additional storage for the files you create. If you are storing a large number of files for a particular application (such as Text), you might want to store these files on a data diskette. A data diskette is a blank, formatted diskette you use in conjunction with the program diskette.

Creating A Data Diskette

To create a data diskette, format a blank diskette. For instructions, refer to your computer owner's manual.

Storing Files On A Data Diskette

⌨	🖱
1. With the DeskMate diskette in the drive, choose the `Save as:` option on the File Menu (F2).	1. With the DeskMate diskette in the drive, choose the `Save as:` option on the File Menu.

The prompt, `Save as:`, appears.

⌨	🖱
2. Remove your DeskMate diskette from the drive, and insert a data diskette. 3. Type the name you want to give the file, using up to eight characters.	2. Remove your DeskMate diskette from the drive, and insert a data diskette. 3. Type the name you want to give the file, using up to eight characters.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Save as option. The untitled file remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice. 5. Press ENTER.	4. Point to the desired choice. 5. Click the button.

DeskMate saves the file on the data diskette, and the file remains on the screen.

You should keep the data diskette in the drive until the program asks you to insert the diskette containing `MAINMENU.PDM` (for example, when you quit the application). At that time, reinsert your DeskMate diskette (Disk 1 if you have multiple program diskettes).

Accessing Files From A Data Diskette

To access files stored on a data diskette from the desktop, follow these instructions:

⌨	🖱
1. Start DeskMate using your DeskMate diskette.	1. Start DeskMate using your DeskMate diskette.

The desktop appears.

⌨	🖱
2. Press [TAB] to highlight the name of the application you want to use.	2. Point to the name of the application you want to use.
3. Press [ENTER].	3. Click the button.

The opening screen for the application you chose appears.

⌨	🖱
4. Remove the DeskMate diskette, and insert the data diskette.	4. Remove the DeskMate diskette, and insert the data diskette.

You can now proceed to open any file stored on the diskette by using the Open option on the File Menu. This option is explained in each application chapter in the Reference section.

If you don't want to use data diskettes, you can create additional space on your program diskette by deleting files you are not using. For example, after you finish the 15-minute Tour, you might want to delete your sample data files. You can delete any files with the extension:

`.SNG` `.WKS` `.PNT` `.DOC`

> **WARNING:** Although the `INVNTORY.FIL` file contains sample data, DO NOT DELETE THIS FILE. The program must use this file when running the Filer application.

Chapter 6

WHAT YOU NEED TO KNOW TO USE A POINTING DEVICE

Personal DeskMate is set up to use the Joystick or Mouse. You must choose the Mouse accessory to tell DeskMate you have installed a Mouse or Joystick. To use the device to your best advantage, you need to become familiar with the following terms that describe the way you move the marker:

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

You might want to adjust the speed at which you can double click. To do so, see the explanation of the Mouse accessory in the chapter entitled, "Accessories."

Reference

Chapter 7

ACCESSORIES

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Introduction

Personal DeskMate has ten accessories that you can use anytime (except when you are in terminal mode, or when dialog boxes are open), from anywhere in DeskMate. The Accessories contain many features. For example, the Color accessory allows you to change the colors on the screen, while the Phone List accessory keeps a record of important phone numbers. DeskMate will even dial a number on the Phone List accessory for you if you have the needed telecommunications equipment attached to your computer.

Generally, to use an Accessory:

⌨

1. Press F1.
2. Press ↓ until you highlight the Accessory you want to use.
3. Press ENTER.

🖱

1. Point to the hourglass on the menu bar, and hold down the button.
2. Drag the marker until you highlight the accessory you want to use.
3. Release the button.

The Calculator Accessory

The Calculator accessory is a five-function calculator that has an internal memory. The right side of the calculator is a display of the calculations performed and their results. Refer to "Use The Calculator" for specific instructions and an example of how to use the calculator.

Display The Calculator

⌨

1. Press F1.
2. Press ↓ until you highlight `Calculator`.
3. Press ENTER.

🖱

1. Point to the hourglass, and hold down the button.
2. Drag the marker until you highlight `Calculator`.
3. Release the button.

The Calculator appears on the screen.

Error Messages

If you make a calculation error, such as trying to divide by zero, you see `ERROR` on the calculator display. Use the `CA` function before you continue.

Exit The Calculator Accessory

To remove the Calculator accessory from the screen, follow these instructions.

⌨

- Press [CTRL] [Q].

🖱

- Point to `QUIT`, and click.

Functions

Following is a list of the Calculator functions and a brief explanation of each.

`S`	Changes the sign of a number.
`CE`	Clears the current entry.
`CA`	Clears all parts of the calculator (except memory).
`+`	Adds the displayed number to the next one you enter.
`-`	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, (200 - 3%) produces a result of 200 minus 3 percent of 200, or 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 amount in the Calculator's memory.
`=`	Displays the accumulated result of a calculation.

Use The Calculator

Simply type the numbers using the number keys. Type the functions as they appear on the calculator buttons. If you make a mistake while typing, point to `CE` and click, or type `CE` to clear the entry.

For example, to add 9 to 7:

⌨	🖱
1. Press `C` `A` to clear the calculator.	1. Point to the `CA` button, and click to clear the calculator.
2. Press `9` to enter the first number (or *operand*).	2. Point to the `9` button, and click to enter the first number (or *operand*).
3. Press `+` to tell the calculator to add.	3. Point to the `+` button, and click to tell the calculator to add.
4. Press `7` to enter the second operand.	4. Point to the `7` button, and click to enter the second operand.
5. Press `=` to tell the calculator to display the result.	5. Point to `=` and click to tell the calculator to display the result.

The result appears on the screen.

The Calendar Accessory

This accessory lets you quickly find dates on a monthly calendar.

Display A Calendar

⌨	🖱
1. Press `F1`.	1. Point to the hourglass, and hold down the button.
2. Press `↓` until you highlight `Calendar`.	2. Drag the marker until you highlight `Calendar`.
3. Press `ENTER`.	3. Release the button.

A monthly calendar appears on your screen. The calendar you see is for the current month unless your computer has not been given the correct date. To change the date and time, use the Date & Time accessory.

Display A Different Calendar

You can look at the previous month's calendar, the next month's calendar, a calendar for the same month in the previous year, or a calendar for the same month in the next year.

⌨	🖱
To see the previous month, press [P].	To see the previous month, point to [P], and click.
To see the next month, press [N].	To see the next month, point to [N], and click.
To see the same month of the previous year, press [CTRL] [P].	To see the same month of the previous year, point to `^P`, and click.
To see the same month of the next year, press [CTRL] [N].	To see the same month of the next year, point to `^N`, and click.

Exit The Calendar Accessory

To remove the Calendar accessory from the screen, follow these instructions.

⌨	🖱
• Press [CTRL] [Q].	• Point to `QUIT`, and click.

The Calendar disappears and you return to the application you were using.

The Clipboard Accessory

This accessory lets you see either the exact information on the clipboard or a message telling you the *kind* of information the Clipboard is holding. This information consists of anything you have cut or copied and thereby stored on the Clipboard.

Some of the information stored on the Clipboard is not in visible form. When this type of information is on the Clipboard, you see a message telling you the *type* of information—not the information itself. Information from other parts of DeskMate appears intact on the Clipboard because it is Ascii-based.

Display The Clipboard

⌨	🖱
1. Press [F1].	1. Point to the hourglass, and hold down the button.
2. Press [↓] until you highlight `Clipboard`.	2. Drag the marker until you highlight `Clipboard`.

3. Press [ENTER].	3. Release the button.

The Clipboard appears on the screen. Its contents, if any, are shown.

Exit The Clipboard Accessory

To remove the Clipboard from the screen, follow these instructions.

⌨	🖱
• Press [ENTER].	1. Point to OK and click the button.

The Clipboard disappears.

The Color Accessory

This accessory lets you change the DeskMate screen colors. The DeskMate screen is displayed in four *palette* colors. Each of these palette colors can be any *one* of 16 colors.

Access The Color Accessory

⌨	🖱
1. Press [F1].	1. Point to the hourglass, and hold down the button.
2. Press [↓] until you highlight `Color`.	2. Drag the marker until you highlight `Color`.
3. Press [ENTER].	3. Release the button.

The Color accessory appears on the screen.

Cancel Color Settings

To remove the Color accessory from the screen without saving any color changes, follow these instructions:

⌨	🖱
1. Press [TAB] until you underline CANCEL.	1. Point to CANCEL.
2. Press [ENTER].	2. Click the button.

The Color accessory disappears. The screen colors remain the same as they were before you used the Color accessory.

Change Screen Colors

1. Use the arrow keys until you underline the desired palette color.	1. Point to the desired palette color.
2. Press the space bar.	2. Click the button.
3. Press TAB, and then use the arrow keys to underline the button next to the color you want for the previously selected Palette.	3. Point to the button next to the color you want for the previously selected Palette.
4. Press the space bar.	4. Click the button.

At this point, you might want to change another Palette color. If you do, press SHIFT TAB, and then return to Step 1. Otherwise, go to Step 5 to save the selected colors.

5. Press TAB until you underline OK.	5. Point to OK.
6. Press ENTER.	6. Click the button.

Exit The Color Accessory

To remove the Color accessory from the screen and save any color changes made, follow these instructions:

1. Press TAB until you underline OK.	1. Point to OK.
2. Press ENTER.	2. Click the button.

The Color accessory disappears, and any color changes you made using the accessory are displayed.

Reset Colors

To reset the colors to the ones that appeared when you opened the Color accessory, follow these instructions:

⌨	🖱
1. Press TAB until you underline RESET.	1. Point to RESET.
2. Press the space bar.	2. Click the button.

The Communications Accessory

This accessory lets you tell DeskMate about the telecommunications hardware you are using.

Cancel Communications Settings

To remove the Communications accessory from the screen without saving any changes, follow these instructions:

⌨	🖱
1. Press TAB until you underline CANCEL.	1. Point to CANCEL.
2. Press ENTER.	2. Click the button.

The Communications accessory disappears.

Communications Port

This feature tells DeskMate which communications port you are using for connecting telecommunications hardware. Select either Port 1 or Port 2. You can choose only **one** of the two ports for communications.

> **Note:** If you have only one serial port and/or modem, use Port 1.

⌨	🖱
1. Press ↓ or ↑ until you underline a Communications port button.	1. Point to the button next to the desired Communications port.
2. Press the space bar.	2. Click the button.

Connection Type

This feature tells DeskMate whether you are using a direct connection or a modem connection.

⌨	🖱
1. Press TAB to move the marker to the Connection: buttons. Then use the arrow keys to underline the desired button.	1. Point to the button next to the correct connection type.
2. Press the space bar.	2. Click the button.

Display The Communications Accessory

Use the Communications accessory only if you have either a modem or a serial port connected to your computer.

⌨	🖱
1. Press F1.	1. Point to the hourglass, and hold down the button.
2. Press ↓ until you highlight `Communications`.	2. Drag the marker until you highlight `Communications`.
3. Press ENTER.	3. Release the button.

The Communications accessory appears.

Exit The Communications Accessory

To remove the Communications accessory from the screen and save any changes made, follow these instructions:

⌨	🖱
1. Press TAB until you underline `OK`.	1. Point to `OK`.
2. Press ENTER.	2. Click the button.

The accessory disappears and you return to the application you were using.

Modem Name

This feature tells DeskMate the kind of modem you are using. (You cannot use this feature if you have a direct connection.)

⌨	🖱
- Press TAB until you highlight Modems. Press ↓ or ↑ until you highlight the modem you are using.	- Point to the modem you are using and click.

Port

See "Communications Port."

The Date & Time Accessory

This accessory lets you tell DeskMate the current date and time.

Cancel Date & Time Changes

Use this option to remove the Date & Time accessory from the screen without saving any changes.

⌨	🖱
1. Press TAB until you underline CANCEL.	1. Point to CANCEL.
2. Press ENTER.	2. Click the button.

The accessory disappears.

Change The Date

⌨	🖱
- Type the date, using the format *mm/dd/*19*yy*.	- Type the date, using the format *mm/dd/*19*yy*.

If you make a mistake when entering the date and time, use DELETE to erase the character to the right of the cursor. Use ← and → to move the cursor within the date format.

> **Note:** *mm* indicates the month, 01 through 12. January is 01, and December is 12. *dd* indicates the day of the month, 01 through 31. *yy* indicates the year, 19*yy*. You must include leading zeroes for days and months 01 through 09.

Change The Time

⌨	🖱
1. Press TAB until you highlight the `Time` box.	1. Point to the `Time` box, and click.
2. Type the time, using the format *hh:mm:ss:*.	2. Type the time, using the format *hh:mm:ss:*.
3. Press TAB to move to the AM/PM buttons. Then press ← or → until you underline the desired choice.	3. Point to `AM` or `PM`.
4. Press the space bar.	4. Click the button.

Display The Date & Time Accessory

⌨	🖱
1. Press F1.	1. Point to the hourglass, and hold down the button.
2. Press ↓ until you highlight `Date & Time`.	2. Drag the marker until you highlight `Date & Time`.
3. Press ENTER.	3. Release the button.

The accessory appears on the screen.

Exit The Date & Time Accessory

To remove the Date & Time accessory from the screen and save any changes made, follow these instructions:

⌨	🖱
1. Press TAB until you underline `OK`.	1. Point to `OK`.
2. Press ENTER.	2. Click the button.

The Help Accessory

This accessory displays helpful information about any DeskMate application you are using.

Access Help

- Press F9.

- Point to the ? on the right end of the menu bar, and click.

Help is displayed on the screen. Follow the directions associated with Help on the screen.

Exit The Help Accessory

1. Press TAB until you highlight CANCEL.
2. Press ENTER.

1. Point to CANCEL.
2. Click the button.

The Help accessory disappears, and you return to the application you were using.

The Mouse Accessory

This accessory lets you specify the type of pointing device you are using and set the double click speed most comfortable for you.

Cancel Mouse Settings

To remove the Mouse accessory from the screen without saving any changes, follow these instructions:

1. Press TAB until you underline CANCEL.
2. Press ENTER.

1. Point to CANCEL.
2. Click the button.

The accessory disappears.

Choose A Device

If you are not using a pointing device, be sure you select the NONE button in Step 1.

⌨	🖱
1. Press TAB to move the marker to the Pointing Device buttons. Then use the arrow keys until you underline the desired choice.	1. Point to the button next to the desired pointing device.
2. Press the space bar.	2. Click the button.

If you choose `Serial Mouse`:

⌨	🖱
1. Press TAB to move the marker to the Serial mouse port buttons and then use the arrow keys until you highlight the desired choice.	1. Point to the desired serial port selection.
2. Press the space bar.	2. Click the button.

Note: The device you chose will not be valid until you exit and reenter DeskMate.

Display The Mouse Accessory

⌨	🖱
1. Press F1.	1. Point to the hourglass, and hold down the button.
2. Press ↓ until you highlight the desired option.	2. Drag the marker until you highlight the desired option.
3. Press ENTER.	3. Release the button.

The Mouse accessory appears.

Exit The Mouse Accessory

To remove the Mouse accessory from the screen and save your changes, follow these instructions:

⌨	🖱
1. Press TAB until you underline `OK`.	1. Point to `OK`.
2. Press ENTER.	2. Click the button.

Set The Double Click Speed

You will need to use your pointing device to set the double click speed.

⌨ 🖱

1. Point to the button next to the desired number.
2. Click the button.
3. Point to TEST.
4. Click the button twice in rapid succession.

The button reacts if you double clicked at a speed in the range you chose in Step 1.

If nothing happens, you clicked too slowly. Repeat the procedure, beginning with Step 1, until the TEST button reacts.

You have two choices:

OK selects the double click speed.

CANCEL cancels the procedure.

⌨	🖱
5. Press [TAB] until you underline the desired button.	5. Point to the desired button.
6. Press [ENTER].	6. Click the button.

The Note Pad Accessory

Use this accessory to write notes about anything you would normally put on a note pad. Your notes are stored on disk so that you can refer to them whenever you need them.

Access Note Pad

A dialog box might appear on the screen. If one does, see "Create A Note Pad." Otherwise, you can type on the Note Pad as you wish. Use the arrow keys to move around on the Note Pad.

⌨	🖱
1. Press [F1].	1. Point to the hourglass, and hold down the button.
2. Press [↓] until you highlight Note Pad.	2. Drag the marker until you highlight Note Pad.

3. Press [ENTER].	3. Release the button.

The Note Pad appears.

Clear The Note Pad

To erase all notes on the Note Pad, follow these instructions:

⌨	🖱
• Press [CTRL] [C].	• Point to CLEAR, and click.

The Note Pad is erased.

Create A Note Pad

When you use the Note Pad accessory, a dialog box might appear on the screen if you have never before created a Note Pad.

⌨	🖱
1. Press [TAB] until you underline CREATE.	1. Point to CREATE.
2. Press the space bar.	2. Click the button.

You can now type on the Note Pad as you wish. Use the arrow keys to move around on the Note Pad. If you make a mistake you can use [BACKSPACE] or [DELETE] to erase characters. To go to the next page on a note pad, press [PG DN], and to move to the previous page, press [PG UP].

Exit The Note Pad

To remove the Note Pad accessory from the screen and save any changes, follow these instructions:

⌨	🖱
1. Press [TAB] until you underline QUIT.	1. Point to QUIT.
2. Press [ENTER].	2. Click the button.

The Note Pad disappears. The first few lines appear in the Note Pad section of the desktop.

Print The Note Pad

To print the Note Pad on paper, follow these instructions:

⌨	🖱
1. Be sure your printer is properly attached and ready to receive information from your computer.	1. Be sure your printer is properly attached and ready to receive information from your comptuer.
2. Press [TAB] until you underline PRINT.	2. Point to PRINT.
3. Press [ENTER].	3. Click the button.

If your printer can print graphics characters, a dialog box appears, asking you whether you want to print in "portrait" style or "notebook" style. Go to Step 4 for instructions on selecting one of these printing styles.

⌨	🖱
4. Press [TAB] until you underline the style you want.	4. Point to the style you want.
5. Press [ENTER].	5. Click the button.

The Note Pad contents prints on your printer.

Save The Note Pad Contents

Every time you exit the Note Pad accessory, the Note Pad is automatically saved on disk.

The Phone List Accessory

This accessory provides you with a quick way to find names and telephone numbers. With the Phone List, you also can make Personal DeskMate dial a number for you (if you have an auto-dialing modem connected to your computer). You can enter up to 125 records.

Access The Phone List

⌨	🖱
1. Press [F1].	1. Point to the hourglass on the menu bar, and hold down the button.
2. Press [↓] until you highlight Phone List.	2. Drag the marker until you highlight Phone List.

3. Press ENTER.

3. Release the button.

The Phone List appears. If your phone list includes more than one page, use PG UP and PG DN to move to the previous or next page.

Add An Entry

This feature lets you add an entry to the Phone List.

⌨

1. Press CTRL N.
2. At the `Name` prompt, type a name containing as many as 20 characters.
3. Press TAB or ↓.
4. At the `Phone` prompt, type as many as 20 digits for the telephone number.
5. Press TAB or ↓.
6. At the `Notes` prompt, type any notes you want to include. Use up to 25 characters on each of two lines.
7. Press CTRL Q.

🖱

1. Point to `NEW`, and click.
2. At the `Name` prompt, type a name containing as many as 20 characters.
3. Point to the area next to the `Phone` prompt, and click.
4. At the `Phone` prompt, type as many as 20 digits for the telephone number.
5. Point to the area next to the `Notes` prompt, and click.
6. At the `Notes` prompt, type any notes you want to include. Use up to 25 characters on each of two lines.
7. Point to `QUIT`, and click.

The entry is added to the list.

Call A Number

To automatically dial a highlighted number on the list, follow these instructions. You must have an auto-dial modem connected to your computer for this feature to work.

Be sure to use the Communications accessory before using this feature.

⌨

1. Use the arrow keys to highlight the number you want to dial.
2. Press CTRL C.
3. Pick up your receiver.

🖱

1. Point to the number you want to dial, and click.
2. Point to `CALL`, and click.
3. Pick up your receiver.

Change An Entry

To change information in an existing Phone List entry, follow these instructions:

⌨

1. Use the arrow keys to highlight the entry you want to change.
2. Press [ENTER].
3. Type the changes.
4. Press [CTRL] [Q].

🖱

1. Point to the entry you want to change, and click.
2. Point to EDIT, and click.
3. Type the changes.
4. Point to QUIT, and click.

The changes are saved on the Phone List.

Delete An Entry

To delete an entry from the Phone List, follow these instructions:

⌨

1. Use the arrow keys to highlight the entry you want to delete.
2. Press [CTRL] [D].

🖱

1. Point to the entry you want to delete, and click.
2. Point to DELETE, and click.

The entry disappears from this list.

Display Notes

To see all the information about a specific name on the list, follow these instructions:

⌨

1. Use the arrow keys to highlight the entry for which you want to see information.
2. Press [CTRL][E].

🖱

1. Point to the name for which you want to see information, and click.
2. Point to EDIT, and click.

The complete entry, including notes, appears.

Exit The Phone List

To remove the Phone List from the screen and save any changes, follow these instructions:

⌨	🖱
• Press CTRL Q.	• Point to QUIT, and click.

The Phone List disappears.

New

This feature lets you add an entry to the Phone List. For detailed instructions, see "Add An Entry."

Print The Phone List

To print the Phone List on paper, follow these instructions:

⌨	🖱
1. Press CTRL P.	1. Point to PRINT, and click.

A warning box appears reminding you that printing the phone list clears the Clipboard. Press ENTER to continue.

If your printer can print graphics characters, a dialog box appears, asking you whether you want to print in "portrait" style or "notebook" style. Go to Step 2 for instructions on selecting one of these printing styles.

If your printer does not print graphics characters, the Note Pad prints in "portrait" style.

⌨	🖱
2. Press TAB until you underline the style you want.	2. Point to the style you want.
3. Press ENTER.	3. Click the button.

The Phone List is printed.

The Printer Accessory

This accessory lets you tell DeskMate about the printer you are using.

Access Printer

⌨	🖱
1. Press F1.	1. Point to the hourglass, and hold down the button.

2. Press [↓] until you highlight `Printer`.	2. Drag the marker until you highlight `Printer`.
3. Press [ENTER].	3. Release the button.

The Printer accessory appears.

Cancel Printer Settings

To remove the Printer accessory from the screen without saving any changes, follow these instructions:

⌨	🖱
1. Press [TAB] until you underline `CANCEL`.	1. Point to `CANCEL`.
2. Press [ENTER].	2. Click the button.

The Printer accessory disappears.

Decimal Sequence

See "Start Up Printer."

Exit The Printer Accessory

Use this feature to remove the Printer accessory from the screen and tell DeskMate that the choices you made concerning your printer are correct. To cancel your choices, see "Cancel Printer Settings."

⌨	🖱
1. Press [TAB] until you underline `OK`.	1. Point to `OK`.
2. Press [ENTER].	2. Click the button.

The information about your printer is saved. DeskMate will reference it each time you use your printer with DeskMate. If you change printers, be sure to use the Printer accessory again to tell DeskMate about the new printer.

Line Feed Filter

The line feed filter switch is either on or off. If it is on, the box contains an X. If it is off, the box is empty. Check the switch on your printer. If it is on, be sure the box contains an X. If the switch on your printer is off, be sure the box is empty. If your printer is double spacing or overprinting, try changing this switch.

⌨

1. Press [TAB] until you underline the `Line feed` filter box.
2. Press the space bar until the box either has an X or is empty, depending on whether you want the line feed filter on or off.

🖱

1. Point to the `Line feed` filter box.
2. Click the button until the box either has an X or is empty, depending on whether you want the line feed filter on or off.

Printer Name

Use this feature to tell DeskMate the kind of printer you are using.

⌨

1. Press [↓] or [↑] until you highlight the type of printer you are using.
2. Press [TAB] to move the marker to `Start up printer`.

🖱

1. Point to the type of printer you are using, and click the button.
2. Point to the `Start up printer` prompt, and click.

If you choose `OTHER`, you must enter a Driver name. When you press [TAB] to exit the Printer List box, the marker moves to the `Driver name` prompt.

Start Up Printer

Use this feature to specify any sequence of decimal numbers that you want to send to the printer when you print anything in DeskMate. You can use this prompt to enter a decimal sequence to start your printer in, for instance, condensed mode. DeskMate sends this sequence to the printer when you print text, using a portrait format. See your printer instruction manual to determine the decimal sequence you need to type to make the printer start up in a special way.

1. Press TAB to move the marker to the box next to `Start up printer:`.
2. Type the desired number(s).
3. Press TAB.

1. Point to the box next to `Start up printer:`.
2. Type the desired number(s).
3. Click the button.

Verify Choices

See "Exit The Printer Accessory."

Tips For The Advanced User

Accelerators

As in the case with DeskMate applications, the Accessories contain several accelerators that make it easier for you to use them. Most of these accelerators simply require fewer keystrokes than you would normally use to accomplish the same thing.

ENTER	Lets you accept your choices in a dialog box and exits the box without tabbing to the OK or SAVE buttons.
ESC	Lets you cancel a dialog box without tabbing to the CANCEL button.

You can accelerate choosing menu options with the keyboard so that you do not have to press ↓ to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Calendar option from the Accessory Menu, you would press F1 to "pull down" the Accessory Menu. You would then press C twice. The first time you pressed C, you would highlight Calculator, the first option on the Accessory Menu that begins with the letter C. The second time you pressed C, you would highlight Calendar. (You would then press ENTER as usual to choose the highlighted accessory.)

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 8

CALENDAR

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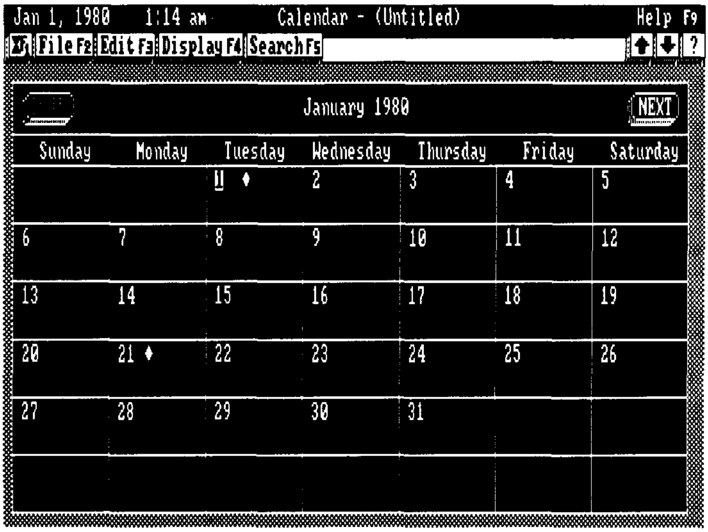
Introduction

The Calendar application keeps track of events and dates for you. You can schedule and display activities for any date from January 1, 1980, through December 31, 2040. Calendar also lets you see or print calendars of several types in several formats.

Beginning A New Calendar File

1. At the desktop, press TAB until you highlight CALENDAR (the title of the list box).
2. Press ENTER.

1. At the desktop, point to CALENDAR (The title of the list box.)
2. Double click the button.



January 1980

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

Using Calendar

The screen displays a calendar for the month you entered when you started your computer. (If you did not enter a date, the screen displays a monthly calendar for January, 1980.) Any major holidays that fall in the displayed month are marked with a special icon (♦).

The main screen also shows the menu bar, which contains the four menus you can use in Calendar. The File Menu lets you open a new Calendar file, save or print a Calendar file, or quit the Calendar application and return to the desktop. The Edit Menu gives you the means to move, copy, and delete selected characters/events on a *daily* events screen. You might choose the Search Menu to find a portion of your file, or find information for a specific date. You can select the Display Menu to display a daily events screen, a weekly calendar, a monthly calendar, or a yearly calendar.

You can schedule your own personal events by positioning the marker on a specific day using the arrow keys or a pointing device. Choose `Daily` from the Display Menu to display the daily events screen. When the daily events screen appears, you can type your own events. Whenever you return to the monthly calendar, the days on which you listed events are also marked with an icon.

You can see events for succeeding or preceding days by pressing CTRL N (for next) or CTRL P (for previous). If you are using a mouse or joystick, simply point to `Next` or `Prev` on the daily events screen, and click the button.

Refer to the "Tasks and Topics" section for a complete list of all the features and operations available when you are using the Calendar application.

Exiting Calendar

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Quit`.	2. Drag the marker until you highlight `Quit`.
3. Press ENTER.	3. Release the button.

If you have made changes to the calendar, the prompt, `Save changes?`, appears. Continue with Step 4. If you have not changed the calendar, skip Steps 4 through 8.

You have the following choices:

YES saves the calendar with the changes you made and returns to the desktop.

NO returns to the desktop without saving the changes.

CANCEL terminates the Quit option. The existing calendar remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press the space bar.	5. Click the button.

If the calendar on the screen is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If your calendar is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the calendar using the name you supplied.

CANCEL terminates the Quit option. The existing calendar remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press the space bar.	8. Click the button.

The program returns to the desktop.

Tasks and Topics

Backspace

Use the BACKSPACE key to delete characters on the daily events screen.

Clear

The Edit Menu's Clear option lets you delete selected information from a daily events screen. The information does not move to the Clipboard but is completely erased from the file. See "Delete A Section Of Calendar."

Clipboard

Choose this Accessory Menu option to display the information that is currently stored on the Clipboard. You can move information to and from the Clipboard by using the Edit Menu's Cut (or Copy) and Paste commands. See "Duplicate Information In Another Calendar/Daily Events Screen," "Duplicate Information Within The Same Calendar/Daily Events Screen," "Move Information To Another File," and "Move Information Within The Same File."

Copy

Use this Edit Menu option to place selected information from a daily events screen on the Clipboard for duplication in another daily events screen within the same file. See "Duplicate Information To Another File" and "Duplicate Information Within The Same File."

Copy Files

You can place a copy of a file in your current directory or in another directory by selecting `Copy` from the File Menu on the desktop. See the "Desktop" chapter.

Correct An Error

When typing daily events, you are in Insert Mode and you can use the BACKSPACE key to delete the previous character. Use the DELETE key on the keyboard to delete the character on which the cursor currently rests. You can also use the Edit Menu's Clear function to delete blocks of information from a daily events screen. See "Delete A Section Of Calendar."

Create A New Calendar File From Within Calendar

Use the File Menu's New option when you want to create a new calendar without returning to the desktop.

1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `New`.	2. Drag the marker until you highlight `New`.
3. Press ENTER.	3. Release the button.

If you made changes to the calendar, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the calendar, skip Steps 4 through 8.

You have the following choices:

> `YES` saves the calendar with the changes you made and a new, blank calendar appears.
>
> `NO` creates a new calendar without saving changes to the existing calendar.
>
> `CANCEL` terminates the New option. The existing calendar remains on the screen.

4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the calendar on the screen is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If your calendar is titled, skip Steps 6 through 8.

6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

> `SAVE` saves the calendar using the name you supplied.
>
> `CANCEL` terminates the New option. The existing calendar remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

A new, untitled calendar appears.

Cut

Use this Edit Menu option when you are working in a daily events screen and want to remove selected information from the screen and place it on the Clipboard. You can then use the Paste option to insert the information at another place within the same file or another file. See "Move Information To Another File" and "Move Information Within The Same File."

Daily

This Display Menu option lets you display the daily events screen for a specified day from the weekly, monthly, or yearly calendar screens. You can add and revise events only on the daily events screen. See "Display A Daily Events Screen."

Delete A Section Of Calendar

You can delete a letter(s) in a daily events screen of your Calendar file by using the BACKSPACE and DELETE keys. To delete blocks of information, follow the instructions below.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to delete.	1. Point to the space exactly at the beginning of the word(s) you want to delete and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) until you highlight the information you want to delete.	2. Drag the marker until the information you want to delete is highlighted and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Clear`.	4. Drag the marker until you highlight `Clear`.

5. Press [ENTER] to remove the highlighted information from the daily events screen.	5. Release the button to remove the highlighted information.

Display A Daily Events Screen

Select the Calendar's Display Menu to see a daily events screen for a selected day.

⌨	🖱
1. Use the arrow keys to move the marker until you highlight the day for which you want to see the daily events.	1. Point to the day for which you want to see the daily events, and click.
2. Press [F4] (Display Menu).	2. Point to `Display` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Daily`.	3. Drag the marker until you highlight `Daily`.
4. Press [ENTER].	4. Release the button.

The screen displays the appropriate daily events screen. You can type your events into the workspace provided or edit those currently listed.

When you finish using a daily events screen, you can either look at the next or previous day's list or return to a calendar. See "Display A Monthly Calendar," "Display A Weekly Calendar," "Display A Yearly Calendar," "Display The Next Calendar/Daily Events Screen," and "Display The Previous Calendar/Daily Events Screen."

Display A Monthly Calendar

Select the Display Menu's Monthly option (while in the daily, weekly, or yearly screen) to see a monthly calendar for the month in which a specified day falls.

⌨	🖱
1. Use the arrow keys or [CTRL] [P] or [CTRL] [N] to move the marker to a day in the month (or the month) you want to display.	1. While in a daily, weekly, or yearly calendar screen, point to a day in the month (or the month) you want to display, and click the button.
2. Press [F4] (Display Menu).	2. Point to `Display` on the menu bar, and hold down the button.

3. Press [↓] until you highlight `Monthly`.
4. Press [ENTER].

3. Drag the marker until you highlight `Monthly`.
4. Release the button.

When you finish using the calendar, you can either look at the next or previous monthly calendar or return to another calendar. See "Display A Weekly Calendar," "Display A Yearly Calendar," "Display The Next Calendar/Daily Events Screen," and "Display The Previous Calendar/Daily Events Screen."

Display A Weekly Calendar

The Display Menu's Weekly option lets you display a weekly calendar (from the daily, monthly, or yearly Calendar screens) for the week in which a specific day falls.

⌨

1. Press [F4] (Display Menu).
2. Press [↓] until you highlight `Weekly`.
3. Press [ENTER].
4. Use the arrow keys or [CTRL] [N] or [CTRL] [P] to move the marker to a day in the week you want to display.

🖱

1. Point to `Display` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Weekly`.
3. Release the button.
4. Point to a day in the week (or week in the month) you want to display, and click the button.

A weekly calendar appears for the specific day you chose. The calendar includes a listing of the events for each day. When you finish using the weekly calendar, you can look at the next or previous week, return to another calendar, or display a daily events screen. See "Display A Monthly Calendar," "Display A Yearly Calendar," "Display The Next Calendar/Daily Events Screen," and "Display the Previous Calendar/Daily Events Screen."

Display A Yearly Calendar

You can select the Display Menu's Yearly option (while in the daily, weekly, or monthly calendar screen) to see a calendar for the year in which a specific day falls.

1. Press F4 (Display Menu).
2. Press ↓ until you highlight `Yearly`.
3. Press ENTER.
4. Press CTRL N or CTRL P to move to the year you want to display.

1. Point to `Display` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Yearly`.
3. Release the button.
4. Point to `Next` or `Previous` to move to the year you want to display.

A calendar appears for the year in which the specified day falls.

When you finish using the yearly calendar, you can look at the next or previous year, return to another calendar, or display a daily events screen. See "Display A Monthly Calendar," "Display A Weekly Calendar," "Display The Next Calendar/Daily Events Screen," and "Display The Previous Calendar/Daily Events Screen."

Display The Next Calendar/Daily Events Screen

You can see the next day's daily events while viewing the current day's events.

- At a daily events screen, press CTRL N.

- At a daily events screen, point to `NEXT` and click the button.

Display The Previous Calendar/Daily Events Screen

You can see the previous day's daily events while viewing the current day's events.

- At a daily events screen, press CTRL P.

- At a daily events screen, point to `PREV` and click the button.

Duplicate Information In Another Calendar/Daily Events Screen

Use the Copy and Paste options on the Edit Menu to duplicate information on a daily events screen on the Clipboard and then reinsert the information into another Calendar file.

⌨	🖱
1. At a daily events screen for a selected day, use the arrow keys to move the marker to the beginning of the information you want to copy.	1. At a daily events screen for a selected day, point to the beginning of the information you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to copy.	2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press [ENTER] to place the selected information on the Clipboard.	5. Release the button to place the selected information on the Clipboard.
6. Press [F2] (File Menu).	6. Point to `File` on the menu bar, and hold down the button.
7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

If you made changes to the Calendar file, the prompt, `Save Changes?`, appears. Continue with Step 9. If you have not changed the calendar file, skip Steps 9 through 10.

You have the following choices:

> `YES` saves the Calendar file with the changes you made.
>
> `NO` opens a new Calendar file without saving changes to the existing Calendar file.
>
> `CANCEL` terminates the Open option. The existing Calendar file remains on the screen.

⌨	🖱
9. Press [TAB] until you underline the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

A dialog box appears. The box contains a list of Calendar files you can open.

11. Press ↓ until you highlight the Calendar file you want to open.	11. Point to the name of the Calendar file you want to open, and click.

You have the following choices:

`OK` opens the Calendar file.

`CANCEL` terminates the Open option. The existing Calendar file remains on the screen.

12. Press TAB to underline the desired choice.	12. Point to the desired choice.
13. Press ENTER.	13. Double click the button.
14. At a daily events screen, use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	14. At a daily events screen, point to the place at which you want to insert the information from the Clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to `Edit` on the menu bar, and hold down the button.
16. Press ↓ until you highlight `Paste`.	16. Drag the marker until you highlight `Paste`.
17. Press ENTER.	17. Release the choice.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed daily events screen.

Duplicate Information To Another Application

To copy information in a calendar's daily events screen and use that information in another application, follow the procedure below. The procedure involves these basic steps:

- Placing the information you want to copy on the Clipboard
- Exiting the Calendar application
- Opening the other application
- Pasting the Calendar information from the Clipboard into the other application

To place the information on the Clipboard:

1. At a daily events screen, use the arrow keys to move the marker to the beginning of the section you want to copy.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight the section you want to copy.
3. Press [F3] (Edit Menu).
4. Press [↓] until you highlight `Copy`.
5. Press [ENTER].

1. At a daily events screen, point to the beginning of the section you want to copy, and hold down the button.
2. Drag the marker until you highlight the section you want to copy, and release the button.
3. Point to `Edit` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Copy`.
5. Release the button.

The information you highlighted is now also on the Clipboard.

To exit Calendar:

Follow the instructions in "Exiting Calendar," at the beginning of this chapter, to leave Calendar. When the desktop reappears, the information you copied to the Clipboard is still intact on the Clipboard.

To open another application:

Follow the instructions in the appropriate chapter of this manual to create or open a file in the application in which you want to use the Calendar information.

To paste the Calendar information into the file on the screen:

1. Use the arrow keys to move the marker to the location at which you want the Calendar information to appear.
2. Press [F3] (Edit Menu).
3. Press [↓] until you highlight `Paste`.
4. Press [ENTER].

1. Point to the location at which you want the Calendar information to appear, and click.
2. Point to `Edit` on the menu bar, and hold down the button.
3. Drag the marker until you highlight `Paste`.
4. Release the button.

The Calendar information that was on the Clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, aligning, and so on).

Duplicate Information Within The Same Calendar/Daily Events Screen

Use the Copy and Paste options on the Edit Menu to duplicate information on the Clipboard and then insert the information at another place in the same calendar's daily events screen.

⌨	🖱
1. At a daily events screen, use the arrow keys to move the marker to the beginning of the information you want to copy.	1. At a daily events screen, point to the beginning of the information you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to copy.	2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press [ENTER] to place the selected information on the Clipboard.	5. Release the button to place the selected information on the Clipboard.
6. At a daily events screen, use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	6. At a daily events screen, point to the place at which you want to insert the information from the Clipboard, and click.
7. Press [F3] (Edit Menu).	7. Point to `Edit` on the menu bar, and hold down the button.
8. Press [↓] until you highlight `Paste`.	8. Drag the marker until you highlight `Paste`.
9. Press [ENTER].	9. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed daily events screen.

End Key

You can use this key on your keyboard to automatically scroll the daily events to the end of the file. See "Move To The End Of A Daily Events List."

End Session

You can quit working on a Calendar file and either save the changes you made or disregard them. You can then return to the desktop or enter another file. See "Exiting Calendar" at the beginning of this chapter, "Open An Existing File From Within A File" and "Run Another Application."

Exit Calendar

You can return to the desktop by selecting the File Menu's Quit option. See "Exiting Calendar" at the beginning of this chapter.

File Menu

Use the menu bar's File option to perform functions related to a Calendar file as a whole. For example, open a new calendar file, save a calendar file, or quit the Calendar application and return to the desktop.

Find

This Search Menu option lets you locate specific text or a specific date throughout all daily events in the file. See "Find Text" and "Find A Date."

Find A Date

Use this Search Menu option to display either an events screen for a particular date or a calendar that contains a particular date. The date must fall between January 1, 1980 and December 31, 2040.

⌨

1. Press F5 (Search Menu).
2. Press ↓ until you highlight `Find date.`
3. Press ENTER.
4. At the `Date` prompt, type the date that you want to display in mm/dd/yyyy format.

🖱

1. Point to `Search` on the menu bar, and hold down the button.
2. Drag the marker to `Find date.`
3. Release the button.
4. At the `Date` prompt, type the date that you want to display in mm/dd/yyyy format.

Note: When you are typing, you can correct mistakes as usual. See "Correct An Error."

You have the following choices:

`OK` displays the events for the day you chose.

`CANCEL` terminates the `Find date` option. The existing calendar remains on the screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

Calendar searches for the date you specified. The daily events screen for the date you chose is displayed.

Find Text

Use the Search Menu's Find and Find Next options to locate occurrences of a specified work or phrase in Calendars daily events screens.

⌨	🖱
1. Press F5 (Search Menu).	1. Point to `Search` on the menu bar, and click the button.
2. Press ↓ until you highlight `Find`.	2. Drag the marker until you highlight `Find`.
3. Press ENTER.	3. Release the button.
4. At the `Search for:` field, type the text you want to find (us a maximum of 25 characters).	4. At the `Search for:` field, type the text you want to find (using a maximum of 25 characters).
5. Press TAB.	5. Point to `Start date:`, and click.

> **Note:** When you are typing, you can correct mistakes as usual. See "Correct An Error."

The cursor moves to the field, `Start date:`. This is the date on which the first scheduled event in this file occurs. The Start date: field can be changed to avoid searching through a large file. If you need to change the Start date field, use the editing procedures described in "Correct An Error."

⌨	🖱
6. Press [TAB] until the marker is at the `End date:` field.	6. Point to the `End date:` field and click the button.

At the `End date:` field, you see the date on which the final scheduled event in this calendar file occurs. The `End date:` field can be changed to avoid searching through a large file. If you need to change the `End date:` field, use the editing procedures described in "Correct An Error."

When the `Start date:` and `End date:` fields contain the appropriate dates, choose from the following functions:

`OK` begins the search procedure.

`CANCEL` terminates the Find option. The existing daily events remains on the screen.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

If you chose `OK`, Calendar searches for the text that you specified. If the search is successful, the daily events screen containing the specified text appears. If Calendar cannot find the string, you see the message `Search string not found.` Press [ENTER] to remove the message from the screen.

⌨	🖱
9. Press [F5] (Search Menu).	9. Point to `Search` on the menu bar, and hold down the button.
10. Press [↓] until you highlight `Find next.`	10. Drag the marker until you highlight `Find next.`
11. Press [ENTER].	11. Release the button.

The daily events screen containing the next occurrence of the string you entered at the Find option appears. You can continue to search the calendar file using the Find next option or continue working in Calendar.

Format A Page Layout

Use the File Menu's Page Setup option to design the page layout for your printed Calendar file. When you choose this option, a dialog box appears. This box contains several elements that you can change when using Calendar. (Some of the options listed below might not be available, depending on the type of printer you are using.)

Use TAB to move to the various options on the screen.

Format

This option determines how the information is placed on the page. You can choose from a "portrait" style (up and down) format, the elongated "landscape" (sideways) format, or the "notebook" (two columns per page) format.

⌨	🖱
1. Press ← and → until you underline the format option you want to use.	1. Point to the button that marks the option you want to use.
2. Press the space bar.	2. Click the button.

Pause Between Pages

Select this option if you need to insert a new sheet of paper after each page is printed (if you are not using continuous form paper).

Send Control Sequence

Choose this option if you need to send a control sequence (established using the Printer Accessory) to your printer before printing begins.

⌨	🖱
1. Press TAB to move the marker to a box next to one of the above options.	1. Point to one of the boxes next to the above options.
2. Press the space bar.	2. Click the button.

An "X" appears when you select one of these options. You can remove the X by pressing the space bar again, or pointing and clicking again.

You have the following choices:

OK accepts all the page setup information.

CANCEL terminates the Page Setup option. The existing Calendar file remains on the screen.

⌨	🖱
3. Press TAB until you underline the desired choice.	3. Point to the desired choice.
4. Press ENTER.	4. Click the button.

Home Key

Use this key on your keyboard to go to the beginning of the Daily Events Screen. See "Move To The Beginning Of A Daily Events Screen."

List Events

The List Events function on the File Menu lets you print events (via screen, file, or printer) between specified dates.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `List events`.	2. Drag the marker until you highlight `List events`
3. Press ENTER.	3. Release the button.

A dialog box appears.

⌨	🖱
4. Type the start date and end date you want to use.	4. Type the start date and end date you want to use.

You have the following choices:

`OK` selects the dates in the range you chose.

`CANCEL` terminates the `List Events` function. You return to the Calendar screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

If you chose `OK`, a Print File dialog box appears and you have the following choices:

`Screen` prints the events to the screen.

`Printer` lets you obtain a printout of the listed events.

`File` prints the events to a file you specify at the `Filename:` prompt.

⌨	🖱
7. Use the arrow keys until you highlight the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

You have the following choices:

`OK` lists events in the portrait format.

`CANCEL` terminates the `Print File` function.

⌨	🖱
9. Press [TAB] until you underline the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

The events are listed within the range you chose, and in the method you chose.

⌨	🖱
11. Press [CTRL][Q] to return to the previous screen.	11. Point to `Print Screen` on the menu bar, hold down the button and drag the marker to `Quit`. Then, release the button.

Monthly

Use this option on the Display Menu from the daily, weekly, or yearly screens to display a monthly calendar for the month in which the marked day falls. See "Display A Monthly Calendar."

Move Information To Another Application

To move information from your daily events screen to another application, follow the procedure below. The procedure involves these basic steps:

- Placing the information you want to move on the Clipboard
- Exiting the Calendar application

- Opening the other application
- Pasting the Calendar information from the Clipboard into the other application

To place the information on the Clipboard:

⌨	🖱
1. At a daily events screen, use the arrow keys to move the marker to the beginning of the section you want to move.	1. At a daily events screen, point to the beginning of the section you want to move, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight the section you want to move.	2. Drag the marker until you highlight the section you want to move, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER].	5. Release the button.

The information you highlighted disappears from the screen and moves to the Clipboard.

To exit Calendar:

Follow the instructions in "Exiting Calendar," at the beginning of this chapter, to leave Calendar. When the desktop reappears, the information you moved to the Clipboard is still intact on the Clipboard.

To open another application:

Follow the instructions in the appropriate chapter of this manual to create or open a file in the application in which you want to use the Calendar information.

To paste the Calendar information into the file on the screen:

⌨	🖱
1. Use the arrow keys to move the marker to the location at which you want the Calendar information to appear.	1. Point to the location at which you want the Calendar information to appear, and click.
2. Press [F3] (Edit Menu).	2. Point to `Edit` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Paste`.	3. Drag the marker until you highlight `Paste`.
4. Press [ENTER].	4. Release the button.

The Calendar information that was on the Clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, aligning, and so on).

Move Information To Another Calendar File

Use the Cut and Paste options on the Edit Menu to move information on a daily events screen onto the Clipboard and then reinsert the information into another file.

⌨	🖱
1. At a daily events screen, use the arrow keys to move the marker to the beginning of the information you want to cut.	1. At a daily events screen, point to the beginning of the information you want to cut, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the information you want to cut.	2. Drag the marker until you highlight the information you want to cut, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press ENTER to place the selected information on the Clipboard.	5. Release the button to place the selected information on the Clipboard.
6. Press F2 (File Menu).	6. Point to `File` on the menu bar, and hold down the button.
7. Press ↓ until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press ENTER.	8. Release the button.

If you made changes to the file, the message, `Save Changes?`, appears. Continue with Step 9. If you have not changed the file, skip Steps 9 through 10.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` opens a new file without saving changes to the existing file.

`CANCEL` terminates the Open option. The existing document remains on the screen.

⌨	🖱
9. Press TAB until you highlight the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

A dialog box appears. The box contains a list of Calendar files you can open.

⌨	🖱
11. Press ↓ until you highlight the Calendar file you want to open.	11. Point to the name of the Calendar file you want to open, and click.

You have the following choices:

`OK` opens the file.

`CANCEL` terminates the Open option. The existing file remains on the screen.

⌨	🖱
12. Press TAB to underline the desired choice.	12. Point to the desired choice.
13. Press ENTER.	13. Double click the button.
14. At a daily events screen, use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	14. At a daily events screen, point to the place at which you want to insert the information from the Clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to `Edit` on the menu bar, and hold down the button.
16. Press ↓ until you highlight `Paste`.	16. Drag the marker until you highlight `Paste`.
17. Press ENTER.	17. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed Calendar file.

Move Information Within The Same Calendar File

Use the Cut and Paste options on the Edit Menu to move information on a daily events screen onto the Clipboard and then reinsert the information at another daily events screen in the same Calendar file.

⌨

1. At a daily events screen, use the arrow keys to move the marker to the beginning of the information you want to cut.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the information you want to cut.
3. Press F3 (Edit Menu).
4. Press ↓ until you highlight `Cut`.
5. Press ENTER to move the selected information on the Clipboard.
6. At another daily events screen, use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.
7. Press F3 (Edit Menu).
8. Press ↓ until you highlight `Paste`.
9. Press ENTER.

🖱

1. At a daily events screen, point to the beginning of the information you want to cut, and hold down the button.
2. Drag the marker until you highlight the information you want to cut, and release the button.
3. Point to `Edit` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Cut`.
5. Release the button to move the selected information on the Clipboard.
6. At another daily events screen, point to the place at which you want to insert the information from the Clipboard, and click.
7. Point to `Edit` on the menu bar, and hold down the button.
8. Drag the marker until you highlight `Paste`.
9. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed Calendar file.

Move the Marker

Most of the time, moving the marker around on the Calendar screen is a matter of pressing arrow keys or pointing and clicking. There are several techniques that will help you move the marker farther and faster.

Keyboard

If you are working with a weekly, monthly, or yearly calendar screen, you can press an arrow key to move the marker one day or week in the direction indicated on the key. The HOME key moves the marker to the beginning of the calendar screen and the END key moves it to the end of the calendar screen.

If you're working in a daily events screen, pressing an arrow key moves the marker one character in the direction indicated on the key.

When you are working with information that isn't calendar- or character-oriented (for example, the buttons in a dialog box), use the TAB key to move forward from field to field or SHIFT TAB to move backward from field to field.

In addition to the arrow keys, the keys in the chart below help you move around on a daily events screen.

Key(s):	**Moves The Marker:**
CTRL ↑ or PG UP	To the top of the current page. If you're already at the top of the page, CTRL ↑ moves you to the top of the previous page of the list (if any).
CTRL ↓ or PG DN	To the bottom of the page. If you're already at the bottom of the page, CTRL ↓ moves you to the bottom of the next page (if any).
CTRL →	To the end of the line the marker is currently on.
CTRL ←	To the beginning of the line the marker is currently on.
HOME	To the beginning of the daily events screen.
END	To the end of the daily events list.
CTRL P	To the previous day's events (if any).
CTRL N	To the next day's events (if any).

Pointing Device

Position the marker anywhere on a calendar screen by pointing to the appropriate location and clicking. To move the marker to a different month or week, use the scrolling arrows on the screen's menu bar. The chart below shows how you can move the marker with a pointing device on a daily events screen.

Point and click on:	To move the marker:
▲	Up one line. If you're at the top line of a page, the marker moves to the last line of the previous page (if any).
▼	Down one line. If you're at the bottom of a page, the marker moves to the first line of the next page (if any).
PREV	To the previous day's events.
NEXT	To the next day's events.

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

Move To The Beginning Of A Daily Events Screen

You can automatically move to the beginning of a daily events list from any place within the list.

⌨

At a daily events screen, press HOME.

🖱

At a daily events screen, point to ▲ on the menu bar, and hold down the button. When you reach the beginning of the list, release the button.

Move To The End Of A Daily Events Screen

You can automatically move to the end of a daily events list from any place within the list.

⌨

At a daily events screen, press END.

🖱

At a daily events screen, point to ▼ on the menu bar, and hold down the button. When you reach the end of the list, release the button.

New

Use this File Menu option when you are working in an existing Calendar file and want to create a new one without going to the desktop. See "Create A New Calendar File From Within Calendar."

Open An Existing File From Within A File

Use the File Menu's Open option when you want to open an existing file without returning to the desktop.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Open.	2. Drag the marker until you highlight Open.
3. Press ENTER.	3. Release the button.

If you made changes to the file, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

> YES saves the file with the changes you made.
>
> NO opens another file without saving the changes to the currently displayed file.
>
> CANCEL terminates the Open option. The currently displayed file remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the file on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If your file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Open option. The currently displayed file remains on the screen.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
9. Press [↓] until you highlight the file you want to open.	9. Point to the name of the file you want to open, and click.

You have the following choices:

OK opens the file you specified.

CANCEL terminates the Open option. The existing file remains on the screen.

⌨	🖱
10. Press [TAB] until you underline the desired choice.	10. Point to the desired choice.
11. Press [ENTER].	11. Click the button.

The file you requested appears.

Page Setup

You can select this File Menu option to design the page layout for your printed Calendar file. See "Format A Page Layout."

Paste

This Edit Menu option takes information currently stored on the Clipboard (using the Copy or Cut option) and inserts it at the marker's current position on the daily events screen (without removing it from the Clipboard). You can paste cut or copied information into another place in the same file or into another Calendar file's daily events screen. See "Move Information To Another Application," "Move Information Within The Same Calendar File," "Duplicate Information In Another Calendar/Daily Events Screen," and "Duplicate Information Within The Same Calendar/Daily Events Screen."

Print An Entire File To Another File

Use the Print option on the File Menu to print your entire file to another file. You can then use the MS-DOS command to print this file from an MS-DOS computer that is not running DeskMate. The printer, however, must be the same type as the one you are using with DeskMate.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Print`.	2. Drag the marker until you highlight `Print`.
3. Press ENTER.	3. Release the button.

A dialog box appears. Follow the instructions below to select the desired print range.

⌨	🖱
4. At the `Start Date` prompt, type a date in the format mm/dd/yyyy.	4. At the `Start Date` prompt, type a date in the format mm/dd/yyyy.
5. Press TAB to move the marker to the `End Date` prompt.	5. Point to the `End Date` prompt, and click.

6. Type a date in the format mm/dd/yyyy.	6. Type a date in the format mm/dd/yyyy.

If you are printing a daily events list, you have the following two choices — Data only and All days. Press [TAB] to move to these buttons, and then press [←] or [→] until you underline the desired choice. Then press the space bar.

You have the following choices:

OK accepts the range and displays the Print File dialog box.

CANCEL terminates the Print option.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

The Print File dialog box appears.

⌨	🖱
9. Press [↑] or [↓] until you underline the File button.	9. Point to the File button.
10. Press the space bar.	10. Click the button.
11. Press [TAB] to move to the Filename prompt.	11. Point to the Filename prompt, and click.
12. Type a filename using up to eight characters.	12. Type a filename using up to eight characters.

You have the following choices:

OK selects the File option.

CANCEL terminates the Print option. The existing file remains on the screen.

⌨	🖱
13. Press [TAB] until you underline the desired choice.	13. Point to the desired choice.
14. Press [ENTER].	14. Click the button.

DeskMate prints the file to a file.

Print On Paper

Use the File Menu's Print option to print a calendar screen on paper. If you want to see how your screen will look on the page before you print it, see "Print On The Screen."

⌨	🖱
1. At the desired screen, press F2 (File Menu).	1. At the desired screen, point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Print.	2. Drag the marker until you highlight Print.
3. Press ENTER.	3. Release the button.

A dialog box appears. Follow the instructions below to select the desired print range.

⌨	🖱
4. At the Start Date prompt, type a date in the format mm/dd/yyyy.	4. At the Start Date prompt, type a date in the format mm/dd/yyyy.
5. Press TAB to move the marker to the End Date prompt.	5. Point to the End Date prompt, and click.
6. Type a date in the format mm/dd/yyyy.	6. Type a date in the format mm/dd/yyyy.

If you are printing a daily events list, you have the following two choices — Data only and All days. Press TAB to move to these buttons, and then press ← or → until you underline the desired choice. Then press the space bar.

You have the following choices:

OK accepts the range and displays the Print File dialog box.

CANCEL terminates the Print option.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The Print File dialog box appears.

⌨	🖱
9. Press ↑ or ↓ until you underline the Printer button.	9. Point to the Printer button.

10. Press `ENTER`.	10. Click the button.

You have the following choices:

`OK` selects the Printer option.

`CANCEL` terminates the Print option. The existing file remains on the screen.

⌨	🖱
11. Press `TAB` to underline the desired choice.	11. Point to the desired choice.
12. Press `ENTER`.	12. Click the button.

Your calendar screen begins to print, and a message box that contains information about the print operation appears.

If you selected the `Pause Between Pages` option in Page Setup, the printer will stop so that you can change sheets of paper. Press `CTRL` `N` (or point to `Next` and click) to begin printing again.

Print On The Screen

Use the File Menu's Print option and then select the Screen option to display calendar information on the screen. You can use this option to see exactly how your calendar screen will look on paper (page breaks, margins, and so on). You can make changes to a calendar screen while it is displayed.

⌨	🖱
1. At the desired screen, press `F2` (File Menu).	1. At the desired screen, point to `File` on the menu bar, and hold down the button.
2. Press `↓` until you highlight `Print`.	2. Drag the marker until you highlight `Print`.
3. Press `ENTER`.	3. Release the button.

A dialog box appears. Follow the instructions below to select the desired print range.

⌨	🖱
4. At the `Start Date` prompt, type a date in the format mm/dd/yyyy.	4. At the `Start Date` prompt, type a date in the format mm/dd/yyyy.

5. Press TAB to move the marker to the `End Date` prompt.	5. Point to the `End Date` prompt, and click.
6. Type a date in the format mm/dd/yyyy.	6. Type a date in the format mm/dd/yyyy.

If you are printing a daily events list, you have the following two choices — `Data only` and `All days`. Press TAB to move to these buttons, and then press ← or → until you underline the desired choice. Then press the space bar.

You have the following choices:

`OK` accepts the range and displays the `Print File` dialog box.

`CANCEL` terminates the Print option.

7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The Print File dialog box appears.

9. Press ↑ or ↓ until you underline the `Screen` button.	9. Point to the `Screen` button.
10. Press ENTER.	10. Click the button.

You have the following choices:

`OK` selects the screen option.

`CANCEL` terminates the Print option. The existing file remains on the screen.

11. Press TAB to underline the desired choice.	11. Point to the desired choice.
12. Press ENTER.	12. Click the button.

DeskMate prints the calendar information to the screen. To see additional pages, press CTRL N (or point to `Next Page` and click).

When you are ready to exit the print screen, press CTRL Q (or highlight `Quit` on the Print Screen menu and click).

Quit

Select this File Menu option to leave Calendar and return to the desktop. See "Exiting Calendar" at the beginning of the chapter.

Rename A File

You can use the `Save as:` option on the File Menu to rename the currently displayed file. This option saves the current file under the new name, but your original file is not deleted. It remains in the Calendar list box under its original name.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Use ↓ until you highlight `Save as:`.	2. Drag the marker until you highlight `Save as:`.
3. Press ENTER.	3. Release the button.

The prompt, `Save as:`, appears.

⌨	🖱
4. Type a new name for the file using eight characters or fewer.	4. Type a new name for the file using eight characters or fewer.

You have the following choices:

`SAVE` saves the file using the name you supplied.

`CANCEL` terminates the `Save as:` option. The file remains on the screen either untitled or with its previous name.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The file remains on the screen.

Run

The File Menu's Run option lets you run another application or software package without returning to the desktop. See "Run Another Application."

Run Another Application

To open another application file or run another software package without returning to the desktop, follow these instructions:

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Run`.	2. Drag the marker until you highlight `Run`.
3. Press ENTER.	3. Release the button.
4. At the `Program` field, type the name of the application you want to use.	4. At the `Program` field, type the name of the application you want to use.
5. At the `Data` field, type the name of the data file you want to use with your chosen application.	5. At the `Data` field, type the name of the data file you want to use with your chosen application

If you leave the `Data` field blank, Personal DeskMate runs the application/program you specify without opening a corresponding data file.

You have the following choices:

`NORMAL` runs the CPU at normal speed. Some applications might require that you run them at normal speed to ensure that they operate properly.

`FAST` runs the CPU at a faster rate. You'll use `FAST` to run the majority of your applications.

⌨	🖱
6. Press TAB until you underline one of the buttons for the CPU clock speed.	6. Point to one of the buttons designated for the CPU clock speed.
7. Press the space bar.	7. Click the button.

You have the following choices:

`OK` runs the application (and file, if you specified one).

`CANCEL` terminates your entries and returns you to the current calendar screen.

⌨	🖱
8. Press TAB until you underline the desired choice.	8. Point to the desired choice.
9. Press ENTER.	9. Click the button.

Save

Use this File Menu option to store the currently displayed Calendar file using the filename that appears in the title bar without exiting the file. (You cannot use this option with an untitled file. Use the Save as option instead.) See "Store Updates To An Existing File."

Save As

Use this File Menu option to name and store an untitled file currently on the screen. See "Store Updates To A New File."

Scroll Through Calendar

You can scroll through a page of a Calendar file by using the arrow keys on the keyboard or the scrolling arrows on the screen if you are using a pointing device. See "Move The Marker."

Search For Dates

You can search for dates in a Calendar file by using the options on the Search Menu. See "Find A Date."

Select All

Use this Edit Menu option to highlight all information in a daily events list, from beginning to end, so that you can perform another function on it (for example, delete, copy, and paste).

⌨	🖱
1. At a daily events screen, press F3 (Edit Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Select All.`	2. Drag the marker until you highlight `Select All.`
3. Press ENTER.	3. Release the button.

All information on the daily events list now appears highlighted and you can select an edit function.

Setting Up Pages

You can set up the format for printing the pages in a daily events screen by selecting the Page Setup option on the File Menu. See "Format A Page Layout."

Store Updates To A New File

You can store changes you have made in a new Calendar file without exiting the file. You must, however, name your file before you can complete the procedure.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Save as:`.	2. Drag the marker until you highlight `Save As:`.
3. Press ENTER.	3. Release the button.

The prompt, `Save as:`, appears.

⌨	🖱
4. Type the name you want to give the file, using eight characters or fewer.	4. Type the name you want to give the file, using eight characters or fewer.

You have the following choices:

`SAVE` saves the file using the name you supplied.

`CANCEL` terminates the `Save as:` option. The untitled file remains on the screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The new file and its name are stored, and the file remains on the screen.

Store Updates To An Existing File

You can store changes you have made in an existing Calendar file without exiting the file. You should do this periodically to help prevent loss of information.

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Save`.
3. Press ENTER.

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Save`.
3. Release the button.

Changes you have made to the Calendar file are stored, and the file remains on the screen.

Weekly

Use this Display Menu option from the daily, monthly, or yearly calendar screens to display a weekly calendar for the week in which a specific day falls. See "Display A Weekly Calendar."

Yearly

Use this Display Menu option from the daily, weekly, or monthly screens to display a calendar for the year in which a specific day falls. See "Display A Yearly Calendar."

Hints and Shortcuts

This section contains information that you can use to perform specific tasks with the Calendar application.

Copying a Schedule Into Another DeskMate File

If you want to insert a schedule or itinerary into another application's file (for example, you might want to insert an itinerary into a business letter), you can use the Clipboard accessory.

First, select a daily events list that you want to copy into another file. Then, select the part or all of the schedule that you want to copy to the Clipboard, and use the Copy function to place the information on the Clipboard.

Open the file in which you want to insert the schedule, and use the Paste function to insert the schedule that you placed on the Clipboard into the chosen file.

Finding An Important Event

You can use the Search Menu to find the day that you need, but you can also scroll quickly through the days until you find the event you're looking for.

To see future days' events, press CTRL N (or point to `Next` and click) to quickly move through the screens until you find an event.

To see previous day's events, press CTRL P (or point to `Prev` and click) to quickly move through the screens until you reach the event you need.

Tips For The Advanced User

As you become more familiar with the Calendar application, you can use the suggestions below to help you work faster and more efficiently.

Accelerators:

[CTRL] [Q]	Lets you exit Calendar without having to access the File Menu.
[CTRL] [DELETE]	Lets you use the Cut function without having to access the Edit Menu.
[CTRL] [INSERT]	Lets you use the Copy function without having to access the Edit Menu.
[INSERT]	Lets you use the Paste function without having to access the Edit Menu.
[DELETE]	Lets you delete a highlighted section of a daily events screen without having to access the Edit Menu.
[ENTER]	Lets you accept a dialog box without tabbing to the OK or SAVE button.
[ESC]	Lets you cancel a dialog box without tabbing to the CANCEL button.

You can accelerate choosing menu options with the keyboard so that you do not have to press [↓] to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Copy option from the Edit Menu, you would press [F3] to "pull down" the menu. You would then press [C] twice. The first time you pressed [C], you would highlight Cut, the first option on the Edit Menu that begins with the letter C. The second time you pressed [C], you would highlight Copy. (You would then press [ENTER] as usual to choose the highlighted option.

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 9

DESKTOP

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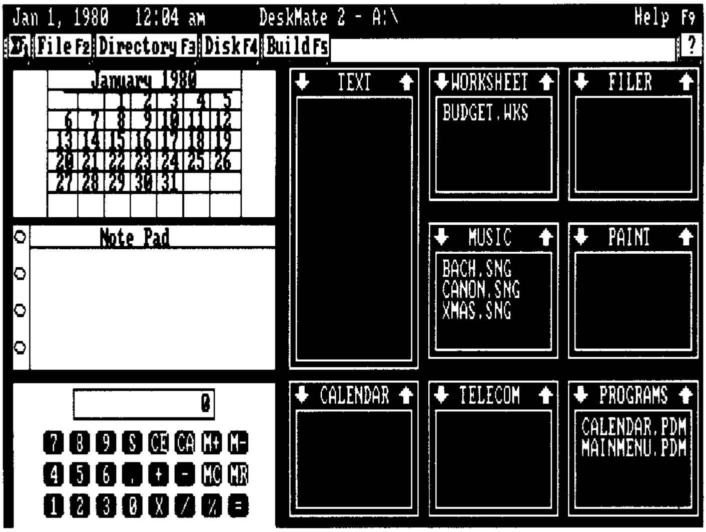
Introduction

The first screen you see after you load DeskMate is the Tandy Desktop. This screen is DeskMate's "contents" page — it points the way to the different items you can store in DeskMate. The desktop has boxes on it that represent the various DeskMate *accessories* and *applications*. DeskMate's accessories replace things you probably keep on your desk — a clock, a calendar of the current month, a notepad for jotting down reminders, and a calculator. But the other boxes contain DeskMate's applications. These boxes, which are called *list boxes*, let you organize information and keep it in a systematic way.

The Desktop Screen

After you load Personal DeskMate, you see the Tandy Desktop.


Jan 1, 1980 12:04 am
DeskMate 2 - A:\
Help F9
F1
File F2
Directory F3
Disk F4
Build F5
?
January 1980
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
Note Pad
0
7 8 9 S CE CA M+ M-
4 5 6 . + - MC MR
1 2 3 0 X / % =
TEXT
WORKSHEET
BUDGET.WKS
FILER
MUSIC
BACH.SNG
CANON.SNG
XMAS.SNG
PAINT
CALENDAR
TELECOM
PROGRAMS
CALENDAR.PDM
MAINMENU.PDM

From here, you can choose the accessories, applications and *files* you want to use. For instance, if you look at the box entitled WORKSHEET, you see a file called BUDGET.WKS. This file helps you keep track of your household budget. So, instead of trying to find receipts and cancelled checks buried in your desk, you can quickly look at this file.

You can move the marker from one box title to another by pressing [TAB], or if you are using a mouse, simply point at the box title and click the button. There are separate chapters for each accessory and application that explain how to open and use files.

The top two lines on the screen are the title bar and the menu bar. These lines, which are explained below, provide access to the various DeskMate menus.

The Title Bar

The title bar contains the date you entered when you started the computer, the time you started the computer (if entered), and the title of the program.

Using the Menu Bar

The menu bar contains the Accessory Menu hourglass icon, the help window question mark icon, and the various menus you can use from the desktop: the File Menu, the Directory Menu, the Disk Menu, and the Build Menu. The options on the menu bar enable you to perform various operations on your stored files.

	Keyboard:	**Pointing Device:**
Accessory Menu	Press F1.	Point to the hourglass icon and hold down the button, then drag the marker until you highlight the desired option.
Help Window	Press F9.	Point to `?`, and click.
File Menu	Press F2.	Point to `File` and hold down the button, then drag the marker until you highlight the desired option.
Directory Menu	Press F3.	Point to `Directory` and hold down the button, then drag the marker until you highlight the desired option.
Disk Menu	Press F4.	Point to `Disk` and hold down the button, then drag the marker until you highlight the desired option.
Build Menu	Press F5.	Point to `Build` and hold down the button, then drag the marker until you highlight the desired option.

Creating A New Application File

⌨	🖱
1. Press TAB until you highlight the title of the list box you want to use. (If you move the marker past the list box you want, press SHIFT TAB to move back.)	1. Point to the title of the list box you want to use.
2. Press ENTER.	2. Double click the button.

A new file appears for the application you chose.

Opening An Existing Application File

⌨	🖱
1. Press TAB until you highlight the title of the list box containing the file you want to open. (If you move the marker past the list box you want, press SHIFT TAB to move back.)	1. Point to the file that you want to open.
2. Press ↓ until you highlight the file you want to open, and then press ENTER.	2. Double click the button.

If the list box contains more files than will fit in the box, either press ↓ or ↑ (from the keyboard) or if you are using a pointing device, point to one of the scrolling arrows in the list box, and click the button to scroll the list one item at a time until you highlight the file you want to open.

Exiting DeskMate

⌨

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Quit DeskMate`.
3. Press ENTER.

🖱

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Quit DeskMate`.
3. Release the button.

The desktop disappears, and you return to the system prompt.

Tasks And Topics

Accessory Menu

The Accessory Menu, which you can access through the menu bar, contains ten utilities that you can use either from the desktop or when running applications. Information from some of the accessories appears on the desktop — the calculator, the notepad, and the calendar — so that you can quickly see information you often need. (You can use the Build Menu to change the accessories displayed on the desktop.)

You choose the Accessory Menu using the hourglass icon on the menu bar. (For detailed explanations about the various accessories, refer to the specific chapter.)

Build Menu

The Build Menu on the menu bar lets you create and change the way the desktop looks. You can choose to display applications and their associated data files (in the current directory) and the Notepad, Calendar, Calculator, and/or Phone Directory accessories.

Change

This option on the Directory Menu lets you change the directory in which you are currently working and also change the current drive. See "Change The Current Drive And Directory."

Change The Current Drive And Directory

You can use `Get Info` on the Disk Menu to see the available free space on the diskette in the current drive. Then, if you are short of space and want to change the drive, select the Change option on the Directory Menu.

1. Press F3 (Directory Menu).
2. Press ↓ until you highlight `Change`.

1. Point to `Directory`, and hold down the button.
2. Drag the marker until you highlight `Change`.

3. Press [ENTER].	3. Release the button.

A dialog box appears to let you specify the drive and directory to which you want to change.

⌨	🖱
4. Press [TAB] until you underline the LIST button at the bottom of the dialog box.	4. Point to the LIST button at the bottom of the dialog box.
5. Press [ENTER].	5. Click the button.

A new dialog box appears, containing the directory structure of the disk in your current drive, in outline form.

⌨	🖱
6. Use the arrow keys to highlight the directory to which you want to change.	6. Point to the directory to which you want to change.
7. Press [ENTER].	7. Click the button.

You have the following choices:

> OK changes the directory and you return to the desktop.
>
> CANCEL returns you to the desktop without changing to the new directory.

⌨	🖱
8. Press [TAB] until you underline the desired choice.	8. Point to the desired choice.
9. Press [ENTER].	9. Click the button.

If the Directories list box does not contain the correct directory, you can change directories using the Path prompt if you like. To do so, choose the change option again from the Directory menu and continue with Step 10.

⌨	🖱
10. At the `Path` prompt, type the pathname (including the new drive) of the directory to which you want to move.	10. At the `Path` prompt, type the pathname (including the new drive) of the directory to which you want to move.

You have the following choices:

`OK` switches to your new directory.

`CANCEL` terminates your entry without changing directories. You return to the desktop.

⌨	🖱
11. Press TAB until you underline the desired choice.	11. Point to the desired choice.
12. Press ENTER.	12. Click the button.

Change The Tandy Desktop

You can change the way the desktop looks by choosing the Build Menu on the menu bar. See "Create A List Box," "Delete A List Box," "Redefine A File," "Display A List Box Or Accessory," and "Remove A Menu Or Accessory."

Copy

This File Menu option lets you place a copy of a file in your current directory or in another directory. See "Copy A Single File" and "Copy Multiple Files."

Copy A Single File

You can place a copy of a file into your current directory or into another directory by choosing `Copy` from the File Menu.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File`, and hold down the button.
2. Press ↓ until you highlight `Copy`.	2. Drag the marker until you highlight `Copy`.
3. Press ENTER.	3. Release the button.

4. At the `Copy from` prompt, type the name of the file you want to copy.	4. At the `Copy from` prompt, type the name of the file you want to copy.

Include a pathname if you are copying a file that is not in your current directory. You can specify the drive in which the file you want to copy resides.

> **Note:** If you have only one drive you **can** specify Drive A at the `Copy to` prompt, and Drive B at the `Copy from` prompt. You'll then be prompted to switch diskettes during the copying process.

You can use *or ? as "wildcards" to accept any number of characters. For instance, `*.doc` copies all files that have the extension, .doc. You can restrict a wildcard by beginning with specific characters. For example, `ab*.doc` copies all files beginning with ab that have the extension, .doc. If you select a file on the desktop, that filename is the default entry at the `Copy from` prompt.

⌨	🖱
5. Press TAB to move the marker to the `Copy to` prompt.	5. Point to the `Copy to` prompt, and click.
6. At the `Copy to` prompt, type the name you want the copied file to have.	6. At the `Copy to` prompt, type the name you want the copied file to have.

Include a pathname (and a drive name, if needed) if the destination is another directory.

You have the following choices:

`OK` copies the file.

`CANCEL` terminates the Copy command. You return to the desktop.

⌨	🖱
7. Press TAB until you highlight the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

When the file is copied to the new file, the desktop reappears.

Copy Diskettes

You can select the Diskcopy option on the Disk Menu to make a duplicate of a diskette.

⌨	🖱
1. Press [F4] (Disk Menu).	1. Point to `Disk`, and hold down the button.
2. Press [↓] until you highlight `Diskcopy`.	2. Drag the marker until you highlight `Diskcopy`.
3. Press [ENTER].	3. Release the button.

A dialog box appears.

⌨	🖱
4. At the `From` prompt, type the name of the drive that will contain the diskette you want to copy.	4. At the `From` prompt, type the name of the drive that will contain the diskette you want to copy.
5. Press [TAB] to move the marker to the `To` prompt.	5. Point to the `To` prompt, and click.
6. At the `To` prompt, type the name of the drive that will contain the formatted diskette.	6. At the `To` prompt, type the name of the drive that will contain the formatted diskette.

The newly formatted diskette will become your new copy of the original diskette.

You have the following choices:

`OK` makes a copy of the diskette.

`CANCEL` terminates your entries and returns you to the desktop without copying a diskette.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

You will need to insert your MS-DOS diskette into Drive A so that you can run the diskcopy.com program. (Refer to your computer owner's manual for details about the diskcopy.com program.) Follow the MS-DOS prompts to make the copy.

If you specified Drive B at the `To` prompt when you're using a single-drive computer, the screen asks you to swap diskettes several times as it copies the diskette.

When the copy procedure is completed, replace the MS-DOS diskette in Drive A with your DeskMate diskette.

Copy Multiple Files

1. Press TAB until you highlight the list box containing the files you want to copy.	1. Point to the title of the list box containing the files you want to copy, and click.
2. Press ↓ or ↑ until you highlight the first file you want to copy.	2. Point to the first file you want to copy, and click.
3. Press ALT ↑ or ALT ↓ until you highlight another file that you want to copy, and press the space bar.	3. Point to another file, and press SHIFT and click.

Continue selecting files until you highlight all the files you want to copy from the list box.

4. Press F2 (File Menu).	4. Point to `File`, and hold down the button.
5. Press ↓ until you highlight `Copy`.	5. Drag the marker until you highlight `Copy`.
6. Press ENTER.	6. Release the button.

The first file you selected appears at the `Copy from` prompt.

Include a pathname if you are copying a file that is not in your current directory. You can specify the drive in which the file you want to copy resides.

> **Note:** If you have only one drive, you can specify Drive A at the `Copy to` prompt and drive B at the `Copy from` prompt. You'll then be prompted to switch diskettes during the copying process.

You can use * and ? as "wildcards" to accept any number of characters. For instance, `*.doc` copies all files that have the extension, .doc. You can restrict a wildcard by beginning with specific characters. For example, `ab*.doc` copies all files beginning with ab that have the extension, .doc. If you select a file on the desktop, that filename is the default entry at the `From` prompt.

7. Press TAB to move the marker to the `Copy to` prompt.	7. Point to the `Copy to` prompt, and click.

8. At the `Copy to` prompt, type the name you want the copied file to have.	8. At the `Copy to` prompt, type the name you want the copied file to have.

Include a pathname (and a drive name, if needed) if the destination is another directory.

You have the following choices:

`OK` copies the file.

`CANCEL` terminates the Copy command. You return to the desktop.

⌨	🖱
9. Press [TAB] until you highlight the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

After the first file is copied, the second filename you selected appears at the `Copy from` prompt. Change the `Copy to` prompt as necessary, and continue the process until all the files are copied.

Create

This option on the Directory Menu lets you create a new subdirectory. The Create option on the Build Menu lets you create a list box to display on the desktop. See "Create A List Box" and "Create Subdirectories."

Create A List Box

You can use the Build Menu's Create option to display list boxes on the desktop.

⌨	🖱
1. Press [F5] (Build Menu).	1. Point to `Build`, and hold down the button.
2. Press [↓] until you highlight `Create`.	2. Drag the marker until you highlight `Create`.
3. Press [ENTER].	3. Release the button.
4. At the `Menu title` prompt, type the name you want to display at the top of the list box.	4. At the `Menu title` prompt, type the name you want to display at the top of the list box.
5. Press [TAB] to move the marker to the `Programs` list box.	5. Point to the `Programs` list box.

6. Use ↓ and ↑ to scroll through the list box until you highlight the name you want.
7. Press TAB

6. Use the scrolling arrows at the top of the list box until you highlight the name you want.
7. Click the button.

If you chose a program from the PROGRAMS box, the name appears at the Program name prompt. If necessary, you can change the program name by typing a new one.

⌨

8. Press TAB again to move the marker to the Data file extension prompt.
9. At the Data file extension prompt, type the extension that all data files for this application/program will use.

🖱

8. Point to the Data file extension prompt, and click.
9. At the Data file extension prompt, type the extension that all data files for this application/program will use.

The extensions for DeskMate application data files are:

Text	.DOC	Paint	.PNT
Worksheet	.WKS	Calendar	.CAL
Filer	.FIL	Telecom	.LOG

You can use * or ? as "wildcard" characters in the extension.

⌨

10. Press TAB to move the marker to the Start-up directory prompt.

🖱

10. Point to the Start-up directory prompt, and click.

This prompt lets you specify a change in the directory before running the application. If you do change directories, you return to the original automatically when you return to the desktop. This prompt is optional and usually will be left blank. To enter a directory, continue with Step 11. To skip this prompt continue with Step 12.

⌨

11. Type a directory name using eight characters or less.
12. Press TAB to move the marker to the CPU clock speed prompt, and then press ← or → to move the marker to the appropriate button.

🖱

11. Type a directory name using eight characters or less.
12. Point to the appropriate CPU clock speed button.

13. Press the space bar.	13. Click the button.

Note: Some non-Personal DeskMate applications might require that you select `Normal` to operate properly.

You have the following choices:

`OK` creates the list box and returns you to the desktop.

`CANCEL` terminates your entries without creating the new list box and returns you to the desktop.

⌨	🖱
14. Press [TAB] until you highlight the desired choice.	14. Point to the desired choice.
15. Press [ENTER].	15. Click the button.

Refer to "Display A List Box Or Accessory" for instructions on how to display the list box you just created.

Create Subdirectories

The Create option on the Directory Menu lets you create a new subdirectory without exiting Personal DeskMate.

⌨	🖱
1. Press [F3] (Directory Menu).	1. Point to `Directory`, and hold down the button.
2. Press [↓] until you highlight `Create`.	2. Drag the marker until you highlight `Create`.
3. Press [ENTER].	3. Release the button.
4. At the `Path` prompt, type a pathname for the subdirectory you want to create.	4. At the `Path` prompt, type a pathname for the subdirectory you want to create.

You have the following choices:

`OK` creates the subdirectory. The desktop reappears.

`CANCEL` terminates the entry without creating a new subdirectory. The desktop reappears.

⌨	🖱
5. Press [TAB] until you underline the desired choice.	5. Point to the desired choice.

6. Press [ENTER].	6. Click the button.

Delete

You can use the Delete option on the File Menu to delete a file or files from Personal DeskMate. The Delete option on the Directory Menu lets you delete an existing subdirectory. `Delete` on the Build Menu deletes an application list box from the desktop. See "Delete A List Box," "Delete A Single File," "Delete Multiple Files," and "Delete Subdirectories."

Delete A List Box

The Build Menu's Delete option lets you delete list boxes from the desktop.

⌨	🖱
1. Press [F5] (Build Menu).	1. Point to `Build`, and hold down the button.
2. Press [↓] until you highlight `Delete`.	2. Drag the marker until you highlight `Delete`.
3. Press [ENTER].	3. Release the button.

The Menus box appears.

⌨	🖱
4. Use the arrow keys until you highlight the application list box you want to delete.	4. Point to the [↓] icon, and scroll until you highlight the application list box you want to delete.
5. Press [TAB].	5. Release the button.

You have the following choices:

> `OK` deletes the highlighted list box and returns you to the desktop.
>
> `CANCEL` terminates the deletion and returns you to the desktop, leaving the application list box intact.

⌨	🖱
6. Press [TAB] to underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

If you want to redisplay a list box you deleted, you must recreate the list box.

Delete A Single File

The Delete option on the File Menu lets you delete a file from DeskMate.

⌨	🖱
1. Press [TAB] until you highlight the application's list box that contains the file you want to delete, and then press [↓] and [↑] until you highlight the file you want to delete.	1. Point to the file that you want to delete, and click the button.
2. Press [F2] (File Menu).	2. Point to `File`, and hold down the button.
3. Press [↓] and [↑] until you highlight `Delete`.	3. Drag the marker until you highlight `Delete`.
4. Press [ENTER].	4. Release the button.

The `Filename` prompt appears with the file you chose. You can change the filename by simply typing a new name.

Include a full pathname if the file is not in your current directory.

You can use * or ? as "wildcard" characters to specify any number of characters in a filename. For example, you can type `*.doc` to delete all files that have the extension, .doc. You can restrict a wildcard by beginning with specific characters. For example, `ab*.doc` deletes all files beginning with ab that have the extension, .doc.

You have the following choices:

> `ALL` deletes the file you specified (either on the desktop or with the * wildcard).
>
> `OK` carries out the deletion of the displayed file and redisplays the desktop after the file is deleted.
>
> `CANCEL` terminates your entry and returns you to the desktop without deleting the file.

⌨	🖱
5. Press [TAB] until you underline the desired choice.	5. Point to desired choice.
6. Press [ENTER].	6. Click the button.

Delete Multiple Files

You can use the File Menu's Delete option to delete more than one file from DeskMate. You can select several files from one application's list box for deletion.

1. Press TAB until you highlight the title of the application's list box that contains the files you want to delete, and press ↓ and ↑ to highlight a file you want to delete.
2. Press ALT ↑ or ALT ↓ to highlight another file.
3. Press the space bar.

   (Pressing the space bar highlights the new file, or if the file is already highlighted, removes it from the selected group.)
4. Press F2 (File Menu).
5. Press ↓ and ↑ until you highlight `Delete`.
6. Press ENTER.

1. Point to the file you want to delete, and click.
2. Point to another file you want to delete, and press SHIFT.
3. While holding SHIFT, click the button.

   (If you highlight a file you don't want to delete, point to the file, and press SHIFT and click to remove it from the selected group.)
4. Point to `File`, and hold down the button.
5. Drag the marker until you highlight `Delete`.
6. Release the button.

Include a full pathname if the file is not in your current directory.

You can use * or ? as "wildcard" characters to specify any number of characters in a filename. For example, you can type `*.doc` to delete all files that have the extension, .doc. You can restrict a wildcard by beginning with specific characters. For example, `ab*.doc` deletes all files beginning with ab that have the extension, .doc.

You have the following choices:

`ALL` deletes the files you specified (either on the desktop or with the * wildcard) without pausing between each filename.

`OK` carries out the deletion of the displayed file and then displays the other specified files, one by one. The desktop is redisplayed after all specified files are deleted.

`CANCEL` terminates your entry and returns you to the desktop without deleting any of the files you specified.

Delete Subdirectories

The Directory Menu's Delete option lets you delete an existing subdirectory. You can delete a subdirectory only if you first delete all the files and other subdirectories within that subdirectory. See "Delete A Single File" and "Delete Multiple Files."

⌨	🖱
1. Press F3 (Directory Menu).	1. Point to `Directory`, and hold down the button.
2. Press ↓ and ↑ until you highlight `Delete`.	2. Drag the marker until you highlight `Delete`.
3. Press ENTER.	3. Release the button.

A dialog box appears to let you specify the directory you want to delete.

⌨	🖱
4. Press TAB until you highlight the `LIST` button at the bottom of the dialog box.	4. Point to the `LIST` button at the bottom of the dialog box.
5. Press ENTER.	5. Click the button.

A new dialog box appears, containing the directory structure of the disk in your current drive in "outline" form — subdirectories indented under higher-level subdirectories.

⌨	🖱
6. Use the arrow keys to highlight the directory you want to delete.	6. Point to the directory you want to delete.
7. Press ENTER.	7. Click the button.

You have the following choices:

`OK` deletes the subdirectory and you return to the desktop.

`CANCEL` returns you to the desktop without deleting the subdirectory you chose.

⌨	🖱
8. Press TAB until you underline the desired choice.	8. Point to the desired choice.

9. Press ENTER.	9. Click the button.

If the Directories list box does not contain the correct directory, you can delete a directory using the `Path` prompt if you like. To do so, choose the Delete option again from the Directory menu and continue with Step 10.

⌨	🖱
10. At the `Path` prompt, type the pathname of the subdirectory you want to delete.	10. At the `Path` prompt, type the pathname of the subdirectory you want to delete.

You have the following choices:

> `OK` deletes the specified subdirectory, and then returns you to the desktop.
>
> `CANCEL` returns you to the desktop without deleting the specified subdirectory.

⌨	🖱
11. Press TAB until you underline the desired choice.	11. Point to the desired choice.
12. Press ENTER.	12. Click the button.

Directory Menu

When you select the Directory Menu, you can create, delete, and change directories without having to exit DeskMate and use MS-DOS to do the job.

Disk Menu

This menu gives you access to several functions that deal with your diskettes or hard drive.

Diskcopy

This option on the Disk Menu lets you make a copy of a diskette. See "Copy Diskettes."

Display A List Box Or Accessory

The Display option on the Build Menu enables you to choose the list boxes and accessories you want to display on the desktop.

⌨	🖱
1. Press [F5] (Build Menu).	1. Point to `Build`, and hold down the button.
2. Press [↓] and [↑] until you highlight `Display`.	2. Drag the marker until you highlight `Display`.
3. Press [ENTER].	3. Release the button.

A dialog box appears. The box shows the list boxes and accessories you can put on the desktop.

⌨	🖱
4. Press [↓] and [↑] until you highlight the list box or accessory you want to display.	4. Point to the scrolling arrows on the MENUS list box, and click until you highlight the list box or accessory you want to display.
5. Press [TAB] to move the marker to the menu size section and then use the arrow keys until you mark the menu you want.	5. Point to the menu size that you want.
6. Press the space bar.	6. Click the button.

Depending on the item you marked in the MENUS list box, you might be restricted to choosing a specific menu size. For instance, all accessories must use a specific menu size, so the other size options appear shadowed to let you know that you have no other choice.

You have the following choices:

OK displays the list box or accessory you chose.

CANCEL terminates the menu or accessory display, and returns you to the desktop.

⌨	🖱
7. Press [TAB] until you highlight the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

The desktop reappears with a "floating box" for positioning the menu.

⌨	🖱
9. Press the arrow keys to move the box to different screen locations.	9. Point and click to move the box to different screen locations.

10. Press [ENTER] when the box is in the position you want.	10. Double click when the box is in the position you want.

If you choose a location that does not contain enough room to hold a menu of the size you chose, a message tells you that the menu will not fit.

Select one of the following options to remove the error message:

OK erases the message, and you can then reposition the menu.

CANCEL terminates the operation. You can then choose the Display option again and choose a different menu size.

Display Disk Information

Select the Get Info option on the Disk Menu to view the available free space on the diskette in the current drive, along with the *volume* name.

⌨	🖱
1. Press [F4] (Disk Menu).	1. Point to Disk and hold down the button.
2. Press [↓] and [↑] until you highlight Get Info.	2. Drag the marker until you highlight Get Info.
3. Press [ENTER].	3. Release the button.

A window appears showing the amount of free space in the current drive and the volume name.

⌨	🖱
4. Press [ENTER].	4. Click the button.

The program returns to the desktop.

You can use the Change option on the Directory Menu if you want to change the current drive. See "Change The Current Drive And Directory."

Display File Information

You can see the size of a selected file and the date and time that you last changed it by choosing the Get Info option from the File Menu.

⌨	🖱
1. Press [TAB] until you highlight the title of a list box.	1. Point to a specific file.

2. Press ↑ and ↓ until you highlight a specific file.	2. Click the button.
3. Press F2 (File Menu).	3. Point to `File` and hold down the button.
4. Press ↓ and ↑ until you highlight `Get Info`.	4. Drag the marker until you highlight `Get Info`.
5. Press ENTER.	5. Release the button.

A window appears showing the filename, the size of file, and the date and time that you last worked on it.

⌨	🖱
6. Press ENTER.	6. Click the button.

You return to the desktop.

Duplicate Files

Choose the Copy option from the File Menu to place a copy of a file in your current directory or in another directory. See "Copy A Single File" and "Copy Multiple Files."

Exit DeskMate

You can exit DeskMate and return to the system prompt by selecting the File Menu's Quit DeskMate option. See "Exiting The DeskTop" at the beginning of this chapter.

File Menu

The File Menu, which you can access on the menu bar, lets you perform functions related to the files you see listed on the desktop.

Format A Diskette

The Format option on the Disk Menu lets you format a diskette, preparing it to store information.

⌨	🖱
1. Press F4 (Disk Menu).	1. Point to `Disk`, and hold down the button.
2. Press ↓ and ↑ until you highlight `Format`.	2. Drag the marker until you highlight `Format`.

3. Press [ENTER].
4. At the `Drive` prompt, type the name of the drive on which you want to format a diskette — either `A` or `B`.
5. Press [TAB] to move the marker to the check box at `Install Operating System`, and press the space bar if you want to install MS-DOS on the diskette you are formatting.

3. Release the button.
4. At the `Drive` prompt, type the name of the drive on which you want to format a diskette – either `A` or `B`.
5. Point to the check box at `Install Operating System`, and click if you want to install MS-DOS on the diskette you are formatting.

You have the following choices:

`OK` proceeds with the format.

`CANCEL` terminates the Format option and returns you to the desktop.

⌨

6. Press [TAB] until you underline the desired choice.
7. Press [ENTER].

🖱

6. Point to the desired choice.
7. Click the button.

You will need to insert your MS-DOS diskette in the appropriate drive so that you can run the format command. (Refer to your computer owner's manual for details about the format command.) Follow the MS-DOS prompts to make the format.

When the program finishes, you have a formatted diskette in the drive you specified.

Replace the formatted diskette with your DeskMate diskette if necessary.

Free Space

You can see the available free space on the diskette in the current drive by selecting `Get Info` on the Disk Menu. See "Display Disk Information."

Get Info

The Get Info option on the File Menu lets you view the size of the selected file and the date and time you last worked on it. The Get Info option on the Disk Menu shows you the available free space on the diskette in the current drive and the volume name. See "Display File Information," and "Display Disk Information."

List The Directory Structure

You can select the LIST button when you are changing a directory or deleting a subdirectory to see a hierarchy of your directory structure. See "Delete Subdirectories" and "Change The Current Drive And Directory."

Menu Bar

The menu bar, just below the title bar, gives you access to the help screen, the Accessories, and four menus you can use from the desktop: the File Menu, the Directory Menu, the Disk Menu, and the Build Menu. See "Using The Menu Bar" at the beginning of this chapter.

Quit DeskMate

Quit DeskMate is an option on the desktop's File Menu that lets you exit Personal DeskMate. See "Exiting The Desktop" in the beginning of this chapter.

Redefine A List Box

The Redefine option on the Build Menu lets you change any responses you previously set up via the Create option.

⌨

1. Press TAB until you highlight the title of the list box you want to redefine.
2. Press F5 (Build Menu).
3. Press ↓ and ↑ until you highlight Redefine.
4. Press ENTER.

🖱

1. Point to the title of the list box you want to redefine, and click.
2. Point to Build, and hold down the button.
3. Drag the marker until you highlight Redefine.
4. Release the button.

You see the same dialog box that you use in the Create option on the Build Menu. Follow the instructions in "Create A List Box" to change any defined information.

Remove

The Remove option on the Build Menu lets you remove a menu or accessory from the desktop display. See "Remove A Menu Or Accessory."

Remove A Menu Or Accessory

You can remove a menu or accessory from the desktop display by choosing the Build Menu's Remove option.

⌨	🖱
1. Press TAB until you highlight the title of the list box you want to remove.	1. Point to the title of the list box you want to remove, and click.
2. Press F5 (Build Menu).	2. Point to `Build`, and hold down the button.
3. Press ↓ and ↑ until you highlight `Remove`.	3. Drag the marker until you highlight `Remove`.
4. Press ENTER.	4. Release the button.

The menu or accessory immediately disappears from the screen. However, it is not completely deleted. The name of the deleted menu/accessory appears on the Menus list box, and you can use the Display option to display the box at the same location or another screen location. See "Display A List Box Or Accessory."

To redisplay the menu or accessory you removed, simply use the Display option on the Build Menu. See "Display A List Box Or Accessory."

Rename

This option on the File Menu lets you change the name of a file. See "Rename A File."

Rename A File

The Rename option on the File Menu lets you change the name of a file.

⌨	🖱
1. Press TAB until you highlight the title of a list box.	1. Point to the title of the file you want to rename.
2. Press ↓ and ↑ until you highlight the file you want to rename.	2. Click the button.

3. Press F2 (File Menu).	3. Point to `File`, and hold down the button.
4. Press ↓ until you highlight `Rename`.	4. Drag the marker until you highlight `Rename`.
5. Press ENTER.	5. Release the button.

The `From` prompt shows the name of the file you selected.

⌨	🖱
6. If you want to rename a file other than the one you selected, type another name.	6. If you want to rename a file other than the one you selected, type another name.
7. Press TAB to move the marker to the `To` prompt.	7. Point to the `To` prompt, and click the button.
8. Type the new name for the file and the extension.	8. Type the new name for the file and the extension.

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

You have the following choices:

`OK` renames the file.

`CANCEL` terminates your entries without renaming the file and returns you to the desktop.

⌨	🖱
9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

Run

The File Menu's Run option lets you run another software package. See "Run An Application."

Run An Application

To run another software package, follow these instructions:

⌨	🖱
1. Press F2 (File Menu).	1. Point to File, and hold down the button.
2. Press ↓ until you highlight Run.	2. Drag the marker until you highlight Run.
3. Press ENTER.	3. Release the button.
4. At the Program prompt, type the name of the application or program you want to run.	4. At the Program prompt, type the name of the application or program you want to run.
5. Press TAB to move the marker to the Data file prompt.	5. Point to the Data file prompt, and click the button.
6. Type the name of the data file you want to use with your chosen application/program.	6. Type the name of the data file you want to use with your chosen application/program.

If you leave the Data file prompt blank, Personal DeskMate runs the application/program you specify without opening a corresponding data file.

You have the following choices:

NORMAL runs the CPU at normal speed. Some applications might require that you run them at normal speed to ensure that they operate properly.

FAST runs the CPU at a faster rate. You'll use FAST to run the majority of your applications.

⌨	🖱
7. Press TAB to move the marker, then ← or → to select the CPU clock speed, and press the space bar.	7. Point to one of the buttons and click to select the CPU clock speed.

You have the following choices:

OK runs the application (and file, if you specified one).

CANCEL terminates your entries and returns you to the desktop without executing an application/program.

⌨	🖱
8. Press TAB until you underline the desired choice.	8. Point to the desired choice.
9. Press ENTER.	9. Click the button.

Swap

This Disk Menu option reads the current directory of the diskette in the current drive. See "Swap Diskettes."

Swap Diskettes

Select the Swap option on the Disk Menu to see the current directory of the diskette in the current drive.

1. Place a diskette in the drive.	1. Place a diskette in the drive.
2. Press [F4] (Disk Menu).	2. Point to `Disk`, and hold down the button.
3. Press [↓] until you highlight `Swap`.	3. Drag the marker until you highlight `Swap`.
4. Press [ENTER].	4. Release the button.

The directory for the diskette you inserted in the drive appears on the screen.

Volume Name

You can see the volume name by selecting the Get Info option on the Disk Menu. See "Display Disk Information."

Tips For The Advanced User

As you become more familiar with the desktop, you can use the suggestions below to help you work faster and more efficiently.

Accelerators

[ALT][S]	Lets you use the Swap command without having to access the Disk Menu.
[ENTER]	Lets you accept a dialog box without tabbing to the OK or SAVE button.
[ESC]	Lets you cancel a dialog box without tabbing to the CANCEL button.

You can accelerate choosing menu options with the keyboard so that you do not have to press [↓] to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Change option from the Directory Menu, you would press [F3] to "pull down" the menu. You would then press [C] twice. The first time you pressed [C], you would highlight `Create`, the first option on the Directory Menu that begins with the letter C. The second time you pressed [C], you would highlight `Change`. (You would then press [ENTER] as usual to choose the highlighted option.)

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 10

FILER

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Introduction

The Filer application is a multi-purpose information storage and retrieval system—an electronic filing cabinet. You can store individual *records* as part of a *file* (or *database*).

When you think of the file (or database) as a filing cabinet and each record as a separate file in that cabinet, the concept of the Filer application is easy. You don't even need to set up the format of your database, because Filer lets you enter information on a pre-defined form. It then prints reports using the pre-defined report format. You can even sort the records to see information that meets criteria you established.

WARNING: Never delete the sample data file INVNTORY.FIL. DeskMate must use this file when running the Filer application.

Beginning Filer

⌨	🖱
1. At the desktop, press TAB until you highlight FILER (the title of the list box).	1. At the desktop, point to FILER (the title of the list box).
2. Press ENTER.	2. Double click the button.

You enter the Filer application and see the message, Please open a file.

You have the following choices:

OPEN accesses the Filer list box so that you can choose a file.

QUIT returns you to the desktop.

⌨	🖱
3. Press TAB until you highlight the desired choice.	3. Point to the desired choice.
4. Press ENTER.	4. Click the button.

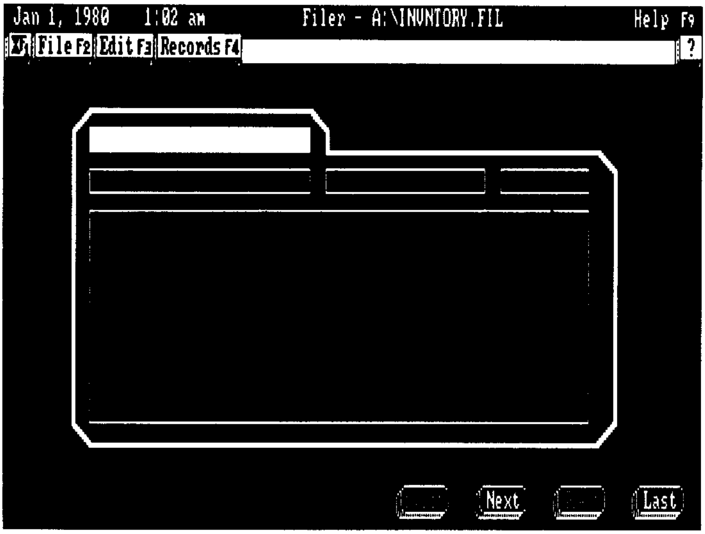
The Filer list box appears. The box contains a list of file formats you can open.

⌨	🖱
5. Press ↓ until you highlight the file format you want to use.	5. Point to the file format you want to use.

6. Press ENTER.

6. Double click the button.

After you access Filer, you see a screen similar to this:



Using Filer

If you opened an existing file, the data for the first record appears. If you opened a new file, the fields are blank. The title bar shows the title and your file's name (if you opened an existing file), and the date and time.

The menu bar gives you access to the accessories and displays several menus from which you can access functions for the Filer application. The File Menu lets you open a new file, save a file, print a report, print the layout, run a program, run form setup with the current file, copy layouts to a new file setup for printing, print the file, print the form on the screen, or quit Filer. You can choose the Edit Menu if you want to move, copy, and delete information. If you select the Records Menu, you can define a format for a file's records, add, delete, set up a sorting order, and find certain records.

Filer stores pre-defined formats as files in the Filer list box. When you choose one of these formats, a screen appears with *fields* that are applicable to the format you chose. You can immediately begin adding records. Simply pull down the Records Menu, and choose the Add option. Type the information needed for each field. To store a completed record and add another one, pull down the Records Menu again, and choose the Add option. DeskMate stores the record currently on display and presents you with another blank form.

When you finish adding records, select any available menu option (other than the Records Menu's Add option), or select the FIRST or LAST buttons at the bottom of the screen. Filer stores the record and performs the action you chose.

After your database contains records, you can see reports about the information in those records. Simply pull down the File Menu and choose the Print Report option. The report either appears on the screen, prints to a file, or prints on your printer, as you choose.

You can use the pre-defined formats in the Filer list box over and over by choosing the Copy Layouts option from the File Menu. The option lets you copy the format of one of your database files without transferring any data. You might, however, want to keep your format files empty and always use the Copy Layouts option to create a new file. Instructions for doing this are in "Create A New File" in the Tasks And Topics section of this chapter.

Exiting Filer

When you are ready to quit using Filer, simply exit.

1. Press [F2] (File Menu).
2. Press [↓] until you highlight `Quit`.
3. Press [ENTER].

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Quit`.
3. Release the button.

Tasks and Topics

Add

This Records Menu option lets you add information to your file. See "Add A Record."

Add A Record

Use the Records Menu's Add option to add records to your file.

⌨

1. Press F4 (Records Menu).
2. Press ↓ until you highlight `Add`.
3. Press ENTER.

🖱

1. Point to `Records` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Add`.
3. Release the button.

When you choose this option, a blank record appears on the screen.

⌨

4. Type the information needed to complete the record, pressing TAB after typing information in each field.

🖱

4. Type the information needed to complete the record, and click in the next field after typing information in each field.

When you finish adding a record, use the option again to continue adding records to the file, or choose another Filer option. Records you add are immediately stored on disk when you display another blank form or use another option.

Alphabetize Records

Use the Sort option on the Records Menu to put your records in any specified alphabetical or numerical order. See "Sort Your Records."

Choose A Format

The pre-defined file formats appear in the Filer list box. Choose the format you want to use by following the instructions in "Open An Existing File From Within Filer."

The specified format appears on the screen. If you have previously entered data into the format, the data remains, but you can reuse the format by accessing the Copy Layouts option on the File Menu. This option creates a new, empty copy of the format, which you can save with a name you choose. See "Create A New File."

Clear

Use this Edit Menu option to delete selected information from the file. When you use this option, information does not move to the Clipboard but is completely erased from the file. For detailed instructions, see "Delete Part Of A Record."

Clipboard

The Clipboard Accessory temporarily holds information while moving it or copying it from one place to another.

See the "The Clipboard Accessory" in the "Accessories" chapter for more information on the Clipboard.

Also see "Duplicate Information In Another Application," "Duplicate Information In Another File," "Duplicate Information Within The Same File," "Move Information To Another Application," "Move Information To Another File," and "Move Information Within The Same File."

Copy

Use this Edit Menu option to place selected information on the Clipboard without removing it from its current position on the screen. When changing information in records, use the option to copy a single field's information.

Copy Layouts

This File Menu option lets you copy one of the pre-defined file formats and create a new, empty copy of a file format. See "Create A New File."

Correct an Error

You can use the [BACKSPACE] key to delete the previous character. Use [DELETE] to delete the character on which the marker rests. [ESC] restores the field to its previous state (before editing).

You can also use the Edit Menu's Clear function to delete blocks of information from your file. See "Delete Part Of A Record."

Count

Use this Records Menu option to count records. See "Count Records In A File."

Count Records In A File

Use the Records Menu's Count option to determine how many records are selected from the total in the file.

⌨	🖱
1. Press `F4` (Records Menu).	1. Point to Records on the menu bar, and hold down the button.
2. Press `↓` until you highlight `Count`.	2. Drag the marker until you highlight `Count`.
3. Press `ENTER`.	3. Release the button.

The totals appear in a message box. To remove the box, press `ENTER`, or point to `OK` and click.

Create A New File

To create a new file (database), you must open one of the file formats shown in the Filer list box. You can then use the Copy Layouts option on the File Menu to create a new, empty copy of the format file. (You must use this option if the original format file has data in it.)

After you open a file format and it appears on the screen, follow these instructions:

⌨	🖱
1. Press `F2` (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press `↓` until you highlight `Copy Layouts`.	2. Drag the marker until you highlight `Copy Layouts`.
3. Press `ENTER`.	3. Release the button.
4. At the `Copy to:` prompt, type a filename containing eight or fewer characters to which you want to save the new file.	4. At the `Copy to:` prompt, type a filename containing eight or fewer characters to which you want to save the new file.

Note: To save files on a different drive and/or directory, type a complete pathname, using as many as 64 characters.

You have the following choices:

`OK` completes the Copy Layouts process.

CANCEL terminates the Copy Layouts option. You return to the screen you were previously using.

⌨	🖱
5. Press [TAB] to underline the desired choice.	5. Point to the desired choice.
6. Press [ENTER].	6. Click the button.

The new file appears when you open a file, or when you return to the desktop.

Cut

Use this Edit Menu option to remove selected information from the screen and place it on the Clipboard. When changing information in records, use the option to cut a single field's information (not including format characters there might be in the field).

Delete

Use this Record Menu option to delete the currently displayed record. See "Delete A Record."

Delete A Record

Use the Records Menu's Delete option to delete a displayed record.

⌨	🖱
1. Press [F4] (Records Menu).	1. Point to `Records` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Delete`.	2. Drag the marker until you highlight `Delete`.
3. Press [ENTER].	3. Release the button.

You have the following choices:

OK carries out the deletion. Filer automatically deletes the record from the screen and from the diskette, and the next record in the file appears.

CANCEL terminates the Delete option and returns to the record display.

⌨	🖱
4. Press [TAB] to underline the desired choice.	4. Point to the desired choice.

5. Press ENTER	5. Click the button.

Delete Part Of A Record

Use the Edit Menu's Clear option to delete field information as you are creating or editing records.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to delete.	1. Point to the beginning of the information you want to delete, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight the information you want to delete.	2. Drag the marker until you highlight the information you want to delete, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Clear`.	4. Drag the marker until you highlight `Clear`.
5. Press ENTER.	5. Release the button.

The information you highlighted disappears from the screen and is no longer part of your record.

Display A Report

Use the File Menu's Print Report option (Print to screen) to see how a report will look on paper (page breaks, margins, and so on). See "Print A Report On The Screen."

Duplicate Information In Another Application

To make a copy of information in a record, place the information in the Clipboard and then use it in another application following the procedure below:

> **Note:** You cannot duplicate information that is part of the form, only information you have typed in the record.

The procedure involves these basic steps:

- Placing that information on the Clipboard
- Exiting the Filer application
- Opening another application (except Paint and Music)
- Pasting the Filer information from the Clipboard into the other application

To place the information on the Clipboard:

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to copy.	1. Point to the beginning of the information you want to copy, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight the information you want to copy.	2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press ENTER.	5. Release the button.

The information is now on the Clipboard.

To exit Filer:

Follow the instructions in "Exiting Filer" at the beginning of this chapter to leave Filer. When the desktop reappears, the information you copied to the Clipboard is still intact on the Clipboard.

To open the other application:

Follow the instructions in the appropriate chapter of this manual to create or open a file in the application in which you want to use the Filer information.

To paste the Filer information into the file on the screen:

⌨	🖱
1. Use the arrow keys to move the marker to the location at which you want the Filer information to appear.	1. Point to the location at which you want the Filer information to appear, and click.
2. Press F3 (Edit Menu).	2. Point to `Edit` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Paste`.	3. Drag the marker until you highlight `Paste`.
4. Press ENTER.	4. Release the button.

The Filer information that was on the Clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, aligning, and so on).

Duplicate Information In Another File

Use the Copy and Paste options on the Edit Menu to duplicate information on the Clipboard and then reinsert the information into another Filer database.

> **Note:** You cannot duplicate information that is part of the form, only information you have typed in the record.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to copy.	1. Point to the beginning of the information you want to copy, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the information you want to copy.	2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press ENTER to place the selected information on the Clipboard.	5. Release the button to place the selected information on the Clipboard.
6. Press F2 (File Menu).	6. Point to `File` on the menu bar, and hold down the button.

7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
9. Press [↓] until you highlight the file you want to open.	9. Point to the name of the file you want to open, and double click.

You have the following choices:

`OK` opens the file.

`CANCEL` terminates the Open option. You are then prompted to open a file and begin the start-up sequence.

⌨	🖱
10. Press [TAB] to underline the desired choice.	10. Point to the desired choice.
11. Press [ENTER].	11. Click the button.
12. Use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	12. Point to the place at which you want to insert the information from the Clipboard, and click.
13. Press [F3] (Edit Menu).	13. Point to `Edit` on the menu bar, and hold down the button.
14. Press [↓] until you highlight `Paste`.	14. Drag the marker until you highlight `Paste`.
15. Press [ENTER].	15. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed file.

Duplicate Information Within The Same File

Use the Copy and Paste options on the Edit Menu to duplicate information on the Clipboard and then insert the information at another place in the same database.

> **Note:** You cannot duplicate information that is part of the form. Only information you have typed in the record.

⌨

1. Use the arrow keys to move the marker to the beginning of the information you want to copy.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the information you want to copy.
3. Press F3 (Edit Menu).
4. Press ↓ until you highlight `Copy`.
5. Press ENTER to place the selected information on the Clipboard.
6. Display the record in which you want to use the information.
7. Use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.
8. Press F3 (Edit Menu).
9. Press ↓ until you highlight `Paste`.
10. Press ENTER.

🖱

1. Point to the beginning of the information you want to copy, and hold down the button.
2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Point to `Edit` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Copy`.
5. Release the button to place the selected information on the Clipboard.
6. Display the record in which you want to use the information.
7. Point to the place at which you want to insert the information from the Clipboard, and click.
8. Point to `Edit` on the menu bar, and hold down the button.
9. Drag the marker until you highlight `Paste`.
10. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed database.

Edit Menu

This menu gives you the means to move, copy, and delete selected information from the screen. First, select the information you want to manipulate, and then display the menu.

File Menu

The File Menu lets you perform functions related to the file as a whole, such as opening a file or exiting Filer.

Find

Use this Records Menu option to find specific records. See "Find Records."

Find Records

The Records Menu's Find option lets you decide which records you want to display, change, or include in a report. When you choose the Find option, the Find Records dialog box appears. This box contains several elements that you can use to set up *queries* when using Filer.

⌨	🖱
1. Press F4 (Records Menu).	1. Point to Records on the menu bar, and hold down the button.
2. Press ↓ until you highlight Find.	2. Drag the marker until you highlight Find.
3. Press ENTER.	3. Release the button.

FIELD **list box:**

This box contains a list of all field labels in the file. When you choose a field, you then define criteria that the information in that field must meet to be included in the records you want displayed.

⌨	🖱
1. Use the arrow keys to highlight the field whose criteria you want to set.	1. Point to the field whose criteria you want to set.

Operators:

The group of buttons in the center of the dialog box lets you determine whether you want the information in your chosen field to be equal to, not equal to, less than or equal to, greater than or equal to, or in between a range of data that you supply in the Value edit field(s). (None removes a field from the Find criteria.) When you deal with alphabetic characters, these buttons imply "alphabetically equal to," "alphabetically less than or equal to," and so on, using alphabetic order.

⌨	🖱
2. Press TAB to move to the Operators section, and then press ↑ until you underline the desired choice.	2. Point to the desired choice.

3. Press the space bar.	3. Click the button.

Value:

The value section lets you specify a standard against which the information in your chosen field will be judged. For instance, you might choose the Label field and specify that you want information in this field to be equal to a specific value. You can then enter a name in this section. The program finds all records with the last name you specified.

⌨	🖱
4. Press [TAB] to move to the `Value` edit field.	4. Point to the `Value` edit field, and click.
5. Type in the information.	5. Type in the information.

> **Note:** If you choose the `In between` operator, you see two edit fields. Type the first value in the first field, press [TAB] (or point and click) to move to the next field, and then type the ending value.

For more information on typing values in the Find Records dialog box, see "Wildcard Characters."

The field label operator selection and value appear in the Find section.

When you finish building the desired queries, you have the following choices:

> `OK` puts the criteria into effect and begins displaying records based on the specified criteria.
>
> `CLEAR` clears the dialog box of the information you set up so that you can begin again. Selecting `CLEAR` and then leaving the dialog box blank displays all the records in a file in no particular order.
>
> `CANCEL` terminates the criteria you established and keeps any criteria that existed when you first displayed this dialog box.

⌨	🖱
6. Press [TAB] to underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

Formats

Your pre-defined file formats appear in the Filer list box. You can use these formats to create specific types of database files. The record format is used to enter information in your files. The report format is designed for your printed reports. See "Choose A Format."

Format A Page Layout

Use the Page Setup option on the File Menu to format your printed reports.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Page Setup`.	2. Drag the marker until you highlight `Page Setup`.
3. Press [ENTER].	3. Release the button.

Format:

This option determines how the text is placed on the page. You can choose from a "portrait" style (up and down) format, the elongated "landscape" (sideways) format, or the "notebook" (two columns per page) format.

⌨	🖱
1. Press [←] and [→] until you underline the desired choice.	1. Point to the button that marks the desired choice.
2. Press the space bar.	2. Click the button.

Left Margin:

This option lets you set the number of blank spaces you want for the left margin.

⌨	🖱
1. Press [TAB] to move the marker to the `Left Margin` setting.	1. Point to the `Left Margin` setting, and click.

2. Type the number of spaces you want to leave as a left margin.

2. Type the number of spaces you want to leave as a left margin.

Printed Line Width:

Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8½ inch paper and a ten character per inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1½ inches (15 spaces) and you want a right margin of one inch (10 spaces), subtract the left and right margin amounts from the total line length (85 − 25 = 60). The resulting total of 60 spaces (or six inches) is the printed line width. (Be sure that the entries for the Left Margin plus the Printed Line Width do not exceed the width of your paper.)

⌨

1. Press [TAB] to move the marker to the `Printed Line Width` setting.
2. Type the total number of characters you want to print on one line.

🖱

1. Point to the `Printed Line Width` setting, and click.
2. Type the total number of characters you want to print on one line.

Total Lines Per Page:

Use this option to enter the total number of lines on one sheet of paper. For example, 8½ x 11 inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch (the standard for most printers).

⌨

1. Press [TAB] to move the marker to the `Total Lines Per Page` setting.
2. Type the total number of lines on one sheet of paper.

🖱

1. Point to the `Total Lines Per Page` setting, and click.
2. Type the total number of lines on one sheet of paper.

Printed Lines Per Page:

Use this option to enter the total number of lines you want to print on one page. For example, if the total lines per page is 66 and you want top and bottom margins of six lines each, subtract the total top and bottom margin from the total lines per page (66 − 12 = 54). The number of printed lines per page is 54.

1. Press TAB to move the marker to the `Printed Lines Per Page` setting.
2. Type the total number of lines you want to print on one page.

1. Point to the `Printed Lines Per Page` setting, and click.
2. Type the total number of lines you want to print on one page.

You can select any or all of the next three options by following the instructions below them.

Pause Between Pages

Select this option if you need to insert a new sheet of paper after each page is printed (if you are not using continuous form paper).

Send Control Sequence

Choose this option if you need to send a control sequence (established using the Printer Accessory) to your printer before printing begins.

1. Press TAB to move the marker to a box next to one of the above options.
2. Press the space bar.

1. Point to one of the boxes next to these options.
2. Click the button.

An "X" appears when you select one of these options. You can remove the X by pressing the space bar again.

You have the following choices:

`OK` accepts all the page setup information.

`CANCEL` terminates the Page Setup option. The existing file remains on the screen.

1. Press TAB until you underline the desired choice.
2. Press ENTER.

1. Point to the desired choice.
2. Click the button.

Move Information To Another Application

To remove information from a field on a record, place the information on the Clipboard, and then use it in another application, follow the instructions below:

Note: You cannot move information that is part of the form, only information you have typed in the record.

The procedure involves these basic steps:

- Placing the information on the Clipboard
- Exiting the Filer application
- Opening another application (except Paint and Music)
- Pasting the Filer information from the Clipboard into the other application

To place the information on the Clipboard:

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to move.	1. Point to the beginning of the information you want to move, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight the information you want to move.	2. Drag the marker until you highlight the information you want to move, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press ENTER.	5. Release the button.

The information is now on the Clipboard, in a format that other applications can use.

To exit Filer:

Follow the instructions in "Exiting Filer" at the beginning of this chapter to leave Filer. When the desktop reappears, the information you moved to the Clipboard is still intact on the Clipboard.

To open the other application:

Follow the instructions in the appropriate chapter of this manual to create or open a file in the application in which you want to use the Filer information.

To paste the Filer Information into the file on the screen:

⌨	🖱
1. Use the arrow keys to move the marker to the location at which you want the Filer information to appear.	1. Point to the location at which you want the Filer information to appear, and click.
2. Press F3 (Edit Menu).	2. Point to `Edit` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Paste`.	3. Drag the marker until you highlight `Paste`.
4. Press ENTER.	4. Release the button.

The Filer information that was on the Clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, aligning, and so on).

Move Information To Another File

Use the Cut and Paste options on the Edit Menu to move information onto the Clipboard and then reinsert the information into another file.

> **Note:** You cannot move information that is part of the form, only information you have typed in the record.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to cut.	1. Point to the beginning of the information you want to cut, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the information you want to cut.	2. Drag the marker until you highlight the information you want to cut, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press ENTER to place the selected information on the Clipboard.	5. Release the button to place the selected information on the Clipboard.
6. Press F2 (File Menu).	6. Point to `File` on the menu bar, and hold down the button.

7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
9. Press [↓] until you highlight the file you want to open.	9. Point to the name of the file you want to open, and click.

You have the following choices:

> `OK` opens the file.
> `CANCEL` terminates the Open option. The existing file remains on the screen.

⌨	🖱
10. Press [TAB] until you underline the desired choice.	10. Point to the desired choice.
11. Press [ENTER].	11. Click the button.
12. Use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	12. Point to the place at which you want to insert the information from the Clipboard, and click.
13. Press [F3] (Edit Menu).	13. Point to `Edit` on the menu bar, and hold down the button.
14. Press [↓] until you highlight `Paste`.	14. Drag the marker until you highlight `Paste`.
15. Press [ENTER].	15. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed file.

Move Information Within the Same File

Use the Cut and Paste options on the Edit Menu to move information onto the Clipboard and then reinsert the information at another place in the same file.

> **Note:** You cannot move information that is part of the form, only information you have typed in the record.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to cut.	1. Point to the beginning of the information you want to cut, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to cut.	2. Drag the marker until you highlight the information you want to cut, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] to until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER] to move the selected information onto the Clipboard.	5. Release the button to move the selected information onto the Clipboard.
6. Display the record in which you want to use the information.	6. Display the record in which you want to use the information.
7. Use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	7. Point to the place at which you want to insert the information from the Clipboard, and click.
8. Press [F3] (Edit Menu).	8. Point to `Edit` on the menu bar, and hold down the button.
9. Press [↓] until you highlight `Paste`.	9. Drag the marker until you highlight `Paste`.
10. Press [ENTER].	10. Release the button.

DeskMate inserts the information on the Clipboard at the marker location in the currently displayed file.

Move The Marker

Most of the time, moving the marker around on the screen is a matter of pressing arrow keys or pointing and clicking. There are, however, other techniques available.

Keyboard

Generally, you can press an arrow key to move the marker one character in the direction indicated on the key. When you are working with information that isn't character-oriented (for example, the buttons in a dialog box), use the TAB key to move forward from field to field or SHIFT TAB to move backward from field to field.

Pointing Device

Position the marker anywhere on the document by pointing to the appropriate location and clicking.

Move To The First Record

You can move to the first record in your file by using the FIRST button.

⌨	🖱
• Press CTRL F.	• Point to the FIRST button at the bottom of the form and click the button.

If the displayed record is the first one in the file, the FIRST and PREV buttons are shadowed so that you cannot use them.

Move to the Last Record

You can move to the last record in your file by using the LAST button.

⌨	🖱
• Press CTRL L.	• Point to the LAST button at the bottom of the form, and click the button.

If the displayed record is the last one in the file, the LAST and NEXT buttons are shadowed so that you cannot use them.

Move to the Next Record

You can move to the next record in your file by using the NEXT button.

⌨	🖱
- Press [CTRL][N].	- Point to the NEXT button at the bottom of the form, and click the button.

If the displayed record is the last one in the file, the NEXT and LAST buttons are shadowed so that you cannot use them.

Move to the Previous Record

You can move to the previous record in your file by using the PREV button.

⌨	🖱
- Press [CTRL][P].	- Point to the PREV button at the bottom of the form, and click the button.

If the displayed record is the first one in the file, the PREV and FIRST buttons are shadowed so that you cannot use them.

Open

Use this File Menu option to open an existing file without returning to the desktop. See "Open An Existing File From Within Filer."

Open An Existing File From Within Filer

Use the Open option on the File Menu when you want to open an existing file without returning to the desktop.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Open`.	2. Drag the marker until you highlight `Open`.
3. Press [ENTER].	3. Release the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
4. Press ↓ until you highlight the file you want to open.	4. Point to the name of the file you want to open, and double click.

You have the following choices:

OK opens the file you specified.

CANCEL terminates the Open option. The existing file remains on the screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The file you requested appears.

Page Setup

This File Menu option lets you choose the format for your printed report. See "Format A Page Layout."

Paste

This option takes information currently on the Clipboard and pastes it into the file at the marker's current position. You can paste the copied information into the same file, another file, or another application's file. When changing information in records, use the option to paste a single field's information. For detailed information, see "Duplicate Information In Another Application," "Duplicate Information In Another File," "Duplicate Information Within The Same File," "Move Information To Another Application," "Move Information To Another File," and "Move Information Within The Same File."

Print (Report Or Form)

Use this File Menu option to print your report on paper, to a file, or on the screen. See "Print A Report Or Form On Paper," "Print A Report Or Form On The Screen," and "Print A Report Or Form To Another File."

Print A Report Or Form On Paper

Use the Print Report or Print Form option on the File Menu and then select the Printer option to print a copy of your report on paper. To see how your file will look on the page before you print it, see "Print A Report Or Form On The Screen."

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Print Report` or `Print Form`.	2. Drag the marker until you highlight `Print Report` or `Print Form`.
3. Press ENTER.	3. Release the button.
4. Press ↑ or ↓ until you underline the `Printer` button.	4. Point to the `Printer` button.
5. Press the space bar.	5. Click the button.

You have the following choices:

`OK` selects the Printer option.

`CANCEL` terminates the print option. The existing record remains on the screen.

⌨	🖱
6. Press TAB until you underline the desired choice.	6. Point to the desired choice.
7. Press ENTER.	7. Click the button.

Your document begins to print, and a message box that contains information about the print operation appears.

Print A Report Or Form On The Screen

Use the Print Report or Print Form option on the File Menu and then select the Screen option to display your file on the screen. You can use this option to see exactly how your file will look on paper (page breaks, margins, and so on).

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.

2. Press [↓] until you highlight `Print Report` or `Print Form`.	2. Drag the marker until you highlight `Print Report` or `Print Form`.
3. Press [ENTER].	3. Release the button.
4. Press [↑] or [↓] until you underline the `Screen` button.	4. Point to the `Screen` button.
5. Press the space bar.	5. Click the button.

You have the following choices:

`OK` selects the Screen option.

`CANCEL` terminates the Print option. The existing record remains on the screen.

⌨	🖱
6. Press [TAB] until you underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

Filer prints the report to the screen. To see additional pages, press [CTRL] [N] (or point to `Next page` on the Print Screen Menu and click).

When you are ready to exit the print screen, press [CTRL] [Q] (or highlight `Quit` on the Print Screen menu and click).

Print A Report or Form To Another File

Use the Print Report or Print Form option on the File Menu to print your entire report or form to another file. You can then use the MS-DOS print command to print this file from an MS-DOS computer that is not running DeskMate. The printer, however, must be the same type as the one you are using with DeskMate.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Print Report` or `Print Form`.	2. Drag the marker until you highlight `Print Report` or `Print Form`.
3. Press [ENTER].	3. Release the button.
4. Press [↑] or [↓] until you underline the `File` button.	4. Point to the `File` button.

5. Press the space bar.	5. Click the button.
6. Press TAB to move the marker to the Filename: prompt.	6. Point to the Filename: prompt, and click.
7. Type a filename of eight characters or fewer.	7. Type a filename of eight characters or fewer.

You have the following choices:

OK selects the File option.

CANCEL terminates the Print option. The existing file remains on the screen.

⌨	🖱
8. Press TAB to underline the desired choice.	8. Point to the desired choice.
9. Press ENTER.	9. Click the button.

The document begins to print to file and a message box containing information about the print operation appears.

DeskMate prints the file to another file.

Quit

Use this File Menu option to leave Filer and return to the Tandy Desktop. See "Exiting Filer" at the beginning of the chapter.

Records Menu

The Records Menu lets you add, delete, find, count, or sort records.

Run

The File Menu's Run option lets you run another DeskMate application or another software package without returning to the desktop. See "Run Another Application."

Run Another Application

To open another application file or run another software package without returning to the desktop, follow these instructions.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Run.	2. Drag the marker until you highlight Run.

3. Press ENTER.	3. Release the button.

A dialog box appears on the screen.

⌨	🖱
4. At the `Program` prompt, type the name of the application you want to run.	4. At the `Program` prompt, type the name of the application you want to run.
5. Press TAB to move to the `Data file` prompt.	5. Point to the `Data file` prompt, and click.
6. (optional) Type the name of the data file you want to use with your chosen application.	6. (optional) Type the name of the data file you want to use with your chosen application.

Note: If you leave the `Data file` prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

The CPU clock speed prompt gives you two choices:

`NORMAL` runs the program at the normal CPU speed. Some software packages require that you run them at normal clock speed to ensure that they operate properly.

`FAST` runs the program at a higher CPU speed. You'll use `FAST` to run the majority of your applications.

⌨	🖱
7. Press TAB until you underline the button for the desired clock speed.	7. Point to the desired clock speed button.
8. Press the space bar.	8. Click the button.

You have the following choices:

`OK` runs the application or software package (and data file, if you specified one).

`CANCEL` terminates the Run option and returns you to the Filer screen.

⌨	🖱
9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

The screen might ask you to insert the diskette containing the application or software package you specified. Do so, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette you were using when you chose the Run option. Do so. You return to the desktop.

Set Up Your Pages

You can choose the format for your printed reports using the Page Setup option on the File Menu. See "Format A Page Layout."

Sort

Use this Records Menu option to decide the order in which records will appear when you display them. See "Sort Your Records."

Sort Your Records

The Records Menu's Sort option enables you to decide the order in which your records appear when you display, change, or print them. When you choose this option, you see the Sort Records dialog box. This box contains several elements that you can change when using Filer.

Note: There is a limit of five fields for sorting order.

⌨	🖱
1. Press [F4] (Records Menu).	1. Point to `Records` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Sort`.	2. Drag the marker until you highlight `Sort`.
3. Press [ENTER].	3. Release the button.

A dialog box appears on the screen to let you assign sorting priorities to the various fields in your record. The FIELD list box contains a list of all field names in the database. The information you enter in these fields then determines the order in which the records will appear when you display them or list them in a report.

⌨	🖱
4. Press [↓] or [↑] until you highlight the field to which you wish to assign the highest priority.	4. Point to the field to which you wish to assign the highest priority, and click.
5. Press [TAB] until you underline the `Add to Sort` button at the bottom of the dialog box.	5. Point to the `Add to Sort` button at the bottom of the dialog box.

6. Press the space bar.	6. Click the button.

The marker returns to the FIELD list box. Repeat Steps 4 through 6 to assign the second, third, fourth, or fifth priorities to other fields. When you finish assigning priorities, you have the following choices:

> CLEAR erases all the priorities you established to let you begin again. Choosing CLEAR and then leaving the priorities blank displays records in random order.
>
> OK puts the sort order into effect and displays the first record in sorted order.
>
> CANCEL terminates the Sort option, restoring the previous Sort priorities you might have established earlier.

7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The first record according to your sort order appears on the screen.

Store A Completed Record

Records you add or change are immediately stored on disk when you display another blank form or use another option.

Wildcard Characters

You can use two *wildcard* characters when typing a value in the Value edit fields on the Find Records dialog box—? and *. Typing `?` tells Filer that you don't care what the character at that position is. Typing `?ank` finds sank, bank, or tank, but not Frank.

Typing • tells Filer that the character at that position and all subsequent characters should match. Typing `a*` would find any word that begins with "a." Typing `*ank` would find any word at all, because the first character is *, meaning that any number of characters of any type should match.

Tips For The Advanced User

As you become more familiar with the Filer application, you can use the suggestions below to help you work faster and more efficiently.

Accelerators:

[CTRL] [A]	Lets you use the Add option without having to access the Records Menu.
[CTRL][D]	Lets you delete a record without having to access the Records Menu.
[CTRL] [DELETE]	Lets you use the Cut option without having to access the Edit Menu.
[CTRL] [INSERT]	Lets you use the Copy option without having to access the Edit Menu.
[INSERT]	Lets you use the Paste option (after data is cut or copied) without having to access the Edit Menu.
[DELETE]	Lets you delete a portion of a record without having to access the Edit Menu.
[ENTER]	Lets you accept a dialog box without tabbing to the OK or SAVE button.
[ESC]	Lets you cancel a dialog box without tabbing to the CANCEL button or restore an edit field on the layout.
[CTRL] [Q]	Lets you exit Filer without having to access the File Menu.

You can accelerate choosing menu options with the keyboard so that you do not have to press [↓] to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Copy option from the Edit Menu, you would press [F3] to “pull down” the menu. You would then press [C] twice. The first time you pressed [C], you would highlight Cut, the first option on the File Menu that begins with the letter C. The second time you pressed [C], you would highlight Copy. (You would then press [ENTER] as usual to choose the highlighted option.)

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 11

MUSIC

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Introduction

The Music application lets you take advantage of the various sounds your computer can produce. Not only can you enter and play back your favorite music, you can even use the application to try your hand at composing.

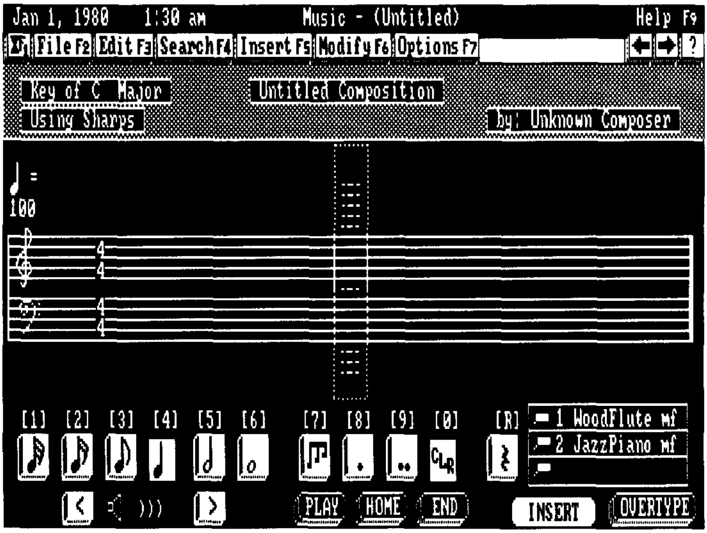
The Music application lets you control many aspects of the music such as the tempo, the key, the number of *voices* (up to three), the instrumental sounds for each voice, and the dynamic levels. After you enter your music, play it. You'll enjoy hearing the music you can create.

Beginning Music

1. At the desktop, press TAB until you highlight MUSIC (the title of the list box).
2. Press ENTER.

1. At the desktop, point to MUSIC (the title of the list box).
2. Double click the button.

After you access the Music application, you see the following screen:


Jan 1, 1980 1:30 am
Music - (Untitled)
Help F9
F1 File F2 Edit F3 Search F4 Insert F5 Modify F6 Options F7
?
Key of C Major
Untitled Composition
Using Sharps
by: Unknown Composer
= 100
4 4
4 4
[1] [2] [3] [4] [5] [6] [7] [8] [9] [0] [R]
CLR
1 WoodFlute mf
2 JazzPiano mf
PLAY HOME END INSERT OVERTYPE

Using Music

The screen is divided into five areas. The first two lines are the standard DeskMate **title bar** and **menu bar.** The title bar gives you the current date and time, the title of the application, and the name of the file currently open. The menu bar displays the names of all the menus available to you while you are working in the Music application.

The **music title area** displays the name of the work and its composer (after you assign them). The name of the current key signature also appears in this area.

The next area on the screen is the **music work area.** This area contains two staves, which together are known as the *grand staff.* You will enter notes on this staff, along with other notations such as score markers and changes in tempo and dynamics. At the beginning of each staff is a clef sign—a treble clef on the top staff and a bass clef on the bottom staff. The default time signature (4/4), which indicates the number of beats in a bar (measure) and which note gets one beat, appears after the clef signs. The default tempo (♩ =100), which indicates the speed of your composition, is displayed above the staff.

The vertical box that appears on the staff is the *editing box*. This box always indicates your location on the staff and the current note value with which you're working. If you are using the keyboard to enter notes, the current note value appears as a blinking note in the box. If you are using a pointing device to enter notes, the current note value appears in the box when you move the marker into the box. As you enter notes, the music scrolls under the box.

At the bottom of the screen is the **control area.** The icons and buttons in this area are divided into the following groups:

Note value icons — These six icons (1 through 6) let you choose the time value for the current note.

Note value modifier icons — These icons (7 through 0) let you modify the length of the current note.

Rest icon — This icon (R) lets you enter a rest equal to the current note value.

Voice/Instrument box — This box displays the three voices you can use with the Music application, the instrument assigned to each voice, and the dynamic level (loudness) of each voice. The buttons on the left of the box let you choose the current voice (the one with which you are going to work).

Volume Indicator — The “speaker” icon at the bottom left of the screen indicates the overall playing volume. You can use the < and > icons to change the volume.

PLAY, HOME, END — These buttons let you play a piece or move to the beginning or end of your piece. If you are using a pointing device, you can point to one of these buttons to select it, or if you are using the keyboard, you can enter a key sequence to select the button.

INSERT, OVERTYPE — These two buttons indicate the current mode for entering notes and other notations on the staff. If you are using a pointing device, you can point to one of these buttons to select it, or if you are using the keyboard, you can enter a key sequence to select the mode.

To enter notes on the staff, first choose a note value. The note in the editing box indicates the current note value. If the current value is not what you want, either press a number (1 through 6), or point to the appropriate icon and click. The note in the editing box changes to the new note value.

You can insert a note onto the staff in one of three ways:

- Press the letter that corresponds to the letter name of the note (A through G). The note is inserted in the current octave, which is indicated by the octave indicator (a pair of solid, parallel lines outlining the editing box).
- Press ↓ or ↑ to move the note in the editing box up or down until you position it on the correct line or space. Press the space bar to insert the note onto the staff. (If your pointing device is installed, you cannot use the arrow keys to move the note up and down.)
- Point to the correct line or space on the staff, using the pointing device, and click the button.

After you enter a “composition,” you can use the options on the various menus to make changes or add variety and interest to your music. You might use the Accessory Menu’s Color option to change the color of your voices. The Edit Menu lets you erase your music, move or copy sections of it, or even “undo” your last changes. The Search Menu lets you move directly to a specific bar number or score marker.

You can change the musical notations in your music by using the Insert Menu. You can change such notations as the tempo, key signature, and time signature. You can also use this menu to insert bar lines and score markers or change the instrumental sound or volume for a specific voice. The Modify Menu lets you add such things as ties/slurs or repeat marks. You can even use this menu to transpose your music. The Options Menu lets you *toggle* between certain options, such as Sound On or Sound Off and Use Flats or Use Sharps.

When you are ready to play your composition, press HOME CTRL P, or point to the HOME button at the bottom of the screen and click and then point to the PLAY button and click.

Exiting Music

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Quit.	2. Drag the marker until you highlight Quit.
3. Press ENTER.	3. Release the button.

If you have made changes to the file, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

YES saves the file with the changes you made.

NO returns to the desktop without saving the changes.

CANCEL terminates the Quit option. The existing file remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If you have not yet saved your file using a filename, the prompt, Save as:, appears. Continue with Step 6. If you have saved your file using a filename, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Quit option. The existing file remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The program returns to the desktop.

Tasks And Topics

Adjust Bar Lines

Use this Modify Menu option to automatically insert bar lines. See "Automatically Insert Bar Lines."

Alternate Ending

Use this option on the Insert Menu to insert another ending into a section of music that is repeated. See "Insert An Alternate Ending."

Automatically Insert Bar Lines

Use the Adjust Bar Lines option on the Modify Menu to automatically insert bar lines.

⌨	🖱
1. Use the arrow keys to position the editing box at the point at which you want to begin automatically inserting bar lines.	1. Point to the beginning of the section in which you want to automatically insert bar lines, and hold down the button.
2. Press `SHIFT` and the appropriate arrow keys to highlight the section in which you want to automatically insert the bar lines.	2. Drag the marker to highlight the section in which you want to automatically insert the bar lines, and release the button.
3. Press `F6` (Modify Menu).	3. Point to `Modify` on the menu bar, and hold down the button.
4. Press `↓` until you highlight `Adjust Bar Lines`.	4. Drag the marker until you highlight `Adjust Bar Lines`.
5. Press `ENTER`.	5. Release the button.

The program deletes the current bar lines (if any) in the highlighted section and inserts bar lines to divide the music into measures based on the current time signature. If the program cannot divide the notes evenly into bars, the new bar lines are in a different color.

Bar Line

Bar lines divide music into bars (measures). After you enter the correct number of beats in a measure, you can insert the bar line by pressing CTRL B. (This option also appears on the Insert Menu. You can insert the bar line by accessing the menu.) After you insert the bar line, the number of the bar appears above the line.

You can also use the Adjust Bar Lines option on the Modify Menu to automatically insert bar lines into a selected section of your music. See "Automatically Insert Bar Lines."

The Bar Line option on the Search Menu lets you search for and display a specific bar. See "Find A Bar."

Cancel A Dotted Note

To cancel a dot (or double dot) that you added to the value of the note in the editing box, use the CLR icon.

- Press 0 (CLR).

- Point to the CLR icon, and click.

The dot or double dot disappears from the blinking note in the editing box.

You can also cancel a dotted note by choosing the triplet modifier (7) or the other dotted note icon.

Cancel A Triplet

To cancel a triplet modifier added to the note in the editing box, use the CLR icon.

- Press 0 (CLR).

- Point to the CLR icon, and click.

The 3 disappears from the note in the editing box.

You can also cancel a triplet by choosing the dot or double dot modifier (8, 9).

Cancel Your Last Editing Operation

Use the Undo option on the Edit Menu to cancel your last editing operation.

⌨

1. Press [F3] (Edit Menu).
2. Press [↓] until you highlight Undo.
3. Press [ENTER].

🖱

1. Point to Edit on the menu bar, and hold down the button.
2. Drag the marker until you highlight Undo.
3. Release the button.

The program cancels your last editing change and restores your composition to its previous state.

Change A Voice

The Music application lets you enter music in three voices (three simultaneous lines of music). You can work with only one voice at a time.

The voice/instrument box on the right side of the screen displays the three voices. The button for the current voice is pressed, and the editing box appears in the same color as the current voice. To change the current voice, follow the steps below. For more information, see "Voices."

⌨

1. Press [TAB] to move the marker to the voice/instrument box, and press [↓] or [↑] until you underline the desired choice.
2. Press the space bar.
3. Press [SHIFT][TAB] to return the marker to the editing box.

🖱

1. Point to the desired choice in the voice/instrument box.
2. Click the button.
3. Point to the editing box, and click.

The editing box changes to the color of the new voice. All notes you enter in this new voice appear on the staff in this color. This helps you distinguish one voice from another.

Change An Instrument

The voice/instrument box near the bottom right of the screen displays the instruments currently assigned to each voice. You can change the instrument by using the Instrument option on the Insert Menu.

⌨

1. Use the arrow keys to position the editing box at the point at which you want to make an instrument change.

🖱

1. Point to the place at which you want to make an instrument change, and click.

2. Press [F5] (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Instrument`.	3. Drag the marker until you highlight `Instrument`.
4. Press [ENTER].	4. Release the button.

A dialog box appears. The box contains a list of five instruments from which you can choose.

⌨	🖱
5. Press [↓] until you underline the desired choice.	5. Point to the desired choice.
6. Press the space bar.	6. Click the button.

You have the following choices:

`OK` inserts the instrument change into the music.

`CANCEL` terminates the Instrument option. The existing file remains unchanged.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

The number of the new instrument appears on the staff in the current voice color. The name of the new instrument and its number are displayed in the voice/instrument box.

Change Note Values

The note in the edit box indicates the current note value. The default is a quarter note (♩). You can change the current note value, using the icons at the bottom of the screen.

⌨	🖱
• Press the number of the desired note value ([1] through [6]).	• Point to the icon that represents the desired note value, and click.

The note in the editing box changes to reflect the new value.

You can also use the triplet, dot, and double dot icons to change the current note value. See "Insert A Dotted Note" and "Insert A Triplet."

Change Octaves

The solid parallel lines that are part of the outline of the editing box are the octave indicator. This indicator always appears in the color of the staff and indicates the current octave.

If you are entering notes from the keyboard by pressing the letter name, be sure that the octave indicator is positioned correctly so that the notes you enter will appear in the correct octave on the staff.

If you are using the arrow keys or a pointing device to position the note, you do not need to move the octave indicator. Simply position the note on the correct line or space and insert it. The octave indicator moves automatically when you move the marker to another octave.

To manually move the octave indicator, press [ALT][↓] or [ALT][↑].

The note in the editing box moves with the octave indicator.

Change Repeat

This option on the Modify Menu lets you change the number of times you repeat a section of music. See "Change The Number Of Times A Section Repeats."

Change The Accidental

You can insert individual accidentals (sharps, flats, or naturals) anywhere in your music, using a special key command. (See "Insert An Accidental.") Whether you sharpen or flatten a note depends on how you set an option on the Options Menu. The current setting (`Using Sharps` or `Using Flats`) is displayed in the music title area under the name of the key. You can change this setting by following these steps:

⌨	🖱
1. Press [F7] (Options Menu).	1. Point to `Options` on the menu bar, and hold down the button.
2. Press [↓] until you highlight either `Use Sharps` or `Use Flats`.	2. Drag the marker until you highlight either `Use Sharps` or `Use Flats`.
3. Press [ENTER].	3. Release the button.

The indication in the music title area changes. When you follow the instructions in "Insert An Accidental," the program inserts the appropriate accidentals into your music.

Change The Color Of The Voices

You can change the color of the voices by changing the screen colors. Use the Color option on the Accessories Menu. For more information about this option, see "The Color Accessory" in the "Accessories" chapter.

Change The Dynamic Level

You can change the *dynamic level* (volume) of the music at any time by changing the dynamic level for each voice separately. The voice/instrument box displays the current dynamic level for each voice. (The default is mf.) When you want to change a dynamic level, use the Volume option on the Insert Menu.

⌨	🖱
1. Use the arrow keys to move the editing box to the place at which you want to change the dynamic level.	1. Point to the place at which you want to change the dynamic level, and click.
2. Press [F5] (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Volume`.	3. Drag the marker until you highlight `Volume`.
4. Press [ENTER].	4. Release the button.

A dialog box appears. The box contains a list of the various dynamic levels you can use, from very soft (pp) to very loud (ff).

⌨	🖱
5. Press [↓] until you underline the desired choice.	5. Point to the desired choice.
6. Press the space bar.	6. Click the button.

You have the following choices:

`OK` inserts the underlined option into the music.

`CANCEL` terminates the Volume option. The existing composition remains unchanged.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.

8. Press [ENTER].	8. Click the button.

The new dynamic level appears on the staff in the color of the current voice. The indication in the voice/instrument box also changes. If you want to change the dynamic level for another voice, change voices and repeat the procedure.

Change The Key Signature

The name of the current key signature appears on the left of the screen in the music title area. Any sharps or flats in that key signature are displayed near the beginning of each staff.

You can change the key signature at the beginning or at any other place in your composition by using the Key Signature option on the Insert Menu.

⌨	🖱
1. Use the arrow keys to move the editing box to the place at which you want to change the key signature.	1. Point to the place at which you want to change the key signature, and click.
2. Press [F5] (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Key Signature`.	3. Drag the marker until you highlight `Key Signature`.
4. Press [ENTER].	4. Release the button.

A dialog box appears. The box contains two buttons at the top that let you choose either major or minor. The key signatures listed under these buttons change based on your choice.

⌨	🖱
5. Press [←] or [→] until you underline `Major` or `Minor`.	5. Point to either `Major` or `Minor`.
6. Press the space bar.	6. Click the button.
7. Use the arrow keys to underline the desired key signature.	7. Point to the desired key signature.
8. Press the space bar.	8. Click the button.

You have the following choices:

`OK` inserts the new key signature at the appropriate place in the music.

`CANCEL` terminates the Key Signature option. The file remains unchanged.

⌨	🖱
9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

The selected key signature name appears in the music title area, and the program displays the appropriate sharps or flats on the staves. (If the new key signature is C major or A minor, the program displays naturals to cancel the previous key signature.)

See "Hints and Shortcuts" for a list of the various key signatures and the accidentals they contain.

Change The Number Of Times A Section Repeats

Once you have entered a repeated section in your piece ("Repeat a Section of Music"), you can change the number of times the section repeats by using the Change Repeat option on the Modify Menu.

⌨	🖱
1. Use the arrow keys to position the editing box on the repeat bar (‖:) at the beginning of the section you want to repeat.	1. Point to the repeat bar (‖:) at the beginning of the section you want to repeat, and hold down the button.
2. Press SHIFT → to highlight the repeat bar (‖:).	2. Drag the marker to highlight the repeat bar (‖:), and release the button.
3. Press F6 (Modify Menu).	3. Point to `Modify` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Change Repeat`.	4. Drag the marker until you highlight `Change Repeat`.
5. Press ENTER.	5. Release the button.

A dialog box appears. This box indicates the number of times the selected section currently repeats.

⌨	🖱
6. Type the number of times you want the section to repeat.	6. Type the number of times you want the section to repeat.

You have the following choices:

`OK` inserts the new number of repeats.

`CANCEL` terminates the Change Repeat option. The file remains unchanged.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The number above the repeat bar changes to reflect the new number of repeats.

Change The Overall Volume

You can change the overall playback volume using the volume indicator at the bottom left of the screen.

⌨	🖱
• Press < or >.	• Point to either the ‹ or › icon, and click.

"Sound waves" appear or disappear to indicate the volume level. The maximum number of sound waves is five.

Change The Tempo

The current *tempo* (speed) of a composition is displayed above the staff on the left of the screen. (The default is ♩ = 100). You can change this setting at any place in your composition by using the Tempo option on the Insert Menu.

⌨	🖱
1. Use the arrow keys to move the editing box to the place at which you want to change the tempo of your music.	1. Point to the place at which you want to change the tempo of your music, and click.

2. Press [F5] (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Tempo`.	3. Drag the marker until you highlight `Tempo`.
4. Press [ENTER].	4. Release the button.

A dialog box appears. The box contains a list of note values you can use as the basic beat for your tempo and a field in which you can enter the number of beats per minute.

⌨	🖱
5. Press [↓] or [↑] to underline the desired choice.	5. Point to the desired button.
6. Press the space bar.	6. Click the button.
7. Press [TAB] to move the marker to the setting box.	7. Point to the setting box, and click.
8. Type the new tempo setting.	8. Type the new tempo setting.

You have the following choices:

`OK` accepts the new setting and inserts it into the music.

`CANCEL` terminates the Tempo option. The file remains unchanged.

⌨	🖱
9. Press [TAB] until you underline the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

The program inserts the new tempo marking at the indicated position.

There are certain tempo limitations for each note value. If you set a tempo out of the range for the note value you specified, a message box appears giving you the correct range.

Change The Time Signature

The current time signature appears near the beginning of each staff. The default is 4/4. You can change the time signature at any place in your composition by using the Time Signature option on the Insert Menu.

⌨	🖱
1. Use the arrow keys to move the editing box to the place at which you want to change the time signature.	1. Point to the place at which you want to change the time signature, and click.
2. Press F5 (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Time Signature`.	3. Drag the marker until you highlight `Time Signature`.
4. Press ENTER.	4. Release the button.

A dialog box appears. The box contains two fields so that you can enter both numbers of the time signature. Some example time signatures are 3/4, 4/4, and 6/8. (The top number must be in the range 2 to 32, and the bottom number must be 2, 4, 8, 16, or 32.)

⌨	🖱
5. Type the top number of the time signature.	5. Type the top number of the time signature.
6. Press TAB to move the marker to the lower box.	6. Point to the lower box, and click.
7. Type the bottom number of the time signature.	7. Type the bottom number of the time signature.

You have the following choices:

`OK` inserts the new time signature into the music.

`CANCEL` terminates the Time Signature option. The file remains unchanged.

⌨	🖱
8. Press TAB to underline the desired choice.	8. Point to the desired choice.
9. Press ENTER.	9. Click the button.

The program inserts the new time signature.

Clear

Use this Edit Menu option to delete a group of notes from the current voice. The deleted notes do not move to the Clipboard but are completely erased from the file. See "Delete Music." This option does not, however, delete other musical notations, such as changes in the tempo or key signatures. You must delete these notations separately.

Clipboard

Use this Accessory Menu option to see if music is currently stored on the Clipboard. You can move music to and from the Clipboard by using the Edit Menu's Cut (or Copy) and Paste commands. See "Move Music To Another File," "Move Music Within The Same File," "Duplicate Music In Another File," and "Duplicate Music Within The Same File."

Composer

Use the Composer option on the Options Menu to insert the composer's name, which will appear in the music title area. See "Name The Composer."

Copy

Use this Edit Menu option to duplicate selected notes in the current voice on the Clipboard. Then, use the Paste option to insert these notes at another place within the same file or in another file. See "Duplicate Music In Another File" and "Duplicate Music Within The Same File."

Copy Files

To copy a file into your current directory or another directory, select Copy from the File Menu on the Tandy Desktop. See the "Desktop" chapter.

Correct An Error

You can quickly delete any notations on the staves—notes, indications of instrument or voice changes, dynamic markings, and so on—by using BACKSPACE or DELETE. (If you delete a note, instrument change, or volume change, you delete it only in the current voice.)

Use the BACKSPACE key to delete a notation to the left of the editing box. The music on the staff moves together to fill the deleted space.

Use the DELETE key to delete the notation currently displayed in the editing box. The music on the staff moves together to fill the deleted space.

You can also use the Edit Menu's Clear option to delete a section of music. See "Delete Music."

The Undo option cancels your last editing change.

Create A New File From Within A File

Use the File Menu's New option when you want to create a file without returning to the desktop.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight New.	2. Drag the marker until you highlight New.
3. Press ENTER.	3. Release the button.

If you made changes to the file, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

YES saves the file with the changes you made and creates a new file.

NO creates a new file without saving changes to the existing file.

CANCEL terminates the New option. The existing file remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the file on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If the file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the New option. The existing file remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

A new, untitled file appears. (Some of the settings used with the previous file, such as the note length and the overall volume, remain in effect.)

Cut

Use this Edit Menu option to remove selected notes in the current voice from the file and place them on the Clipboard. Then, use the Paste option to insert these notes at another place within the same file or in another file. See "Move Music To Another File" and "Move Music Within The Same File."

Delete Files

To delete a file or files from Personal DeskMate, select the file(s) from an application's list box on the Tandy Desktop. Then, choose the Delete option from the desktop's File Menu. See the "Desktop" chapter.

Delete Music

You can delete a single note or notation on the staff, using the BACKSPACE or DELETE key. However, to delete a selected group of notes in the current voice, follow the instructions below:

⌨	🖱
1. Use the arrow keys to move the editing box to the beginning of the section you want to delete.	1. Point to the beginning of the section you want to delete, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight the section you want to delete.	2. Drag the marker until you highlight the section you want to delete, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Clear`.	4. Drag the marker until you highlight `Clear`.

5. Press ENTER.	5. Release the button.

The selected notes disappear from the screen and are no longer part of your file. (You can use the Undo option if you deleted something you did not want to delete.)

Display A Single Voice

You can use the Display Single Voice option on the Options Menu to temporarily display only the notes in the current voice.

⌨	🖱
1. Press F7 (Options Menu).	1. Point to `Options` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Display Single Voice`.	2. Drag the marker until you highlight `Display Single Voice`.
3. Press ENTER.	3. Release the button.

All notes disappear except those in the current voice. See "Display All Voices" for information on how to restore all the notes.

Display All Voices

You can use this option on the Options Menu to restore all voices to the screen after displaying only the current voice.

⌨	🖱
1. Press F7 (Options Menu).	1. Point to `Options` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Display All Voices`.	2. Drag the marker until you highlight `Display All Voices`.
3. Press ENTER.	3. Release the button.

The program redisplays the notes for all the voices.

Duplicate Music In Another File

Use the Copy and Paste options on the Edit Menu to duplicate music onto the Clipboard and then reinsert the music into another music file. The Copy option affects only the current voice.

⌨	🖱
1. Use the arrow keys to move the editing box to the beginning of the music you want to copy.	1. Point to the beginning of the music you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the music you want to copy.	2. Drag the marker until you highlight the music you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press [ENTER] to place the selected music on the Clipboard.	5. Release the button to place the selected music on the Clipboard.
6. Press [F2] (File Menu).	6. Point to `File` on the menu bar, and hold down the button.
7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 9. If you have not changed the file, skip Steps 9 through 10.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` opens a new file without saving changes to the existing file.

`CANCEL` terminates the Open option. The existing file remains on the screen.

⌨	🖱
9. Press [TAB] until you underline the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
11. Press ↓ until you highlight the file you want to open.	11. Point to the name of the file you want to open, and click.

You have the following choices:

OK opens the file.

CANCEL terminates the Open option. The existing file remains on the screen.

⌨	🖱
12. Press TAB until you underline the desired choice.	12. Point to the desired choice.
13. Press ENTER.	13. Click the button.
14. Use the arrow keys to move the editing box to the place at which you want to insert the music from the Clipboard.	14. Point to the place at which you want to insert the music from the Clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to Edit on the menu bar, and hold down the button.
16. Press ↓ until you highlight Paste.	16. Drag the marker until you highlight Paste.
17. Press ENTER.	17. Release the button.

DeskMate inserts the music on the Clipboard into the currently displayed file at the marker location.

Duplicate Music Within The Same File

Use the Copy and Paste options on the Edit Menu to duplicate music onto the Clipboard and then insert the music at another place in the same file. The Copy option affects only the notes in the current voice.

⌨	🖱
1. Use the arrow keys to move the editing box to the beginning of the music you want to copy.	1. Point to the beginning of the music you want to copy, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the music you want to copy.	2. Drag the marker until you highlight the music you want to copy, and release the button.
3. Press F3 (Edit Menu).	3. Point to Edit on the menu bar, and hold down the button.

4. Press ↓ until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press ENTER to place the selected music on the Clipboard.	5. Release the button to place the selected music on the Clipboard.
6. Use the arrow keys to move the editing box to the place at which you want to insert the music from the Clipboard.	6. Point to the place at which you want to insert the music from the Clipboard, and click.
7. Press F3 (Edit Menu).	7. Point to `Edit` on the menu bar, and hold down the button.
8. Press ↓ until you highlight `Paste`.	8. Drag the marker until you highlight `Paste`.
9. Press ENTER.	9. Release the button.

DeskMate inserts the music on the Clipboard into the currently displayed file at the marker location.

Edit Menu

The Edit Menu lists options that let you select, move, and duplicate sections of music.

Editing Box

The editing box serves as your marker on the staff. If you are using the keyboard, the box contains a blinking note that indicates the current note value. If you are using a pointing device, a non-blinking note appears when you move the marker into the box.

The box is outlined with dotted lines in the color of the current voice. The solid vertical lines, which always appear in the color of the staff, are the octave indicator. This indicator shows you in which octave notes you enter from the keyboard will appear. The horizontal dotted lines between the staves and above the staff are ledger lines. Use these lines and spaces to enter notes that do not fall directly on the staff.

As you enter notes, the music scrolls through the editing box. To position the editing box at a specific place, press → or ← (or use the options on the Search Menu). For more information, see "Change Octaves," "Enter Notes," and "Move The Editing Box."

End

You can use the [END] key on your keyboard or the END button on the screen to move quickly to the end of the composition. See "Move To The End Of A Composition."

End Session

When you finish working with a file, you can either quit the file and return to the desktop, open another Music file, or run another application without returning to the desktop. See "Exiting Music" at the beginning of this chapter and "Run Another Application."

Enter Notes

You can enter notes in any of three ways:

Using the Keyboard

- Press the letter corresponding to the name of the note (A through G). The program inserts the note (using the current note value) into the octave currently shown by the octave indicator. (See "Hints and Shortcuts" at the end of this chapter for the names of all the lines and spaces on the staff. See "Change Octaves" for information on changing the location of the octave indicator.) You can use the keyboard regardless of whether or not a pointing device is installed.

  or

- Press [↑] or [↓] to move the blinking note to the desired place on the staff. Then, press the space bar to insert the note (using the current note value). If you want to repeat the note, simply press the space bar again. (You cannot use the arrow keys to move the note up and down on the staff if the pointing device is installed.)

Using a Pointing Device

- When you move the marker into the editing box, the marker changes to the current note value. Point to the desired place on the staff, and click the button. The program inserts the note at the specified place (using the current note value).

For related topics, see "Change Note Values," "Insert A Dotted Note," "Insert A Rest," "Insert A Triplet," and "Insert An Accidental."

Exit Music

When you finish using the Music application, you can either quit Music and return to the desktop or run another application without returning to the desktop. See "Exiting Music" at the beginning of this chapter or "Run Another Application."

File Menu

The File Menu provides options that affect your currently displayed file, such as Save, Open, and Quit.

Find A Bar

You can divide your music into *bars* (measures) by either using the Bar Line option on the Insert Menu or pressing CTRL B. After you enter the correct number of beats in a measure, insert a bar line. The number of the bar appears directly above the bar line.

The Bar Line option on the Search Menu lets you quickly find a specific bar and move the editing box to it.

⌨

1. Press F4 (Search Menu).
2. Press ↓ until you highlight `Bar Line`.
3. Press ENTER.

🖱

1. Point to `Search` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Bar Line`.
3. Release the button.

A dialog box appears.

⌨

4. Type the number of the bar you want to find.

🖱

4. Type the number of the bar you want to find.

You have the following choices:

`OK` finds the bar number you indicated.

`CANCEL` terminates the Bar Line option. The file remains unchanged.

⌨

5. Press TAB until you underline the desired choice.

🖱

5. Point to the desired choice.

6. Press [ENTER].	6. Click the button.

The editing box moves to the beginning of the specified bar.

Find A Score Marker

Once you enter score markers into your composition, you can use the Search Menu to quickly locate them. See "Insert a Score Marker" for information on entering the markers.

⌨	🖱
1. Press [F4] (Search Menu).	1. Point to `Search` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Score Marker`.	2. Drag the marker until you highlight `Score Marker`.
3. Press [ENTER].	3. Release the button.

A dialog box appears.

⌨	🖱
4. Type the letter of the score marker you want to find (A through Z).	4. Type the letter of the score marker you want to find (A through Z).

You have the following choices:

`OK` finds the indicated score marker.

`CANCEL` terminates the Score Marker option. The file remains unchanged.

⌨	🖱
5. Press [TAB] until you underline the desired choice.	5. Point to the desired choice.
6. Press [ENTER].	6. Click the button.

The editing box moves to the score marker.

Find An Instrument Change

You can change the instrument assigned to a voice at any place in your music. (See "Change An Instrument.") To find an instrument change in the current voice, use the Search Menu.

⌨

1. Press [F4] (Search Menu).
2. Press [↓] until you highlight `Instrument Change`.
3. Press [ENTER].

🖱

1. Point to `Search` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Instrument Change`.
3. Release the button.

The editing box moves to the next instrument change in the current voice.

Highlight Music

Before you can perform certain procedures on a section of your composition (such as copy or clear), you must select (highlight) the specific section. Although selecting a section of music highlights the entire staff, the option you choose affects only the current voice.

The following table shows the keyboard commands you can use for highlighting:

Key Sequence:	Highlights the:
[SHIFT][→]	Notation in the editing box and moves the editing box to the right.
[SHIFT][←]	Notation immediately preceding the editing box and moves the editing box to the left.
[F10][←]	Music in the bar to the left of the editing box.
[F10][→]	Music in the current bar, from the editing box to the end of the bar.
[SHIFT][PGUP]	Music to the left of the editing box and moves the editing box to the previous screen of music.
[SHIFT][PGDN]	Music to the right of the editing box and moves the editing box to the next screen of music.
[SHIFT][END] or [F10][END]	Music between the editing box and the end of the composition, and moves the editing box to the end of the composition.
[SHIFT][HOME] or [F10][HOME]	Music between the beginning of the composition and the editing box, and moves the editing box to the beginning of the composition.
Select All option (Edit Menu)	Entire composition.

To highlight music using a pointing device, simply position the pointing device at the beginning of the section you want to highlight, press and hold the button, and drag the marker. Release the button to stop highlighting.

To remove highlighting, press [ESC].

Home

You can use the [HOME] key on your keyboard or the HOME button on the screen to quickly move to the beginning of the composition. See "Move To The Beginning Of A Composition."

Insert A Bar Line

Bar lines divide your music into bars (measures). After you enter the correct number of beats in a measure, press [CTRL][B] to insert a bar line. (The Bar Line option appears on the Insert Menu, and you can also insert the bar line by accessing this option on the menu.) Be sure the editing box is located at the beginning of a note in each voice.

You can also use the Adjust Bar Lines option on the Modify Menu to automatically insert bar lines into a selected section of music using the current time signature.

> **Note:** You might notice as you are editing your composition that the bar lines and any other musical notations that affect all the voices (such as tempo changes) have changed to the color of the second voice. This indicates that you have added or deleted notes in one of the voices in such a way that the notation now falls in the middle of a note. Simply add or delete notes or rests until the notation returns to the color of the first voice.

Insert A Dotted Note

You can use dots or double dots to increase the length of a note or rest. If you dot a note, its length increases by 1/2. If you double dot a note, its length increases by 3/4.

> **Note:** You cannot double dot sixteenth notes, and you cannot dot or double dot thirty-second notes. When you choose a sixteenth or thirty-second note, the appropriate dot icons are shadowed. When you choose one of the dot icons, the appropriate note icons are shadowed.

⌨	🖱
1. Choose a value for the current note by pressing a number from [2] through [6].	1. Choose a value for the current note by pointing to an icon ([2] through [6]) and clicking.
2. Press either [8] or [9] (dot or double dot).	2. Point to either the dot ([8]) or double dot ([9]) icon, and click.

The dot or double dot appears with the current note in the editing box.

⌨	🖱
3. Insert the note.	3. Insert the note.

The note and the dot(s) appear on the staff, and each note you enter will be dotted until you cancel the dot. See "Cancel A Dotted Note" for instructions on removing the dot.

Insert A Rest

You can insert rests into your music by using the icons at the bottom of the screen.

⌨	🖱
1. Choose a value for the rest by pressing a number from [1] through [6].	1. Choose a value for the rest by pointing to an icon ([1] through [6]) and clicking.

Notice that the rest icon ([R]) displays the rest for the current note value. This will help you if you don't know the names of the rests. You can simply choose different note values until you see the rest you want to use.

⌨	🖱
2. Press [R].	2. Point to the rest icon, and click.

The program inserts the specified rest into the current voice at the editing box location.

You can also use the dot, double dot, and triplet modifiers to lengthen the value of a rest. See "Insert A Dotted Note."

Insert A Score Marker

Use the Score Marker option on the Insert Menu to insert markers to aid you in quickly finding specific places in your composition. (See "Find A Score Marker.")

⌨	🖱
1. Use the arrow keys to move the editing box to the place at which you want to insert a marker.	1. Point to the place at which you want to insert a marker, and click.
2. Press [F5] (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Score Marker`.	3. Drag the marker until you highlight `Score Marker`.
4. Press [ENTER].	4. Release the button.

A dialog box appears.

⌨	🖱
5. Type a letter (A through Z) to identify the marker.	5. Type a letter (A through Z) to identify the marker.

You have the following choices:

`OK` inserts the marker you specified.

`CANCEL` terminates the Score Marker option. The file remains unchanged.

⌨	🖱
6. Press [TAB] until you underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

The letter you specified appears to the left of the editing box location above the staff.

If you specify a marker that already exists, a message box appears asking if you want to move the marker. If you choose `OK`, the program moves the marker. If you choose `CANCEL`, the message box (and the dialog box) disappears. You can then choose another marker.

Insert A Tie/Slur

You can insert a tie (or slur) (‿) into your composition. If you use this notation on two (or more) notes that are the same pitch, the program "ties" them together and creates one note that sounds for the combined value of all the notes. If you use this notation on two or more notes of different pitches, the program "slurs" the notes together so that they sound without a break between them.

1. Use the arrow keys to move the editing box to the beginning of the section you want to tie/slur.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight the notes you want to tie/slur.
3. Press [F6] (Modify Menu).
4. Press [↓] until you highlight `Tie/Slur`.
5. Press [ENTER].

1. Point to the beginning of the section you want to tie/slur, and click.
2. Drag the marker until you highlight the notes you want to tie/slur.
3. Point to `Modify` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Tie/Slur`.
5. Release the button.

The program inserts a horizontal line under these notes at the bottom of the staff. This line is the same color as the notes you tied/slurred together. For information on removing the tie/slur, see "Remove A Tie/Slur."

Insert A Triplet

You can use the triplet icon at the bottom of the screen to insert a triplet. A triplet figure is a three-note pattern the duration of which is equal to the note value of two-thirds of the triplet. For example, an eighth-note triplet (♪♪♪) has the same duration as two eighth notes (♫).

1. Choose a value for the current note by pressing a number from [1] through [6].
2. Press [7].

1. Choose a value for the current note by pointing to an icon ([1] through [6]) and clicking.
2. Point to the triplet (♪♪♪) icon, and click.

A `3` appears under the note in the editing box. When you insert the note, a `3` remains on the staff under the note to indicate that it is one note in the triplet figure. Be sure to enter the other two notes of the triplet before you cancel the triplet modifier.

Insert An Accidental

Accidentals (sharps, flats, and naturals) are musical notations that let you alter the pitch of a note. Use the sharp notation (#) to raise the pitch of a note by one-half tone. Use the flat notation (b) to lower the pitch of a note by one-half tone. The program inserts a natural (♮) if you enter an accidental on a note that is already sharped or flatted by the key signature.

Although your key signature probably has some sharps or flats, you might need to alter individual notes within your composition. You can set the program so that accidentals you enter either sharp or flat the current note. The current setting appears directly under the name of the key signature in the music title area. Be sure that this option is set correctly before you insert an accidental. See "Change The Accidental" for instructions on changing this option.

1. Choose the note value for the note you want to alter by pressing a number from 1 through 6.
2. If you are entering notes by pressing the letter name, press SHIFT and the appropriate letter.

   or

   If you are using the arrow keys to position the note on the staff, position the note and press SHIFT and the space bar.

1. Choose the note value for the note you want to alter by pointing to an icon (1 through 6) and clicking.
2. Point to the place on the staff at which you want to insert the note, and hold down SHIFT while you click the button.

The note appears on the staff with either a sharp, flat, or natural (if a sharped or flatted note in the key signature is affected) in front of it. The accidental affects the current note and voice only. Each time you want to enter an accidental, you must follow this procedure.

Insert An Alternate Ending

Use the Alternate Ending option on the Insert Menu to insert different endings into a repeated section.

⌨	🖱
1. Use the arrow keys to move the editing box to the point at which you want to insert the notes for the current voice.	1. Point to the place at which you want to insert the notes for the current voice.

Note: An alternate ending must be within a repeated section.

⌨	🖱
2. Press F5 (Insert Menu).	2. Point to `Insert` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Alternate Ending.`	3. Drag the marker until you highlight `Alternate Ending.`

Note: If you are not at a valid entry point for an alternate ending, the option is shadowed on the menu.

⌨	🖱
4. Press ENTER.	4. Release the button.

A dialog box appears so that you can enter the number of the alternate ending. The next consecutive number is displayed at the prompt.

⌨	🖱
5. Type the number you want to use for the ending.	5. Type the number you want to use for the ending.

You have the following choices:

`OK` inserts the new alternate ending number into the music.

`CANCEL` terminates the Alternate Ending option. The file remains unchanged.

⌨	🖱
6. Press TAB until you underline the desired choice.	6. Point to the desired choice.
7. Press ENTER.	7. Click the button.

The program inserts the number at the editing box location.

⌨	🖱
8. Enter the notes.	8. Enter the notes.

You can have a maximum of ten alternate endings, but the number of alternate endings and the number of times a section repeats must be the same. When you play your composition, the program plays each alternate ending in turn, always skipping over other endings and returning to the beginning of the repeated section.

Insert Menu

The Insert Menu includes options that let you add or change musical notations in your composition, such as the key signature, the tempo, and so on.

Insert Mode

When you are in Insert mode, the INSERT button on the lower right of the screen is pressed. Insert mode is the default setting when you begin the Music application. In Insert mode, you can insert a note or musical notation into a composition without deleting anything on the staves. Simply position the editing box immediately to the right of the place at which you want to insert a notation. Then, enter it. DeskMate inserts the note or notation immediately preceding the editing box. (If the editing box is on a notation that affects all three voices, such as a tempo marking, key signature, time signature, or bar line, the next note or notation you enter appears immediately after the editing box and the editing box appears after the note or notation.)

To turn on the Insert mode, press [CTRL][I] from the keyboard. If you are using a pointing device, point to the INSERT button on the screen, and click.

Instrument

Use this Insert Menu option to change the instrument assigned to the current voice. See "Change An Instrument."

Instrument Change

Use this Search Menu option to find an instrument change in the current voice. See "Find An Instrument Change."

Key Signature

The name of the current key signature appears on the left of the screen in the music title area. Any sharps or flats in that key signature are displayed near the beginning of each staff. The notes you enter on the staff automatically reflect any sharps or flats in the key signature.

You can change the key signature by using the Key Signature option on the Insert Menu. See "Change The Key Signature."

Modify Menu

The Modify Menu lists options that you can use to modify the music currently on the screen, such as options to tie/slur and repeat a section.

Move Music To Another File

Use the Cut and Paste options on the Edit Menu to move music onto the Clipboard and then insert it into another music file.

1. Use the arrow keys to move the editing box to the beginning of the music you want to cut.
2. Press SHIFT and the appropriate arrow key(s) to highlight the music you want to cut.
3. Press F3 (Edit Menu).
4. Press ↓ until you highlight `Cut`.
5. Press ENTER to place the selected music on the Clipboard.
6. Press F2 (File Menu).
7. Press ↓ until you highlight `Open`.

1. Point to the beginning of the music you want to cut, and hold down the button.
2. Drag the marker until you highlight the music you want to cut, and release the button.
3. Point to `Edit` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Cut`.
5. Release the button to place the selected music on the Clipboard.
6. Point to `File` on the menu bar, and hold down the button.
7. Drag the marker until you highlight `Open`.

8. Press ENTER.	8. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 9. If you have not changed the file, skip Steps 9 through 10.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` opens a new file without saving changes to the existing file.

`CANCEL` terminates the Open option. The existing file remains on the screen.

⌨	🖱
9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
11. Press ↓ until you highlight the file you want to open.	11. Point to the name of the file you want to open, and click.

You have the following choices:

`OK` opens the file.

`CANCEL` terminates the Open option. The existing file remains on the screen.

⌨	🖱
12. Press TAB to underline the desired choice.	12. Point to the desired choice.
13. Press ENTER.	13. Click the button.
14. Use the arrow keys to move the editing box to the place at which you want to insert the music from the Clipboard.	14. Point to the place at which you want to insert the music from the Clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to `Edit` on the menu bar, and hold down the button.
16. Press ↓ until you highlight `Paste`.	16. Drag the marker until you highlight `Paste`.

17. Press [ENTER].	17. Release the button.

DeskMate inserts the music on the Clipboard into the currently displayed file at the marker location.

Move Music Within The Same File

Use the Cut and Paste options on the Edit Menu to move music onto the Clipboard and then insert the music at another place in the same file.

⌨	🖱
1. Use the arrow keys to move the editing box to the beginning of the music you want to cut.	1. Point to the beginning of the music you want to cut, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the music you want to cut.	2. Drag the marker until you highlight the music you want to cut, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER] to place the selected music on the Clipboard.	5. Release the button to place the selected music on the Clipboard.
6. Use the arrow keys to move the editing box to the place at which you want to insert the music from the Clipboard.	6. Point to the place at which you want to insert the music from the Clipboard, and click.
7. Press [F3] (Edit Menu).	7. Point to `Edit` on the menu bar, and hold down the button.
8. Press [↓] until you highlight `Paste`.	8. Drag the marker until you highlight `Paste`.
9. Press [ENTER].	9. Release the button.

DeskMate inserts the music on the Clipboard into the currently displayed file at the marker location.

Move The Editing Box

When you enter notes, the editing box moves automatically to the right, but there are several keyboard commands you can use to move the box without inserting a note.

Key:	Moves the box:
←	One position to the left.
→	One position to the right.
CTRL ←	To the first note or notation in the current bar. (If the editing box is already on the first note or notation, it moves to the beginning of the previous bar.)
CTRL →	To the first note or notation in the next bar.
PGUP	To the previous full screen of music.
PGDN	To the next full screen of music.
HOME	To the beginning of the composition.
END	To the end of the composition (or to the end of the current voice if the voice does not continue to the end of the composition).

You can use the options on the Search Menu to move the editing box to a specific bar line, score marker, or instrument change.

If you are using a pointing device, you can use the following methods to move the editing box:

Action:	Moves the box:
Click on any note on the staff.	To that specific note
Click on one of the scrolling arrows on the menu bar	In the appropriate direction
Point to HOME and click	To the beginning of the composition
Point to END and click	To the end of the composition

You can use the options on the Search Menu to move the editing box to a specific bar line, score marker, or instrument change.

Move The Marker

To use the controls at the bottom of the screen, you must move the marker from the editing box to a button or icon. While the marker is in the editing box, it appears as a note. When you move the marker, an underline appears in the voice/instrument box in the control area.

If you are using the keyboard, press TAB to move the marker through the control area. Each time you press TAB, the marker moves to a new group of buttons or icons. Within each group, you can use the arrow keys to position the marker on a specific icon or button. You can then select the button or icon by pressing the space bar. To return the marker to the editing box, press SHIFT TAB or TAB until the blinking note returns to the box. (You can quickly select a button or icon and return directly to the editing box by pressing ENTER.)

If you are using a pointing device, simply point to a specific icon or button, and click the button.

Move To The Beginning Of A Composition

You can quickly move to the beginning of your file from any place in the file.

- Press HOME.

- Point to HOME at the bottom of the screen, and click.

The editing box moves to the beginning of your composition, (or to the end of the current voice if the voice does not continue to the end of the composition).

Move To The End Of A Composition

You can quickly move to the end of your file from any place in the file.

- Press END.

- Point to END at the bottom of the screen, and click.

The editing box moves to the end of your composition (or to the end of the current voice if the voice does not continue to the end of the composition).

Name The Composer

The music title area provides a place to display the name of the composer of your composition. Use the Options Menu to enter this name.

1. Press F7 (Options Menu).

1. Point to `Options` on the menu bar, and hold down the button.

2. Press [↓] until you highlight `Composer`.	2. Drag the marker until you highlight `Composer`.
3. Press [ENTER].	3. Release the button.

A dialog box appears.

⌨	🖱
4. Type the name of the composer, using a maximum of 20 characters.	4. Type the name of the composer, using a maximum of 20 characters.

You have the following choices:

`OK` inserts the name of the composer on the screen.

`CANCEL` terminates the Composer option. The file remains unchanged.

⌨	🖱
5. Press [TAB] until you underline the desired choice.	5. Point to the desired choice.
6. Press [ENTER].	6. Click the button.

The program inserts the name into the composer field in the music title area.

Name The Composition

The music title area provides a place to display the name of your composition. Use the Options Menu to insert a name. (This name does not affect the name of your file.)

⌨	🖱
1. Press [F7] (Options Menu).	1. Point to `Options` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Title`.	2. Drag the marker until you highlight `Title`.
3. Press [ENTER].	3. Release the button.

A dialog box appears.

4. Type the name you want to give the composition, using a maximum of 35 characters.

4. Type the name you want to give the composition, using a maximum of 35 characters.

You have the following choices:

`OK` inserts the name of the composition on the screen.

`CANCEL` terminates the Title option. The file remains unchanged.

5. Press TAB until you underline the desired choice.
6. Press ENTER.

5. Point to the desired choice.
6. Click the button.

The program inserts the name of the composition into the title field in the music title area.

New

Use this File Menu option when you are working in a file and want to create a new Music file without going to the desktop. See "Create A New File From Within A File."

Open

Use this File Menu option when you are working in a file and want to open an existing file without going to the desktop. See "Open An Existing File From Within A File."

Open An Existing File From Within A File

Use the Open option on the File Menu when you want to open an existing file without returning to the desktop.

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Open`.

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Open`.

3. Press [ENTER].	3. Release the button.

If you made changes to the file, the prompt, `Save Changes?,` appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

YES saves the file with the changes you made.

NO opens another file without saving the changes to the currently displayed file.

CANCEL terminates the Open option. The currently displayed file remains on the screen.

⌨	🖱
4. Press [TAB] until you underline the desired choice.	4. Point to the desired choice.
5. Press [ENTER].	5. Click the button.

If the file on the screen is untitled, the prompt `Save as:` appears. Continue with Step 6. If your file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Open option. The currently displayed file remains on the screen.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
9. Press ↓ until you highlight the file you want to open.	9. Point to the name of the file you want to open, and click.

You have the following choices:

OK opens the file you specified.

CANCEL terminates the Open option. The existing file remains on the screen.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press ENTER.	11. Click the button.

The file you requested appears.

Options Menu

The Options Menu contains several either/or settings, such as Sound On/ Sound Off. This menu also contains options that let you name your composition and the composer.

Overtype Mode

When you are in Overtype mode, the OVERTYPE button on the lower right of the screen is pressed. In Overtype mode, you can change a note or rest by typing over it. Simply position the editing box over the note or rest you want to change, and type the new note or rest. You cannot type over the other notations.

You can turn on Overtype mode by pressing CTRL O from the keyboard. If you are using a pointing device, simply point to the OVERTYPE button on the screen, and click.

Paste

This Edit Menu option takes music currently on the Clipboard and inserts it into the current voice at the editing box's position (without removing it from the Clipboard). You can paste either cut or copied music into another place in the same file or into another file. See "Duplicate Music In Another File," "Duplicate Music Within The Same File," "Move Music To Another File," and "Move Music Within The Same File."

Play Your Composition

To play the composition currently displayed on your screen, follow these instructions:

⌨	🖱
1. Press HOME	1. Point to the `HOME` button at the bottom of the screen, and click.
2. Press CTRL P.	2. Point to `PLAY` at the bottom of the screen, and click.

You can stop play at any time by pressing any key. The editing box moves to the place in the music at which you stopped. To restart the Play function press CTRL P (or point to `PLAY` and click). The piece continues playing from the current editing box location.

You can also play a specific portion of your composition by first highlighting the section and then activating the Play function.

Quit

Use this File Menu option to leave Music and return to the Tandy Desktop. See "Exiting Music" at the beginning of the chapter.

Remove A Tie/Slur

You can use this option on the Modify Menu to remove a tie or slur that you previously inserted. (See "Insert A Tie/Slur.")

⌨	🖱
1. Use the arrow keys to move the editing box to the beginning of the section you want to un-tie/slur.	1. Point to the beginning of section you want to un-tie/slur, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight the notes you want to un-tie/slur.	2. Drag the marker until you highlight the notes you want to un-tie/slur.
3. Press F6 (Modify Menu).	3. Point to `Modify` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Remove Tie/Slur.`	4. Drag the marker until you highlight `Remove Tie/Slur.`

5. Press ENTER.	5. Release the button.

The program removes the horizontal line at the bottom of the staff that represents the tie/slur.

Rename A File

You can use the Save as option on the File Menu to rename the currently displayed file. This option saves the current file under the new name, but your original file is not deleted. It remains in the Music list box under its original name.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Save as.	2. Drag the marker until you highlight Save as.
3. Press ENTER.	3. Release the button.

The prompt, Save as:, appears.

⌨	🖱
4. Type a new name for the file using eight characters or fewer.	4. Type a new name for the file using eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Save as option. The file remains on the screen either untitled or with its previous name.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The file remains on the screen under the new name.

Repeat

You can use the Repeat option on the Modify Menu to repeat a selected section of music. You can insert repeats within other repeats, but be sure that all the inner repeats are fully contained within the outermost repeat bars. See "Repeat A Section Of Music."

Repeat A Section Of Music

Use the Repeat option on the Modify Menu to repeat a selected section of music.

⌨	🖱
1. Use the arrow keys to move the editing box to the beginning of the section you want to repeat.	1. Point to the beginning of the section you want to repeat, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight the section you want to repeat.	2. Drag the marker until you highlight the section you want to repeat, and release the button.
3. Press F6 (Modify Menu).	3. Point to `Modify` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Repeat`.	4. Drag the marker until you highlight `Repeat`.
5. Press ENTER.	5. Release the button.

A dialog box appears.

⌨	🖱
6. Type the number of times you want to repeat the highlighted section (using a maximum of 10).	6. Type the number of times you want to repeat the highlighted section (using a maximum of 10).

You have the following choices:

`OK` inserts the specified number of repeats.

`CANCEL` terminates the Repeat option. The file remains unchanged.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The program inserts beginning and ending repeat bars (||: :||). The number of times the section will play appears above the beginning repeat bar.

You can also insert alternate endings within a repeated section of music. See "Insert An Alternate Ending."

Run

The File Menu's Run option lets you run another application or software package without returning to the desktop. See "Run Another Application."

Run Another Application

To open another application file or run another software package without returning to the desktop, follow these instructions:

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Run.	2. Drag the marker until you highlight Run.
3. Press ENTER.	3. Release the button.

If you made changes to the file, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

YES saves the file with the changes you made.

NO opens another application or software package without saving the changes to the currently displayed file.

CANCEL terminates the Run option. The currently displayed file remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the file on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If the file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

`CANCEL` terminates the Run option. The currently displayed file remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The document you were using is stored on diskette, and a dialog box appears.

⌨	🖱
9. At the `Program` prompt, type the name of the application you want to run.	9. At the `Program` prompt, type the name of the application you want to run.

Note: The extension for the application defaults to .pdm if you do not enter another extension.

⌨	🖱
10. Press TAB to move the marker to the next prompt.	10. Point to the `Data file` prompt, and click.
11. (Optional) At the `Data file` prompt, type the name of the data file you want to use with your chosen application.	11. (Optional) Type the name of the data file you want to use with your chosen application.

Note: If you leave the `Data file` prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

The CPU clock speed prompt gives you two choices:

`NORMAL` runs the CPU at normal speed. Some software packages require that you run them at normal clock speed to ensure that they operate properly.

`FAST` runs the program at a higher CPU speed. You'll use FAST to run the majority of your applications.

⌨	🖱
12. Press TAB to move the marker to the clock speed section, and press ← or → to underline the desired choice.	12. Point to the desired clock speed button.

13. Press the space bar.	13. Click the button.

You have the following choices:

OK runs the application or software package (and data file, if you specified one).

CANCEL terminates the Run option and returns you to the desktop.

⌨	🖱
14. Press TAB until you underline the desired choice.	14. Point to the desired choice.
15. Press ENTER.	15. Click the button.

The screen might ask you to insert the diskette containing the application or software package you specified. Do so, and run the program normally.

When you finish using the program, exit it. You return to the desktop.

Save

Use this File Menu option to store the currently displayed file (using the filename that appears in the title bar) without exiting the file. See "Store Updates To An Existing File."

Save As

Use this File Menu option to name and store an untitled file currently displayed on the screen without exiting the file. See "Store Updates To A New File."

Score Marker

You can use the Score Marker option on the Insert Menu to insert a marker at a specific location in your composition. You can then use the Score Marker option on the Search Menu to find a specific marker. See "Find A Score Marker" and "Insert A Score Marker."

Search Menu

The Search Menu lets you find certain notations in your composition, such as specific bar lines, score markers, and instrument changes.

Select All

Use this Edit Menu option to highlight the current voice in the entire composition. You can then perform a function (such as Copy, Repeat, and Transpose) on the entire file. (Although the entire staff is highlighted, most functions affect only the current voice, not all three voices.) See "Select An Entire Composition."

Select An Entire Composition

Use the Select all option on the Edit Menu to highlight your entire composition.

1. Press F3 (Edit Menu).	1. Point to `Edit` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Select all.`	2. Drag the marker until you highlight `Select all.`
3. Press ENTER.	3. Release the button.

The program highlights the entire composition. You can then choose a function and make a change in the current voice.

Sound Off

This option on the Options Menu lets you turn off the note-entry tone you hear each time you place a note on the staff. The note-entry tone has the same pitch as the note you are currently entering. The default setting is Sound On. See "Turn Off The Note-Entry Tone."

Sound On

This option on the Options Menu lets you turn on the note-entry tone after turning it off using the Sound Off option. The note-entry tone has the same pitch as the note you are currently entering. You can control the loudness of this tone using the volume indicator at the bottom left of the screen. See "Turn On The Note-Entry Tone."

Store Updates To An Existing File

Use the Save option on the File Menu to store changes you have made in an existing file without exiting the file. Do this periodically to help prevent loss of information. (If you have not yet named your file, use the Save as option.)

⌨	🖱
1. Press F2 (File Menu).	1. Point to Edit on the menu bar, and hold down the button.
2. Press ↓ until you highlight Save.	2. Drag the marker until you highlight Save.
3. Press ENTER.	3. Release the button.

Changes made to your file are stored, and the file remains on the screen.

Store Updates To A New File

Use the Save as option on the File Menu to store a new file without exiting the file. You must, however, name the new file before you can complete the procedure.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Save as.	2. Drag the marker until you highlight Save as.
3. Press ENTER.	3. Release the button.

The prompt, Save as:, appears.

⌨	🖱
4. Type the name you want to give the file using eight characters or fewer.	4. Type the name you want to give the file using eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Save as option. The untitled file remains on the screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The new file and its name are stored, and the file remains on the screen.

Tempo

Use this Insert Menu option to change the tempo (speed) of your composition. The default setting, which is ♩ =100, appears at the beginning of the staff. This notation indicates that the tempo of the piece will equal 100 quarter notes per minute. You can change the tempo at any place in your composition. See "Change The Tempo."

Tie/Slur

Use this Modify Menu option to tie/slur (‿) a selected group of notes in your composition. You can use this notation to join two or more notes of the same pitch or different pitches. See "Insert A Tie/Slur."

Time Signature

Use this Insert Menu option to change the time signature. The default time signature is 4/4, and it appears near the beginning of the staves. You can change the time signature at any place in your composition. Some of the common time signatures are 4/4, 3/4, and 6/8. See "Change The Time Signature."

The time signature is important when you are using the Adjust Bar Lines option on the Modify Menu. The program uses the time signature to divide the selected music into bars.

Title

Use this option on the Options Menu to name your composition. The name appears in the music title area. It is not related to the name you assign the file. The filename appears at the top of the screen in the title bar. See "Name The Composition."

Transpose

Use this Modify Menu option to change the pitch of selected notes in your composition a specified number of half-steps up or down. If you do this in all voices it has the effect of changing to a new key without changing the key signature. See "Transpose Notes."

Transpose Notes

Use the Transpose option on the Modify Menu to change the pitch of selected notes. This procedure affects only the selected notes in the current voice.

⌨

1. Use the arrow keys to move the marker to the beginning of the section you want to transpose.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the notes in the current voice you want to transpose.
3. Press [F6] (Modify Menu).
4. Press [↓] until you highlight `Transpose`.
5. Press [ENTER].

🖱

1. Point to the beginning of the section you want to transpose, and hold down the button.
2. Drag the marker until you highlight the notes in the current voice you want to transpose, and release the button.
3. Point to `Modify` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Transpose`.
5. Release the button.

A dialog box appears.

⌨

6. Press [→] or [←] until you underline either `Up` or `Down`.
7. Press the space bar.
8. Press [TAB] to move to the `Half Steps` prompt.
9. Type the number of half steps you want to move the selected notes.

🖱

6. Point to either the `Up` or `Down` button.
7. Click the button.
8. Point to the `Half Steps` prompt, and click.
9. Type the number of half steps you want to move the selected notes.

You have the following choices:

`OK` transposes the selected notes.

`CANCEL` terminates the Transpose option. The file remains unchanged.

⌨

10. Press [TAB] until you underline the desired choice.
11. Press [ENTER].

🖱

10. Point to the desired choice.
11. Click the button.

The program moves the selected notes in the current voice the specified number of half steps and inserts any necessary accidentals. (For example, to transpose by an octave, specify 12 half steps either up or down.)

Turn Off The Note-Entry Tone

Use the Sound Off option on the Options Menu to turn off the tone you hear when you enter notes.

1. Press F7 (Options Menu).
2. Press ↓ until you highlight `Sound Off`.
3. Press ENTER.

1. Point to `Options` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Sound Off`.
3. Release the button.

The program turns off the note-entry tone, and you will not hear anything when you enter notes.

Turn On The Note-Entry Tone

Use the Sound On option on the Options Menu to turn on the note-entry tone you turned off using the Sound Off option.

1. Press F7 (Options Menu).
2. Press ↓ until you highlight `Sound On`.
3. Press ENTER.

1. Point to `Options` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Sound On`.
3. Release the button.

The program turns on the note-entry tone again. You can now hear the pitches of the notes as you enter them.

Undo

Use the Undo option on the Edit Menu to cancel your last editing operation. If you delete notes, change a time signature or the tempo, insert or remove a tie/slur, and so on, you can use Undo to reverse the operation. You can also use Undo to reinsert the changes you just removed using Undo. See "Cancel Your Last Editing Operation."

Use Flats

The phrase `Using Flats` (or `Using Sharps`) appears on the left side of the music title area under the name of the key. The current phrase indicates the setting for accidentals you enter individually with a specific note. You can change the current setting using the Options Menu. See "Change The Accidental."

Use Sharps

The phrase `Using Sharps` (or `Using Flats`) appears on the left side of the music title area under the name of the key. The current phrase indicates the setting for accidentals you enter individually with a specific note. You can change the current setting using the Options Menu. See "Change The Accidental."

Voice/Instrument Box

The voice/instrument box appears under the staff on the right side of the screen. This box displays the three voices you can use in your Music application. The buttons on the left side of the box let you select your current voice. The box also shows the instrument (and its number) assigned to each voice and the dynamic level currently set for each voice. (mf is the default dynamic level.)

You can change any element in the voice/instrument box. When you do, the new settings are displayed. See "Change A Voice," "Change An Instrument," "Change The Color Of The Voices," "Change The Dynamic Level," and "Voices."

Voices

The Music application lets you enter music in three voices (three simultaneous lines of music), but you can work in only one voice at a time. The pressed button in the voice/instrument box on the right of the screen indicates the current voice. You can also determine the current voice by looking at the color of the editing box. The dotted outline of this box reflects the color of the current voice.

For more information on the voices, see " "Change A Voice," "Change The Color Of The Voices," "Display A Single Voice," "Display All Voices," and "Voice/Instrument Box."

Volume

You can use this option on the Insert Menu to change the dynamic level (volume) for the current voice at any place in your composition. Your options include pp, p, mp, mf, f, and ff (from very soft to very loud). See "Change The Dynamic Level."

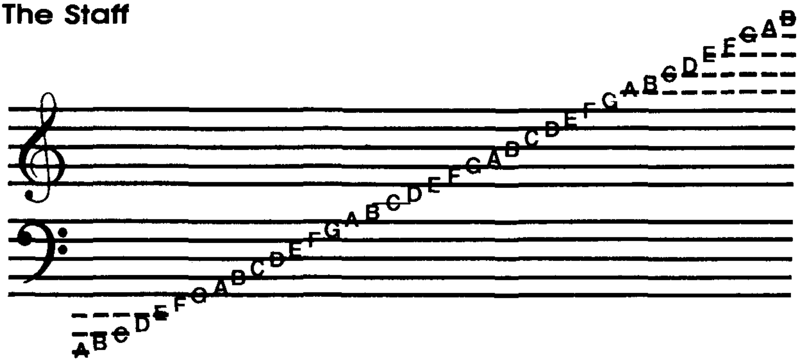
Volume Indicator

The speaker-like volume indicator on the bottom left of the screen controls the overall playback volume of your composition and the volume of the note-entry tone. For information on changing the volume, see "Change The Overall Volume."

Hints And Shortcuts

You might find the following information helpful as you use the Music application.

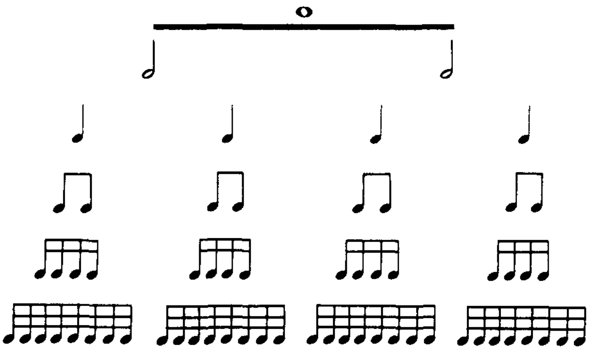
The Staff


A B C D E F G A B C D E F G A B C D E F G A B C D E F G A B C D E F G A B

The Names Of The Notes And Rests

Name of Note	Musical Notation	Rest
Whole Note	𝅝	𝄻
Half Note	𝅗𝅥	𝄼
Quarter Note	♩	𝄽
Eighth Note	♪	𝄾
Sixteenth Note	𝅘𝅥𝅯	𝄿
Thirty-second Note	𝅘𝅥𝅰	𝅀

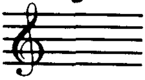
The Relationships Between The Different Note Values



Key Signatures

MAJOR

C



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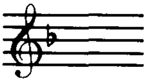
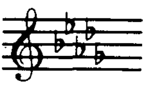
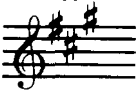


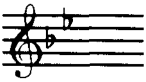
D♭



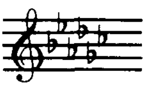
A



B♭



G♭



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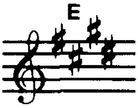

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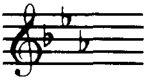

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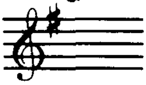

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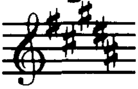

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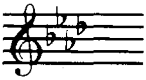

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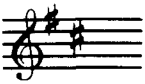
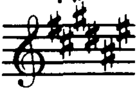
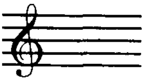


F♯



MINOR

A



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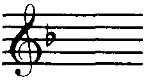
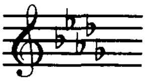
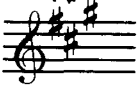


B♭



F♯



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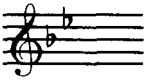

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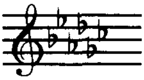
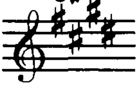
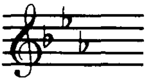


C♯



C



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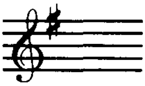
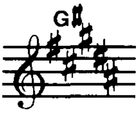
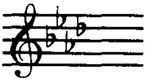


G♯



F



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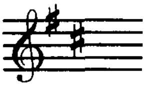
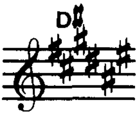


D♯



Tips For The Advanced User

As you become more familiar with the Music application, you can use the key sequences listed below to work more quickly.

Accelerators

CTRL S	Toggles between the Sound On and Sound Off options.
CTRL U	Toggles between the Use Sharps and Use Flats options.
CTRL D	Toggles between the Display Single Voice and Display All Voices options.
*CTRL INSERT	Lets you use the Copy option without having to access the Edit Menu.
*CTRL DELETE	Lets you use the Cut option without having to access the Edit Menu.
*INSERT	Lets you use the Paste option without having to access the Edit Menu.
*DELETE	Lets you use the Clear option without having to access the Edit Menu. If you press DELETE without first selecting some music, the program deletes the current note or musical notation in the editing box.
CTRL Q	Lets you quit the Music application without having to access the File Menu.
CTRL B	Lets you insert a bar line without having to access the Insert Menu.
*CTRL X	Lets you play a composition over and over. To stop play, press any key.
ENTER	Chooses an icon or button after you move the marker to it, and moves the marker directly back to the editing box. Lets you accept your choices in a dialog box and exit the box without having to tab to the OK or SAVE button.
ESC	Lets you cancel a dialog box without having to tab through the box to the CANCEL button.

*You can use these accelerators only when the marker is on the staff.

You can accelerate choosing menu options with the keyboard so that you do not have to press ↓ to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Copy option from the Edit Menu, you would press F3 to "pull down" the menu. You would then press C twice. The first time you pressed C, you would highlight `Cut`, the first option on the Edit Menu that begins with the letter C. The second time you pressed C, you would highlight `Copy`. (You would then press ENTER as usual to choose the highlighted option.)

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 12

PAINT

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Introduction

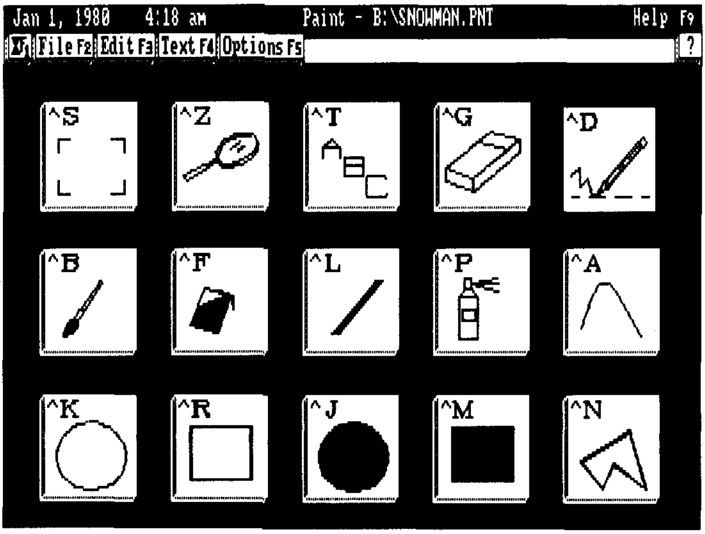
The Paint application enables you to create original art on the screen using as many as 32 combined colors and patterns. You can draw lines, shapes, and freehand art, filling different parts of the screen with colors and patterns, and even inserting text characters wherever you like. You can print the masterpieces you create if you're using a graphics printer.

Paint uses a high-resolution canvas of 320 x 200 pels. A *pel* is a unit of resolution on the screen. (Each pel can be one of the different colors or patterns.) Thus, the canvas has 320 units across and 200 units down, or 64,000 pels.

Beginning Paint

1. At the desktop, press TAB until you highlight PAINT (the title of the list box).
2. Press ENTER.

1. At the desktop, point to PAINT (the title of the list box).
2. Double click the button.


Jan 1, 1980 4:18 am
Paint - B:\SNOWMAN.PNT
Help F9
File F2
Edit F3
Text F4
Options F5
?
^S
^Z
^T
^G
^D
^B
^F
^L
^P
^A
^K
^R
^J
^M
^N

Using Paint

After you access the Paint application, you see the Paint main display, which shows the tools you can use within Paint. Your actual drawings are done on the Paint canvas, a screen that is blank except for available patterns at the top of the screen and available colors at the bottom. You can switch to the canvas screen using the Canvas option on the Options Menu.

The main display shows all the tools available in Paint. From the main display, you can also access the various Paint menus. You might use the Accessory Menu's Color option to change the four principal colors that appear on the main display. The Edit Menu enables you to erase entire pictures, "undo" the last change you made to a picture, flip pictures horizontally or vertically, and move, copy, or clear parts of a picture. The Text Menu lets you alter the way text characters appear in a picture. The Options Menu lets you choose the width of lines you draw and/or the type of brush stroke you want to use.

To begin painting, choose a tool on the main display and then access the canvas. Here, you can choose a color or pattern, and then draw using the tool you selected from the main display. When you want to change tools, return to the main display by pressing F12, and reselect a tool.

When you are ready to quit working on a Paint file, simply exit. The program will let you save your Paint file on disk.

Refer to the "Tasks and Topics" section for a complete list of all the features and operations available when you are using the Paint application.

Exiting Paint

⌨	🖱
1. At the main display, press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Quit`.	2. Drag the marker until you highlight `Quit`.
3. Press ENTER.	3. Release the button.

If you have made changes to the Paint file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the Paint file, skip Steps 4 through 8.

You have the following choices:

`YES` saves the Paint file with the changes you made.

NO returns to the desktop without saving the changes.

CANCEL terminates the Quit option. The existing picture remains on the canvas screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the Paint file on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If your document is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the Paint file using the name you supplied.

CANCEL terminates the Quit option. The existing Paint file remains on the canvas screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The program returns to the desktop.

Tasks and Topics

Arc Tool

Use the Arc tool to draw a line and then convert it into an arc that uses the current line width and line color that you set using the Line option on the Options Menu.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Arc tool.	1. At the main display, point to the Arc tool.
2. Press the space bar to choose the Arc tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to the beginning point of the arc.	6. Move the marker to the beginning point of the arc.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to draw a line to the ending point of the arc.	8. Drag the marker to draw a line to the ending point of the arc.
9. Press the space bar again to complete the line.	9. Release the button.
10. Use the arrow keys to move the marker to the highest point of the arc, and press the space bar. (You can use the arrow keys to move the arc.)	10. Click and hold the button, and then drag the marker to the highest point of the arc.
11. Press the space bar again to complete the arc in the current line width and color.	11. Release the button to complete the arc in the current line width and color.

Brush Tool

Use the Brush tool when you want to paint on the canvas with brushstrokes.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Brush tool.	1. At the main display, point to the Brush tool.
2. Press the space bar to choose the Brush tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to the point at which you want to draw.	6. Move the marker to the point at which you want to draw.
7. Press the space bar.	7. Press and hold down the button.
8. Use the arrow keys to draw your brushstroke.	8. Drag the marker to draw your brushstrokes.
9. Press the space bar to turn off the brushstroke.	9. Release the button to turn off the brushstrokes.

Brush

Use the Brush option on the Options Menu to define the type of brushstroke you want to use when working on the Paint canvas. See "Set The Brushstroke Width."

Cancel Your Last Change

You can cancel your last editing change by pressing CTRL U while working on the Canvas. The canvas returns to its previous state. (The Undo option on the Edit Menu is not available on the Paint canvas.)

If you want to cancel (delete) part of your picture, for example you drew too long a line, use the Eraser tool. See "Eraser Tool."

Canvas

The Canvas option on the Options Menu allows you to access the canvas—the screen where you draw and enter text within Paint. See "Display The Canvas."

Choose The Current Color Or Pattern

The available colors and patterns appear at the top and bottom of the canvas screen. You can use only one pattern or color at a time.

⌨

1. Press TAB to move to the current choice. Use ↑ or ↓ to move between the top line and the bottom line. Then, press ← or → to move the marker to the desired choice.
2. Press the space bar.
3. Press TAB to move back to the canvas screen.

🖱

1. Point to the color or pattern you want to use.
2. Click the button.
3. Move the pointer back to the canvas, and click.

Choose A Text Color

Use the Text Menu's Color option to change the color of the text on the screen.

⌨

1. At the main display, press F4 (Text Menu).
2. Press ↓ until you highlight `Color`.
3. Press ENTER.
4. Use the arrow keys to choose the color for the text.
5. Press the space bar.

🖱

1. Point to `Text` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Color`.
3. Release the button.
4. Point to the color you want for the text.
5. Click the button.

You have the following choices:

`OK` puts your color choice into effect.

`CANCEL` cancels the color selection you made.

6. Press TAB until you underline the desired choice.
7. Press ENTER.

6. Point to the desired choice.
7. Click the button.

Circle

See "Ellipse."

Clear

The Edit Menu's Clear option lets you delete a selected area from the Paint file. The selected area does not move to the Clipboard but is completely erased from the screen. See "Delete A Section From The Canvas."

Clipboard

Use this Accessory Menu option to move or duplicate information from a Paint file into another Paint file or the same file. You can move information to and from the Clipboard by using the Edit Menu's Cut (or Copy) and Paste commands. The maximum Clipboard capacity is 8K. If you try to place more than 8K on the Clipboard, you receive an error message.

See "Duplicate A Selected Paint Area In Another Paint File," "Duplicate A Selected Paint Area Within The Same Paint File," "Move A Selected Paint Area To Another Paint File", and "Move A Selected Paint Area Within the Same File."

Color

Use this Text Menu option to change the color of the displayed text. See "Choose A Text Color."

Copy

Use this Edit Menu option to place a selected area from the Paint file on the Clipboard for duplication in another Paint file or the same file. See "Duplicate A Selected Paint Area In Another Paint File" and "Duplicate A Selected Paint Area Within The Same Paint File."

Copy Files

You can place a copy of a file in your current directory or in another directory by selecting Copy from the File Menu on the desktop. See the "Desktop" chapter.

Correct An Error

When you are drawing on the canvas, you can use the Edit Menu's Clear option to delete selected areas from your Paint file. You can also press CTRL U to "undo" the last addition or change you made to the file. If you need to erase a small mistake, use the Eraser tool.

When you are inserting text onto the canvas, you are in Insert Mode and can use the BACKSPACE key to delete the previous character.

See "Cancel Your Last Change," "Delete A Section From The Canvas," "Erase," and "Erase The Canvas."

Create A New Paint File From Within Paint

Use the New option on the File Menu when you want to create a new Paint file without returning to the desktop.

⌨	🖱
1. At the main display, press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `New`.	2. Drag the marker until you highlight `New`.
3. Press ENTER.	3. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` creates a new file without saving changes to the existing file.

`CANCEL` terminates the New option. The existing file remains on the canvas.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the file on the screen is untitled, the prompt `Save as:`, appears. Continue with Step 6. If your file is titled, skip Steps 6 though 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the New option. The existing file remains on the canvas.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

A new, untitled file appears.

Cut

Use this Edit Menu option when you want to remove selected text from a Paint file and place it on the Clipboard. You can then use the Paste option to duplicate this information in another Paint file or in the same Paint file. See "Move A Selected Paint Area Into Another Paint File" or "Move A Selected Paint Area Within The Same Paint File."

Delete A Section From The Canvas

You can use the Select tool to delete a section from the canvas.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool.
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to Options on the menu bar, and hold down the button.
4. Press [↓] until you highlight Canvas.	4. Drag the marker until you highlight Canvas.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to delete.	6. Move the marker to one corner of the area you want to delete.

7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to delete.
8. Press the space bar.
9. Press F12.
10. Press F3 (Edit Menu).
11. Press ↓ until you highlight `Clear`.
12. Press ENTER.

7. Press and hold the button, and drag the rectangle so that it includes the area you want to delete.
8. Release the button.
9. Point to `<F12>` at the bottom of the canvas, and click.
10. Point to `Edit` on the menu bar, and hold down the button.
11. Drag the marker until you highlight `Clear`.
12. Release the button.

The canvas returns, and the area you selected disappears from the screen and is no longer part of your Paint file.

Delete Files

You can delete a file or files from Personal DeskMate by selecting one or several files from an application list box on the Tandy Desktop and then choosing the Delete option from the desktop's File Menu. See the "Desktop" chapter.

Delete Text

When you are entering text on the canvas, you can use the BACKSPACE key to delete the previous character. To delete a section of text, use the Select tool. See "Delete A Section From The Canvas."

Display The Canvas

Use the Canvas option on the Options Menu to access the canvas so that you can draw or enter text within Paint.

⌨

1. At the main display, press F5 (Options Menu).
2. Press ↓ until you highlight `Canvas`.
3. Press ENTER.

🖱

1. At the main display, point to `Options` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Canvas`.
3. Release the button.

The Paint canvas is displayed.

Drag A Selected Paint Area Around The Canvas

You can use the Select tool and the arrow keys to move a selected area of the Paint canvas to another area of the canvas.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool.
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to move.	6. Move the marker to one corner of the area you want to move.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to move.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to move.
8. Press the space bar.	8. Release the button.
9. Use the arrow keys to move the marker within the rectangle, and press the space bar.	9. Point to any point within the rectangle, and hold down the button.
10. Use the arrow keys to drag the selected area to a new location.	10. Drag the selected area to a new location.
11. Press the space bar.	11. Release the button.

The selected area moves from its current location to the new marker location.

Duplicate A Selected Paint Area In Another Paint File

Use the Copy and Paste options on the Edit Menu to duplicate information on the Clipboard and then reinsert the information into another Paint file.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool.
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to copy.	6. Move the marker to one corner of the area you want to copy.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to copy.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to copy.
8. Press the space bar.	8. Release the button.
9. Press F12.	9. Point to `<F12>` at the bottom of the screen, and click.
10. Press F3 (Edit Menu).	10. Point to `Edit` on the menu bar, and hold down the button.
11. Press ↓ until you highlight `Copy`.	11. Drag the marker until you highlight `Copy`.
12. Press ENTER.	12. Release the button.

The canvas returns, and the selected area is placed on the Clipboard.

⌨	🖱
13. Press F12 to return to the main display.	13. Point to `<F12>` at the bottom of the screen, and click.
14. Press F2 (File Menu).	14. Point to `File` on the menu bar, and hold down the button.
15. Press ↓ until you highlight `Open`.	15. Drag the marker until you highlight `Open`.
16. Press ENTER.	16. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 17. If you have not changed the file, skip Steps 17 through 18.

You have the following choices:

YES saves the file with the changes you made.

NO opens a new file without saving changes to the existing file.

CANCEL terminates the Open option. The existing file remains on the canvas.

⌨	🖱
17. Press [TAB] until you underline the desired choice.	17. Point to the desired choice.
18. Press [ENTER].	18. Click the button.

A dialog box appears. The box contains a list of the files you can open.

⌨	🖱
19. Press [↓] until you highlight the file you want to open.	19. Point to the name of the file you want to open, and click.

You have the following choices:

OK opens the file.

CANCEL terminates the Open option. The existing file remains on the canvas.

⌨	🖱
20. Press [TAB] to underline the desired choice.	20. Point to the desired choice.
21. Press [ENTER].	21. Click the button.

The main display for the new file appears on the screen.

⌨	🖱
22. Press [F3] (Edit Menu).	22. Point to Edit on the menu bar, and hold down the button.
23. Press [↓] until you highlight Paste.	23. Drag the marker until you highlight Paste.
24. Press [ENTER].	24. Release the button.
25. When the canvas appears, use the arrow keys to position the marker in the box in the upper left corner.	25. When the canvas appears, point to the inside of the box in the upper left corner.
26. Press the space bar.	26. Press and hold the button.

27. Use the arrow keys to move the box to the desired place on the canvas.	27. Drag the box until you position it in the desired location.
28. Press the space bar.	28. Release the button.

Duplicate A Selected Paint Area Within The Same Paint File

Use the Copy and Paste options on the Edit Menu to duplicate information on the Clipboard and then insert the information at another place in the same Paint file.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to copy.	6. Move the marker to one corner of the area you want to copy.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to copy.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to copy.
8. Press the space bar.	8. Release the button.
9. Press [F12].	9. Point to `<F12>` at the bottom of the screen, and click.
10. Press [F3] (Edit Menu).	10. Point to `Edit` on the menu bar, and hold down the button.
11. Press [↓] until you highlight `Copy`.	11. Drag the marker until you highlight `Copy`.
12. Press [ENTER].	12. Release the button.

The canvas appears, and the selected area is placed on the Clipboard.

⌨	🖱
13. Press F12 to return to the main display.	13. Point to `<F12>` at the bottom of the screen, and click.
14. Press F3 (Edit Menu).	14. Point to `Edit` on the menu bar, and hold down the button.
15. Press ↓ until you highlight `Paste`.	15. Drag the marker until you highlight `Paste`.
16. Press ENTER.	16. Release the button.
17. When the canvas appears, use the arrow keys to position the marker in the box in the upper left corner.	17. When the canvas appears, point to the inside of the box in the upper left corner.
18. Press the space bar.	18. Hold down the button.
19. Use the arrow keys to move the box to the desired place on the canvas.	19. Drag the box until you position it in the desired location.
20. Press the space bar.	20. Release the button.

Edit Menu

This menu gives you the means to move, copy, and delete selected information from a Paint file. First, select the information you want to manipulate, and then display the menu.

Ellipse Tool

Use the Ellipse tool to draw ellipses or circles. The finished ellipse appears in the current line width and line color you set using the Line option on the Options Menu.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Ellipse tool.	1. At the main display, point to the Ellipse tool.
2. Press the space bar to choose the Ellipse tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.

6. Use the arrow keys to move the marker to the center of the desired ellipse location.	6. Move the marker to the center of the desired ellipse location.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to drag the ellipse to the size you want.	8. Drag the elllipse to the size you want.
9. Press the space bar again to complete the ellipse.	9. Release the button to complete the ellipse.

End Session

You can quit working in a Paint file and either save the changes you made or disregard them. You can then return to the Tandy Desktop or enter another Paint file. See "Exiting Paint" at the beginning of this chapter.

Enter Text

Use the Text tool to enter text on the Paint canvas. See "Text."

Erase

Use this Edit Menu option to clear the current canvas. See "Erase The Canvas."

Eraser Tool

You can use the Eraser tool to erase any part of your drawing. If you want to make detailed deletions from your drawing, use the Zoom tool. See "Zoom Tool."

When you erase, you remove everything that moves under the marker except the background color.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Eraser tool.	1. At the main display, point to the Eraser tool.
2. Press the space bar to choose the Eraser tool.	2. Click the button.

3. Press F5 (Options Menu).
4. Press ↓ until you highlight `Canvas`.
5. Press ENTER.
6. Use the arrow keys to move the marker to the point at which you want to begin erasing.
7. Press the space bar.
8. Use the arrow keys to move the marker and erase sections of the picture.
9. Press the space bar to turn off the Eraser tool.

3. Point to `Options` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Canvas`.
5. Release the button.
6. Move the marker to the point at which you want to begin erasing.
7. Press and hold down the button.
8. Drag the marker to erase sections of your picture.
9. Release the button to turn off the Eraser tool.

Erase The Canvas

Use the Edit Menu's Erase option to completely clear the canvas, leaving only the current background color you're using.

1. At the main display, press F3 (Edit Menu).
2. Press ↓ until you highlight `Erase`.
3. Press ENTER.

1. Point to `Edit` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Erase`.
3. Release the button.

The canvas is cleared, leaving only the current background color.

Exit Paint

You can return to the Tandy Desktop by selecting Quit from the File Menu. See "Exiting Paint" at the beginning of this chapter.

Exit The Canvas

Press F12 (or point to `<F12>` and click) to exit the Paint canvas and return to the main display.

File Menu

This menu lets you perform functions related to the Paint file as a whole, such as Save, Quit, and Print.

Fill Tool

The Fill tool lets you use the current color or pattern to fill in a part of the screen enclosed by other lines or brushstrokes. (See "Choose The Current Color Or Pattern.")

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Fill tool.	1. At the main display, point to the Fill tool.
2. Press the space bar to choose the Fill tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker inside the area you want to fill.	6. Move the marker to the inside of the area you want to fill.
7. Press the space bar.	7. Click the button.

The area you selected is filled with the current color or pattern.

Flip A Selected Paint Area

Use the Flip Horizontal or Flip Vertical options on the Edit Menu to flip a selected area either left to right or top to bottom.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool.
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.

4. Press ↓ until you highlight Canvas.	4. Drag the marker until you highlight Canvas.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to flip.	6. Move the marker to one corner of the area you want to flip.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to flip.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to flip.
8. Press the space bar.	8. Release the button.
9. Press F12.	9. Point to <F12> and click.
10. Press F3 (Edit Menu).	10. Point to Edit on the menu bar, and hold down the button.
11. Press ↓ until you highlight Flip horizontal or Flip vertical.	11. Drag the marker until you highlight Flip horizontal or Flip vertical.
12. Press ENTER.	12. Release the button.

The selected part of your Paint file is flipped.

Flip Horizontal

This Edit Menu option allows you to "flip" a selected Paint area left to right. The selected area is flipped and displayed in the same location it previously occupied. See "Flip A Selected Paint Area."

Flip Vertical

This Edit Menu option allows you to "flip" a selected Paint area top to bottom. The selected area is flipped and displayed in the same location it previously occupied. See "Flip A Selected Paint Area."

Insert Text

Use the Text tool to insert text on the Paint canvas. See "Text."

Line Tool

The Line tool lets you draw straight lines using the current line width and line color that you set using the Line option on the Options Menu.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Line tool.	1. At the main display, point to the Line tool.
2. Press the space bar to choose the Line tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to the point at which you want to start the line.	6. Move the marker to the point at which you want to start the line.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to draw the line.	8. Drag the marker to draw the line.
9. Press the space bar again to complete the line.	9. Release the button to complete the line.

The line you drew is displayed on the Paint canvas.

Line

The Line option on the Options Menu enables you to set the weight, or width, of a line you want to use while drawing. This option also allows you to set the color of the line you want to use. See "Set The Line Width And Color."

Move A Selected Paint Area Into Another Paint File

Use the Cut and Paste options on the Edit Menu to move information onto the Clipboard and then reinsert the information into another Paint file.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool.
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.

4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to cut.	6. Move the marker to one corner of the area you want to cut.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to cut.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to cut.
8. Press the space bar.	8. Release the button.
9. Press F12.	9. Point to `<F12>` at the bottom of the screen, and click.
10. Press F3 (Edit Menu).	10. Point to `Edit` on the menu bar, and hold down the button.
11. Press ↓ until you highlight `Cut`.	11. Drag the marker until you highlight `Cut`.
12. Press ENTER.	12. Release the button.

The canvas returns, and the selected area is placed on the Clipboard.

⌨	🖱
13. Press F12 to return to the main display.	13. Point to `<F12>` at the bottom of the screen, and click.
14. Press F2 (File Menu).	14. Point to `File` on the menu bar, and hold down the button.
15. Press ↓ until you highlight `Open`.	15. Drag the marker until you highlight `Open`.
16. Press ENTER.	16. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 17. If you have not changed the file, skip Steps 17 through 18.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` opens a new file without saving changes to the existing file.

`CANCEL` terminates the Open option. The existing file remains on the canvas.

⌨	🖱
17. Press TAB until you underline the desired choice.	17. Point to the desired choice.
18. Press ENTER.	18. Click the button.

A dialog box appears. The box contains a list of the files you can open.

⌨	🖱
19. Press ↓ until you highlight the file you want to open.	19. Point to the name of the file you want to open, and click.

You have the following choices:

`OK` opens the file.

`CANCEL` terminates the Open option. The existing file remains on the canvas.

⌨	🖱
20. Press TAB to underline the desired choice.	20. Point to the desired choice.
21. Press ENTER.	21. Click the button.

The main display for the new file appears on the screen.

⌨	🖱
22. Press F3 (Edit Menu).	22. Point to `Edit` on the menu bar, and hold down the button.
23. Press ↓ until you highlight `Paste`.	23. Drag the marker until you highlight `Paste`.
24. Press ENTER.	24. Release the button.
25. When the canvas appears, use the arrow keys to position the marker in the box in the upper left corner.	25. When the canvas appears, point to the inside of the box in the upper left corner.
26. Press the space bar.	26. Press and hold the button.
27. Use the arrow keys to move the box to the desired place on the canvas.	27. Drag the box until you position it in the desired location.
28. Press the space bar.	28. Release the button.

Move A Selected Paint Area Within The Same Paint File

You can use the Cut and Paste options on the Edit Menu to move Paint information onto the Clipboard and then reinsert the information at another place in the same Paint file. This procedure is described below. An easier and quicker way to move a selected area around the canvas is described in "Drag A Selected Paint Area Around The Canvas."

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to cut.	6. Move the marker to one corner of the area you want to cut.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to cut.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to cut.
8. Press the space bar.	8. Release the button.
9. Press [F12].	9. Point to `<F12>` at the bottom of the screen, and click.
10. Press [F3] (Edit Menu).	10. Point to `Edit` on the menu bar, and hold down the button.
11. Press [↓] until you highlight `Cut`.	11. Drag the marker until you highlight `Cut`.
12. Press [ENTER].	12. Release the button.

The canvas appears, and the selected area is removed and placed on the Clipboard.

⌨	🖱
13. Press [F12] to return to the main display.	13. Point to `<F12>` at the bottom of the screen, and click.

14. Press F3 (Edit Menu).	14. Point to `Edit` on the menu bar, and hold down the button.
15. Press ↓ until you highlight `Paste`.	15. Drag the marker until you highlight `Paste`.
16. Press ENTER.	16. Release the button.
17. When the canvas appears, use the arrow keys to position the marker in the box in the upper left corner.	17. When the canvas appears, point to the inside of the box in the upper left corner.
18. Press the space bar.	18. Hold down the button.
19. Use the arrow keys to move the box to the desired place on the canvas.	19. Drag the box until you position it in the desired location.
20. Press the space bar.	20. Release the button.

Move The Marker

Most of the time, moving the marker around on the screen is a matter of pressing arrow keys or pointing and clicking. There are, however, other techniques available.

Keyboard

Generally, you can press an arrow key to move the marker one character in the direction indicated on the key. You can also press CTRL and one of the arrow keys to move the marker to the left, right, top, or bottom of the canvas screen.

You can also use the arrow keys to draw diagonal lines by pressing ALT.

ALT ↑	Draws a diagonal line up and right.
ALT ↓	Draws a diagonal line down and left.
ALT ←	Draws a diagonal line up and left.
ALT →	Draws a diagonal line down and right.

When you press an arrow key, the marker moves a total of eight pixels in the direction you indicated. You can move the marker a smaller or larger number of pixels by typing any number and then pressing an arrow key. This command works while you are moving around the canvas or drawing a picture.

When you are working with information that isn't character-oriented (for example, the buttons in a dialog box), use the TAB key to move forward from field to field or SHIFT TAB to move backward from field to field.

Pointing Device

Position the marker anywhere on the screen by pointing to the appropriate location and clicking. When you are looking at a list box of files, you can scroll through the list by pointing to the appropriate arrow icon and pressing and holding the button. This lets you scroll continuously until you release the button.

New

Use this File Menu option when you are working within a Paint file and want to create a new Paint file without going to the desktop. See "Create a New Paint File From Within Paint."

Open

Use this File Menu option to open an existing file without returning to the desktop. See "Open an Existing File From Within A File."

Open An Existing File From Within A File

Use the File Menu's Open option to open an existing Paint file without returning to the desktop.

⌨

1. From the main display, press [F2] (File Menu).
2. Press [↓] until you highlight `Open`.
3. Press [ENTER].

🖱

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Open`.
3. Release the button.

If you have made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` opens another file without saving the changes to the currently displayed file.

`CANCEL` terminates the Open option. The currently displayed file remains on the canvas screen.

4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the file on the screen is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If your file is titled, skip Steps 6 through 8.

6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Open option. The currently displayed file remains on the canvas screen.

7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

A dialog box appears. The box contains a list of files you can open.

9. Press ↓ until you highlight the file you want to open.	9. Point to the name of the file you want to open, and click.

You have the following choices:

OK opens the file you specified.

CANCEL terminates the Open option. The existing file remains on the canvas screen.

10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press ENTER.	11. Click the button.

The file you requested appears.

Options Menu

The Options Menu allows you to choose the width and color of the lines you use to draw and the different size and shape brushes with which you can paint. You can also access the canvas from this menu.

Paste

This Edit Menu option takes Paint information currently on the Clipboard and inserts it at the marker's current position (without removing it from the Clipboard). You can paste cut or copied information into another place in the same Paint file or another Paint file.

See "Duplicate A Selected Paint Area In Another Paint File," "Duplicate A Selected Paint Area Within The Same Paint File," "Move A Selected Paint Area Into Another Paint File," and "Move A Selected Paint Area Within The Same Paint File."

Pencil Tool

The Pencil tool enables you to draw a thin line on the canvas. The width of the line remains the same, no matter which line width you've selected on the Options Menu. This tool is the default tool in Paint, so each time you begin this application, Pencil is selected.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Pencil tool.	1. At the main display, point to the Pencil tool.
2. Press the space bar to choose the Pencil tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to the point at which you want to draw.	6. Move the marker to the point at which you want to draw.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to draw a line.	8. Drag the marker to draw the line.

9. Press the space bar again to complete the pencil line.	9. Release the button to complete the pencil line.

The pencil line appears on the canvas.

Plain

Use the Plain option on the Text Menu to enter regular text (not underlined) on the Paint canvas. See "Use Plain Text."

Polyline Tool

The Polyline tool enables you to draw a line (using the current line width and color you specified with the Line option on the Options Menu). The program then connects the two end points to produce an enclosed shape.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Polyline tool.	1. From the main display, point to the Polyline tool.
2. Press the space bar to choose the Polyline tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to the point at which you want to draw.	6. Move the marker to the point at which you want to draw.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to move the marker so that you can draw a line.	8. Drag the marker to draw the line.
9. Press the space bar again to complete the line.	9. Release the button to complete the line.

Paint automatically draws a straight line connecting both ends of the line to produce an enclosed shape.

Print

Use this option on the File Menu to print your Paint file on paper. You must use a graphics printer. See "Print A Paint File."

Print A Paint File

Use the Print option on the File Menu to print your entire Paint file using a graphics printer.

⌨	🖱
1. At the main display, press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Print`.	2. Drag the marker until you highlight `Print`.
3. Press [ENTER].	3. Release the button.

Your Paint file begins to print, and a message box that contains information about the print operation appears.

You can press [ESC] to stop printing.

When printing is finished (or you stop printing), your Paint file's main display appears again.

Quit

Use this File Menu option to leave Paint and return to the Tandy Desktop. See "Exiting Paint" at the beginning of this chapter.

Rectangle Tool

The Rectangle tool enables you to draw rectangles and squares, using the current line width and line color you set using the Line option on the Options Menu.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Rectangle tool.	1. At the main display, point to the Rectangle tool.
2. Press the space bar to choose the Rectangle tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.

4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the desired rectangle location.	6. Move the marker to one corner of the desired rectangle location.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to drag the rectangle to the size you want.	8. Drag the rectangle to the size you want.
9. Press the space bar again to complete the rectangle.	9. Release the button to complete the rectangle.

The rectangle appears on the canvas.

Rename an Open Paint File

You can use the Save as option to rename an open Paint file. Follow the instructions below.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Save as`.	2. Drag the marker until you highlight `Save as`.
3. Press [ENTER].	3. Release the button.

The prompt, `Save as:`, appears.

⌨	🖱
4. Type a new name for the file using eight characters or fewer.	4. Type a new name for the file using eight characters or fewer.

You have the following choices:

`SAVE` saves the file using the name you supplied.

`CANCEL` terminates the Save as option. The file remains on the screen either untitled or with its previous name.

⌨	🖱
5. Press [TAB] until you underline the desired choice.	5. Point to the desired choice.

6. Press [ENTER].	6. Click the button.

The file remains on the screen.

Run

The File Menu's Run option lets you run another application or software package without returning to the desktop. See "Run Another Application."

Run Another Application

To open another application file or run another software package without returning to the desktop, follow these instructions:

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Run`.	2. Drag the marker until you highlight `Run`.
3. Press [ENTER].	3. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` runs another application or software package without saving the changes you made to the currently displayed document.

`CANCEL` terminates the Run option. The existing file remains on the canvas screen.

⌨	🖱
4. Press [TAB] until you underline the desired choice.	4. Point to the desired choice.
5. Press [ENTER].	5. Click the button.

If the file on the screen is untitled, the prompt, `Save as:` appears. Continue with Step 6. If your file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight or fewer characters.	6. Type a filename of eight or fewer characters.

You have the following choices:

`SAVE` saves the file using the name you supplied.

`CANCEL` terminates the Run option. The existing file remains on the canvas screen.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

The file you were using is stored on diskette, and a dialog box appears on the screen.

⌨	🖱
9. At the `Program` prompt, type the name of the application you want to run.	9. At the `Program` prompt, type the name of the application you want to run.
10. Press [TAB] to move to the `Data file` prompt.	10. Point to the `Data file` prompt, and click.
11. (optional) Type the name of the data file you want to use with your chosen application.	11. (optional) Type the name of the data file you want to use with your chosen application.

Note: If you leave the `Data file` prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

The CPU clock speed prompt gives you two choices:

`NORMAL` runs the program at the normal CPU speed. Some software packages require that you run them at normal clock speed to ensure that they operate properly.

`FAST` runs the program at a higher CPU speed. You'll use FAST for the majority of your applications.

⌨	🖱
12. Press TAB to move the marker to the clock speed buttons, and then press ← or → until you underline the desired choice.	12. Point to the desired clock speed button.
13. Press the space bar.	13. Click the button.

You have the following choices:

OK runs the application or software package (and data file, if you specified one).

CANCEL terminates the Run option and returns you to the desktop.

⌨	🖱
14. Press TAB until you underline the desired choice.	14. Point to the desired choice.
15. Press ENTER.	15. Click the button.

The screen might ask you to insert the diskette containing the application or software package you specified. Do so, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette you were using when you chose the Run option. Do so. You'll return to the desktop.

Save

Use this File Menu option to store changes to the currently displayed Paint file using the filename that appears in the title bar without exiting the file. See "Store Updates To An Existing File."

Save As

Use this File Menu option to name and store an untitled Paint file currently on the screen without exiting the file. (See "Store Updates to a New File.") You can also use this option to rename a file. (See "Rename An Open Paint File.")

Select Tool

You can use the Select tool to select all or part of a Paint file so that you can perform another function on it. The type of function you choose determines how much of the canvas you can select. For example, if you choose the Clear option or one of the Flip options, you can select the entire screen. If you choose the Copy or Cut options, you are limited to 8K in the Clipboard. If you select too much of your picture, you will receive an error message.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Select tool.	1. At the main display, point to the Select tool.
2. Press the space bar to choose the Select tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the area you want to select.	6. Move the marker to one corner of the area you want to select.
7. Press the space bar, and then use the arrow keys to drag the rectangle so that it includes the area you want to select.	7. Press and hold the button, and drag the rectangle so that it includes the area you want to select.
8. Press the space bar.	8. Release the button.

The area enclosed in the rectangle is now selected, and you can choose a function to perform on it.

Set The Brushstroke Width

Use the Brush option on the Options menu to set the width of your brushstroke.

⌨	🖱
1. At the main display, press F5 (Options Menu).	1. Point to `Options` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Brush`.	2. Drag the marker until you highlight `Brush`.

3. Press [ENTER].	3. Release the button.
4. Use the arrow keys to select the brushstroke you want to use.	4. Point to the brushstroke you want to use.
5. Press the space bar.	5. Click the button.

You have the following choices:

OK accepts the brushstroke information and puts the new information into effect.

CANCEL terminates the Brush option and returns you to the main display without changing the line information.

⌨	🖱
6. Press [TAB] until you underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

The brushstroke you selected is now in effect.

Set The Line Width And Color

Use the Line option on the Options Menu to set the width and color of the line you'll be using to draw.

⌨	🖱
1. At the main display, press [F5] (Options Menu).	1. At the main display, point to Options on the menu bar, and hold down the button.
2. Press [↓] until you highlight Line.	2. Drag the marker until you highlight Line.
3. Use the arrow keys to move to the line width you want to use.	3. Point to the line width you want to use.

Note: The dotted line option represents invisible lines on the Paint canvas. This option works best in conjunction with the Solid Ellipse and the Solid Rectangle. Using the invisible lines with a solid tool eliminates the outline border around your shape.

⌨	🖱
4. Press the space bar.	4. Click the button.
5. Press [TAB] and then use the arrow keys to move to the line color you want to use.	5. Point to the line color you want to use.

6. Press the space bar.	6. Click the button.

You have the following choices:

`OK` accepts the line width and color information and puts the new information into effect.

`CANCEL` terminates the Line option and returns you to the main display without changing the line information.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

The line width and color you selected are now in effect.

Solid Ellipse Tool

The Solid Ellipse tool enables you to draw an ellipse or circle and fill it with the current color or pattern. The finished ellipse is outlined in the current line width and line color that you set using the Line option on the Options Menu. (If you do not want a border around your ellipse, choose the invisible line width option, represented in the dialog box by dotted lines.)

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Solid Ellipse tool.	1. At the main display, point to the Solid Ellipse tool.
2. Press the space bar to choose the Solid Ellipse tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to the center of the desired ellipse location.	6. Move the marker to the center of the desired ellipse location.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to drag the ellipse to the size you want.	8. Drag the ellipse to the desired size.

9. Press the space bar again to complete the ellipse.	9. Release the button to complete the ellipse.

The solid ellipse appears on the canvas.

Solid Rectangle Tool

Use the Solid Rectangle tool to draw a rectangle or square and fill it with the current color or pattern. The finished rectangle is outlined in the current line width and line color that you set using the Line option on the Options Menu. (If you do not want a border around your rectangle, choose the invisible line width option, represented in the dialog box by dotted lines.)

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Solid Rectangle tool.	1. At the main display, point to the Solid Rectangle tool.
2. Press the space bar to choose the Solid Rectangle tool.	2. Click the button.
3. Press [F5] (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press [ENTER].	5. Release the button.
6. Use the arrow keys to move the marker to one corner of the desired rectangle location.	6. Move the marker to one corner of the desired rectangle location.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to drag the rectangle to the desired size.	8. Drag the rectangle to the desired size.
9. Press the space bar again to complete the rectangle.	9. Release the button to complete the solid rectangle.

The solid rectangle appears on the canvas.

Spray Can Tool

The Spray Can tool enables you to achieve a spray-painted effect on the Paint canvas. The Spray Can tool lets you spray the current color or pattern on the screen.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Spray Can tool.	1. At the main display, point to the Spray Can tool.
2. Press the space bar to choose the Spray Can tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to the point at which you want to start the spray can effect.	6. Move the marker to the point at which you want to begin the spray can effect.
7. Press the space bar.	7. Press and hold the button.
8. Use the arrow keys to spray paint an area.	8. Drag the marker to spray paint an area.
9. Press the space bar again to complete the spray can effect.	9. Release the button to complete the spray can effect.

The spray can effect appears on the canvas.

Store Updates To A New File

You can store changes you have made in a new Paint file without exiting the file. You must, however, name your Paint file before you can complete the procedure.

⌨	🖱
1. From the main display, press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Save as`.	2. Drag the marker until you highlight `Save as`.
3. Press ENTER.	3. Release the button.

The prompt, `Save as:`, appears.

⌨	🖱
4. Type the name you want to give the file using eight characters or fewer.	4. Type the name you want to give the file using eight characters or fewer.

You have the following choices:

SAVE saves the file using the name you supplied.

CANCEL terminates the Save as option. The untitled file remains on the screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The new file and its name are stored, and the file remains on the screen.

Store Updates To An Existing File

You can store changes you have made in an existing Paint file without exiting the file. You should do this periodically to help prevent loss of information.

⌨	🖱
1. From the main display, press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Save.	2. Drag the marker until you highlight Save.
3. Press ENTER.	3. Release the button.

Changes you have made to the file are stored, and the file remains on the screen.

Text Tool

Use the Text tool to enter text on the Paint canvas. The appearance of the text—plain or underlined and color—is set using the Text Menu.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Text tool.	1. At the main display, point to the Text tool.

2. Press the space bar to choose the Text tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.
6. Use the arrow keys to move the marker to the location at which you want to insert text, and press the space bar.	6. Move the marker to the point at which you want to insert text, and click.

The Paint marker changes to a text marker.

⌨	🖱
7. Type your text, and press ENTER.	7. Type your text, and press ENTER.

When you press ENTER, the text marker returns to the Paint marker, and if you are using underlined text, the underline appears at that time.

Text Menu

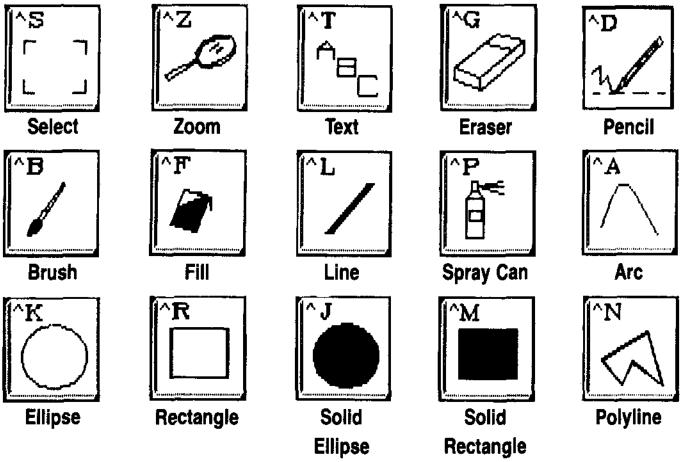
Use the Text Menu to choose regular (plain) or underlined text. You can also choose the text color using this menu.

Tools

The Paint tools appear on the main display. These tools are the Paint features that allow you to draw, enter text, and work with the contents of your Paint file. To choose a tool from the main display, position the marker, select the tool, and then choose the Canvas option on the Options Menu. You can also choose a tool and move directly to the Canvas by pressing ENTER (or double clicking).

To change tools while working on the canvas, you can press F12 (or point to `<F12>` at the bottom of the screen and click) to return to the main display and then select another tool. You can also change tools without leaving the canvas by simply pressing CTRL and the letter in the upper left corner of the new tool icon. For example, to choose the Eraser tool without leaving the canvas, simply press CTRL G.

The available tools and their icons appear below:


^S
Select
^Z
Zoom
^T
Text
^G
Eraser
^D
Pencil
^B
Brush
^F
Fill
^L
Line
^P
Spray Can
^A
Arc
^K
Ellipse
^R
Rectangle
^J
Solid Ellipse
^M
Solid Rectangle
^N
Polyline

Underline

Use this option on the Text Menu to enter underlined text on the canvas. See "Underline Text."

Underline Text

Use the Underline option on the Text Menu to make text appear underlined.

1. At the main display, press F4 (Text Menu).
2. Press ↓ until you highlight `Underline`.
3. Press ENTER.

1. At the main display, point to `Text` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Underline`.
3. Release the button.

When you type text on the canvas, the program inserts the underlining after you press ENTER to end your text entry.

Undo

You can cancel your last editing change while you are working on the canvas by pressing CTRL U. (You cannot use the Undo option on the Edit Menu while working on the Paint canvas.)

Use Plain Text

Use the Plain option on the Text Menu to enter regular text on the canvas screen.

⌨	🖱
1. At the main display, press F4 (Text Menu).	1. From the main display, point to `Text` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Plain`.	2. Drag the marker until you highlight `Plain`.
3. Press ENTER.	3. Release the button.

The text you enter on the canvas will be regular text.

Zoom Tool

The Zoom tool enables you to enlarge a section of the screen so that you can change the color or pattern in that specific section. You can also use Zoom to do more minute editing of your picture. For example, if you draw a line incorrectly, you can erase the unwanted area by choosing the background color and "removing" the unwanted area.

⌨	🖱
1. At the main display, use the arrow keys to move the marker to the Zoom tool.	1. At the main display, point to the Zoom tool.
2. Press the space bar to choose the Zoom tool.	2. Click the button.
3. Press F5 (Options Menu).	3. Point to `Options` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Canvas`.	4. Drag the marker until you highlight `Canvas`.
5. Press ENTER.	5. Release the button.

A small box appears in the upper left corner of the canvas screen.

⌨	🖱
6. Press the space bar, and then use the arrow keys to position the Zoom box over the area you want to view more closely.	6. Point to the Zoom box, hold down the button, and then drag the box to the area you want to view more closely.

7. Press the space bar.	7. Release the button.

A magnified replica of the area you chose is displayed, along with the original area in the upper left corner. The smallest unit in Zoom is an 8x8 pel square. This square represents one pel on the actual drawing.

⌨	🖱
8. Choose a new color by pressing TAB, pressing ← or →, and then pressing the space bar. Press TAB again to return the marker to the canvas.	8. Choose a new color by pointing to a new color on the bottom line and clicking. The marker returns to the canvas.

Using Zoom, you can choose a color only from the bottom line.

⌨	🖱
9. Use the arrow keys to move the marker to a point at which you want to change the color.	9. Point to the place at which you want to change the color.
10. Press the space bar.	10. Press and hold the button.
11. Use the arrow keys to draw the new color.	11. Drag the marker to draw the new color.
12. Press the space bar again to finish drawing.	12. Release the button to finish drawing.
13. When you finish using Zoom, return to the canvas by either pressing F12 to save your changes or pressing CTRL Q to cancel your changes.	13. When you finish using Zoom, return to the canvas by either pointing to <F12> and clicking to save your changes or pointing to <^Q> and clicking to cancel your changes.

Tips For The Advanced User

As you become more familiar with the Paint application, you can use the key sequences below while on the canvas screen to access certain options without returning to the main display.

Accelerators

CTRL Q	Lets you quit Paint at any time without having to access the File Menu.
CTRL U	Lets you undo your last change.
CTRL E	Lets you erase a canvas without having to access the Edit Menu.
CTRL DELETE	Lets you cut a selected area without having to access the Edit Menu.
CTRL INSERT	Lets you copy a selected area without having to access the Edit Menu.
INSERT	Lets you paste information from the Clipboard without having to access the Edit Menu.
DELETE	Lets you clear (delete) a selected area without having to access the Edit Menu.
CTRL H	Lets you horizontally flip a selected area without having to access the Edit Menu.
CTRL V	Lets you vertically flip a selected area without having to access the Edit Menu.
F12	Lets you go directly to the canvas without having to access the Options Menu.
ENTER	Lets you choose a specific tool and go directly to the canvas without having to access the Options Menu. (If you are using a pointing device, you can double click the button to choose a tool and go directly to the canvas.)
	Lets you accept a dialog box without having to tab through the box to the OK or SAVE button.
ESC	Lets you cancel a dialog box without having to tab through the box to the CANCEL button.
CTRL S	Lets you access the Select tool from the canvas.

CTRL Z	Lets you access the Zoom tool from the canvas.
CTRL T	Lets you access the Text tool from the canvas.
CTRL G	Lets you access the Eraser tool from the canvas.
CTRL D	Lets you access the Pencil tool from the canvas.
CTRL B	Lets you access the Brush tool from the canvas.
CTRL F	Lets you access the Fill tool from the canvas.
CTRL L	Lets you access the Line tool from the canvas.
CTRL P	Lets you access the Spray Can tool from the canvas.
CTRL A	Lets you access the Arc tool from the canvas.
CTRL K	Lets you access the Ellipse tool from the canvas.
CTRL R	Lets you access the Rectangle tool from the canvas.
CTRL J	Lets you access the Solid Ellipse tool from the canvas.
CTRL M	Lets you access the Solid Rectangle tool from the canvas.
CTRL N	Lets you access the Polyline tool from the canvas.

You can accelerate choosing menu options with the keyboard so that you do not have to press ↓ to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Copy option from the Edit Menu, you would press F3 to access the menu. You would then press C twice. The first time you pressed C, you would highlight `Cut`, the first option on the Edit Menu that begins with the letter C. The second time you pressed C, you would highlight `Copy`. (You would then press ENTER as usual to choose the highlighted option.)

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 13

TELECOM

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Introduction

The Telecom application is a simple communications tool that lets you communicate with outside news services, bulletin boards, or any other host systems. You can communicate with other computers either through a direct connection (via cable) or through a modem. You can set up files that, if you have an autodial modem, automatically call and connect to the other system. Telecom also lets you transfer files to and from other systems and "capture" information you receive in a buffer, saving it on disk for other use or review whenever you want.

Beginning Telecom

Before you use Telecom to communicate with another computer, be sure that you've read all the information that came with your modem, that you know how to connect it, and that you know the setting your host system requires you to use. Be sure to use the Communications accessory to define your modem type. See "The Communications Accessory" in the "Accessories" chapter and "Define Your Modem" in the "Tasks and Topics" section of this chapter.

⌨

1. At the desktop, press TAB until you highlight TELECOM (the title of the list box).
2. Press ENTER.

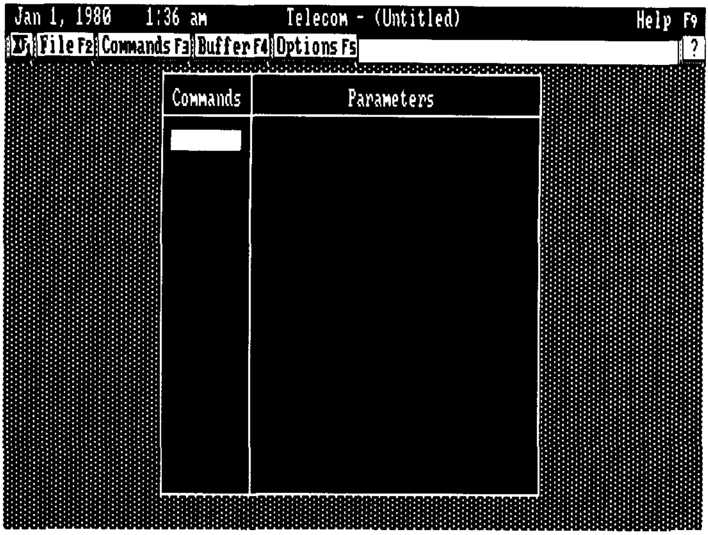
🖱

1. At the desktop, point to TELECOM (the title of the list box).
2. Double click the button.

Using Telecom

After you access Telecom, you see the command screen that is, for the most part, blank. (If you open an existing autolog file, you will see the commands and parameters already defined.)

If you select an autolog file directly from the desktop, the Telecom application will automatically execute the autolog file commands.



To use Telecom, you need to be familiar with these four basic steps:

1. You must establish the communication parameters (or settings) required by the *host*, or computer with which you want to communicate. Do this by using the command screen. Use the Set option on the Commands Menu to set the communication parameters.

2. Next, call the host computer. (If you are directly connected to the host via a cable, skip this step.) If you have an autodial modem, use the Call option on the Commands Menu (after selecting the appropriate modem via the Communication accessory). If your modem doesn't automatically dial for you, dial the host's telephone number with your telephone (first, execute the Set command), wait for a high-pitched sound that means you are connected, and then go to the next step.

3. Execute the commands you set up in the first two steps, and move to the terminal screen by using the Execute option on the Commands Menu. (If you are manually dialing the number, do this first.) If you dialed the host with your telephone, place the handset in its cradle (or in the acoustic coupler). You can now communicate with the host by typing on the keyboard to send information to the host and by reading information sent by the host to your screen.

4. When you finish, disconnect by returning to the command screen (ALT C) and using the Disconnect option on the Options Menu.

Once you set the communication parameters and execute the Set command, the parameters are stored in memory, and you can use them the next time you access the terminal screen. You can even go directly to the terminal screen using the Terminal option on the Options Menu if you don't need to change the settings.

If, however, you communicate with several hosts that have different communication parameters and different phone numbers, you might want to save the communication parameters in a file. You can save this information in a file called an *autolog* file. You can later run this file to establish a connection with a particular host.

The commands screen lets you build an autolog file and execute it. (See "Develop An Autolog File.") When you select one of the options, Set, Call, Wait, or Send, from the Commands Menu, you are actually changing the current line of an autolog file. You can position the marker on any line in the file. The Execute option executes the currently open file and then takes you to the terminal screen, where a small box shows you the progress of the dialing process. The results of the autolog Send and Wait options appear on the terminal screen. You can cancel the autolog operation by pressing [ESC]. After the autolog process is complete, start typing on your keyboard to communicate with the host.

You can save the current autolog file by using the Save or Save as options on the File Menu. The next time you want to run an Autolog file, use the Autolog option on the File Menu to open, load, and run the file. If you need to look at a file or change it, you can display the file using the Open option on the File Menu.

The features and commands available to you as you use Telecom are explained in the "Tasks and Topics" section of this chapter.

Exiting Telecom

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Quit`.	2. Drag the marker until you highlight `Quit`.
3. Press [ENTER].	3. Release the button.

If you have made changes to an autolog file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed an autolog file, skip Steps 4 through 8.

You have the following choices:

YES saves the changes you made and exits Telecom.

NO returns to the desktop without saving the changes.

CANCEL terminates the Quit option. The command screen remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the autolog file is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If the file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have following choices:

SAVE saves the autolog file using the name you supplied.

CANCEL terminates the Quit option. The command screen remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The program returns to the desktop.

Tasks And Topics

ASCII Format

You can use ASCII format to transfer DeskMate files to other computer systems. Boldface, underline, and page format codes cannot be transmitted in ASCII. See "Transfer Files Automatically," "Transfer Files Manually," and the "Text" chapter.

Autolog

Use this option on the File Menu to open, load, and run (execute) an autolog file. See "Run An Autolog File."

Autolog File

The *autolog file* feature lets you save the communication parameters, special login procedures, and phone numbers for several hosts so that you can use them in the future to establish a connection with a particular host. You must be using an autodial modem to use this feature. See "Develop An Autolog File."

Buffer Menu

This menu gives you access to the *terminal buffer,* an area in which you can "capture" characters being transmitted between your computer and the other system. You can then save the characters in a file, print or display the contents of the buffer, or clear the buffer contents.

Buffer Off

Use this Buffer Menu option to deactivate the buffer. See "Turn Off The Buffer."

Buffer On

Use this Buffer Menu option to activate the buffer. See "Turn On The Buffer."

Call

Use this Commands Menu option to tell Telecom to dial a telephone number when running an autolog file. See "Call The Host With An Autolog File."

Call The Host With An Autolog File

Use the Call option on the Commands Menu to tell Telecom that when it runs the autolog file, you want it to dial a number using up to 30 digits. You can include dashes between area codes, exchanges, and numbers.

⌨	🖱
1. Press F3 (Commands Menu).	1. Point to `Commands` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Call`.	2. Drag the marker until you highlight `Call`.
3. Press ENTER.	3. Release the button.
4. At the `Phone number` prompt, type a telephone number using as many as 30 digits.	4. At the `Phone number` prompt, type a telephone number using as many as 30 digits.

Note: When you are typing, you can correct mistakes as usual. See "Correct An Error."

You have the following choices:

`OK` transfers this command to the command screen as part of the autolog file.

`CANCEL` terminates the Call option without defining a phone number to dial.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

Clear

Use this option on the Buffer Menu to delete the contents of the buffer. See "Delete The Buffer Contents."

Command Screen

As you use options on the Commands Menu to define your communication parameters or to set up your autolog file, the information appears on the command screen. This screen displays the information in two columns under the headings "Commands" and "Parameters." Each time you add information to the autolog file, the information appears on the command screen. For more information on using the command screen, see "Use The Command Screen Menu While Communicating With The Host."

Commands Menu

This menu lets you define your communication parameters or set up an autolog file to use in conjunction with your autodial modem. Once you set up an autolog file, you can tell Personal DeskMate to use it for automatically dialing and connecting to the other systems. For more information on setting up an autolog file, see "Develop An Autolog File."

Communication Parameters

You can use the Set option on the Commands Menu to give Telecom the technical information that it needs to communicate with another computer. Communication parameters tell Telecom about the modem you are using and the way you want it to handle certain standard telecommunication features. See "Set The Communication Parameters."

Communications Accessory

Use this accessory on the Accessory Menu to tell Personal DeskMate about the telecommunications hardware you plan to use. For information on how to use this accessory, see the "Accessories" chapter.

Correct An Error

You can use the [BACKSPACE] key to delete the character immediately to the left of the marker. Use [DELETE] to delete the character directly under the marker.

Create A New Autolog File From Within An Autolog File

Use the File Menu's New option when you want to create a new autolog file without returning to the desktop.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `New`.	2. Drag the marker until you highlight `New`.
3. Press [ENTER].	3. Release the button.

If you made changes to the autolog file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the autolog file, skip Steps 4 through 8.

You have the following choices:

`YES` saves the autolog file with the changes you made.

`NO` creates a new autolog file without saving changes to the existing file.

`CANCEL` terminates the New option. The existing autolog file remains on the screen.

⌨	🖱
4. Press [TAB] until you underline the desired choice.	4. Point to the desired choice.
5. Press [ENTER].	5. Click the button.

If you select `YES` and the file on the screen is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If you select `YES` and the file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

`SAVE` saves the autolog file using the name you supplied. A new untitled file appears.

`CANCEL` terminates the New option. The existing autolog file remains on the screen.

7. Press TAB until you underline the desired choice.
8. Press ENTER.

7. Point to the desired choice.
8. Click the button.

Define Your Modem

Before you can use Telecom to communicate with another computer system, you must tell Personal DeskMate about the telecommunications hardware you plan to use. Use the Communications option on the Accessory Menu to define your modem type. See "The Communications Accessory" in the "Accessories" chapter.

Delete

This Commands Menu option lets you delete an existing line in your autolog file. See "Edit An Autolog File."

Delete Files

You can delete a file or files from Personal DeskMate by selecting one or several files from an application's list box on the Tandy Desktop and then choosing the Delete option from the desktop's File Menu. See the "Desktop" chapter.

Delete The Buffer Contents

You can use the Clear option on the Buffer Menu to delete the current contents of the buffer.

1. Press F4 (Buffer Menu).
2. Press ↓ until you highlight `Clear`.
3. Press ENTER.

1. Point to `Buffer` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Clear`.
3. Release the button.

A message asks whether you want to save the contents of the buffer or not. You have the following choices:

`YES` saves the current contents of the buffer.

`NO` clears the contents of the buffer.

CANCEL terminates the Clear option. The current contents remain in the buffer.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

Develop An Autolog File

If you have an autodial modem, you can create a special file, called an autolog file, that Telecom can use in calling and logging on to an information service. The Commands Menu gives you the tools you need to put the necessary information into the autolog file.

You can use the Set option on the Commands Menu to define the communication parameters and the Call, Wait, and Send options to set up the procedure your service requires when you log on to it. To develop an autolog file for actual use, you must determine the order in which you use the options to log on to your particular host system. (Normally, you use the Set command first to set your command parameters.)

When you finish entering information in your autolog file, you can use the Save as option on the File Menu to store the file so that you can use it again in the future. A finished autolog file might look similar to the following:

```
Set         1200, 8, E, 1, OFF
Call        555-1212
Send        Break-Sequence
Wait for    "login:", 30 seconds
Send        "username"
Wait for    "Password:", 30 seconds
Send        "Secret^"
Wait for    "mail", 45 seconds
Transfer    "filename" .R.X.20 seconds
```

Each command is described in the "Tasks And Topics" section of this chapter. If you are communicating with an information service, follow the instructions provided by the service.

Direct Connection

A direct connection (via cable) enables your computer to communicate with other computers.

Disconnect

Use this Options Menu option to disconnect the telephone line. See "Disconnect The Telephone Line."

Disconnect The Telephone Line

Use the Options Menu's Disconnect option to disconnect the telephone line after you finish communications with the other system. When you choose the option, the line automatically disconnects.

⌨

1. Press [F5] (Options Menu).
2. Press [↓] until you highlight `Disconnect`.
3. Press [ENTER].

🖱

1. Point to `Options` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Disconnect`.
3. Release the button.

Display

Use this Buffer Menu option to display the contents of the buffer. See "Display The Buffer Contents."

Display The Buffer Contents

Use the Display option on the Buffer Menu when you want to display the current contents of the buffer.

⌨

1. Press [F4] (Buffer Menu).
2. Press [↓] until you highlight `Display`.
3. Press [ENTER].

🖱

1. Point to `Buffer` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Display`.
3. Release the button.

To stop the display, press [CTRL][S]. To restart the display, press any key. To stop the display and return to the commands screen, press [ESC].

Display The Terminal Screen

You can use the Terminal option on the Options Menu to display the terminal screen without executing an autolog file.

⌨

1. Press [F5] (Options Menu).
2. Press [↓] until you highlight Terminal.
3. Press [ENTER].

🖱

1. Point to Options on the menu bar, and hold down the button.
2. Drag the marker until you highlight Terminal.
3. Release the button.

The terminal screen appears.

Duplicate Files

You can duplicate a file in your current directory or in another directory. See the "Desktop" chapter.

Edit An Autolog File

If you make an error in a line of your autolog file, you can change the contents of the line. You also can use the Insert and Delete options on the Commands Menu to add and delete lines. See "Insert" and "Delete."

⌨

1. Use the arrow keys to move the marker to the beginning of the autolog file line you want to change.

🖱

1. Point to the beginning of the autolog file line you want to change.

If you want to change the contents of the line, continue with Step 2. If you want to add or delete lines, skip Step 2.

⌨

2. Press [ENTER].

🖱

2. Double click the button.

The dialog box for the command line appears. Use the dialog box to change the contents of the line according to the instructions in this chapter for using the command option. For example, if you want to change the contents of a Set command line, see "Set The Communication Parameters."

If you want to add or delete lines in the autolog file, continue with Steps 3 through 5. If you do not want to add or delete lines, Steps 3 through 5 do not apply.

⌨

3. Press [F3] (Commands Menu).

🖱

3. Point to Commands on the menu bar, and hold down the button.

4. Press ↓ until you highlight `Insert` or `Delete`.
5. Press ENTER.

4. Drag the marker until you highlight `Insert` or `Delete`.
5. Release the button.

If you select the Insert option, a blank line appears, and the subsequent lines move down one line. You can now use one of the options on the Commands Menu to insert information. For example, if you want to insert the telephone number of the host computer, use the Call option.

If you select the Delete option, the line disappears, and the lines below move up to accommodate the deletion.

End An Autolog File Session

You can quit working in an autolog file and either save the changes you made or disregard them. You can then return to the Tandy Desktop or enter another autolog file. See "Exiting Telecom" at the beginning of this chapter.

Enter The Exit Command At The End Of An Autolog File

You can use the Commands Menu's Exit option to enter the Exit command at the end of your file.

1. Press F3 (Commands Menu).
2. Press ↓ until you highlight `Exit`.
3. Press ENTER.

1. Point to `Commands` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Exit`.
3. Release the button.

The command screen displays the Exit command.

Execute

Use this Commands Menu option to run an open autolog file after you set up or change the parameters.

Execute An Open Autolog File

Use the Execute option on the Commands Menu to execute (run) an open autolog file after you set up or change the parameters.

⌨

1. Press F3 (Commands Menu).
2. Press ↓ until you highlight `Execute`.
3. Press ENTER.

🖱

1. Point to `Commands` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Execute`.
3. Release the button.

The terminal screen appears, and DeskMate executes the autolog file parameters.

Exit

You can use this Commands Menu option at the end of an autolog file to automatically disconnect the line and exit Telecom. When the execution of your autolog file finishes, the Exit command at the end of your file returns you to the DeskMate desktop. For example, you can use this option to execute an "auto get mail" login file (using the Wait and Send options) and then automatically return to the main desktop upon completion of your communication. See "Enter The Exit Command At The End Of An Autolog File."

Exit Telecom

You can return to the Tandy Desktop by selecting Quit from the File Menu. See "Exiting Telecom" at the beginning of this chapter.

File Menu

This menu lets you perform functions related to an autolog file, such as open, save, or print.

Host Systems

Host refers to the computer with which you communicate. To communicate with various host systems, you must first establish the communication parameters required by the host. See "Communication Parameters."

Insert

This Commands Menu option lets you insert a blank line before the current line in your autolog file definition. For information on how to use this option, see "Edit An Autolog File."

Load

Use this Buffer Menu option to load an ASCII file into the buffer. See "Load The Buffer."

Load The Buffer

Use the Buffer Menu's Load option to load a previously saved ASCII file into the buffer so that you can display it. The previous contents of the buffer are replaced by the ASCII file you load.

⌨	🖱
1. Press F4 (Buffer Menu).	1. Point to `Buffer` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Load`.	2. Drag the marker until you highlight `Load`.
3. Press ENTER.	3. Release the button.

The prompt, `Load File`, appears.

⌨	🖱
4. Press ↓ until you highlight the filename you want to load.	4. Point to the filename you want to load, and click.

You have the following choices:

`OK` loads the file into the buffer.

`CANCEL` terminates the Load option and displays the command screen.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

Log On

Use the options on the Commands Menu to define the complete sequence you need to connect to and log onto the host system. For information on how to set up communications with the host system, see "Communicating With The Host" at the beginning of this chapter.

Move The Marker

Most of the time, moving the marker around on the screen is a matter of pressing arrow keys or pointing and clicking. There are, however, other techniques available.

Keyboard

Generally, you can press an arrow key to move the marker one character in the direction indicated on the key. When you are working with information that isn't character-oriented (for example, the buttons in a dialog box), use the [TAB] key to move forward from field to field or [SHIFT] [TAB] to move backward from field to field.

Pointing Device

Position the marker anywhere on the screen by pointing to the appropriate location and clicking. To scroll more than one line or character at a time, point to the appropriate arrow icon, and press and hold the button. This lets you scroll continuously until you release the button.

New

Use this File Menu option when you are working in an existing autolog file and want to create a new autolog file without going to the desktop. See "Create A New Autolog File From Within An Autolog File."

Open

Use this File Menu option when you want to open an existing autolog file without returning to the desktop. See "Open An Existing Autolog File From Within An Autolog File."

Open An Existing Autolog File From Within An Autolog File

Use the Open option on the File Menu when you want to open an existing autolog file without returning to the desktop.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Open`.	2. Drag the marker until you highlight `Open`.

3. Press ENTER.	3. Release the button.

If you made changes to the autolog file, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8. For information on how to make changes to an autolog file, see "Edit An Autolog File."

You have the following choices:

> YES saves the autolog file with the changes you made.
>
> NO opens another autolog file without saving the changes to the currently displayed file.
>
> CANCEL terminates the Open option. The currently displayed autolog file remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If you select YES and the autolog file on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If you select YES and your file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

> SAVE saves the document using the name you supplied.
>
> CANCEL terminates the Open option. The currently displayed file remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

If you choose SAVE, a dialog box appears. The box contains a list of autolog files you can open.

⌨	🖱
9. Press ↓ until you highlight the autolog file you want to open.	9. Point to the name of the autolog file you want to open, and click.

You have the following choices:

OK opens the autolog file you specified. The file you requested appears.

CANCEL terminates the Open option. The existing autolog file remains on the screen.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press ENTER.	11. Click the button.

Options Menu

This menu enables you to transfer (send or receive) files between your computer and the host, move directly to the terminal screen, or disconnect the line.

Print

Use the Print option on the File Menu to print a displayed autolog file. DeskMate prints the autolog file in the text mode, portrait format. (See the "Text" chapter.) Use the Print option on the Buffer Menu to print the contents of the buffer.

See "Print The File/Buffer On Paper," "Print The File/Buffer On The Screen," and "Print The File/Buffer To Another File."

Print The File/Buffer On Paper

Use the Print option on the File Menu to print an autolog file, or use the Print option on the Buffer Menu to print the contents of your buffer.

⌨	🖱
1. Press F2 (File Menu) to print the autolog file. or Press F4 (Buffer Menu) to print the contents of the buffer.	1. Point to `File` on the menu bar, and hold down the button. or Point to `Buffer` on the menu bar, and hold down the button.

2. Press [↓] until you highlight `Print`.	2. Drag the marker until you highlight `Print`.
3. Press [ENTER].	3. Release the button.
4. Press [↑] or [↓] until you underline the `Printer` button.	4. Point to the `Printer` button.
5. Press the space bar.	5. Click the button.

You have the following choices:

`OK` selects the Printer option.

`CANCEL` terminates the Print option. The existing file remains on the screen.

⌨	🖱
6. Press [TAB] to underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

Your file begins to print, and a message box that contains information about the print operation appears.

If you selected the Pause Between Pages option in Page Setup, the printer will stop so that you can change sheets of paper. Press [CTRL][N] (or point to `Next Page` and click) to begin printing again.

Print The File/Buffer On The Screen

Use the Print option on the File Menu or the Buffer Menu and then select the Screen button to display your autolog file or buffer contents on the screen. You can use this option to see exactly how the information will look on paper (page breaks, margins, and so on). You can make changes to the information while it is displayed on the screen.

⌨	🖱
1. Press [F2] (File Menu) to print the autolog file. or Press [F4] (Buffer Menu) to print the contents of the buffer.	1. Point to `File` on the menu bar, and hold down the button. or Point to `Buffer` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Print`	2. Drag the marker until you highlight `Print`.
3. Press [ENTER].	3. Release the button.

4. Press [↑] or [↓] until you underline the Screen button.	4. Point to the Screen button.
5. Press the space bar.	5. Click the button.

You have the following choices:

OK selects the Screen option.

CANCEL terminates the Print option. The existing file remains on the screen.

⌨	🖱
6. Press [TAB] to underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

DeskMate prints the information on the screen. To see additional pages, press [CTRL][N], or select the Print Screen Menu, and choose the Next Page option.

When you are ready to exit the print screen, press [CTRL][Q], or choose the Quit option on the Print Screen Menu.

Print The File/Buffer To Another File

Use the Print option on the File Menu or the Buffer Menu to print the autolog file or buffer contents to another file. You can then use the MS-DOS print command to print this file from an MS-DOS computer that is not running DeskMate.

Note: The printer must be the same type as the one you are using with DeskMate. For easy portability, choose ASCII Printer as the type of printer you are using in the Printer accessory.

⌨	🖱
1. Press [F2] (File Menu) to print the autolog file. or Press [F4] (Buffer Menu) to print the contents of the buffer.	1. Point to File on the menu bar, and hold down the button. or Point to Buffer on the menu bar, and hold down the button.
2. Press [↓] until you highlight Print.	2. Drag the marker until you highlight Print.
3. Press [ENTER].	3. Release the button.
4. Press [↑] or [↓] until you underline the File button.	4. Point to the File button.

5. Press the space bar.	5. Click the button.
6. Press [TAB] to move the marker to the `Filename` prompt.	6. Point to the `Filename` prompt, and click.
7. Type a filename of eight characters or fewer.	7. Type a filename of eight characters or fewer.

You have the following choices:

`OK` selects the File option.

`CANCEL` terminates the Print option. The existing file remains on the screen.

⌨	🖱
8. Press [TAB] to underline the desired choice.	8. Point to the desired choice.
9. Press [ENTER].	9. Click the button.

If you choose OK, DeskMate makes a printer specific copy of the file, and the file you were using remains on the screen.

> **Note:** If the Pause Between Pages option is set, you will get the message `Continue printing document?` as DeskMate prints to the new file. Press the `Next Page` button to continue the print operation.

Note that when you return to the desktop, you will not see the .PRN file listed in any application list box. It does, however, reside on the diskette. To see it, you need to view the contents of the diskette.

Quit

Use this File Menu option to leave Telecom and return to the Tandy Desktop. See "Exiting Telecom" at the beginning of this chapter.

Rename An Open Autolog File

You can use the Save as option on the File Menu to rename an open autolog file.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Save As`.	2. Drag the marker until you highlight `Save As`.

3. Press [ENTER].

3. Release the button.

The prompt, `Save as:`, appears.

⌨

4. Type a new name for the file using eight characters or fewer.

🖱

4. Type a new name for the file using eight characters or fewer.

You have the following choices:

> `SAVE` saves the autolog file using the name you supplied. The file remains on the screen.
>
> `CANCEL` terminates the Save As option. The autolog file remains on the screen either untitled or with its previous name.

⌨

5. Press [TAB] until you underline the desired choice.
6. Press [ENTER].

🖱

5. Point to the desired choice.
6. Click the button.

Run

The File Menu's Run option lets you run another application or software package without returning to the desktop. See "Run Another Application."

Run An Autolog File

Use the Autolog option on the File Menu to open, load, and execute (run) an autolog file. Be sure that your modem is properly connected and that the switches are set correctly. See your modem manual for information.

⌨

1. Press [F2] (File Menu).
2. Press [↓] until you highlight `Autolog`.
3. Press [ENTER].

🖱

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Autolog`.
3. Release the button.

A dialog box appears. You can use this box to choose a filename.

⌨	🖱
4. Press ↓ until you highlight the file you want to use.	4. Point to the file you want to use, and click.

You have the following choices:

`OK` performs the commands in the autolog file and moves you to the terminal screen. You can monitor the progress of the dialing process using the small box on the screen.

`CANCEL` terminates the Autolog option. The command screen appears.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

Run Another Application

To open another application file or run another software package without returning to the desktop, follow these instructions:

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Run`.	2. Drag the marker until you highlight `Run`.
3. Press ENTER.	3. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not changed the file, skip Steps 4 through 8.

You have the following choices:

`YES` saves the file with the changes you made.

`NO` runs another application or software package without saving changes you made to the currently displayed file.

`CANCEL` terminates the Run option. The existing file remains on the screen.

⌨	🖱
4. Press [TAB] until you underline the desired choice.	4. Point to the desired choice.
5. Press [ENTER].	5. Click the button.

If the file on the screen is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If your file is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight or fewer characters.	6. Type a filename of eight or fewer characters.

You have the following choices:

`SAVE` saves the file using the name you supplied.

`CANCEL` terminates the Run option. The existing file remains on the screen.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

The file you were using is stored on disk, and a dialog box appears on the screen.

⌨	🖱
9. At the `Program` prompt, type the name of the application you want to run.	9. At the `Program` prompt, type the name of the application you want to run.
10. Press [TAB] to move to the `Data file` prompt.	10. Point to the `Data file` prompt, and click.
11. (optional) Type the name of the data file you want to use with your chosen application.	11. (optional) Type the name of the data file you want to use with your chosen application.

Note: If you leave the `Data file` prompt blank, DeskMate runs the application or program you specify without opening a corresponding data file.

The CPU clock speed prompt gives you two choices:

`NORMAL` runs the program at the normal CPU speed. Some software packages require that you run them at normal clock speed to ensure that they operate properly.

FAST runs the program at a higher CPU speed. You'll use FAST to run the majority of your applications.

⌨	🖱
12. Press TAB to move the marker to the clock speed buttons, and press ← or → until you underline the button for the desired clock speed.	12. Point to the desired clock speed button.
13. Press the space bar.	13. Click the button.

You have the following choices:

OK runs the application or software package (and data file, if you specified one).

CANCEL terminates the Run option and returns you to the desktop.

⌨	🖱
14. Press TAB until you underline the desired choice.	14. Point to the desired choice.
15. Press ENTER.	15. Click the button.

The screen might ask you to insert the diskette containing the application or software package you specified. Do so, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette you were using when you chose the Run option. Do so. You'll return to the desktop.

Save

Use this option on the File Menu to store the current autolog file using the filename that appears in the title bar. Telecom saves the file, including any changes you might have made, and continues to display the screen you were using. See "Store Updates To An Existing Autolog File."

Save As

Use the File Menu's Save As option to store a new autolog file on diskette with a name that you supply. You can also make a duplicate of an existing autolog file by storing it on diskette under a different filename. See "Store Updates To A New Autolog File" and "Rename An Open Autolog File."

Use the Buffer Menu's Save As option to store the contents of the buffer in a file. The contents remain in the buffer as well. See "Store The Buffer Contents."

Send

Use this Commands Menu option to tell Telecom to send information to the other system. See "Send The Host A Response Within An Autolog File."

Send The Host A Response Within An Autolog File

Use the Send option on the Commands Menu to tell Telecom that, at this point in the execution, you want to send either a string of characters or a break sequence to the other system.

1. Press [F3] (Commands Menu).
2. Press [↓] until you highlight `Send`.
3. Press [ENTER].

1. Point to `Commands` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Send`.
3. Release the button.

A dialog box appears. You can select either of the next two options by following the instructions below them.

Send String

You can use the Send string option to enter a maximum of 27 characters you want to send to the other system. If you select this option, you can set the Add carriage return setting, which sends a carriage return character at the end of the string, on or off.

Send Break Sequence

You can use this option to send a break sequence to the other system. Many information services and other host systems require you to send a break sequence (also referred to as extended null) to gain the attention of the system's computer.

4. Press [↓] and [↑] until you underline the desired choice.

4. Point to the desired choice.

5. Press the space bar.	5. Click the button.

If you select the Send string option, continue with Steps 6 through 9. If you select the Send break sequence option, skip Steps 6 through 9.

⌨	🖱
6. Press TAB to move the marker to the box for entering the string you want to use.	6. Point to the box for entering the string you want to use, and click.
7. Type a maximum of 27 characters you want to send.	7. Type a maximum of 27 characters you want to send.
8. Press TAB to move the marker to the `Add carriage return` option.	8. Point to the box next to the `Add carriage return` option.
9. Press the space bar to toggle the `Add carriage return` option off or on.	9. Click the button to toggle the `Add carriage return` option off or on.

An "X" appears when you turn on the Add carriage return option. You can remove the "X" by pressing the space bar again or by pointing to the box and clicking the button.

You have the following choices:

> `OK` accepts the information and makes it part of your autolog file. This information appears on the command screen.
>
> `CANCEL` terminates the Send option without accepting this information. The command screen appears.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press ENTER.	11. Click the button.

Set

Use this Commands Menu option to set communication parameters. See "Set The Communication Parameters."

Set The Communication Parameters

Use the Set option on the Commands Menu to tell Telecom about the status of the communication line by establishing parameters such as baud rate, word length, parity, and so on. As you develop an autolog file, the Set option is the first one you'll want to use. See "Develop An Autolog File."

1. Press [F3] (Commands Menu).
2. Press [↓] until you highlight `Set`.
3. Press [ENTER].

1. Point to `Commands` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Set`.
3. Release the button.

A dialog box appears. This box contains several elements that you can change when you use Telecom. Use [TAB] to move to the various options in the box.

You can change any or all of the next five options by following the instructions below them.

Baud

This option tells Telecom how fast to transmit information to the other system. The higher the baud rate, the faster the transmission. If you use an external modem or an internal modem card, select the baud rate that your modem can use. The other computer must also use this same baud rate. If you use a direct cable connection, you can use any baud rate as long as the other computer also uses the same rate. You might not be able to communicate reliably at baud rates exceeding 1200 unless your computer and its host use flow control.

Word Length, Parity, and Stop Bits

These three options let you give Telecom technical information that tells it how to code the information it transmits to and receives from the other computer. The correct choices for these options are usually dictated by the host. For example, most computers use one of the following sets of parameters:

* 8-bit word size, no parity, and 1 stop bit

• 7-bit word size, even parity, and 1 stop bit.

Flow Control (Xon/Xoff)

If you turn on Flow Control, transmission to the other system stops when it sends an Xoff code. Transmission resumes when it sends an Xon code. Telecom sends an Xoff to pause transmission from the other system when information is coming in at too fast a rate. Telecom then sends an Xon to resume transmission when the buffer can handle more input. You can use flow control only if the host uses it as well.

⌨

4. Press [←], [→], and [↓] until you underline the settings you want to use.
5. Press the space bar.

🖱

4. Point to the settings you want to use.
5. Click the button.

You can use any or all of the next three options by following the instructions below them.

ASCII Filter

Use this option to turn on or off the ASCII Filter. Leaving the ASCII filter switch toggled on removes all characters above 80 (hexadecimal) and control characters below 20 (hexadecimal).

Self Echo

Use this option if you have problems displaying the characters you type during transmission. For example, if the characters you type appear in duplicate, toggle the setting off. If, on the other hand, your characters are not displaying at all, toggle the setting on.

Add Line Feed

Use this option if the host system you are communicating with requires a line feed each time it sends (or receives) a carriage return character.

⌨

6. Press [TAB] to underline the option you want to use.
7. Press the space bar to toggle the option on or off.

🖱

6. Point to the option you want to use.
7. Click the button to toggle the option on or off.

An "X" appears when you turn on one of the above options. You can remove the "X" by pressing the space bar again or by pointing to the box and clicking the button.

You have the following choices:

> OK accepts all the parameter definitions. The command screen appears and displays a line containing the command set and the baud rate, word length, parity, stop bits, and flow control parameters.
>
> CANCEL terminates the parameter definitions. The command screen appears without this information.

⌨	🖱
8. Press [TAB] until you underline the desired choice.	8. Point to the desired choice.
9. Press [ENTER].	9. Click the button.

Stop Run

When you use the Autolog option on the File Menu, you can end the dialing process at any time.

⌨	🖱
1. Press [ESC].	1. Press [ESC].

If you are connected to the host when you cancel the login process, you remain connected. Skip Step 2. If you aren't connected, continue with Step 2.

⌨	🖱
2. Press [F3] (Commands Menu).	2. Press [F3] (Commands Menu).

The command screen appears. You can reselect the Autolog option to try the process again. See "Run An Autolog File."

Store The Buffer Contents

Personal DeskMate lets you save the contents of the buffer in a file.

⌨	🖱
1. Press F4 (Buffer Menu).	1. Point to Buffer on the menu bar, and hold down the button.
2. Press ↓ until you highlight Save As.	2. Drag the marker until you highlight Save As.
3. Press ENTER.	3. Release the button.

The prompt, Save as:, appears. The line below the prompt shows you the current drive and directory you are using (the location where the file will be stored).

⌨	🖱
4. Type the name you want to give the file using eight characters or fewer.	4. Type the name you want to give the file using eight characters or fewer.

Note: Telecom supplies the .doc extension if you don't supply an extension.

You have the following choices:

SAVE saves the file using the name you supplied. The new file and its name are stored, and the contents remain in the buffer as well.

CANCEL terminates the Save As option. The command screen appears.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

Store Updates To An Existing Autolog File

You can store changes you have made in an existing autolog file by using the Save command on the File Menu.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Save`.	2. Drag the marker until you highlight `Save`.
3. Press ENTER.	3. Release the button.

Changes you have made to the autolog file are stored, and the file remains on the screen.

Store Updates To A New Autolog File

Personal DeskMate lets you save a new file with a name you supply.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Save As`.	2. Drag the marker until you highlight `Save As`.
3. Press ENTER.	3. Release the button.

The prompt, `Save As:`, appears.

⌨	🖱
4. Type the name you want to give the file using eight characters or fewer.	4. Type the name you want to give the file using eight characters or fewer.

You have the following choices:

`SAVE` saves the file using the name you supplied. The new autolog file and its name are stored. The titled file appears on the screen.

`CANCEL` terminates the Save as option. The untitled autolog file remains on the screen.

5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

Terminal

Use this Options Menu option to display the terminal screen without executing an autolog file (unlike the File Menu's Autolog option). This option returns you to the terminal screen during communication after you use a Buffer Menu or Options Menu option. See "Display The Terminal Screen."

Terminal Screen

While you are communicating with another computer, the terminal screen appears, and Personal DeskMate acts in a different way from the way it usually does. You see no title bar or menu bar, and you cannot use the Accessory Menu. When you press a key, you send the corresponding ASCII code to the host. If your host requires a control code, you can send that code by using the CTRL key in combination with the appropriate second key. For example, pressing CTRL J sends the ASCII code 10 (a linefeed) to the host. (Documentation you get from the host commonly refers to these codes with the symbol "^", that is, ^J for the code produced by pressing CTRL J. See "Display The Terminal Screen."

Transfer

Use this option on the Commands Menu to pre-define your transfer parameters for sending or receiving a file. You can then use the Autolog option on the File Menu to run your file, and the Autolog option will automatically access the transfer information. See "Transfer Files Automatically."

Transfer File

Use this Options Menu option to set up your transfer parameters for sending or receiving a file. Use this option before you send or receive a file if you have not pre-defined your transfer parameters using the Transfer option on the Commands Menu. See "Transfer Files Manually."

Transfer Files Automatically

The Transfer option on the Commands Menu lets you pre-define the transfer parameters for sending or receiving a file. You can transfer files using Xmodem or ASCII file transfer protocol.

⌨	🖱
1. Press F3 (Commands Menu).	1. Point to `Commands` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Transfer`.	2. Drag the marker until you highlight `Transfer`.
3. Press ENTER.	3. Release the button.

A dialog box appears. This box contains several elements that you can change when using Telecom.

Use TAB to move to the various options on the screen.

Filename

This prompt lets you select the file for which you are pre-defining the transfer parameters.

⌨	🖱
4. Press ↓ to scroll through the Files list box and mark the appropriate file.	4. Using the scrolling arrow icons to scroll through the Files list box, point to the appropriate file.
5. Press TAB.	5. Click the button.

You can select either of the next two options by following the instructions below them.

Send

Use this option to transfer a file from your computer to the host system.

Receive

Use this option to transfer a file from the host system to your computer.

⌨	🖱
6. Press ↑ and ↓ until you underline the desired choice.	6. Point to the desired choice.

7. Press the space bar.	7. Click the button.

You can select either of the next two options by following the instructions below them.

Xmodem

Xmodem is a special file transfer protocol. If you choose Xmodem protocol, the other system must also use Xmodem protocol.

ASCII

ASCII is a file transfer protocol for transferring ASCII characters between the two computers. (Text application files are ASCII files if you use the To ASCII option on a document in the Text application.)

The ASCII file transfer (in receiving mode) includes an information window that displays the incoming file. This window lets you visually verify error messages.

⌨	🖱
8. Press [↓] and [↑] until you underline the desired choice.	8. Point to the desired choice.
9. Press the space bar.	9. Click the button.

If you choose ASCII protocol, you can select any of the next three options by following the instructions below them. If you choose Xmodem protocol, these options do not apply to your transfer.

Add Line Feed After Carriage Return

This option physically changes the file being transferred by adding a line feed each time it sends (or receives) a carriage return character. Personal DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

Strip Line Feed After Carriage Return

This option physically changes the file being transferred by taking out line feeds after carriage return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

Straight ASCII Transfer

This option physically changes the file being transferred by stripping all Non-ASCII codes from the file. It also tells Telecom to automatically end the transfer and close the transferred file when it sends or receives an end-of-file character (1A hexadecimal).

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press the space bar.	11. Click the button.

Command To Start Transfer

If you are receiving an ASCII file, the file transfer box includes this option. Telecom sends a command (up to 13 characters) to the host before beginning the transfer process.

⌨	🖱
12. Press TAB to move the marker to the `Command to start transfer` prompt.	12. Point to the box next to the `Command to start transfer` prompt, and click.
13. Type the command.	13. Type the command.

Add Carriage Return

Use this option if the command you are sending the host system must end with a carriage return.

⌨	🖱
14. Press TAB to move the marker to the `Add carriage return` prompt.	14. Point to the box next to the `Add carriage return` prompt, and click.
15. Press the space bar to toggle the option on or off.	15. Click the button to toggle the option on or off.

An "X" appears when you turn on this option. You can remove the "X" by pressing the space bar again or by pointing to the box and clicking the button.

Timeout

The Timeout prompt offers you one way of closing a file and ending a transfer. Use this option to enter the number of seconds that you want Telecom to wait without sending or receiving any characters before it closes the file. If, during the transfer, the specified time elapses without Telecom receiving/sending an end-of-file character, the file closes.

⌨	🖱
16. Press TAB to move the marker to the `Timeout` prompt.	16. Point to the box next to the `Timeout` prompt, and click.

17. Type the number of seconds.	17. Type the number of seconds.

You have the following choices:

OK accepts and stores all the transfer information.

CANCEL terminates the Transfer option.

18. Press TAB until you underline the desired choice.	18. Point to the desired choice.
19. Press ENTER.	19. Click the button.

Transfer Files Manually

The Transfer file option on the Options Menu lets you use your autolog file to transfer files using Xmodem or ASCII file transfer protocol. If the file transfer fails for some reason, Telecom terminates the Autolog execution and disconnects the line. Then, a message box appears and displays the error message on your screen.

1. Press F5 (Options Menu).	1. Point to `Options` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Transfer file.`	2. Drag the marker until you highlight `Transfer file.`
3. Press ENTER.	3. Release the button.

A dialog box appears. This box contains several elements that you can change when using Telecom.

Use TAB to move to the various options on the screen.

Filename

This prompt lets you select the file you want to transfer.

4. Press ↓ to scroll through the Files list box and mark the appropriate file.	4. Using the scrolling arrow icons to scroll through the Files list box, point to the appropriate file.

5. Press TAB.	5. Click the button.

You can select either of the next two options by following the instructions below them.

Send

Use this option to transfer a file from your computer to the host system.

Receive

Use this option to transfer a file from the host system to your computer.

⌨	🖱
6. Press ↑ and ↓ until you underline the desired choice.	6. Point to the desired choice.
7. Press the space bar.	7. Click the button.

You can select either of the next two options by following the instructions below them.

Xmodem

Xmodem is a special file transfer protocol. If you choose Xmodem protocol, the other system must also use Xmodem protocol.

ASCII

ASCII is a file transfer protocol for transferring ASCII characters between the two computers. (Text application files are ASCII files if you use the To ASCII option on a document in the Text application.)

The ASCII file transfer (in receiving mode) includes an information window that displays the incoming file. This window lets you visually verify error messages.

⌨	🖱
8. Press ↓ and ↑ until you underline the desired choice.	8. Point to the desired choice.
9. Press the space bar.	9. Click the button.

If you choose ASCII protocol, you can select any of the next three options by following the instructions below them. If you choose Xmodem protocol, these options do not apply to your transfer.

Add Line Feed After Carriage Return

This option physically changes the file being transferred by adding a line feed each time it sends (or receives) a carriage return character. Personal DeskMate and most MS-DOS text files contain both a carriage return and a line feed at the end of each line.

Strip Line Feed After Carriage Return

This option physically changes the file being transferred by taking out line feeds after carriage return characters. This results in a carriage return separating text file lines just as though they were typed on a keyboard.

Straight ASCII Transfer

This option physically changes the file being transferred by stripping all Non-ASCII codes from the file. It also tells Telecom to automatically end the transfer and close the transferred file when it sends or receives an end-of-file character (1A hexadecimal).

⌨	🖱
10. Press [TAB] until you underline the desired choice.	10. Point to the desired choice.
11. Press the space bar.	11. Click the button.

Command To Start Transfer

If you are receiving an ASCII file, the file transfer box includes this option. Telecom sends a command (up to 13 characters) to the host before beginning the transfer process.

⌨	🖱
12. Press [TAB] to move the marker to the `Command to start transfer` prompt.	12. Point to the box next to the `Command to start transfer` prompt, and click.
13. Type the command.	13. Type the command.

Add Carriage Return

Use this option if the command you are sending to the host system must end with a carriage return.

⌨	🖱
14. Press TAB to move the marker to the `Add carriage return` prompt.	14. Point to the box next to the `Add carriage return` prompt, and click.
15. Press the space bar to toggle the option on or off.	15. Click the button to toggle the option on or off.

An "X" appears when you turn on this option. You can remove the "X" by pressing the space bar again or by pointing to the box and clicking the button.

Timeout

The Timeout prompt offers you one way of closing a file and ending a transfer. Use this option to enter the number of seconds that you want Telecom to wait without sending or receiving any characters before it closes the file. If, during the transfer, the specified time elapses without Telecom receiving/sending an end-of-file character, the file closes.

⌨	🖱
16. Press TAB to move the marker to the `Timeout` prompt.	16. Point to the box next to the `Timeout` prompt, and click.
17. Type the number of seconds.	17. Type the number of seconds.

You have the following choices:

`OK` accepts all the transfer information and begins the transfer. If you are receiving a file and chose ASCII protocol, you can use the keyboard to signal the remote computer that it can begin the transfer.

`CANCEL` terminates the Transfer file option without transferring a file.

⌨	🖱
18. Press TAB until you underline the desired choice.	18. Point to the desired choice.
19. Press ENTER.	19. Click the button.

If you are transferring in Xmodem, a transfer progress box appears. If you are using a pointing device, it is deactivated during a transfer.

You have the following choices:

`CONTINUE` allows the transfer to continue.

`CANCEL` terminates the transfer.

⌨	🖱
20. Press [TAB] until you underline the desired choice.	20. Point to the desired choice.
21. Press [ENTER].	21. Click the button.

Turn Off The Buffer

Use the Buffer Off option on the Buffer Menu to deactivate the buffer.

> **Note:** You can turn the buffer off or on from the terminal screen. See "Turn The Buffer On or Off While Communicating With The Host."

⌨	🖱
1. Press [F4] (Buffer Menu).	1. Point to `Buffer` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Buffer Off`.	2. Drag the marker until you highlight `Buffer Off`.
3. Press [ENTER].	3. Release the button.

Turn On The Buffer

Use the Buffer On option on the Buffer Menu to activate the buffer to begin capturing characters. Previous buffer contents are not affected.

> **Note:** You can turn the buffer off or on from the terminal screen. See "Turn The Buffer On or Off While Communicating With The Host."

⌨	🖱
1. Press [F4] (Buffer Menu).	1. Point to `Buffer` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Buffer On`.	2. Drag the marker until you highlight `Buffer On`.
3. Press [ENTER].	3. Release the button.

Turn The Buffer On or Off While Communicating With The Host

You can toggle the buffer on or off at the terminal screen while you are communicating with the host system. When the option is on, the words `Buffer On` appear on the bottom line of the terminal screen while the buffer collects information. You can collect at least 20K in the buffer.

⌨

- Press ALT B to turn the buffer on and off.

🖱

- Press ALT B to turn the buffer on and off.

Use The Command Screen Menus While Communicating With The Host

When you are connected to another system and are communicating with it, you see the terminal screen. To reach the Buffer and Options Menus from this screen, you must return to the command screen. This lets you issue commands to Personal DeskMate without interrupting your communication session.

⌨

- Press ALT C to return to the command screen.

🖱

- Press ALT C to return to the command screen.

You can return to the terminal screen by using the Terminal option on the Options Menu.

⌨

1. Press F5 (Options Menu).
2. Press ↓ until you highlight `Terminal`.
3. Press ENTER.

🖱

1. Point to `Options` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Terminal`.
3. Release the button.

Wait

Use this Commands Menu option to pause the execution of an autolog file. See "Wait For The Host Response Within An Autolog File."

Wait For The Host Response Within An Autolog File

Use the Wait option on the Commands Menu to tell Telecom to wait, in an autolog file execution, for a response from the host system or for a certain number of seconds to elapse. When you select this option, a dialog box appears. You can select either of the two options by following the instructions below them.

> **Note:** Telecom automatically uses 30 seconds as its wait time. You can change this number to the number of seconds you realistically expect to wait.

Wait For String

If you select Wait for string, you can enter a string of characters you expect to receive from the other system and the number of seconds you want Telecom to wait to receive the specified string. If it does not receive the string in the number of seconds you type, you can tell Telecom what to do next.

Wait For Time Period

If you select Wait for time period, you can enter the number of seconds you want Telecom to wait before continuing the autolog file execution.

⌨	🖱
1. Press F3 (Commands Menu).	1. Point to `Commands` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Wait`.	2. Drag the marker until you highlight `Wait`.
3. Press ENTER.	3. Release the button.
4. Press ↓ and ↑ to underline the option you want to use.	4. Point to the button that marks the option you want to use.
5. Press the space bar.	5. Click the button.

If you select Wait for string, continue with Steps 6 through 11. If you select Wait for time period, continue with Step 12.

⌨	🖱
6. Press TAB to move the marker.	6. Point to the place at which you enter the string, and click.
7. Type the string of characters you expect to receive from the other system.	7. Type the string of characters you expect to receive from the other system.
8. Press TAB to move the marker to the `Timeout` prompt.	8. Point to the box next to the `Timeout` prompt, and click.

9. Type the number of seconds you want to wait.	9. Type the number of seconds you want to wait.

Select one of the next three options by following the instructions below them.

Stop

Use this option to tell Telecom to stop executing the autolog file and enter the terminal mode if the string is not found within the specified time. The terminal screen appears.

Continue

Use this option if you want to continue to execute the autolog file. The next autolog file command is executed.

Exit

Use this option to stop executing the autolog file and exit Telecom. The communication line is disconnected automatically.

⌨	🖱
10. Press [TAB] to move the marker to the above group of options, and press [↓] and [↑] to move the marker to the desired choice.	10. Point to the button next to one of the above options.
11. Press the space bar.	11. Click the button.

You can now continue with Step 14.

If you selected Wait for time period, continue with Step 12.

⌨	🖱
12. Press [TAB] to move the marker to the `seconds` prompt.	12. Point to the `seconds` prompt, and click.
13. Type the number of seconds.	13. Type the number of seconds.

You have the following choices:

> `OK` transfers the information to the commands screen as part of the autolog file.
>
> `CANCEL` terminates the Wait option without transferring the information.

14. Press [TAB] until you underline the desired choice.
15. Press [ENTER].

14. Point to the desired choice.
15. Click the button.

Tips For The Advanced User

As you become more familiar with the Telecom application, you can use the suggestions below to help you work faster and more efficiently.

Accelerators

Use these keystrokes to perform actions without accessing menus and choosing options:

CTRL E	Lets you execute the current autolog file without having to access the Commands Menu.
CTRL Q	Lets you exit Telecom without having to access the File Menu
CTRL T	Lets you display the terminal screen without having to access the Options Menu.
ESC	Lets you cancel a dialog box without having to tab through the box to the `CANCEL` button.
ENTER	Lets you accept a dialog box without having to tab through the box to the `OK` or `SAVE` button.

You can accelerate choosing menu options with the keyboard so that you do not have to press ↓ to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Terminal option from the Options Menu, you would press F5 to access the menu. You would then press T twice. The first time you pressed T, you would highlight `Transfer file`, the first option on the Options Menu that begins with the letter T. The second time you pressed T, you would highlight `Terminal`. (You would then press ENTER as usual to choose the highlighted option.)

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 14

TEXT

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Introduction

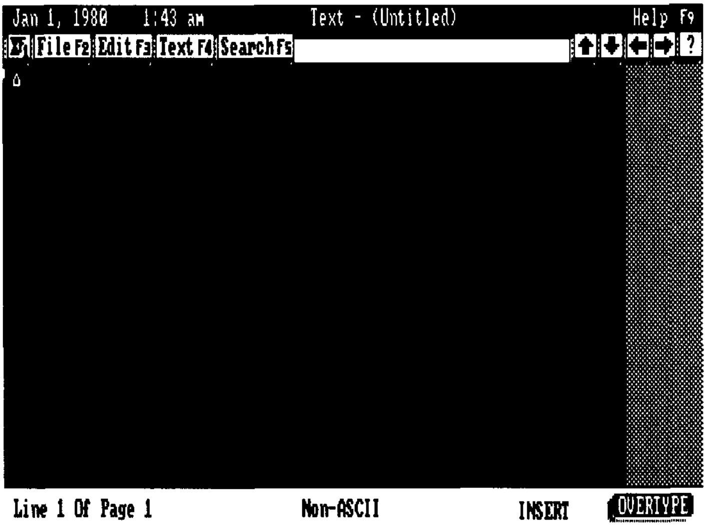
The Text application is a simple word-processing system that lets you prepare essays, letters, or anything else that you might normally use a typewriter to produce.

Beginning A New Document

1. At the desktop, press TAB until you highlight TEXT (the title of the list box).
2. Press ENTER.

1. At the desktop, point to TEXT.
2. Double click the button.

After you access Text, you see a screen that is, for the most part, blank.


Jan 1, 1980 1:43 am
Text - (Untitled)
Help F9
File F2
Edit F3
Text F4
Search F5
?
Line 1 Of Page 1
Non-ASCII
INSERT
OVERTYPE

The title bar shows you the name of the application and the name of the document currently on the screen (untitled if the document is one you just created), and the date and time.

The menu bar gives you access to the four menus you can use in the Text application. The File Menu lets you open a new document or run another application, save the current document, set up pages for printing, print the document, and quit the Text application. The Edit Menu gives you the means to copy, move, and delete selected text from a document. Select the Text Menu if you want to make selected text appear and print either in a standard way, in **boldface**, or <u>underlined</u>. The Search Menu enables you to find characters in your document or find characters and then substitute others in their place.

To start a new document, simply begin typing. When you first access a document, you automatically begin in insert mode. You can see that the insert button at the bottom of the screen is highlighted ("pushed down"). As you type, the cursor moves to the right each time you type a character, and any existing characters also move right to accommodate the characters you type. In insert mode, pressing [BACKSPACE] deletes the previous character and closes up the text. If you change to overtype mode, [BACKSPACE] works differently. It replaces the previous character with a blank space.

If you reach the right margin and the word you are typing is too long, the program automatically *wraps* the word to the next line. Therefore, you don't have to stop typing until you reach the end of a paragraph. To end a paragraph, press [ENTER]. To leave a blank line in your document, press [ENTER] twice.

To see part of a document not currently on the screen, either use the arrow keys as described in "Move The Marker" or select one of the arrow icons on the menu bar (if you are using a pointing device) that are described in Chapter 6, "What You Need To Know To Use A Pointing Device." When you are ready to quit the document, simply exit. The program saves your document on disk.

The features available to you as you type or edit a document are explained in the "Tasks And Topics" section of this chapter.

Exiting Text

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight Quit.	2. Drag the marker until you highlight `Quit`.

3. Press ENTER.	3. Release the button.

If you have made changes to the document, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the document, skip Steps 4 through 8.

You have the following choices:

YES saves the document with the changes you made.

NO returns to the desktop without saving the changes.

CANCEL terminates the Quit option. The existing document remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the document on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If your document is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the document using the name you supplied.

CANCEL terminates the Quit option. The existing document remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

The program returns to the desktop.

Tasks And Topics

ASCII Format

You can convert a file into ASCII format and then use it to communicate with ASCII-based programs. When you create a Text file, it is in Non-ASCII format (shown at the bottom of the screen). This lets you use special word-processing features (boldface and underline). This setting also keeps the Page Setup options. When you convert to ASCII format, Text removes the boldface and underline codes because these codes cannot be transmitted in ASCII. The program also does not retain your Page Setup options. Normally, you would use the Non-ASCII setting, but ASCII format is convenient if you want to transfer DeskMate files to other computers or even other application's programs. See "Convert To ASCII" and "Convert From ASCII."

Boldface

Use this option if you want to print your text in **boldface**. You can boldface plain or underlined text. If your document is in ASCII format, boldface is not available.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to boldface.	1. Point to the beginning of the text you want to boldface, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the text you want to boldface.	2. Drag the marker until you highlight all the text you want to boldface, and release the button.
3. Press F4 (Text Menu).	3. Point to `Text` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Bold`.	4. Drag the marker until you highlight `Bold`.
5. Press ENTER.	5. Release the button.

The selected text now appears in a different color to let you know that it will print boldfaced.

> **Note:** If the marker is on text that is boldfaced, any new text you type will also be bold.

For information on returning boldface text to plain text, see "Cancel Boldface."

Cancel Boldface

You can return boldface text to plain text by selecting the Plain option from the Text Menu.

> **Note:** Underlined text also returns to plain text when you perform this operation.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to return to plain type.	1. Point to the beginning of the text you want to return to plain type, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the boldfaced text you want to return to plain type.	2. Drag the marker until you highlight the boldfaced text you want to return to plain type, and release the button.
3. Press [F4] (Text Menu).	3. Point to `Text` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Plain`.	4. Drag the marker until you highlight `Plain`.
5. Press [ENTER].	5. Release the button.

The boldfaced text that you highlighted now appears in plain type on the screen.

Cancel Underline

You can return underlined text to plain text by selecting the Plain option on the Text Menu.

> **Note:** Boldfaced text also returns to plain text when you perform this operation.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to return to plain type.	1. Point to the beginning of the text you want to return to plain type, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the underlined text you want to return to plain type.	2. Drag the marker until you highlight the underlined text you want to return to plain type, and release the button.

3. Press [F4] (Text Menu).	3. Point to `Text` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Plain`.	4. Move the marker until you highlight `Plain`.
5. Press [ENTER].	5. Release the button.

The underlined text that you highlighted now appears in plain type on the screen.

Clear

Use this option on the Edit Menu to delete text. The deleted text does not move to the clipboard but instead is completely erased from the file. See "Delete Text."

Clipboard

Use this Accessory Menu option to see text on the Clipboard. You can move text to and from the Clipboard by using the Edit Menu's Cut (or Copy) and Paste commands. See "Move Text Within the Same Document," "Move Text To Another Document," "Move Text To Another Application," "Duplicate Text Within the Same Document," "Duplicate Text In Another Document," and "Duplicate Text In Another Application."

Convert From ASCII

Use this File Menu option to convert an ASCII document to Non-ASCII format. When you begin a new document, this format is chosen automatically. See "ASCII Format" for more detailed information.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] or [↑] until you highlight `From ASCII`.	2. Drag the marker until you highlight `From ASCII`.
3. Press [ENTER].	3. Release the button.

The program converts your document into a Non-ASCII format.

Convert To ASCII

Use this File Menu option to convert your document to an ASCII format. See "ASCII Format" for more detailed information.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press [↓] or [↑] until you highlight To ASCII.	2. Drag the marker until you highlight To ASCII.
3. Press [ENTER].	3. Release the button.

The program converts your document to an ASCII format.

Copy

Use this Edit Menu option to place selected text on the Clipboard. You can then use the Paste option to duplicate this text at another place within the same document or another document. See "Duplicate Text Within the Same Document," "Duplicate Text In Another Document," and "Duplicate Text In Another Application."

Copy Files

You can place a copy of a file in your current directory or in another directory by selecting Copy from the File Menu on the Tandy Desktop. See Chapter 4, "Desktop."

Correct An Error

You can use the [BACKSPACE] key (in insert mode) to delete the previous character. If you are in Overtype mode, the [BACKSPACE] key changes the previous character to a blank space.

You can also use the [DELETE] key on your keyboard to delete the character that your marker is currently on.

You can also use the Edit Menu's Clear function to delete blocks of text from your document. See "Delete Text."

Create A New Document From Within A Document

Use the File Menu's New option when you want to create a new document without returning to the desktop.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to File on the menu bar, and hold down the button.

2. Press ↓ until you highlight New.	2. Drag the marker until you highlight New.
3. Press ENTER.	3. Release the button.

If you made changes to the existing document, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the document, skip Steps 4 through 8.

You have the following choices:

YES saves the document with the changes you made.

NO creates a new document without saving changes to the existing document.

CANCEL terminates the New option. The existing document remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the document on the screen is untitled, the prompt, Save as:, appears. Continue with Step 6. If your document is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the document using the name you supplied.

CANCEL terminates the New option. The existing document remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

A new, untitled file appears.

Cut

Use this Edit Menu option to remove selected text from a document and place it on the Clipboard. You can then use the Paste option to insert this text at another place within the same document or in another document. See "Move Text Within the Same Document," "Move Text To Another Document," and "Move Text To Another Application."

Delete Files

You can delete a file or files from DeskMate by selecting one or several files from an application's list box on the Tandy Desktop and then choosing the Delete option from the desktop's File Menu. See Chapter 4, "Desktop."

Delete Text

You can delete a letter(s) in your Text file by using the BACKSPACE key. BACKSPACE also deletes in Overtype — just in a different manner. To delete blocks of text, follow the instructions below.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the word(s) you want to delete.	1. Point to the first character of the word(s) you want to delete, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the text you want to delete.	2. Drag the marker until you highlight the area that you want to delete, and release the button.
3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Clear`.	4. Drag the marker until you highlight `Clear`.
5. Press ENTER.	5. Release the button.

After the program deletes the highlighted text, the remaining text on that page moves to fill the space left by the deleted text.

Duplicate Files

You can duplicate a Text file in your current directory or in another directory. See Chapter 4, "Desktop."

Duplicate Text In Another Application

To copy text from your text file and use it in another application, follow the procedure below. The procedure involves these basic steps:

- Placing the information you want to copy on the Clipboard
- Exiting the Text application
- Opening another application
- Pasting the Text from the Clipboard into the other application

To place the text on the Clipboard:

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the section you want to copy.	1. Point to the beginning of the section you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight the section you want to copy.	2. Drag the marker until you highlight the section you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press [ENTER].	5. Release the button.

The text you highlighted is now also on the Clipboard.

To exit Text:

Follow the instructions in "Exiting Text" at the beginning of this chapter. When the desktop reappears, the information you copied to the Clipboard is still intact on the Clipboard.

To open another application:

Follow the instructions in the appropriate chapter of this manual to create or open a file in the application in which you want to duplicate the text.

To paste the text into the file on the screen:

⌨	🖱
1. Use the arrow keys to move the marker to the location at which you want the text to appear.	1. Point to the location at which you want the text to appear, and click.

2. Press F3 (Edit Menu).
3. Press ↓ until you highlight `Paste`.
4. Press ENTER.

2. Point to `Edit` on the menu bar, and hold down the button.
3. Drag the marker until you highlight `Paste`.
4. Release the button.

The text that was on the Clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, aligning, and so on).

Duplicate Text In Another Document

Use the Copy and Paste options on the Edit Menu to duplicate text on the Clipboard and then reinsert the text into another file.

1. Use the arrow keys to move the marker to the beginning of the text you want to copy.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the text you want to copy.
3. Press F3 (Edit Menu).
4. Press ↓ until you highlight `Copy`.
5. Press ENTER to place the selected text on the Clipboard.
6. Press F2 (File Menu).
7. Press ↓ until you highlight `Open`.
8. Press ENTER.

1. Point to the beginning of the text you want to copy, and hold down the button.
2. Drag the marker until you highlight the text you want to copy, and release the button.
3. Point to `Edit` on the menu bar, and hold down the button.
4. Drag the marker until you highlight `Copy`.
5. Release the button to place the selected text on the Clipboard.
6. Point to `File` on the menu bar, and hold down the button.
7. Drag the marker until you highlight `Open`.
8. Release the button.

If you made changes to the document, the prompt, `Save Changes?`, appears. Continue with Step 9. If you have not changed the document, skip Steps 9 through 10.

You have the following choices:

`YES` saves the document with the changes you made.

NO opens a new document without saving changes to the existing document.

CANCEL terminates the Open option. The existing document remains on the screen.

9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

A dialog box appears. The box contains a list of documents you can open.

11. Press ↓ until you highlight the document you want to open.	11. Point to the name of the document you want to open, and click.

You have the following choices:

OK opens the document.

CANCEL terminates the Open option. The existing document remains on the screen.

12. Press TAB to underline the desired choice.	12. Point to the desired choice.
13. Press ENTER.	13. Click the button.
14. Use the arrow keys to move the marker to the place at which you want to insert the text from the Clipboard.	14. Point to the place at which you want to insert the text from the Clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to Edit on the menu bar, and hold down the button.
16. Press ↓ until you highlight Paste.	16. Drag the marker until you highlight Paste.
17. Press ENTER.	17. Release the button.

DeskMate inserts the text on the Clipboard at the marker location in the currently displayed document.

Duplicate Text Within The Same Document

Use the Copy and Paste options on the Edit Menu to duplicate text on the Clipboard and then insert the text at another place in the same document.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to copy.	1. Point to the beginning of the text you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the text you want to copy.	2. Drag the marker until you highlight the text you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to Edit on the menu bar, and hold down the button.
4. Press [↓] until you highlight Copy.	4. Drag the marker until you highlight Copy.
5. Press [ENTER] to place the selected text on the Clipboard.	5. Release the button to place the selected text on the Clipboard.
6. Use the arrow keys to move the marker to the place at which you want to insert the text from the Clipboard.	6. Point to the place at which you want to insert the text from the Clipboard, and click.
7. Press [F3] (Edit Menu).	7. Point to Edit on the menu bar, and hold down the button.
8. Press [↓] until you highlight Paste.	8. Drag the marker until you highlight Paste.
9. Press [ENTER].	9. Release the button.

DeskMate inserts the text on the Clipboard at the marker location in the currently displayed document.

Edit Menu

This menu gives you the means to move, copy, and delete selected text from a document. First, select the text you want to manipulate, and then choose from the options on the menu.

End A Page

To force a page to end before you've typed an entire page of text (the number of lines per page is located in the Page Setup dialog box), type .N [ENTER] on a line by itself. The line following .N will be the first line of the next page when you print the document.

End Key

You can use this key on your keyboard to automatically scroll the document to the end. See "Move To The End Of A Document."

End Session

You can quit working in a document and either save the changes you made or disregard them. You can then return to the Tandy Desktop. See "Exiting Text" at the beginning of this chapter.

Exit Text

You can return to the Tandy Desktop by selecting `Quit` from the File Menu. See "Exiting Text" at the beginning of this chapter.

File Menu

This menu lets you perform functions related to the document file as a whole.

Find

Use this Search Menu option to search for specific text. See "Find Text."

Find Next

This Search Menu option lets you locate subsequent occurrences of text that you specified in the Find option. See "Find Text."

Find Text

Use the Find and Find Next options on the Search Menu to locate occurrences of a specified word or phrase in a document.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to search.	1. Point to the beginning of the text you want to search, and click the button.
2. Press F5 (Search Menu).	2. Point to `Search` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Find`.	3. Drag the marker until you highlight `Find`.

4. Press [ENTER].
5. At the `Search for:` prompt, type the text you want to find (using a maximum of 39 characters).

4. Release the button.
5. At the `Search for:` prompt, type the text you want to find (using a maximum of 39 characters).

Note: When you are typing your search criteria, you can use the [BACKSPACE] key to correct mistakes as usual. See "Correct An Error."

You have the following choices:

`OK` begins the search procedure.

`CANCEL` terminates the Find option.

⌨

6. Press [TAB] until you underline the desired choice.
7. Press [ENTER].

🖱

6. Point to the desired choice.
7. Click the button.

Text starts searching one character after the marker for the text you specified, ignoring upper-/lowercase distinctions. For example, if you search for WORK, Text finds occurrences of WORK, Work, and work.

If the search is successful, the part of the document containing the specified text appears, with the marker positioned at the beginning of the text. If Text cannot find the string, you see the message `Search string not found`. Press [ENTER] to remove the message from the screen.

⌨

8. Press [F5] (Search Menu).
9. Press [↓] until you highlight `Find Next`.
10. Press [ENTER].

🖱

8. Point to `Search` on the menu bar, and hold down the button.
9. Drag the marker until you highlight `Find Next`.
10. Release the button.

The marker moves to the next occurrence. If there are no other occurrences, you see the `Search string not found` message. You can continue to search the document using the Find Next option or continue editing your document.

Force A New Page

This editing command lets you start a new page at the specified location. See "End A Page."

Format A Page Layout

Use the File Menu's Page Setup option to design the page layout for your printed document. When you choose this option, a dialog box appears. This box contains several elements that you can change when using Text. (Some of the options listed below might not be available, depending on the type of printer you are using.)

Use [TAB] to move to the various options on the screen.

Format

You can choose between three formats. The format determines how the text is placed on the page. You can choose from a "portrait" (up and down) style format, the elongated "landscape" (sideways) style format, or the "notebook" (two columns per page) format.

> **Note:** You can only choose the Portrait style format if you are using a Daisy Wheel printer.

⌨	🖱
1. Press [←] and [→] until you underline the format option you want to use.	1. Point to the button that marks the option you want to use.
2. Press the space bar.	2. Click the button.

Left Margin

This option lets you set the number of blank spaces you want for the left margin.

⌨	🖱
1. Press [TAB] to move the marker to the Left Margin setting.	1. Point to the `Left Margin` setting, and click.
2. Type the number of spaces you want to leave as a left margin.	2. Type the number of spaces you want to leave as a left margin.

Printed Line Width

Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2 inch paper and a ten character per inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of one inch (10 spaces), subtract the left and right margin amounts from the total line length (85 − 25 = 60). The resulting total of 60 spaces (or six inches) is the printed line width. (Be sure that the entries for the Left Margin plus the Printed Line Width do not exceed the width of your paper.)

1. Press TAB to move the marker to the `Printed Line Width` setting.
2. Type the total number of characters you want to print on one line.

1. Point to the current `Printed Line Width` setting, and click.
2. Type the total number of characters you want to print on one line.

Total Lines Per Page

Use this option to enter the total number of lines on one sheet of paper. For example, 8 1/2 by 11 inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch (the standard for most printers).

1. Press TAB to move the marker to the `Total Lines Per Page` setting.
2. Type the total number of lines on one sheet of paper.

1. Point to the `Total Lines Per Page` setting, and click.
2. Type the total number of lines on one sheet of paper.

Printed Lines Per Page

Use this option to enter the total number of lines you want to print on one page. For example, if the total lines per page is 66 and you want top and bottom margins of six lines each, subtract the total top and bottom margin from the total lines per page (66 − 12 = 54). The number of printed lines per page is 54.

1. Press TAB to move the marker to the `Printed Lines Per Page` setting.

1. Point to the `Printed Lines Per Page` setting, and click.

2. Type the total number of lines you want to print on one page.	2. Type the total number of lines you want to print on one page.

You can select any or all of the next three options by following the instructions below them.

1. **Double Space**

   Select this option to print the file double spaced instead of single spaced. (The program inserts a blank line between every line of the document.)

2. **Pause between pages**

   Select this option if you need to insert a new sheet of paper after each page is printed (if you are not using continuous form paper).

3. **Send control sequence**

   Choose this option if you need to send a control sequence (established using the Printer Accessory) to your printer before printing begins.

⌨	🖱
1. Press [TAB] to move the marker to a box next to one of the above options.	1. Point to any one of the three boxes next to these options.
2. Press the space bar.	2. Click the button.

An "X" appears when you select one of these options. You can remove the "X" by pressing the space bar again.

You have the following choices:

OK accepts all the page setup information.

CANCEL terminates the Page Setup option.

⌨	🖱
1. Press [TAB] until you underline the desired choice.	1. Point to the desired choice.
2. Press [ENTER].	2. Click the button.

From ASCII

Use this File Menu option to convert an ASCII document to a Non-ASCII format. When you begin a new document, this setting (Non-ASCII) is chosen automatically. See "Convert From ASCII."

Home Key

Use this key on your keyboard to go to the beginning of the document. See "Move the Marker To The Beginning Of A Document."

Insert Another Document Into The Document On The Screen

Use the Merge option on the File Menu to insert an entire document into the currently displayed document.

⌨	🖱
1. Use the arrow keys to move the marker to the position at which you want to insert another document.	1. Point to the place at which you want to insert another document, and click.
2. Press F2 (File Menu).	2. Point to File on the menu bar, and hold down the button.
3. Press ↓ until you highlight Merge.	3. Drag the marker until you highlight Merge.
4. Press ENTER.	4. Release the button.

A dialog box appears. The box contains a list of files you can insert.

⌨	🖱
5. Press ↓ until you highlight the document you want to insert.	5. Point to the name of the document you want to insert, and click.

You have the following choices:

> OK inserts the document you chose into the currently displayed document.
>
> CANCEL terminates the Merge option. The document you were using remains unchanged.

⌨	🖱
6. Press TAB to underline the desired choice.	6. Point to the desired choice.
7. Press ENTER.	7. Click the button.

A new document appears at the marker position.

Insert Text

When you first begin to type a document, you are in *insert mode*. This means that anything you type is inserted at the marker's location. All text that follows the marker moves to the right to accommodate the insertion. You can also use the Overtype mode. See "Overtype Text."

Line Numbers

The Line message at the bottom of the screen indicates the marker's exact location on a page (based on your Page Setup settings).

Margins

You can set the margins in your document by choosing the Page Setup option on the File Menu. See "Format A Page Layout."

Merge

You can insert an entire document into another document by selecting the Merge option on the File Menu. See "Insert Another Document Into The Document On The Screen."

Move Text To Another Application

To move text from your Text file to another application, follow the procedure below. The procedure involves these basic steps:

- Placing the information you want to move on the Clipboard
- Exiting the Text application
- Opening another application
- Pasting the Text information from the Clipboard into the other application.

To place the information on the Clipboard:

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the section you want to move.	1. Point to the beginning of the section you want to move, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight the section you want to move.	2. Drag the marker until you highlight the section you want to move, and release the button.

3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER].	5. Release the button.

The text you highlighted disappears from the screen and moves to the Clipboard.

To exit Text:

Follow the instructions in "Exiting Text," at the beginning of this chapter. When the desktop reappears, the information you moved to the Clipboard is still intact on the Clipboard.

To open another application:

Follow the instructions in the appropriate chapter of this manual to create or open a file in the application in which you want to use to move the text.

To paste the text into the file on the screen:

⌨	🖱
1. Use the arrow keys to move the marker to the location at which you want the text to appear.	1. Point to the location at which you want the text to appear, and click.
2. Press [F3] (Edit Menu).	2. Point to `Edit` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Paste`.	3. Drag the marker until you highlight `Paste`.
4. Press [ENTER].	4. Release the button.

The text that was on the Clipboard now appears at the location you chose. Keep in mind that you might need to revise the way the information appears on the screen (for instance, inserting or deleting spaces, aligning, and so on).

Move Text To Another Document

Use the Cut and Paste options on the Edit Menu to move text onto the Clipboard and then reinsert the text into another document.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to cut.	1. Point to the beginning of the text you want to cut, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the text you want to cut.	2. Drag the marker until you highlight the text you want to cut, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER] to place the selected text on the Clipboard.	5. Release the button to place the selected text on the Clipboard.
6. Press [F2] (File Menu).	6. Point to `File` on the menu bar, and hold down the button.
7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

If you made changes to the file, the prompt, `Save Changes?`, appears. Continue with Step 9. If you have not changed the file, skip Steps 9 through 10.

You have the following choices:

`YES` saves the document with the changes you made.

`NO` opens a new document without saving changes to the existing document.

`CANCEL` terminates the Open option. The existing document remains on the screen.

⌨	🖱
9. Press [TAB] until you highlight the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

A dialog box appears. The box contains a list of files you can open.

⌨	🖱
11. Press ↓ until you highlight the document you want to open.	11. Point to the name of the document you want to open, and click.

You have the following choices:

OK opens the document.

CANCEL terminates the Open option. The existing document remains on the screen.

⌨	🖱
12. Press TAB to underline the desired choice.	12. Point to the desired choice.
13. Press ENTER.	13. Click the button.
14. Use the arrow keys to move the marker to the place at which you want to insert the text from the Clipboard.	14. Point to the place at which you want to insert the text from the Clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to `Edit` on the menu bar, and hold down the button.
16. Press ↓ until you highlight `Paste`.	16. Drag the marker until you highlight `Paste`.
17. Press ENTER.	17. Release the button.

DeskMate inserts the text on the Clipboard at the marker location in the currently displayed document.

Move Text Within The Same Document

Use the Cut and Paste options on the Edit Menu to move text onto the Clipboard and then reinsert the text at another place in the same document.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to cut.	1. Point to the beginning of the text you want to cut, and hold down the button.
2. Press SHIFT and the appropriate arrow key(s) to highlight all the text you want to cut.	2. Drag the marker until you highlight the text you want to cut, and release the button.

3. Press F3 (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press ↓ until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press ENTER to move the selected text onto the Clipboard.	5. Release the button to move the selected text onto the Clipboard.
6. Use the arrow keys to move the marker to the place at which you want to insert the text from the Clipboard.	6. Point to the place at which you want to insert the text from the Clipboard, and click.
7. Press F3 (Edit Menu).	7. Point to `Edit` on the menu bar, and hold down the button.
8. Press ↓ until you highlight `Paste`.	8. Drag the marker until you highlight `Paste`.
9. Press ENTER.	9. Release the button.

DeskMate inserts the text on the Clipboard at the marker location in the currently displayed document.

Move The Marker

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

Keyboard

Generally, you can press an arrow key to move the marker one character in the direction indicated on the key. When you are working with information that isn't character-oriented (for example, the buttons in a dialog box), use the TAB key to move forward from field to field or SHIFT TAB to move backward from field to field. In addition to the arrow keys and the TAB key, the keys in the chart below help you move around on the screen.

Key(s)	Moves The Marker
CTRL ↑ or PG UP	To the top of the page. If you're already at the top of the page, CTRL ↑ moves you to the top of the previous page (if any).
CTRL ↓ or PG DN	To the bottom of the page. If you're already at the bottom of the page, CTRL ↓ moves you to the bottom of the next page (if any).
CTRL →	To the right edge of the screen. If you're already at the right edge, CTRL → moves you to the right edge of the next screen (if any).
CTRL ←	To the left edge of the screen. If you're already at the left edge, CTRL ← moves you to the left edge of the previous screen (if any).
HOME	To the beginning of the document.
END	To the end of the document.

Pointing Device

Position the marker anywhere on the document by pointing to the appropriate location and clicking. To move the marker to different pages in the document, use the scrolling arrow icons on the screen's menu bar. The chart below shows how you can move the marker with a pointing device by using the scrolling arrows.

Point and click on:	**To move the marker:**
↑	Up one line. If you're at the top line of a page, the marker moves to the last line of the previous page (if any).
↓	Down one line. If you're at the bottom line of a page, the marker moves to the first line of the next page (if any).
→	Right one character. If you're at the right edge of the screen, it scrolls to display the next character to the right (if any).
←	Left one character. If you're at the left edge of the screen, it scrolls to display the next character to the left (if any).

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

Move To The Beginning Of A Document

You can automatically move to the beginning of your document from any place within the document.

⌨

Press [HOME].

🖱

Point to ↑ on the menu bar, and hold down the button. When you reach the beginning of your document, release the button.

Move To The End Of A Document

You can automatically move to the end of your document from any place within the document.

⌨

Press [END].

🖱

Point to ↓ on the menu bar, and hold down the button. When you reach the end of your document, release the button.

New

Use this File Menu option when you are working in a document and want to create a new Text file without going to the desktop. See "Create A New Document From Within A Document."

Non-ASCII Format

When you open a new Text file, it is in Non-ASCII format (shown at the bottom of the screen). This format lets you use special word-processing features (boldface and underline). See "Convert From ASCII."

Open

Use this File Menu option to open an existing document without returning to the desktop. See "Open An Existing Document From Within A Document."

Open An Existing Document From Within A Document

Use the Open option on the File Menu when you want to open an existing document without returning to the desktop.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Use ↓ until you highlight Open.	2. Drag the marker until you highlight Open.
3. Press ENTER.	3. Release the button.

If you made changes to the document, the prompt, Save Changes?, appears. Continue with Step 4. If you have not changed the document, skip Steps 4 through 8.

You have the following choices:

YES saves the document with the changes you made.

NO opens another document without saving the changes to the currently displayed document.

CANCEL terminates the Open option. The currently displayed document remains on the screen.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press ENTER.	5. Click the button.

If the document on the screen is untitled, the prompt, `Save as:`, appears (if you chose Yes). Continue with Step 6. If your document is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the document using the name you supplied.

CANCEL terminates the Open option. The currently displayed document remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

A dialog box appears. The box contains a list of documents you can open.

⌨	🖱
9. Press ↓ until you highlight the document you want to open.	9. Point to the name of the document you want to open, and click.

You have the following choices:

OK opens the document you specified.

CANCEL terminates the Open option. The existing document remains on the screen.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.

11. Press [ENTER].	11. Click the button.

The document you requested appears.

Overtype Text

The overtype mode lets you replace a character by typing over it. When you type in overtype mode, any existing characters are replaced. The bottom line of the screen shows whether you are in insert mode or overtype mode.

⌨ Press [CTRL] [O].	🖱 Point to OVERTYPE and click.

To return to insert mode:

⌨ Press [CTRL] [I].	🖱 Point to INSERT and click.

> **Note:** The [BACKSPACE] key works differently in overtype mode. Instead of deleting the previous character and closing up the text, it deletes the previous character and leaves a blank space.

Page Number

The current page number of your document (according to your Page Setup settings) appears in the lower left corner of the screen (for example, line 1 of page 1).

Page Setup

You can select this File Menu option to design the page layout for your printed document. See "Format A Page Layout."

Paste

This Edit Menu option takes text currently on the Clipboard and inserts it at the marker's current position (without removing it from the Clipboard). You can paste cut or copied text into another place in the same document or into another document. See "Duplicate Text In Another Document," "Duplicate Text Within The Same Document," "Duplicate Text In Another Application," "Move Text To Another Document," "Move Text Within The Same Document," and "Move Text To Another Application."

Plain

This Text Menu option lets you change boldfaced or underlined text back to regular text. See "Cancel Boldface" and "Cancel Underline."

Print

Select the File Menu's Print option when you want to print a document (or part of a document) to screen, disk, or paper. See "Print An Entire Document On Paper," "Print An Entire Document On The Screen," "Print Part Of A Document On Paper," and "Print Part Of A Document On The Screen."

Print An Entire Document On Paper

Use the File Menu's Print option (from within the document you want to print) to print your entire document on paper. If you want to see how your file will look on the page before you print it, see "Print An Entire Document On The Screen."

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Print`.	2. Drag the marker until you highlight `Print`.
3. Press [ENTER].	3. Release the button.
4. Press [↑] or [↓] until you underline the `Printer` button.	4. Point to the `Printer` button.
5. Press the space bar.	5. Click the button.

You have the following choices:

`OK` selects the Printer option.

`CANCEL` terminates the print option.

⌨	🖱
6. Press [TAB] to underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

Your document begins to print, and a message box that contains information about the print operation appears.

If you selected the Pause Between Pages option in Page Setup, the printer will stop so that you can change sheets of paper. Press [CTRL] [N] (or point to Next and click) to begin printing again.

Print An Entire Document On The Screen

Use the File Menu's Print option (from within the document you want to print) and then select the Screen option to display your document on the screen. You can use this option to see exactly how your document will look on paper (page breaks, margins, and so on). You can make changes to the document while it is displayed on the screen.

⌨	🖱
1. Press [F2] (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press [↓] until you highlight Print.	2. Drag the marker until you highlight Print.
3. Press [ENTER].	3. Release the button.
4. Press [↑] or [↓] until you underline the Screen button.	4. Point to the Screen button.
5. Press the space bar.	5. Click the button.

You have the following choices:

OK selects the Screen option.

CANCEL terminates the Print option.

⌨	🖱
6. Press [TAB] to underline the desired choice.	6. Point to the desired choice.
7. Press [ENTER].	7. Click the button.

DeskMate prints the document to the screen. To see additional pages:

⌨	🖱
8. Press [F2] (Print Screen Menu).	8. Point to Print Screen on the menu bar, and hold down the button.
9. Press [↓] until you highlight Next page.	9. Drag the marker until you highlight Next page.
10. Press [ENTER].	10. Release the button.

When you finish viewing the "printed" screen:

⌨	🖱
11. Press F2 (Print Screen Menu).	11. Point to Print Screen on the menu bar, and hold down the button.
12. Press ↓ until you highlight Quit.	12. Drag the marker until you highlight Quit.
13. Press ENTER.	13. Release the button.

Print An Entire File To Another File

Use the Print option on the File Menu to print your entire file to another file. You can then use the MS-DOS print command to print this file from an MS-DOS computer that is not running DeskMate. The printer, however, must be the same type as the one you are using with DeskMate.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Print.	2. Drag the marker until you highlight Print.
3. Press ENTER.	3. Release the button.
4. Press ↑ or ↓ until you underline the File button.	4. Point to the File button.
5. Press the space bar.	5. Click the button.

You have the following choices:

OK selects the File option.

CANCEL terminates the Print option.

⌨	🖱
6. Press TAB until you underline the desired choice.	6. Point to the desired choice.
7. Press ENTER.	7. Click the button.

DeskMate prints the file to another file.

Print Part Of A Document On Paper

Use this procedure if you want to print a specific section of your document on paper.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the text you want to print.	1. Point to the beginning of the text you want to print, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the text you want to print.	2. Drag the marker until you highlight the text you want to print, and release the button.
3. Press [F2] (File Menu).	3. Point to File on the menu bar, and hold down the button.
4. Press [↓] until you highlight Print.	4. Drag the marker until you highlight Print.
5. Press [ENTER].	5. Release the button.
6. Press [↑] or [↓] until you underline the Printer button.	6. Point to the Printer button.
7. Press the space bar.	7. Click the button.

You have the following choices:

OK selects the Printer option.

CANCEL terminates the Print option.

⌨	🖱
8. Press [TAB] to underline the desired choice.	8. Point to the desired choice.
9. Press [ENTER].	9. Click the button.

The section of your document that you highlighted begins to print, and a message box that contains information about the print operation appears.

If you selected the Pause Between Pages option in Page Setup, the printer will stop so that you can change sheets of paper. Press [CTRL] [N] (or point to Next and click) to begin printing again.

Print Part Of A Document On The Screen

Use this procedure if you want to print a specific section of your document on the screen. You can use this option to see exactly how a section will look on paper (page breaks, margins, and so on). You can make changes to the document while it is displayed on the screen.

1. Use the arrow keys to move the marker to the beginning of the text you want to print.	1. Point to the beginning of the text you want to print, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the text you want to print.	2. Drag the marker until you highlight the text you want to print, and release the button.
3. Press [F2] (File Menu).	3. Point to File on the menu bar, and hold down the button.
4. Press [↓] until you highlight Print.	4. Drag the marker until you highlight Print.
5. Press [ENTER].	5. Release the button.
6. Press [↑] or [↓] until you underline the Screen button.	6. Point to the Screen button.
7. Press the space bar.	7. Click the button.

You have the following choices:

OK selects the Screen option.

CANCEL terminates the Print option.

8. Press [TAB] to underline the desired choice.	8. Point to the desired choice.
9. Press [ENTER].	9. Click the button.

DeskMate prints the section you specified to the screen. To see additional pages:

10. Press [F2] (Print Screen Menu).	10. Point to Print Screen on the menu bar, and hold down the button.
11. Press [↓] until you highlight Next page.	11. Drag the marker until you highlight Next page.
12. Press [ENTER].	12. Release the button.

When you finish viewing the "printed" screen:

13. Press [F2] (Print Screen Menu).	13. Point to Print Screen on the menu bar, and hold down the button.

14. Press ↓ until you highlight `Quit`.
15. Press ENTER.

14. Drag the marker until you highlight `Quit`.
15. Release the button.

Quit

Use this File Menu option to leave Text and return to the Tandy Desktop. See "Exiting A File" at the beginning of the chapter.

Rename An Open Document

You can use this option to rename an open document.

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Save as:`.
3. Press ENTER.

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Save as:`.
3. Release the button.

The prompt, `Save as:`, appears.

4. Type a new name for the document using eight characters or fewer.

4. Type a new name for the document using eight characters or fewer.

You have the following choices:

> `SAVE` saves the document using the name you supplied.
>
> `CANCEL` terminates the `Save as:` option. The document remains on the screen either untitled or with its previous name.

5. Press TAB until you underline the desired choice.
6. Press ENTER.

5. Point to the desired choice.
6. Click the button.

The document remains on the screen. (On the desktop, the file appears with both its original and new name.)

Replace Text

You can search for and replace text in a document by choosing the Substitute option on the Search Menu. See "Substitute Text."

Retrieve Files Created On Another Computer

You can open files that were created by another application if they are in ASCII format. All Non-ASCII characters are removed. See "Convert To ASCII."

Run

The File Menu's Run option lets you run another application without returning to the desktop. See "Run Another Application."

Run Another Application

To open another DeskMate application or run another software package without returning to the desktop, follow these instructions.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Run`.	2. Drag the marker until you highlight `Run`.
3. Press ENTER.	3. Release the button.

A dialog box appears on the screen.

⌨	🖱
4. At the `Program` prompt, type the name of the application you want to run.	4. At the `Program` prompt, type the name of the application you want to run.
5. Press TAB to move the marker to the `Data` prompt.	5. Point to the `Data` prompt, and click.
6. (optional) Type the name of the data file you want to use with your chosen application.	6. (optional) Type the name of the data file you want to use with your chosen application.

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

The CPU clock speed prompt gives you two choices.

NORMAL runs the program at the normal CPU speed. Some software packages require that you run them at normal clock speed to ensure that they operate properly.

FAST runs the program at a higher CPU speed. You should choose FAST to run DeskMate applications.

⌨	🖱
7. Press TAB until you underline the desired clock speed button.	7. Point to the desired clock speed button.
8. Press the space bar.	8. Click the button.

You have the following choices:

OK runs the application or software package (and data file, if you specified one).

CANCEL terminates the Run option, and returns you to the desktop.

⌨	🖱
9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press ENTER.	10. Click the button.

The screen might ask you to insert the diskette containing the application or software package you specified. Do so, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the mainmenu.pdm file. Do so. You return to the desktop.

Save

Use this File Menu option to store the currently displayed document using the filename that appears in the title bar without exiting the document. See "Store Updates To An Existing Document."

Save As

Use this File Menu option to name and store an untitled document currently on the screen without exiting the document. See "Store Updates To A New Document."

Scroll Text

You can scroll through your document by using the arrow keys on the keyboard or the scrolling arrows on the screen if you are using a pointing device. See "Move The Marker."

Search For Text

You can search for portions of text in your document by using the options on the Search Menu. See "Find Text."

Search Menu

This menu enables you to find a group of characters in your document. You can also find a group of characters and replace it with other text.

Select All

Use this Edit Menu option to highlight all text in the current document so that you can perform another function on it (for example, clear, copy, underline, and bold).

⌨	🖱
1. Press F3 (Edit Menu).	1. Point to `Edit` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Select all.`	2. Drag the marker until you highlight `Select all.`
3. Press ENTER.	3. Release the button.

All of the text in the document is now highlighted, and you can select a function.

Caution: Typing a character or pressing the space bar after you select text will **delete** the selected text.

Setting Up Your Pages

You can set up the format for the pages of your document by selecting the Page Setup option on the File Menu. See "Format Page Layout."

Store Updates To An Existing Document

You can store changes you have made in an existing document without exiting the document. You should do this periodically to help prevent loss of information.

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Save`.
3. Press ENTER.

1. Point to `File` on the menu bar, and hold dow the button.
2. Drag the marker until you highlight `Save`.
3. Release the button.

Changes you have made to the document are stored, and the document remains on the screen.

Store Updates To A New Document

You can store changes you have made in a new document without exiting the document. You must, however, name your document before you can complete the procedure.

1. Press F2 (File Menu).
2. Press ↓ until you highlight `Save as:`.
3. Press ENTER.

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Save as:`.
3. Release the button.

The prompt, `Save as:`, appears.

4. Type the name you want to give the document using eight characters or fewer.

4. Type the name you want to give the document using eight characters or fewer.

You have the following choices:

`SAVE` saves the document using the name you supplied.

`CANCEL` terminates the `Save as:` option. The untitled document remains on the screen.

5. Press TAB until you underline the desired choice.
6. Press ENTER.

5. Point to the desired choice.
6. Click the button.

The new document and its name are stored, and the document remains on the screen.

Substitute Text

You can substitute text in two ways: select the text and then type over it, or use the Substitute command to find and substitute some or all occurrences.

> **Note:** If all the text found by the Substitute option is boldfaced or underlined, the text that replaces it will also be boldfaced or underlined. If only part of the text that is found is boldfaced or underlined, Substitute replaces it with plain text.

⌨	🖱
1. Press F5 (Search Menu).	1. Point to `Search` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Substitute`.	2. Drag the marker until you highlight `Substitute`.
3. Press ENTER.	3. Release the button.
4. At the `Search for:` prompt, type the text you want to find and replace, using no more than 39 characters.	4. At the `Search for:` prompt, type the text you want to find and replace, using no more than 39 characters.
5. Press TAB.	5. Point to the `Replace with:` prompt, and click.
6. At the `Replace with:` prompt, type the text you want to use as a replacement, using no more than 39 characters.	6. At the `Replace with:` prompt, type the text you want to find and replace, using no more than 39 characters.

You have the following choices:

> `OK` substitutes the former text with the text you entered at the `Replace with:` prompt.
>
> `CANCEL` terminates the Substitute option.

⌨	🖱
7. Press TAB to underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

If you select `OK`, DeskMate begins searching from the current marker position. If DeskMate finds the text, the part of the document that contains the text appears, and a dialog box asks whether or not you want to make the substitution at this occurrence.

You have the following choices:

YES goes ahead with the replacement, and DeskMate continues searching for another occurrence of the text.

NO skips this replacement and continues searching for another occurrence of the text.

QUIT terminates the Substitute option.

⌨	🖱
9. Press [TAB] until you highlight the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

The program performs the indicated option and then finds the next occurrence. If all occurrences have been found, the program displays the number of occurrences it found and replaced.

Text Menu

Use the Text Menu to make selected text appear and print either in a standard way, in **boldface**, or underlined.

To ASCII

You can use this File Menu option to convert your document to ASCII Format. See "Convert to ASCII."

Underline

Use this option to make selected text print underlined. You can underline either plain or bold text.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the word(s) you want to underline.	1. Point to the beginning of the word(s) you want to underline, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the text you want to underline.	2. Drag the marker until you highlight the text you want to underline, and release the button.
3. Press [F4] (Text Menu).	3. Point to Text on the menu bar, and hold down the button.

4. Press ↓ until you highlight `Underline.`
5. Press ENTER.

4. Drag the marker until you highlight `Underline.`
5. Release the button.

The selected text is now underlined on the screen and will also print underlined.

For information on returning underlined text to plain text, see "Cancel Underline."

Hints And Shortcuts

This section contains information that you can use to perform specific tasks with the Text Editor application. Each suggestion contains general step-by-step instructions on how to complete the task. If you need specific details, go to the "topic" suggested in parentheses.

Sharing Information With Other Applications

If you want to send a document (or part of a document) to another computer via Telecom and you want actual carriage return characters at the end of each line, choose the ASCII printer in the Printer accessory, and then simply print your document to a file. You can now send the "printed" file via Telecom to another computer.

Quick Ways To Save Your Work

Save your file to disk periodically to prevent loss of data if a power surge or failure occurs. Use the SAVE command (F2, then S ENTER). The data you have entered is saved onto the disk.

Quick Ways To Open Or Begin A New Document

While you are working in a Text file, you might want to open another file or create a new one. You can choose New from the File Menu to automatically create a new document.

If you want to open an existing document, select Open from the File Menu and then choose a file from the list box. If you have changed the existing file, DeskMate asks if you want to save the changes. Press ENTER to save the changes.

The open file dialog box appears or the file is cleared (for a new file). This is the same as:

F2 - S — Save command
F2 - O — Open command

Using Form Letters

If you need to customize a form letter, you can type a form letter, leaving xxxx at each place where custom information is required (for example, customer name). Then, using the Find and Find Next options (and select xxxx), you can insert various names, addresses, etc., into the spaces you marked as variables before you print each letter.

Tips For The Advanced User

As you become more familiar with the Text Editor application, you can use the suggestions below to help you work faster and more efficiently.

Accelerators:

CTRL Q (*Quit*)	Lets you exit without going to the File Menu first.
CTRL DEL (*Cut*)	Lets you use the cut function without pulling down the Edit Menu.
CTRL INS (*Copy*)	Lets you use the copy function without pulling down the Edit Menu.
Insert (*Paste*)	Lets you use the paste function without pulling down the Edit Menu.
Delete (*Clear*)	Lets you delete a portion of text without pulling down the Edit Menu.
ESC (*Escape key*)	Lets you cancel the current command from a dialog box.
CTRL F	Lets you use the Find option.
CTRL S	Lets you use the Substitute option without pulling down the Search Menu.
CTRL N	Lets you use the Find Next option without pulling down the Search Menu.

You can accelerate choosing menu options with the keyboard so that you do not have to press ↓ to make a menu choice. Press the appropriate key for the menu from which you wish to make a selection, and then type the first letter of the option you want to use.

For instance, to choose the Copy option from the Edit Menu, you would press F3 to access the menu. You would then press C twice. The first time you pressed C, you would highlight `Cut`, the first option on the Edit Menu that begins with the letter `c`. The second time you press C, you would highlight `Copy`. (You would then press ENTER as usual to choose the highlighted option.)

You can delete a large portion of a document by first selecting the text and then typing another character or pressing the space bar.

Typing Filenames

Whenever you see a prompt that asks for a filename, you also see a list box containing names from which you can choose. Normally, you highlight the filename in the list box; however, you can skip moving to the list box and finding the filename if you already know the name you want to use. Simply type the filename in the space provided after the prompt. You can specify directories and drives as part of the filename if necessary.

You can change any response that appears at the prompt by simply typing new information.

Chapter 15

WORKSHEET

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Introduction

Worksheet is 99 rows and 99 columns intersecting to form 9,801 *cells* in *spreadsheet* fashion.

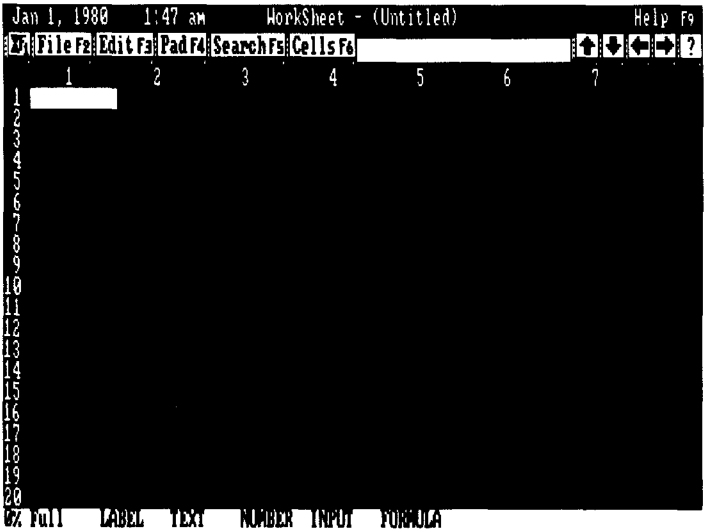
Worksheet is helpful in many ways. It helps you watch your finances without all the bother of pencil, paper, and calculator. Some common Worksheet uses are balancing your checkbook, preparing a loan amortization, or developing a budget.

And you can instantly see how changing one number can affect an entire worksheet. For example, you might want to see how changing the interest rate earned by an investment will affect other parts of the worksheet.

Beginning A New Worksheet

⌨	🖱
1. Be sure the desktop is on the screen.	1. Be sure the desktop is on the screen.
2. Be sure the Worksheet diskette is in Drive A.	2. Be sure the Worksheet diskette is in Drive A.
3. Press TAB unti you highlight WORKSHEET (the title of the list box).	3. Point to WORKSHEET (the title of the list box).
4. Press ENTER.	4. Double click the button.

A new, blank worksheet appears.


Jan 1, 1980 1:47 am WorkSheet - (Untitled) Help F9
File F2
Edit F3
Pad F4
Search F5
Cells F6
?
1 2 3 4 5 6 7
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
0% Full LABEL TEXT NUMBER INPUT FORMULA

Using Worksheet

To move the marker around the worksheet, use the arrow keys, or, with a mouse, point to the desired cell, and click the button.

You can *scroll* through a worksheet to see parts of it that lie beyond the screen boundaries. To *scroll* through the worksheet, repeatedly press the arrow key for the direction in which you want to scroll. Or, if you are using a mouse, point to the appropriate arrow on the right side of the menu bar, and repeatedly click the button.

You fill the cells with numbers or letters. You might wish to fill some of the cells with mathematical formulas so you can calculate the worksheet. Cells containing letters are *labeled cells* or *labels*. They identify the numbers found underneath them (in columns) or beside them (in rows). It is not necessary to fill all the cells on a worksheet.

To enter a number on the worksheet, simply use the mouse or arrow keys to move the marker to the desired position, and enter the number. Placing labels on the worksheet is similar. Labels may contain letters, numbers, spaces, and punctuation marks. To use numbers in a label, begin the label with a character other than 0-9, +, −, or . (decimal point). As you type labels, numbers, and formulas, you can use the BACKSPACE key to correct errors. Backspace over the incorrect character(s), and then continue typing.

If you wish, you can type words on a worksheet or put part of a worksheet in a document written with the Text application. To type blocks of text on the worksheet, refer to the "Enter A Text Block" topic.

To see a sample worksheet, open one of the sample Worksheet files on your diskette:

From within the Worksheet application:

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Open`.	2. Drag the marker until you highlight `Open`.
3. Press [ENTER].	3. Release the button.

A dialog box appears that contains the file `CHECK.WKS` and `BUDGET.WKS`.

⌨	🖱
4. Press [↓] until you highlight the sample file you want to open.	4. Point to the name of the file you want to open, and click.

You have the following choices:

`OK` opens the file you specified.

`CANCEL` terminates the Open procedure.

⌨	🖱
5. Press [TAB] until you underline the desired choice.	5. Point to the desired choice.
6. Press [ENTER].	6. Click the button.

The Worksheet file appears on your screen.

The block of text written on the worksheet explains details about the sample worksheet.

The sample worksheet has been calculated so that you can see the current balance.

Exiting A Worksheet

⌨	🖱
1. Press [F2] (File Menu).	1. Point to `File` on the menu bar, and hold down the button.

2. Press [↓] until you highlight `Quit`.	2. Drag the marker until you highlight `Quit`.
3. Press [ENTER].	3. Release the button.

If you have made changes to the worksheet, the prompt `Save Changes?` appears. Continue with Step 4. If you have not changed the worksheet, skip Steps 4 through 8.

You have the following choices:

`YES` saves the worksheet with the changes you made.

`NO` returns to the desktop without saving the changes.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
4. Press [TAB] until you underline the desired choice.	4. Point to the desired choice.
5. Press the space bar.	5. Click the button.

If the worksheet on the screen is untitled, the prompt `Save as:` appears. Continue with Step 6. If your worksheet is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

`SAVE` saves the worksheet using the name you supplied.

`CANCEL` cancels the procedure, and the worksheet reappears.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press the space bar.	8. Click the button.

The desktop reappears.

Tasks And Topics

Absolute Reference

See "Mathematical References" in the "Tips For The Advanced User" section.

Add A Column To A Worksheet

See "Insert A Column."

Add A Row To A Worksheet

See "Insert A Row."

Average A Column Or Row Of Numbers

Averaging several numbers is a commonly used function. For example, you might want to average all your gasoline bills to determine what you pay 'on the average' each time you buy gasoline.

You begin by typing the numbers to be averaged into several rows (or down several columns) on the worksheet. You might want to put labels in the row or column before you put the numbers in to help you identify the different numbers you are averaging.

After you type the numbers, highlight the cell immediately past the numbers (to the right for averaging numbers across a row, or below for averaging numbers in a column). This cell will hold the formula that averages the numbers.

You can leave blank cells between the numbers and the cell containing the formula. You might want to do this, for example, to place a label containing dashes at the bottom of a column of numbers you want to average. This label simply shows that is the end of the numbers to be averaged. You can leave blank cells, labels, blocks of text, and formulas mixed in among the numbers you want to add.

Worksheet ignores blank cells, labels and text blocks when it calculates an average. However, if you have a formula among the numbers to be averaged, Worksheet will take the result of that formula and use it as a number.

A formula using the AVG function tells Worksheet to average, and it tells Worksheet which numbers to average.

To tell Worksheet which numbers to average, place a row or column reference after AVG, enclosed in parentheses. For example, to average a column of numbers, you would specify the row in the column at which you want the calculation to begin. Specify a row by typing R and the row number (for instance, (R5) starts calculating at Row 5). To average a row of numbers, specify the column number at which you want calculation to begin by typing C and the column number (for instance, (C2) to start calculating at Column 2). The row or column address you supply must be one that appears before the cell in which you are typing the formula.

A complete AVG formula to average a column of numbers starting at Row 5 and ending immediately before the cell containing the formula looks like this:

AVG(R5)

You will not see the result of an AVG formula until you calculate the worksheet. See "Calculate A Worksheet" for instructions on calculating. Also remember that if you change any number the formula calculates, you must recalculate to see the new result.

For example, the following procedure averages all numbers in a column beginning at Row 5.

1. Using the arrow keys, move the marker to Row 5 in the desired column.
2. Type the first number you want to use in the average.
3. Press [↓] to highlight the cell immediately below.
4. Type the next number you want to average.

1. Point to the cell at Row 5 in the desired column, and click the button.
2. Type the first number you want to use in the average.
3. Point to the cell immediately below, and click.
4. Type the next number you want to average.

Repeat Steps 3 and 4 until you type all the numbers you want to use in the average.

5. Press [↓] to move the marker to the cell below the last number to be used in the average.
6. Press [F6] (Cells Menu).

5. Point to the cell below the last number to be used in the average, and click.
6. Point to Cells on the menu bar, and hold down the button.

7. Press [↓] until you highlight `Formula`.	7. Drag the marker until you highlight `Formula`.
8. Press [ENTER].	8. Release the button.
9. Type `AVG(R5)`.	9. Type `AVG(R5)`, and then point to `OK`.
10. Press [TAB] until you underline `OK`.	10. Click the button.
11. Press the space bar.	11. Point to `Pad` on the menu bar.
12. Press [F4] (Pad Menu).	12. Hold down the button.
13. Press [↓] until you highlight `Calculate`.	13. Drag the marker until you highlight `Calculate`.
14. Press [ENTER].	14. Release the button.

Worksheet performs the calculations and the result appears in the cell in which you typed the formula.

Calculate A Worksheet

To properly calculate a worksheet, at least one of the cells must contain a mathematical formula to manipulate any numbers on the worksheet. If you have given the worksheet formulas, but no numbers, you still can calculate the worksheet, but results are zero.

When you calculate the worksheet, the calculation procedure begins at Row 1, Column 1, moves to the right and down until the entire worksheet has been scanned. Each time a formula is encountered, the worksheet follows the instructions contained within the formula.

For more information about the types of references in formulas, see "Mathematical References" in the "Tips For The Advanced User" section.

⌨	🖱
1. Press [F4] (Pad Menu).	1. Point to `Pad` on the menu bar, and hold down the button.
2. Press [↓] until you highlight `Calculate`.	2. Drag the marker until you highlight `Calculate`.
3. Press [ENTER].	3. Release the button.

The worksheet is calculated.

Cells

Use this menu on the menu bar to manipulate the cells on the worksheet. For more about the Cells menu, see "Format Cells," "Input," "Enter A Formula," "Formula," "Start Text," and "End Text."

Change A Field

See "Change A Formula," "Change A Label," and "Change A Number."

Change A Formula

To change a mathematical formula, follow these instructions. Also, see "Edit A Formula."

⌨	🖱
1. Using the arrow keys, move the marker to the cell containing the formula you want to change.	1. Point to the cell contianing the formula you want to change, and click.
2. Press [F6] (Cells Menu).	2. Point to `Cells` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Formula`.	3. Drag the marker you highlight `Formula`.
4. Press [ENTER].	4. Release the button.

The screen shows `Formula`, and the formula is highlighted.

⌨	🖱
5. Type the new formula.	5. Type the new formula.

You have the following choices:

`OK` saves the formula.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
6. Press [TAB] until you underline the desired choice.	6. Point to the desired choice.
7. Press the space bar.	7. Click the button.

The formula is changed and saved, if you selected `OK` in Step 6. To see its effect, you must calculate the Worksheet. See "Calculate A Worksheet" for instructions.

Change A Label

Use this feature to change an existing label. To make minor corrections while entering a label, see "Correct An Error."

⌨	🖱
1. Using the arrow keys, move the marker to the label you want want to change.	1. Point to the label you want to change, and click.
2. Type the new label.	2. Type the new label.

The label is changed.

Change A Number

To change a number in a cell, follow these instructions.

⌨	🖱
1. Using the arrow keys, move the marker to the cell containing the number you want to change.	1. Point to the cell containing the number you want to change, and click.
2. Type the new number.	2. Type the new number.

The number is changed.

Change A Text Block

To change the contents of existing text blocks, follow these instructions.

⌨	🖱
1. Using the arrow keys, place the marker in the text block you wish to change.	1. Point to the text block you wish to change, and click.
2. Press F6 (Cells Menu).	2. Point to `Cells` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Start text.`	3. Drag the marker until you highlight `Start text.`
4. Press ENTER.	4. Release the button.

Change the text block as you desire. You have all of the editing features available with the Text application. For a list of these editing features, see the "Text" chapter.

⌨	🖱
5. Press [F6] (Cells Menu).	5. Point to `Cells` on the menu bar, and hold down the button.
6. Press [↓] until you highlight `End text.`	6. Drag the marker until you highlight `End text.`
7. Press [ENTER].	7. Release the button.

The text block is changed.

Change The Name Of A Worksheet On The Screen

See "Rename A Worksheet On The Screen."

Change The Width Of All Columns

Worksheet columns normally appear with a width of ten characters. You can change the width of one column, or you can change the widths of all columns. See "Change The Width Of One Column" for instructions on changing only one column's width.

The width you use can be any number, 3 through 77.

⌨	🖱
1. Press [F4] (Pad Menu).	1. Point to `Pad` on the menu bar.
2. Press [↓] until you highlight `Column Width.`	2. Hold down the button.
3. Press [ENTER].	3. Drag the marker until you highlight `Column Width`, and then release the button.

A dialog box appears.

⌨	🖱
4. Press [TAB] until you underline one of the `Column:` buttons.	4. Point to the button next to `All.`

If the `All` button is underlined, skip Step 5 and proceed with Step 6.

⌨	🖱
5. Press [↓] until the `All` button is underlined.	5. Click the button.
6. Press the space bar.	6. Point to the box next to `Width:`, and click.

7. Press `TAB` until the marker rests in the box next to `Width:`.	7. Type the new width for all columns.
8. Type the new width for all columns.	8. Click the button.

You have the following choices:

`OK` changes the width.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
9. Press `TAB` until you underline the desired choice.	9. Point to the desired choice.
10. Press the space bar.	10. Click the button.

The worksheet columns are the specified width, if you underlined `OK` in Step 9.

Change The Width Of One Column

Worksheet columns normally appear with a width of ten characters. You can change the width of one column, or you can change the width of all columns. See “Change The Width Of All Columns” for instructions on changing the width of all columns.

The width you use can be any number, 3 through 77.

⌨	🖱
1. Using the arrow keys, move the marker to the column whose width you want to change.	1. Point anywhere in the column whose width you want to change.
2. Press `F4` (Pad Menu).	2. Click the button.
3. Press `↓` until you highlight `Column Width`.	3. Point to `Pad` on the menu bar, and hold down the button.
4. Press `ENTER`.	4. Drag the marker until you highlight `Column Width`, and then release the button.

A dialog box appears.

⌨	🖱
5. Press TAB until you underline one of the `Column:` buttons.	5. Point to the button next to `Current`.

If the button next to Current is underlined, skip Steps 6 and 7, and proceed with Step 8.

⌨	🖱
6. Press ↑ until the `Current` button is underlined.	6. Click the button.
7. Press the space bar.	7. Point to the box next to `Width:`.
8. Press TAB until the marker rests in the box next to `Width:`	8. Click the button.
9. Type the new width for the column.	9. Type the new width for the column.

You have the following choices:

`OK` changes the width.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press the space bar.	11. Click the button.

The width of the column is changed as specified, if you underlined `OK` in Step 10.

Circular Reference

See "Mathematical References" in the "Tips For The Advanced User" section.

Clear

Use this Edit Menu option to clear information from the worksheet. See "Clear Part Of A Worksheet" and "Clear An Entire Worksheet." Clear can be used on an entire text block, but not on part of a text block.

Clear Part Of A Worksheet

To clear part of a worksheet, follow these instructions.

1. Using the arrow keys, place the marker within the information you wish to clear.
2. Hold down SHIFT and press the arrow keys to highlight the information you wish to clear.
3. Press F3 (Edit Menu).
4. Press ↓ until you highlight `Clear`.
5. Press ENTER.

1. Point to the information you wish to clear, and hold down the button.
2. Drag the marker until you highlight the information you wish to clear.
3. Release the button.
4. Point to `Edit` on the menu bar, and hold down the button.
5. Drag the marker until you highlight `Clear`, and then release the button.

The selected information clears from the worksheet.

Clear An Entire Worksheet

To clear all the information on the worksheet, follow these instructions.

1. Press F3 (Edit Menu).
2. Press ↓ until you highlight `Select All`.
3. Press ENTER.
4. Press F3 (Edit Menu).
5. Press ↓ until you highlight `Clear`.
6. Press ENTER.

1. Point to `Edit` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Select All`.
3. Release the button.
4. Point to `Edit` on the menu bar, and hold down the button.
5. Drag the marker until you highlight `Clear`.
6. Release the button.

The entire worksheet clears.

Clipboard

The clipboard temporarily holds information while moving it to or copying it from one place to another. Worksheet information contains specific instructions that no other application understands. This means that you cannot place information (except text) directly from a worksheet onto the clipboard for use in another application.

See the "Clipboard" section of the "Accessories" chapter for information on viewing the contents of the clipboard.

See the various topics on duplicating (copying) and moving information for specific instructions on using the clipboard.

Column Width

This Pad Menu option lets you change the width of one or all columns on your worksheet. See "Change The Width Of All Columns" and "Change The Width Of One Column."

Copy

Use this `Edit Menu` option to duplicate information on a worksheet and store it on the clipboard.

See "Duplicate Information To Another Application," "Duplicate Information To Another Worksheet," and "Duplicate Information Within The Same Worksheet."

Copy One Worksheet Into Another

See "Insert Another Worksheet Into The Worksheet On The Screen."

Correct An Error

While you are typing in the text mode on the worksheet, you can correct any mistakes you make by pressing BACKSPACE. Using the arrow keys, move the marker to the character immediately after the one you wish to delete and then press BACKSPACE. BACKSPACE always deletes the character immediately to the left of the marker.

When you are typing numbers or labels in cells on the worksheet, you can correct any mistakes you make by pressing BACKSPACE. Each time you press BACKSPACE, the rightmost character is deleted.

Then type the correct characters. Do not use the arrow keys to correct errors while typing labels or numbers.

Create A New Worksheet From Within A Worksheet

Use the `New` option on the File Menu when you want to create a new worksheet without returning to the desktop.

1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight New.	2. Drag the marker until you highlight New.
3. Press ENTER.	3. Release the button.

If you made changes to the worksheet, the prompt Save Changes? appears. Continue with Step 4. If you have not changed the worksheet, skip Steps 4 through 8.

You have the following choices:

YES saves the worksheet with the changes you made.

NO creates a new worksheet without saving changes on the existing worksheet.

CANCEL cancels the procedure and the existing worksheet reappears.

4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press the space bar.	5. Click the button.

If the worksheet on the screen is untitled and you chose YES in Step 4, the prompt Save as: appears. Continue with Step 6. If your worksheet is titled, skip Steps 6 through 8.

6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the worksheet using the name you supplied.

CANCEL cancels the procedure and the existing worksheet reappears.

7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press the space bar.	8. Click the button.

A new, untitled worksheet appears if you selected SAVE in Step 7.

Cut

Use this `Edit Menu` option to cut information from a worksheet and store it on the clipboard. Cut may be used to cut an entire text block, but not part of a text block.

See "Move Information To Another Worksheet" and "Move Information Within The Same Worksheet."

Define Column Width

See "Change The Width Of All Columns" and "Change The Width Of One Column."

Delete A Cell

To erase the contents of a cell containing a formula, input, label, or number, follow these instructions.

⌨	🖱
1. Using the arrow keys, move the marker to the cell you want to erase.	1. Point to the cell you want to erase, and click.
2. Press [DELETE].	2. Press [DELETE].

Although the cell remains on the worksheet, its contents are deleted.

Delete A Column

To remove the contents of an entire column from your worksheet, follow these instructions.

⌨	🖱
1. Using the arrow keys, move the marker to any cell in the column you want to remove.	1. Point to any cell in the column you want to remove, and click.
2. Press [F4] (Pad Menu).	2. Point to `Pad` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Delete column`.	3. Drag until you highlight `Delete column`.

4. Press ENTER.

4. Release the button.

Note: Remember to change any formulas that refer to the deleted column. Otherwise, when you calculate the worksheet, cells containing these formulas will be undefined. Other formulas may be affected because they no longer reference the intended cell.

The contents of the specified column are deleted.

Delete A Row

To remove the contents of an entire row from your worksheet, follow these instructions.

1. Using the arrow keys, move the marker to any cell in the row you want to delete.
2. Press F4 (Pad Menu).
3. Press ↓ until you highlight `Delete row`.
4. Press ENTER.

1. Point to any cell in the row you want to delete, and click.
2. Point to `Pad` on the menu bar, and hold down the button.
3. Drag until you highlight `Delete row`.
4. Click the button.

Note: Remember to change any formulas that refer to the deleted row. Otherwise, when you calculate the worksheet, cells containing these formulas will be undefined. Other formulas may be affected because they no longer reference the intended cell.

The contents of the specified row are deleted.

Delete A Text Block

To remove a text block from your worksheet, follow these instructions.

1. Using the arrow keys, move the marker to a corner within the text block you wish to delete.
2. Hold down SHIFT and press the arrow keys to highlight the text block you wish to delete.

1. Point anywhere within the text block you wish to delete.
2. Hold down the button, and drag the marker until you highlight the text block you wish to delete.

3. Press [DELETE].	3. Press [DELETE].

The text block is deleted from your worksheet.

Duplicate Information To Another Worksheet

Use the `Copy` and `Paste` options on the Edit Menu to duplicate worksheet information onto the clipboard and then insert the worksheet information into another worksheet.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to copy.	1. Point to the beginning of the information you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to copy.	2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press [ENTER] to place the selected information on the clipboard.	5. Release the button to place the selected information on the clipboard.
6. Press [F2] (File Menu).	6. Point to `File` on the menu bar, and hold down the button.
7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

If you made changes to the file, the prompt `Save Changes?` appears. Continue with Step 9. If you have not changed the file, skip Steps 9 and 10.

You have the following choices:

`YES` saves the worksheet with the changes you made.

`NO` creates a new worksheet without saving changes to the existing worksheet.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
9. Press TAB until you underline the desired choice.	9. Point to the desired choice.
10. Press the space bar.	10. Click the button.

A dialog box appears. The box contains a list of worksheets you can open.

⌨	🖱
11. Press ↓ until you highlight the worksheet you want to open.	11. Point to the name of the document you want to open, and click.

You have the following choices:

OK opens the worksheet.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
12. Press TAB to underline the desired choice.	12. Point to the desired choice.
13. Press the space bar.	13. Click the button.
14. Use the arrow keys to move the marker to the place at which you want to insert the information from the clipboard.	14. Point to the place at which you want to insert the information from the clipboard, and click.
15. Press F3 (Edit Menu).	15. Point to Edit on the menu bar, and hold down the button.
16. Press ↓ until you highlight Paste.	16. Drag the marker until you highlight Paste.
17. Press ENTER.	17. Release the button.

DeskMate inserts the information at the location you chose.

Duplicate Information To Another Application

Because DeskMate keeps Worksheet information in a special format, the procedure for copying Worksheet information and placing it in another application is more involved than simply duplicating information in the same worksheet.

The procedure involves these basic steps:

- Printing the information you want to copy to an ASCII file
- Exiting the Worksheet application
- Opening Text
- Merging the ASCII file into Text (the file will have an extension of ".DOC")
- Formatting as necessary
- Placing information on the Clipboard
- Using the Clipboard with a Text file or opening another application which can use the Clipboard

> **Note:** The instructions that follow tell you how to copy a section of a worksheet to another application. To copy the entire worksheet, simply choose `Select All` from the Edit Menu instead of highlighting a portion of the worksheet.

To print the information to a file:

⌨	🖱
1. Press F1 (Accessory Menu).	1. Point to the Accessory Menu icon, and hold the button.
2. Press ↓ until you highlight `Printer`.	2. Drag the marker until you highlight `Printer`.
3. Press ENTER.	3. Release the button.

A dialog box appears.

⌨	🖱
4. Press ↓ until you highlight `ASCII`.	4. Point to `ASCII`, and click.

You have the following choices:

`OK` selects the printer you highlighted.

`CANCEL` terminates the Printer accessory.

⌨	🖱
5. Press TAB until you highlight the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

7. Use the arrow keys to move the marker to the beginning of the section you want to copy.	7. Point to the beginning of the section you want to copy, and hold down the button.
8. Press [SHIFT] and the appropriate arrow key(s) to highlight the section you want to copy.	8. Drag the marker until you highlight the section you want to copy, and release the button.
9. Press [F2] (File Menu).	9. Point to File on the menu bar, and hold down the button.
10. Press [↓] until you highlight Print.	10. Drag the marker until you highlight Print.
11. Press [ENTER].	11. Release the button.
12. Press [↑] or [↓] until you underline the File button and press the space bar.	12. Point to the File button, and click.
13. Press [TAB] to move to the Filename prompt.	13. Point to the Filename prompt, and click.
14. Type a filename, using eight characters or fewer. You must include the Text application file extension .DOC.	14. Type a filename, using eight characters or fewer. You must include the Text application file extension .DOC.

You have the following choices:

OK selects the File option.

CANCEL terminates the procedure, and the worksheet reappears.

⌨	🖱
15. Press [TAB] to underline the desired choice.	15. Point to the desired choice.
16. Press [ENTER].	16. Click the button.

Worksheet prints the section you specify to a file, if you selected OK to Step 15.

To place the information on the Clipboard:

⌨	🖱
1. Press [F2] (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press [↓] until you highlight Run.	2. Drag the marker until you highlight Run.

3. Press [ENTER].	3. Release the button.

If you have made changes, the prompt, `Save Changes?`, appears. Continue with Step 4. If you have not made changes, skip Steps 4 through 8.

You have the following choices:

`YES` saves the changes you made.

`NO` continues the Run option without saving the changes.

`CANCEL` terminates the Run option. The existing Worksheet remains on the screen.

⌨	🖱
4. Press [TAB] until you underline the desired choice.	4. Point to the desired choice.
5. Press [ENTER].	5. Click the button.

If the worksheet is untitled, the prompt, `Save as:`, appears. Continue with Step 6. If your worksheet is titled, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

`SAVE` saves the worksheet using the name you supplied.

`CANCEL` terminates the Run option. The existing worksheet remains on the screen.

⌨	🖱
7. Press [TAB] until you underline the desired choice.	7. Point to the desired choice.
8. Press [ENTER].	8. Click the button.

A dialog box appears.

⌨	🖱
9. At the `Program` field, type `Text.`	9. At the `Program` field, type `Text.`
10. Press [TAB] to move to the `Data file` prompt.	10. Point to the `Data file` prompt, and click.

11. At the `Data file` prompt, type the Text file name you used to print to file.	11. At the `Data file` prompt, type the Text file name you used to print to file.

You have the following choices:

`OK` runs the Text file you specified.

`CANCEL` terminates the Run option. The existing worksheet remains on the screen.

⌨	🖱
12. Press [TAB] until you underline the desired choice.	12. Point to the desired choice.
13. Press [ENTER].	13. Click the button.

Text will appear with the ASCII file on the screen. Format the file if necessary.

⌨	🖱
14. Use the arrow keys to move the marker to the beginning of the section you want to copy.	14. Point to the beginning of the section you want to copy, and hold down the button.
15. Press [SHIFT] and the appropriate arrow key(s) to highlight the section you want to copy.	15. Drag the marker until you highlight the section you want to copy, and release the button.
16. Press [F3] (Edit Menu).	16. Point to `Edit` on the menu bar, and hold down the button.
17. Press [↓] until you highlight `Copy`.	17. Drag the marker until you highlight `Copy`.
18. Press [ENTER].	18. Release the button.

Information is now on the Clipboard, and using the Paste option on the Edit Menu, you can either copy this information to another Text file or transfer it to another application. For more information refer to "Duplicate Information To Another Application" in the "Text" chapter.

Duplicate Information Within The Same Worksheet

Use the `Copy` and `Paste` options on the Edit Menu to duplicate worksheet information onto the clipboard and then insert the worksheet information at another place in the same worksheet.

1. Use the arrow keys to move the marker to the beginning of the information you want to copy.	1. Point to the beginning of the information you want to copy, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to copy.	2. Drag the marker until you highlight the information you want to copy, and release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Copy`.	4. Drag the marker until you highlight `Copy`.
5. Press [ENTER] to place the selected information on the Clipboard.	5. Release the button to place the selected information on the Clipboard.
6. Use the arrow keys to move the marker to the place at which you want to insert the information from the Clipboard.	6. Point to the place at which you want to insert the information from the Clipboard, and click.
7. Press [F3] (Edit Menu).	7. Point to `Edit` on the menu bar, and hold down the button.
8. Press [↓] until you highlight `Paste`.	8. Drag the marker until you highlight `Paste`.
9. Press [ENTER].	9. Release the button.

DeskMate inserts the information at the location you chose.

Edit A Formula

1. Use the arrow keys to move the marker to the cell containing the formula you wish to edit.	1. Point to the cell containing the formula you wish to edit, and click the button.
2. Press [F6] (Cells Menu).	2. Point to `Cells` on the menu bar, and hold down the button.
3. Press [↓] until you highlight `Formula`.	3. Drag the marker until you highlight `Formula`.
4. Press [ENTER].	4. Release the button.

The formula appears

⌨

5. Press [→] to remove the highlight from the formula.
6. Use the [→] and [←] keys to move the marker, and use [BKSP] to delete the desired characters. Simply type the desired characters to insert them.

🖱

5. Press [→] to remove the highlight from the formula.
6. Use the [→] and [←] keys to move the marker, and use [BKSP] to delete the desired characters to insert them. Simply type the desired characters to insert them.

Edit A Label

See "Change A Label."

Edit A Number

See "Change A Number."

Edit A Text Block

See "Change A Text Block."

End Text

This Cells Menu option lets you indicate that you are finished typing or changing text blocks. For more on this feature, see "Enter A Text Block."

Enter A Formula

A worksheet must have a mathematical formula (or formulas) to use before it can calculate the numbers on your worksheet. A mathematical formula is placed in a cell, like a label or number. You can put as many formulas on one worksheet as you need.

For a list of useful formulas and detailed information about how to use them in a worksheet, see "Formulas."

As you write a formula, remember that mathematical operations are performed from left to right, and operations in parentheses are performed first. If you nest parentheses, the innermost operations are performed first. All exponentiation is done first, followed by multiplication/division, and finally addition/subtraction.

1. Using the arrow keys, move the marker to the cell in which you want to place the formula.
2. Press F6 (Cells Menu).
3. Press ↓ until you highlight Formula.
4. Press ENTER.

1. Point to the cell in which you want to place the formula.
2. Point to Cells on the menu bar, and hold down the button.
3. Drag the marker until you highlight Formula.
4. Release the button.

The screen shows, Formula:.

5. Type the formula.

5. Type the formula.

Note: Use BACKSPACE to delete characters, and use the arrow keys to move the marker if you need to make corrections as you type.

You have the following choices:

OK saves the formula.

CANCEL cancels the procedure and the worksheet reappears.

6. Press TAB until you underline the desired choice.
7. Press the space bar.

6. Point to the desired choice.
7. Click the button.

The formula is entered, if you selected OK in Step 6.

Enter A Text Block

This feature places text on your worksheet. Although the text can be about anything, you might write a note to remind yourself of the subject of the worksheet or one that shows from where you derived the numbers.

1. Using the arrow keys, move the marker to the place at which you want the text to begin.

1. Point to the place at which you want the text to begin, and hold down the button.

2. Press SHIFT and use the arrow keys to highlight the entire area you want the text be in.	2. Drag the marker until you highlight the entire area you want the text to be in.
3. Press F6 (Cells Menu).	3. Point to `Cells` on the menu bar, and hold down the button.
4. Press ↓ until `Start text` is highlighted.	4. Drag the marker until you highlight `Start text.`
5. Press ENTER.	5. Release the button.

Now, type your text. You have most of the standard Text application's editing features available as you type. See the "Text" chapter for information about these features. After writing the text, you must end the text to continue using your worksheet. To end the text, follow these instructions:

⌨	🖱
6. Press F6 (Cells Menu).	6. Point to `Cells` on the menu bar, and hold down the button.
7. Press ↓ until you highlight `End text.`	7. Drag the marker until you highlight `End text.`
8. Press ENTER.	8. Release the button.

The block of text appears on your worksheet. Cut, Copy, and Paste may be used with text blocks. The highlighted area to be Cut or Copied must include the whole text block.

Enter Title

To title (or name) your worksheet, follow these instructions. To save your worksheet on diskette, it must have a title. If you are using a new worksheet, it has no title.

If your worksheet has a title and you simply wish to give it a new title, highlight `Save as:` in Step 3 instead of `Save.`

⌨	🖱
1. Be sure the WorkSheet diskette is in Drive A.	1. Be sure the WorkSheet diskette is in Drive A.
2. Press F2 (File Menu).	2. Point to `File` on the menu bar and hold down the button.
3. Press ↓ until you highlight `Save as:.`	3. Drag the marker until you highlight `Save as:.`
4. Press ENTER.	4. Release the button.

A dialog box appears. The screen shows `Save as:`.

⌨	🖱
5. Type a title for your worksheet that is eight characters or fewer.	5. Type a title for your worksheet that is eight characters or fewer.

You have the following choices:

`SAVE` saves the worksheet with the specified title.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
6. Press TAB until you underline the desired choice.	6. Point to the desired choice.
7. Press the space bar.	7. Click the button.

The worksheet is saved with the specified title, if you selected `OK` in Step 6.

Erase A Column

See "Delete A Column."

Erase A Formula

See "Delete A Cell."

Erase A Label

See "Delete A Cell."

Erase A Number

See "Delete A Cell."

Erase A Row

See "Delete A Row."

Find A Cell Address

To go directly to a cell without using the arrow keys, follow these instructions.

⌨	🖱
1. Press F5 (Search Menu).	1. Point to Search on the menu bar, and hold down the button.
2. Press ↓ until you highlight Find Cell.	2. Drag the marker until you highlight Find Cell.
3. Press ENTER.	3. Release the button.

The screen shows Row:.

⌨	🖱
4. Type the row number of the cell you want to find.	4. Type the row number of the cell you want to find.
5. Press TAB.	5. Press TAB.

The screen shows Column:.

⌨	🖱
6. Type the column number of the cell you want to find.	6. Type the column number of the cell you want to find.

You have the following choices:

OK finds the address.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press the space bar.	8. Click the button.

The marker moves to the cell whose address you specified, if you selected OK in Step 7.

Find A Label

To move the marker to a specific label, follow these instructions.

To search the entire worksheet, move the marker to Cell `R1C1` before you start the procedure.

⌨	🖱
1. Press F5 (Search Menu).	1. Point to `Search` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Find label.`	2. Drag the marker until you highlight `Find label.`
3. Press ENTER.	3. Release the button.

The screen shows `Label:`.

⌨	🖱
4. Type the label you want to find.	4. Type the label you want to find.

You have the following choices:

`OK` finds the label.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press the space bar.	6. Click the button.

The label you specified is highlighted, if you selected `OK` in Step 5. If the label is not on the worksheet, then the screen shows, `String not found`. Press ENTER to return to the worksheet.

To find any subsequent labels that are the same as the first one you found, follow these instructions.

The search begins at the cell immediately below the currently highlighted cell.

⌨	🖱
1. Press F5 (Search Menu).	1. Point to `Search` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Find next.`	2. Drag the marker until you highlight `Find next.`

3. Press ENTER.

3. Click the button.

The next label you are searching for is highlighted, unless another label is not on the worksheet. Then the screen shows, `String not found`. Press ENTER to return to the worksheet.

Find A Number

To locate a specific number on a worksheet, follow these instructions. The Search function will only find numbers that match exactly, including undisplayed decimals.

1. Press F5 (Search Menu).
2. Press ↓ until you highlight `Find number`.
3. Press ENTER.

1. Point to `Search` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Find number`.
3. Release the button.

The screen shows `Number:`.

4. Type the number you want to find, and then press the space bar.

4. Type the number you want to find.

You have the following choices:

`OK` finds the number.

`CANCEL` cancels the procedure and the worksheet reappears.

5. Press TAB until you underline the desired choice.
6. Press the space bar.

5. Point to the desired choice.
6. Click the button.

The number you specified is highlighted, if you selected `OK` in Step 6. If the number is not on the worksheet, then the screen shows, `Number Not Found`. Press ENTER to return to the worksheet.

To find any subsequent labels that are the same as the first one you found, follow these instructions.

The search begins at the cell immediately below the currently highlighted cell.

⌨	🖱
1. Press F5 (Search Menu).	1. Point to `Search` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Find next.`	2. Drag the marker until you highlight `Find next.`
3. Press ENTER.	3. Release the button.

The next number you are searching for is highlighted, unless the number is not on the worksheet, then the screen shows, `Number Not Found.` Press ENTER to return to the worksheet.

Find Next

Use this option on the Search menu to find the next item you are searching for. See "Find A Label," and "Find A Number."

Format A Page Layout

Use the `Page Setup` option on the File Menu to design the page layout for your printed worksheet. When you choose this option, a dialog box appears. This box contains several elements that you can change when using WorkSheet. (Some of the options listed below might not be available, depending on the type of printer you are using.)

Press TAB to move to the various options on the screen.

Format

This option determines how the text is placed on the page. You can choose from a "portrait" style (up and down) format, the elongated "landscape" (sideways) format, or the "notebook" (two columns per page) format. The "landscape" and "notebook" formats (when used with a printer) require that your printer have graphic capabilities.

⌨	🖱
1. Press ← and → until you underline the format option you want to use.	1. Point to the button next to the format option you want to use.
2. Press the space bar.	2. Click the button.

Left Margin

This option lets you set the number of blank spaces you want for the left margin.

⌨

1. Press TAB to move the marker to the `Left Margin` setting.
2. Type the number of spaces you want to leave as a left margin.

🖱

1. Point to the `Left Margin` setting, and click.
2. Type the number of spaces you want to leave as a left margin.

Printed Line Width

Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2 inch paper and a ten character per inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of one inch (10 spaces), subtract the left and right margin amounts from the total line length (85 − 25 = 60). The resulting total of 60 spaces (or six inches) is the printed line width. (Be sure that the entries for the Left Margin plus the Printed Line Width do not exceed the width of your paper, or your printer carriage width.)

⌨

1. Press TAB to move the marker to the `Printed Line Width` setting.
2. Type the total number of characters you want to print on one line.

🖱

1. Point to the `Printed Line Width` setting, and click.
2. Type the total number of characters you want to print on one line.

Total Lines Per Page

Use this option to enter the total number of lines on one sheet of paper. For example, 8 1/2 X 11 inch paper contains 66 lines in "portrait" mode when figured at six lines per vertical inch (the standard for most printers).

⌨

1. Press TAB to move the marker to the `Total Lines Per Page` setting.
2. Type the total number of lines on one sheet of paper.

🖱

1. Point to the `Total Lines Per Page` setting, and click.
2. Type the total number of lines on one sheet of paper.

Printed Lines Per Page

Use this option to enter the total number of lines you want to print on one page. For example, if the total lines per page is 66 and you want top and bottom margins of six lines each, subtract the total top and bottom margin from the total lines per page (66 − 12 = 54). The number of printed lines per page is 54.

⌨	🖱
1. Press TAB to move the marker to the Printed Lines Per Page setting.	1. Point to the Printed Lines Per Page setting, and click.
2. Type the total number of lines you want to print on one page.	2. Type the total number of lines you want to print on one page.

You can select any or all of the next three options by following the instructions below them.

Double Space

Select this option to print the worksheet double spaced instead of single spaced. (The program inserts a blank line between every line of document.)

Pause Between Pages

Select this option if you need to insert a new sheet of paper after each page is printed (if you are not using continuous form paper).

Send Control Sequence

Choose this option if you need to send a control sequence (established using the Printer Accessory) to your printer before printing begins.

⌨	🖱
1. Press TAB to move the marker to a box next to one of the above options.	1. Point to one of the boxes next to these options.
2. Press the space bar.	2. Click the button.

An "X" appears when you select one of these options. You can remove the X by pressing the space bar again.

You have the following choices:

OK accepts all the Page Setup information.

CANCEL cancels the Page Setup procedure and the worksheet reappears.

⌨	🖱
3. Press TAB until you underline the desired choice.	3. Point to the desired choice.
4. Press the space bar.	4. Click the button.

Your printed page appears as specified, if you selected OK in Step 3.

Format Cells

To tell Worksheet to display the cells according to your specifications, follow these instructions.

⌨	🖱
1. Press SHIFT and use the arrow keys to highlight the cells whose format you want to change.	1. Drag the marker until you highlight the cells whose format you want to change.
2. Press F6 (Cells Menu).	2. Point to `Cells` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Format`.	3. Drag the marker until you highlight `Format`.
4. Press ENTER.	4. Release the button.

This dialog box appears.

⌨	🖱
5. Press TAB until one of the `Align` buttons is underlined. Using the arrow keys, underline the desired `Align` button — left to align numbers on the left, or right to justify numbers on the right.	5. Point to the desired `Align` button — left to align numbers on the left, or right to align numbers on the right.
6. Press the space bar.	6. Click the button.
7. Press TAB and use the arrow keys to underline one of the `Type` buttons — decimal for a decimal number format, integer for whole numbers, or $dollar for numbers with two decimal places.	7. Point to one of the `Type` buttons — decimal for a decimal number format, integer for whole numbers, or $dollar for numbers with two decimal places.
8. Press the space bar.	8. Click the button.

If you did not choose the decimal format, the number of digits box is not available. If you cannot underline the number of digits box by pressing TAB, or pointing to it, go to Step 10; otherwise go to Step 9.

⌨	🖱
9. Be sure the number of digits box is underlined, and type the number of digits you want each cell to display to the right of the decimal point. Then press the space bar.	9. Point to the number of digits box, and type the number of digits you want each cell to display to the right of the decimal point.

You have the following choices:

OK formats the cells.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press the space bar.	11. Click the button.

The cells are formatted as specified, if you selected OK in Step 10.

Format Fields

See "Format Cells."

Formula

To access the Formula dialog box, follow these instructions. Be sure that the cell in which you wish to place or edit a formula is highlighted. For a list of some formulas you might wish to use and an idea of how to create your own formulas, see "Sample Formulas."

⌨	🖱
1. Press F6 (Cells Menu).	1. Point to Cells on the menu bar, and hold down the button.
2. Press ↓ until you highlight Formula.	2. Drag the marker until you highlight Formula.
3. Press ENTER.	3. Release the button.

The Formula dialog box appears.

The Formula dialog box lets you create and change (or edit) mathematical formulas.

When the Formula dialog box appears, the marker rests next to the Formula edit box. If the marker was on a worksheet cell containing a formula before the dialog box appeared, the formula in that cell appears in the Formula edit box.

Immediately below the Formula edit box is a list of operators and functions WorkSheet uses.

Alter the formula, or type a new formula, as you desire. The formula you type will be placed on the worksheet in the marked cell. And when you calculate, the result of the formula will appear in this cell.

The arrow keys in the dialog box allow you to view other cells without exiting the dialog box. To use them:

⌨	🖱
1. Press TAB until the desired arrow is underlined.	1. Point to the desired arrow.
2. Press the space bar as many times as you desire to view the desired cell.	2. Click the button as many times as you desire to view the desired cell.

When you finish typing or editing the formula, you have the following choices:

OK enters the formula.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
3. Press TAB until you underline the desired choice.	3. Point to the desired choice.
4. Press the space bar.	4. Click the button.

See "Sample Formulas" for a list of some formulas you might wish to use and an idea of how to create your own formulas.

Forward Reference

See "Mathematical References" in "Tips For The Advanced User."

Help

To see answers to questions you might have about using DeskMate, follow these instructions.

Press F9 (Help).

Point to F9 (Help) and click.

Highlight An Entire Worksheet

To highlight an entire worksheet, follow these instructions.

1. Press F3 (Edit Menu).
2. Press ↓ until you highlight `Select All`.
3. Press ENTER.

1. Point to `Edit` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Select All`.
3. Release the button.

All parts of the worksheet containing any information are highlighted.

Highlight Cells

To highlight more than one cell, follow these instructions.

1. Using the arrow keys, move the marker to the cell where you want highlighting to begin.
2. Hold down SHIFT and press the arrow keys to highlight the desired cells.

1. Point to the cell where you want highlighting to begin.
2. Hold down the button, and drag the marker until you highlight the desired cells.

The desired cells are highlighted.

Input

To be asked for the contents of a cell each time the worksheet is calculated, follow these instructions.

1. Press F6 (Cells Menu).
2. Press ↓ until you highlight `Input`.
3. Press ENTER.

1. Point to `Cells` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Input`.
3. Release the button.

A dialog box appears.

⌨	🖱
4. Type a phrase to identify the cell.	4. Type a phrase to identify the cell.
5. Press TAB until the marker rests in the `Field Value:` box.	5. Point to the `Field Value:` box, and click the button.
6. Type the value you think you will use most often in the field, or leave the box blank.	6. Type the value you think you will use most often in the field, or leave the box blank.

You have the following choices:

`OK` accepts the input.

`CANCEL` terminates the output option. The file remains on the screen.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

Input cells are not displayed unless you reference them in a formula.

Insert A Column

To insert a column between two existing columns on your worksheet, follow these instructions.

⌨	🖱
1. Using the arrow keys, place the marker in the column immediately to the right of where you wish to insert the new column.	1. Point to the column immediately to the right of where you wish to insert the new column, and click.
For example, to insert a column between Column 1 and Column 2, place the marker somewhere in Column 2.	For example, to insert a column between Column 1 and Column 2, point somewhere in Column 2, and click.
2. Press F4 (Pad Menu).	2. Point to `Pad` on the menu bar, and hold down the button.
3. Press ↓ until you highlight `Insert Column`.	3. Drag the marker until you highlight `Insert Column`.

4. Press ENTER.

4. Release the button.

The column is inserted and the existing columns move to the right to make room for the new column.

> **Note:** If the insertion causes a formula to move or cells referenced by a formula to move, the formula might need to be adjusted.

Insert A Row

To insert a row between two existing rows on your worksheet, follow these instructions.

1. Using the arrow keys, place the marker in the row immediately below where you wish to insert the new row.

For example, to insert a row between Row 1 and Row 2, place the marker somewhere in Row 2.

2. Press F4 (Pad Menu).
3. Press ↓ until you highlight `Insert Row`.
4. Press ENTER.

1. Point to the row immediately below where you wish to insert the new row, and click.

For example, to insert a row between Row 1 and Row 2, point somewhere in Row 2, and click.

2. Point to `Pad` on the menu bar, and hold down the button.
3. Drag the marker until you highlight `Insert Row`.
4. Release the button.

The column is inserted and the existing rows move upward to make room for the new row.

> **Note:** If the insertion causes a formula to move or cells referenced by a formula to move, the formula might need to be adjusted.

Insert Another Worksheet Into The Worksheet On The Screen

Use the Merge option on the File Menu to insert an entire worksheet into the currently displayed worksheet.

⌨	🖱
1. Use the arrow keys to move the marker to the position at which you want the upper left cell of the other worksheet to be inserted.	1. Point to the place at which you want the upper left cell of the other worksheet to be inserted.
2. Press F2 (File Menu).	2. Point to File on the menu bar, and hold down the button.
3. Press ↓ until you highlight Merge.	3. Drag the marker until you highlight Merge.
4. Press ENTER.	4. Release the button.

A dialog box appears. The box contains a list of worksheets you can insert.

⌨	🖱
5. Press ↓ until you highlight the worksheet you want to insert.	5. Point to the name of the worksheet you want to insert, and click.

You have the following choices:

OK inserts the worksheet you chose into the currently displayed worksheet.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
6. Press TAB to underline the desired choice.	6. Point to the desired choice.
7. Press ENTER.	7. Click the button.

The new worksheet appears at the marker position.

Note: Remember that formulas might not reference the intended cells and you might have to change (or edit) them.

Label A Cell

See "Using Worksheet" at the beginning of this chapter.

Mathematical Functions

Worksheet is capable of performing 16 mathematical functions. See "Sample Formulas" for a list of sample formulas containing these functions.

The Formula dialog box also contains a list of these functions. To access the Formula dialog box, follow these instructions.

1. Press [F6] (Cells Menu).
2. Press [↓] until you highlight `Formula`.
3. Press [ENTER].

1. Point to `Cells` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Formula`.
3. Release the button.

The Formula dialog box appears.

Maximum Value Of A Column Or Row

Use the MAX function to find the maximum numerical value that exists in a column or a row of numbers. For example, you might want to list all of your grocery bills for the past year and then find the highest bill in that group of bills.

You begin by typing the numbers into a row (or down a column) on the worksheet. You might want to put labels in the row or column before you put the numbers in to help you identify the numbers.

After you type the numbers, highlight the cell immediately past the numbers (to the right for finding the maximum value across a row, or below for finding the maximum value in a column). This cell will hold the formula that finds the maximum value in the column (or row).

You can leave blank cells between the numbers and the cell containing the formula. You might want to do this, for example, to place a label telling which grocery store the bill is from. You can leave blank cells, labels, blocks of text, and formulas mixed in among the numbers.

Worksheet ignores blank cells, labels and text blocks when it finds the maximum value. However, if you have a formula among the numbers, Worksheet will take the result of that formula and use it as a number.

The formula tells Worksheet to find the maximum value (this is the function). And it tells Worksheet which group of numbers to search for the maximum value. The function to use here is `MAX`. `MAX` finds the maximum value of a group of numbers.

To tell Worksheet which numbers to search through, place a row or column reference after `MAX`, enclosed in parentheses. To find the maximum value in a column of numbers, you specify the row in the column at which you want the calculation to begin. Specify a row by typing `R` and the row number (for instance, `(R5)` starts calculating at Row 5). To find the maximum value in a row of numbers, you specify the column number at which you want calculation to begin by typing `C` and the column number (for instance, `(C2)` to start calculating at Column 2). The row or column address you specify must be one that appears **before** the cell in which you are typing the formula.

A complete `MAX` formula to find the maximum value in a column of numbers starting at Row 5 and ending immediately before the cell containing the formula looks like this:

MAX(R5)

You will not see the result of a `MAX` formula until you calculate the worksheet. See "Calculate A Worksheet" for instructions on calculating. Also remember that if you change any number the formula uses in its calculation, you must recalculate to see the new result.

For example, the following procedure finds the maximum value of a group of numbers in a column beginning at Row 5.

⌨	🖱
1. Using the arrow keys, move the marker to Row 5 in the desired column.	1. Point to the cell at Row 5 in the desired column, and click the button.
2. Type the first number you want to use in the search.	2. Type the first number you want to use in the search.
3. Press [↓] to highlight the cell immediately below.	3. Point to the cell immediately below, and click.
4. Type the next number you want to use in the search.	4. Type the next number you want to use in the search.

Repeat Steps 3 and 4 until you type all the numbers you want to use.

⌨	🖱
5. Press [↓] to move the marker to the cell below the last number to be used.	5. Point to the cell below the last number to be used, and click.
6. Press [F6] (Cells Menu).	6. Point to `Cells` on the menu bar, and hold down the button.

7. Press ↓ until you highlight `Formula`.	7. Drag the marker until you highlight `Formula`.
8. Press ENTER.	8. Release the button.
9. Type `MAX(R5)`.	9. Type `MAX(R5)`.
10. Press TAB until you underline `OK`.	10. Point to `OK`, and click the button.
11. Press the space bar.	11. Point to `Pad` on the menu bar.
12. Press F4 (Pad Menu).	12. Hold down the button.
13. Press ↓ until you highlight `Calculate`.	13. Drag the marker until you highlight `Calculate`.
14. Press ENTER.	14. Release the button.

Worksheet performs the calculations and the result appears in the cell in which you typed the formula.

Merge

This File Menu option lets you insert an entire worksheet into the one currently on the screen. See "Insert Another Worksheet Into The Worksheet On The Screen."

Minimum Value Of A Column Or Row

Use the MIN function to find the minimum numerical value that exists in a column or a row of numbers. For example, you might want to list all of your grocery bills for the past year and then find the lowest bill in that group of bills.

You begin by typing the numbers into a row (or down a column) on the worksheet. You might want to put labels in the row or column before you put the numbers in to help you identify the numbers.

After you type the numbers, highlight the cell immediately past the numbers (to the right for finding the minimum value across a row, or below for finding the minimum value in a column). This cell will hold the formula that finds the minimum value in the column (or row).

You can leave blank cells between the numbers and the cell containing the formula. You might want to do this, for example, to place a label telling which grocery store the bill is from. You can leave blank cells, labels, blocks of text, and formulas mixed in among the numbers.

Worksheet ignores blank cells, labels and text blocks when it finds the minimum value. However, if you have a formula among the numbers, Worksheet will take the result of that formula and use it as a number.

The formula tells Worksheet to find the minimum value (this is the function). And it tells Worksheet which group of numbers to search for the minimum value. The function to use here is MIN. MIN finds the minimum value of a group of numbers.

To tell Worksheet which numbers to search through, place a row or column reference after MIN, enclosed in parentheses. To find the minimum value in a column of numbers, you specify the row in the column at which you want the calculation to begin. Specify a row by typing R and the row number (for instance, ‹R5› starts calculating at Row 5). To find the minimum value in a row of numbers, you specify the column number at which you want calculation to begin by typing C and the column number (for instance, ‹C2› to start calculating at Column 2). The row or column address you specify must be one that appears **before** the cell in which you are typing the formula.

A complete MIN formula to find the minimum value in a column of numbers starting at Row 5 and ending immediately before the cell containing the formula looks like this:

MIN(R5)

You will not see the result of a MIN formula until you calculate the worksheet. See "Calculate A Worksheet" for instructions on calculating. Also remember that if you change any number the formula uses in its calculation, you must recalculate to see the new result.

For example, the following procedure finds the minimum value of a group of numbers in a column beginning at Row 5.

⌨	🖱
1. Using the arrow keys, move the marker to Row 5 in the desired column.	1. Point to the cell at Row 5 in the desired column, and click the button.
2. Type the first number you want to use in the search.	2. Type the first number you want to use in the search.
3. Press [↓] to highlight the cell immediately below.	3. Point to the cell immediately below, and click.
4. Type the next number you want to use in the search.	4. Type the next number you want to use in the search.

Repeat Steps 3 and 4 until you type all the numbers you want to use.

⌨	🖱
5. Press ↓ to move the marker to the cell below the last number to be used.	5. Point to the cell below the last number to be used, and click.
6. Press F6 (Cells Menu).	6. Point to `Cells` on the menu bar, and hold down the button.
7. Press ↓ until you highlight `Formula`.	7. Drag the marker until you highlight `Formula`.
8. Press ENTER.	8. Release the button.
9. Type `MIN(R5)`.	9. Type `MIN(R5)`.
10. Press TAB until you underline `OK`.	10. Point to `OK`, and click the button.
11. Press the space bar.	11. Point to `Pad` on the menu bar.
12. Press F4 (Pad Menu).	12. Hold down the button.
13. Press ↓ until you highlight `Calculate`.	13. Drag the marker until you highlight `Calculate`.
14. Press ENTER.	14. Release the button.

Worksheet performs the calculations and the result appears in the cell in which you typed the formula.

Move Directly To A Cell

See "Find A Cell Address," "Find A Formula," "Find A Label," or "Find A Number."

Move Information To Another Application

See "Duplicate Information To Another Application."

Move Information To Another Worksheet

To move information on one worksheet into another worksheet, follow these instructions. Use the Cut and Paste options on the Edit Menu to move the desired worksheet information onto the clipboard and then insert the worksheet information into another worksheet.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to remove from the worksheet.	1. Point to the beginning of the information you want to remove from the worksheet, and hold down the button.
2. Press [SHIFT], and the appropriate arrow key(s) to highlight all the information you want to cut.	2. Drag the marker until you highlight all the information you want to cut, and then release the button.
3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER] to place the selected information on the clipboard.	5. Release the button to place the selected information on the clipboard.
6. Press [F2] (File Menu).	6. Point to `File` on the menu bar, and hold down the button.
7. Press [↓] until you highlight `Open`.	7. Drag the marker until you highlight `Open`.
8. Press [ENTER].	8. Release the button.

If you made changes to the worksheet, the prompt `Save Changes?` appears. Continue with Step 9. If you have not changed the worksheet, skip Steps 9 and 10.

You have the following choices:

`YES` saves the worksheet with the changes you made.

`NO` begins a new worksheet without saving the changes on the existing worksheet.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
9. Press [TAB] until you highlight the desired choice.	9. Point to the desired choice.
10. Press [ENTER].	10. Click the button.

A dialog box appears. The box contains a list of worksheets you can use.

⌨	🖱
11. Press [↓] until you highlight the worksheet you want to use.	11. Point to the name of the worksheet you want to use, and click.

You have the following choices:

OK displays the selected worksheet on the screen.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
12. Press [TAB] to underline the desired choice.	12. Point to the desired choice.
13. Press the space bar.	13. Click the button.
14. Use the arrow keys to move the marker to the place at which you want to insert the information from the clipboard.	14. Point to the place at which you want to insert the information from the clipboard.
15. Press [F3] (Edit Menu).	15. Point to Edit on the menu bar, and hold down the button.
16. Press [↓] until you highlight Paste.	16. Drag the marker until you highlight Paste.
17. Press [ENTER].	17. Release the button.

The information is inserted at the location you selected, if you selected OK in Step 12.

Move Information Within The Same Worksheet

To move information on a worksheet to another location on the same worksheet, follow these instructions. Use the Cut and Paste options on the Edit Menu to move worksheet information onto the clipboard and then insert the worksheet information at another place in the same worksheet.

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to move.	1. Point to the beginning of the information you want to move.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to move.	2. Drag the marker until you highlight all the information you want to move, and release the button.

3. Press [F3] (Edit Menu).	3. Point to `Edit` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Cut`.	4. Drag the marker until you highlight `Cut`.
5. Press [ENTER] to move the selected information onto the clipboard.	5. Release the button to move the selected information onto the clipboard.
6. Use the arrow keys to move the marker to the place at which you want to insert the information from the clipbaord.	6. Point to the place at which you want to insert the information from the clipboard, and click.
7. Press [F3] (Edit Menu).	7. Point to `Edit` on the menu bar, and hold down the button.
8. Press [↓] until you highlight `Paste`.	8. Drag the marker until you highlight `Paste`.
9. Press [ENTER].	9. Release the button.

The information is inserted at the location you selected.

Move The Marker

Worksheet contains a **scrolling** feature that uses the [CTRL] key with the arrow keys to scroll through your worksheet faster than you can using only the arrow keys.

To use this scrolling feature, follow these instructions.

⌨	🖱
Hold down [CTRL] and repeatedly press the arrow key corresponding to the direction you want to move the marker.	Point to the desired arrow on the left end of the menu bar, and repeatedly click the button.

Name A Worksheet

See "Enter a Title."

New

This File Menu option lets you create a new worksheet without returning to the desktop. For details, see "Create A New Worksheet From Within A Worksheet."

Open An Existing Worksheet From Within A Worksheet

Use the Open option on the File Menu when you want to open an existing worksheet without returning to the desktop.

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Open.	2. Drag the marker until you highlight Open.
3. Press ENTER.	3. Release the button.

If you made changes to the worksheet, the prompt Save Changes? appears. Continue with Step 4. If you have not changed the worksheet, skip Steps 4 through 8.

You have the following choices:

YES saves the worksheet with the changes you made.

NO begins a new worksheet without saving the changes on the displayed worksheet.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
4. Press TAB until you underline the desired choice.	4. Point to the desired choice.
5. Press the space bar.	5. Click the button.

If the worksheet on the screen does not have a title, the prompt Save as: appears. Continue with Step 6. If your worksheet has a title, skip Steps 6 through 8.

⌨	🖱
6. Type a filename of eight characters or fewer.	6. Type a filename of eight characters or fewer.

You have the following choices:

SAVE saves the worksheet using the name you supplied.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
7. Press TAB until you underline the desired choice.	7. Point to the desired choice.
8. Press ENTER.	8. Click the button.

A dialog box appears. The box contains a list of worksheets you can use.

⌨	🖱
9. Press ↓ until you highlight the worksheet you want to use.	9. Point to the name of the worksheet you want to use, and click.

You have the following choices:

OK opens the worksheet you specified.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
10. Press TAB until you underline the desired choice.	10. Point to the desired choice.
11. Press the space bar.	11. Click the button.

The worksheet you requested appears.

Order Of Calculations

In a mathematical formula, Worksheet performs mathematical operations from left to right. In an equation, all exponentiation is done first. Then, all multiplication and/or division are done. Finally, addition and subtraction are performed.

Graphically, the mathematical hierarchy looks like this:

1. ! (exponentiation)
2. • / (multiplication & division)
3. + − (addition & subtraction)

Notice the symbols used for each function.

You can use parentheses to override this order of calculation. See “Parentheses” for more information.

Pad

Use this menu on the menu bar to manipulate the worksheet. For more about the Pad menu, see "Average A Column Or Row Of Numbers," "Calculate A Worksheet," "Change The Width Of All Columns," "Change The Width Of One Column," "Delete A Column," "Delete A Row," "Insert A Column," "Insert A Row," "Maximum Value Of A Column Or Row," "Minimum Value Of A Column Or Row," "Sum A Column Or Row Of Numbers."

Page Setup

This File Menu option let's you determine how you want a printed page to appear. For detailed instructions, see "Format A Page Layout."

Parentheses

If you use parentheses in a formula, the operation described in the innermost set of parentheses is done first, according to the mathematical hierarchy described in "Order Of Calculations." The operation described in the second set of parentheses is performed second and the calculation continues until no parentheses remain. For example, $(((2+4)*3)+1) = 19$.

Paste

Use this Edit Menu option to paste information from the clipboard into a worksheet. See "Duplicate Information In Another Worksheet," "Duplicate Information In The Same Worksheet," "Move Information To Another Worksheet," "Move Information Within The Same Worksheet."

Percent Full

At the bottom left of the Worksheet screen, you see a number followed by a percentage (%) sign. This number tells you how full your computer's memory is at any one time. The number is the computer's available memory divided by the total amount of memory Worksheet uses.

Print

Use this File Menu option to print a worksheet. See "Print An Entire Worksheet On Paper," "Print An Entire Worksheet To The Screen," "Print Part Of A Worksheet On Paper."

Print An Entire Worksheet On Paper

Use the Print option on the File Menu to print your entire worksheet on paper. If you want to see how your worksheet will look on the page before you print it, see "Print An Entire Worksheet To The Screen."

⌨	🖱
1. Press F2 (File Menu).	1. Point to File on the menu bar, and hold down the button.
2. Press ↓ until you highlight Print.	2. Drag the marker until you highlight Print.
3. Press ENTER.	3. Release the button.
4. Press ↑ or ↓ until you underline the Printer button.	4. Point to the Printer button.
5. Press the space bar.	5. Click the button.

You have the following choices:

OK selects the Printer option.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
6. Press TAB to underline the desired choice.	6. Point to the the desired choice.
7. Press the space bar.	7. Click the button.

Your worksheet begins to print, if you selected OK in Step 6. And a message containing information about the printing procedure appears.

If you selected the Pause Between Pages option in Page Setup, the printer will stop so that you can change sheets of paper if needed. Press CTRL N (or point to Next and click) to begin printing again.

Print An Entire Worksheet To Another File

Use the Print option on the File menu to print your entire worksheet to another worksheet. You can then use the MS-DOS print command to print this file from an MS-DOS computer that is not running DeskMate. The printer, however, must be the same type as the one you are using with DeskMate.

You can print a worksheet to a file for use with Text or other applications. See "Duplicate Information To Another Application" for instructions.

1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Print.`	2. Drag the marker until you highlight `Print.`
3. Press ENTER.	3. Release the button.
4. Press ↑ or ↓ until you underline the `File` button.	4. Point to the `File` button.
5. Press the space bar.	5. Click the button.
6. Press TAB to move the marker to the `Filename` prompt.	6. Point to the `Filename` prompt, and click the button.
7. Type a filename of eight or fewer characters.	7. Type a filename of eight or fewer characters.

You have the following choices:

`OK` selects the File option.

`CANCEL` cancels the Print option. The existing file remains on the screen.

8. Press TAB to underline the desired choice.	8. Point to the desired choice.
9. Press ENTER.	9. Click the button.

DeskMate prints the worksheet to the file.

Print An Entire Worksheet To The Screen

Use the Print option on the File Menu and then select the Screen option to display your worksheet on the screen. You can use this option to see exactly how your worksheet will look on paper (page breaks, margins, and so on).

1. Press F3 (Edit Menu).	1. Point to `Edit` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Select All.`	2. Drag the marker until you highlight `Select All.`
3. Press ENTER.	3. Release the button.
4. Press F2 (File Menu).	4. Point to `File` on the menu bar, and hold down the button.

5. Press [↓] until you highlight `Print`.	5. Drag the marker until you highlight `Print`.
6. Press [ENTER].	6. Release the button.
7. Press [↑] or [↓] until you underline the `Screen` button.	7. Point to the `Screen` button.
8. Press the space bar.	8. Click the button.

You have the following choices:

`OK` selects the Screen option.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
9. Press [TAB] to underline the desired choice.	9. Point to the desired choice.
10. Press the space bar.	10. Click the button.

The worksheet prints to the screen, if you selected `OK` in Step 6. To see additional pages, press [CTRL] [N] (or press [F2] to pull down the Print Menu and select `Next Page`).

When you are ready to exit the printed screen, press [CTRL] [Q] (or highlight `Quit` on the Print Screen Menu and click).

Print Part Of A Worksheet On Paper

Use this procedure if you want to print a specific section of your worksheet on paper. If you want to see how your worksheet will look on the page before you print it, see "Print An Entire Worksheet To The Screen."

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to print.	1. Point to the beginning of the information you want to print, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight all the information you want to print.	2. Drag the marker until you highlight the information you want to print, and release the button.
3. Press [F2] (File Menu).	3. Point to `File` on the menu bar, and hold down the button.
4. Press [↓] until you highlight `Print`.	4. Drag the marker until you highlight `Print`.
5. Press [ENTER].	5. Release the button.

6. Press [↑] or [↓] until you underline the Printer button.	6. Point to the Printer button.
7. Press the space bar.	7. Click the button.

You have the following choices:

OK selects the Printer option.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
8. Press [TAB] to underline the desired choice.	8. Point to the desired choice.
9. Press the space bar.	9. Click the button.

The section of your worksheet that you highlighted begins to print, if you selected OK in Step 8. And a message box containing information about the print operation appears.

If you selected the Pause Between Pages option in Page Setup, the printer will stop so that you can change sheets of paper. Press [CTRL] [N] (or point to Next and click) to begin printing again.

Print Part Of A Worksheet To The Screen

Use this procedure if you want to print a specific section of your worksheet to the screen. You can use this option to see exactly how a section will appear on paper (page breaks, margins, and so on).

⌨	🖱
1. Use the arrow keys to move the marker to the beginning of the information you want to print.	1. Point to the beginning of the information you want to print, and hold down the button.
2. Press [SHIFT] and the appropriate arrow key(s) to highlight the information you want to print.	2. Drag the marker until you highlight the information you want to print, and release the button.
3. Press [F2] (File Menu).	3. Point to File on the menu bar, and hold down the button.
4. Press [↓] until you highlight Print.	4. Drag the marker until you highlight Print.
5. Press [ENTER].	5. Release the button.
6. Press [↑] or [↓] until you underline the Screen button.	6. Point to the Screen button.

7. Press [ENTER].

7. Click the button.

You have the following choices:

`OK` selects the Screen option.

`CANCEL` cancels the procedure and the the worksheet reappears.

⌨

8. Press [TAB] to underline the desired choice.
9. Press [ENTER].

🖱

8. Point to the desired choice.
9. Click the button.

The section you specified prints to the screen. To see additional pages, press [CTRL] [N] (or press [F2] to pull down the Print Menu and select `Next Page`).

When you are ready to exit the print screen procedure, press [CTRL] [Q] (or highlight `Quit` on the Print Screen Menu and click).

Quit

This File Menu option lets you exit Worksheet. See "Exiting Worksheet" at the beginning of this chapter for detailed instructions.

Rename An Open Worksheet

You can use this option to rename an open worksheet.

⌨

1. Press [F2] (File Menu).
2. Press [↓] until you highlight `Save as:`.
3. Press [ENTER].

🖱

1. Point to `File` on the menu bar, and hold down the button.
2. Drag the marker until you highlight `Save as:`.
3. Release the button.

The prompt `Save as:` appears.

4. Type a new name for the worksheet using eight characters or fewer.	4. Type a new name for the worksheet using eight characters or fewer.

You have the following choices:

SAVE saves the worksheet using the name you supplied.

CANCEL cancels the procedure and the worksheet reappears.

5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press ENTER.	6. Click the button.

The worksheet remains on the screen.

Remove A Column

See "Delete A Column."

Remove A Formula

See "Delete A Cell."

Remove A Label

See "Delete A Cell."

Remove A Number

See "Delete A Cell."

Remove A Row

See "Delete A Row."

Remove A Text Block

See "Delete A Text Block."

Repeat A Formula In Another Column Or Row

To repeat a formula in another column or row, follow these instructions.

1. Use the arrow keys to move the marker to the cell containing the formula you wish to repeat in another column or row.
2. Press [F3] (Edit Menu).
3. Press [↓] until you highlight `Copy`.
4. Press [ENTER].
5. Use the arrow keys to move the marker to the cell you wish to repeat the formula in.
6. Press [F3] (Edit Menu).
7. Press [↓] until you highlight `Paste`.
8. Press [ENTER].

1. Point to the cell containing the formula you wish to repeat in another column or row, and click.
2. Point to `Edit` on the menu bar, and hold down the button.
3. Drag the marker until you highlight `Copy`.
4. Release the button.
5. Point to the cell you wish to repeat the formula in, and click.
6. Point to `Edit` on the menu bar, and hold down the button.
7. Drag the marker until you highlight `Paste`.
8. Release the button.

The formula repeats in the cell you selected, and is modified to reflect the positioning change.

See "Mathematical References" in the "Tips For The Advanced User" section to see how formulas might be affected.

Run

To *run* another part of DeskMate, follow these instructions.

1. Press [F2] (File Menu).
2. Press [↓] until you highlight `Run`.
3. Press [ENTER].

1. Point to `File` on the menu bar and hold down the button.
2. Drag the marker until you highlight `Run`.
3. Release the button.

A dialog box appears.

⌨	🖱
4. Type the name of the application you want to use. For example, type `Text` to use the Text application.	4. Type the name of the application you want to use. For example, type `Text` to use the Text application.

Note: To run Worksheet from another application, you must type `Wrksheet` instead of Worksheet because of filename limitations.

To use a data file previously created with the application you chose in Step 4, go to Step 5. Otherwise, skip Steps 5 and 6.

⌨	🖱
5. Press [TAB] until you underline `Data:`.	5. Point to `Data:`, and click.
6. Type the name of the file you want to use. For example, you might type `Letter.doc` if you previously stored a document titled Letter.doc.	6. Type the name of the file you want to use. For example, you might type `Letter.doc` if you previously stored a document titled Letter.doc.

If the application chosen in Step 4 is one of the few that must be executed at a slow CPU speed, go to Step 7. Otherwise, skip Steps 7 and 8, and proceed to Step 9.

⌨	🖱
7. Press [TAB] until you underline a CPU clock speed button.	7. Point to the `Normal` CPU clock speed button.
8. Using the arrow keys, underline the button next to the `Normal` clock speed, and press the space bar.	8. Click the button.

You have the following choices:

`OK` runs the application you chose.

`CANCEL` cancels the procedure and the worksheet reappears.

⌨	🖱
9. Press [TAB] until you underline the desired choice.	9. Point to the desired choice.
10. Press the space bar.	10. Click the button.

DeskMate runs the chosen application, if you selected `OK` in Step 10.

Sample Formulas

Following is a list of sample formulas and a brief description of how each works. You might choose to use some of these formulas or create your own. If you create your own formula, refer to "Order Of Calculations" to see exactly how Worksheet uses a formula.

You can place as many formulas as you like on a worksheet. The mathematical formulas are placed in cells, just like numbers and labels. R indicates a row, and C indicates a column. R1C3 refers to the cell in Row 1, Column 3. When Worksheet is calculated, the procedure starts at the upper left cell and moves down — through the first column. The next column to the right is then calculated. The procedure continues until the entire worksheet has been calculated — top to bottom, left to right.

A reference to a cell using only a row number assumes that the same column as the cell containing the formula is to be used. Similarly, a reference using only a column number assumes that the same row is to be used.

Further information useful for creating formulas is in the "Tips for the Advanced User" section under "Mathematical References."

(R1 + R2)	Adds the two cells in Row 1 and Row 2 of the current column.
(C3)-(R1C4)	Subtracts the value of the cell in Row 1, Column 4 from the value of the cell in Column 3 of the current row.
C1*C2	Multiplies two cells in the current row.
(R1C2)/2	Divides the value of the cell in Row 1, Column 2 by 2.
C6R3!3	Calculates the cube of the value of the cell in Row 3, Column 6.
AVG(C1)	Adds the values in the current row, starting with Column 1, up to the current cell, and divides by the number of cells added.
CMT(#R4C3)	Figures a cumulative total for Column 3, starting with Row 4 and ending at the current row. For example:

	[3]	[4]
[4]	5.00	
[5]	10.00	
[6]	20.00	

If you select Rows 4, 5, and 6 in Column 4 and enter the example formula, the results of the calculation are:

	[3]	[4]
[4]	5.00	5.00
[5]	10.00	15.00
[6]	20.00	35.00

MAX(C4)	Shows the maximum value of the current row, starting with Column 4, up to the current column.
MIN(R1)	Shows the minimum value in the current column, starting with Row 1, up to the current row.
RMT(#R4C3)	Gives a cumulative total for Row 4, starting with Column 3 and ending in the current column. For example:

	[3]	[4]	[5]
[4]	5.00	10.00	20.00
[5]			

If you select Columns 3, 4, and 5 of Row 5, and enter the example formula, the results of the calculation are:

	[3]	[4]	[5]
[4]	5.00	10.00	20.00
[5]	5.00	15.00	35.00

SUM(R5)	Displays the sum of the value in the current column, starting with Row 5, up to the current row.
ABS(R2C3)	Displays the absolute value of the cell in Row 2, Column 3. All values become positive, regardless of the original sign.
ATN(R3C5)	Displays the arctangent of the value of Cell R3C5 — the angle that has its tangent equal to the value of cell R3C5. (The result is in radians. For a result in degrees, use `ATN(R3C5)*57.29578.`)
COS(R3C5)	Displays the cosine of the value of cell R3C5. (Use `COS((R3C5)*.01745329)` if the value in Cell R3C5 is in degrees instead of radians.)
EXP(R4C3)	Displays e raised to the power of the value of cell R4C3 (Naperian, or natural, exponential).

INT(R4C2)	Displays the truncated value of cell R4C2.
LOG(R2C4)	Displays the logarithm to the base ten of the value in cell R2C4.
SGN(R3C4)	Displays the sign of the value in Cell R3C4. It's 1.00 if the argument is positive, and −1.00 if the argument is negative. It's 0 if the argument is zero.
SIN(R2C1)	Displays the sine of the value in Cell R2C1. (Use `SIN((R2C1)*.01745329)` if the value in Cell R2C1 is in degrees instead of radians.)
SQR(R5C1)	Displays the square root of the value in Cell R5C1.
TAN(R2C3)	Shows the tangent of the value in Cell R2C3. (Use `TAN((R2C3)*.01745329)` if the value in Cell R2C3 is in degrees instead of radians.)

You can give a Worksheet any formula (or combination of formulas) to manipulate the worksheet's numbers as you desire. The only restriction is that the formula must be written according to the conventions outlined in "Order Of Calculations."

Sample Worksheets

Two sample worksheets are provided on your diskettes. Information about these files can be found in the "Home Budget" and "Checkbook Ledger" sections in "Hints And Shortcuts" at the end of this chapter.

Save

This File Menu option lets you store updates to the worksheet on the screen. For detailed insructions, see "Store Updates to an Existing Worksheet."

Save As

This File Menu option lets you store updates to a new, untitled worksheet or change the name of an existing worksheet on your screen. For detailed instructions, see "Store Updates To A New Worksheet."

Search

Use this menu on the menu bar to search for a particular item on the worksheet. For more about the Search menu, see "Find A Cell Address," "Find A Label," "Find A Number."

Search For A Cell Address

See "Find A Cell Address."

Search For A Label

See "Find A Label."

Search For A Number

See "Find A Number."

Select All

This Edit Menu option lets you highlight an entire worksheet. For detailed instructions, see "Highlight An Entire Worksheet."

Self Reference

See "Mathematical References" in the "Tips For The Advanced User" section.

Start Text

Use this Cells Menu option to type or edit blocks of text on a worksheet. After you use the Start Text option, you must use the End Text option on the Cells Menu for the text to be saved on the worksheet.

See "Enter A Text Block" for more about the Start Text option.

Store Updates To A New Worksheet

You can store changes you have made in a new worksheet without exiting the worksheet. You must, however, name your worksheet before you can complete the procedure.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Save as:`.	2. Drag the marker until you highlight `Save as:`.
3. Press ENTER.	3. Release the button.

The prompt `Save as:` appears.

⌨	🖱
4. Type the name you want to give the worksheet using eight characters or fewer.	4. Type the name you want to give the worksheet using eight characters or fewer.

You have the following choices:

SAVE saves the worksheet using the name you supplied.

CANCEL cancels the procedure and the worksheet reappears.

⌨	🖱
5. Press TAB until you underline the desired choice.	5. Point to the desired choice.
6. Press the space bar.	6. Click the button.

The new worksheet and its name are stored and the worksheet remains on the screen, if you selected SAVE in Step 5.

Store Updates To An Existing Worksheet

You can store changes you have made in an existing, titled worksheet without exiting the worksheet. You should do this periodically to help prevent loss of information if your power should fail while you are using DeskMate.

⌨	🖱
1. Press F2 (File Menu).	1. Point to `File` on the menu bar, and hold down the button.
2. Press ↓ until you highlight `Save`.	2. Drag the marker until you highlight `Save`.
3. Press ENTER.	3. Release the button.

Changes you have made to the worksheet are stored, and the worksheet remains on the screen.

Sum A Column Or Row Of Numbers

Adding several numbers is a commonly used function. For example, you might want to add all your expenses as a part of developing your monthly budget.

You begin by typing the numbers to be added across a row (or down a column) on the worksheet. You might want to put labels in the row or column before you put the numbers in to help you identify the different numbers you are adding.

After you type the numbers, highlight the cell immediately past the numbers (to the right for summing numbers across a row, or below for summing numbers in a column). This cell will hold the formula that adds the numbers.

You can leave blank cells between the numbers and the cell containing the formula. You might want to do this, for example, to place a label containing dashes at the bottom of a column of numbers you want to add. This label serves as an "equals" line at the bottom of the column. You can leave blank cells, labels, blocks of text, and formulas mixed in among the numbers you want to add.

Worksheet ignores blank cells, labels and text blocks when it calculates a sum. However, if you have a formula among the numbers to be added, Worksheet will use the result of that formula as a number.

The formula tells Worksheet to add (this is the function), and it tells Worksheet which numbers to add. The function to use here is `SUM`. `SUM` adds numbers.

To tell Worksheet which numbers to add, place a row or column reference after `SUM`, enclosed in parentheses. For example, to add a column of numbers, you would specify the row in the column at which you want the calculation to begin. Specify a row by typing `R` and the row number (for instance, `(R5)` starts calculating at Row 5). To add a row of numbers, specify the column number at which you want calculation to begin by typing `C` and the column number (for instance, `(C2)` to start calculating at Column 2). The row or column address you supply must be one that appears **before** the cell in which you are typing the formula.

A complete SUM formula to add a column of numbers starting at Row 5 and ending immediately before the cell containing the formula looks like this:

SUM(R5).

You will not see the result of a SUM formula until you calculate the worksheet. See "Calculate a Worksheet" for instructions on calculating. Also consider that if you change any number the formula calculates, you must recalculate to see the new result.

For example, the following procedure adds all numbers in a column beginning at Row 5.

⌨	🖱
1. Using the arrow keys, move the marker to Row 5 in the desired column.	1. Point to the cell at Row 5 in the desired column, and click the button.
2. Type the first number you want to add.	2. Type the first number you want to add.
3. Press ↓ to highlight the cell immediately below.	3. Point to the cell immediately below, and click.
4. Type the next number you want to add.	4. Type the next number you want to add.

Repeat Steps 3 and 4 until you type all the numbers you want to add.

⌨	🖱
5. Press ↓ to move the marker to the cell below the last number to be added.	5. Point to the cell below the last number to added, and click.
6. Press F6 (Cells Menu).	6. Point to Cells on the menu bar, and hold down the button.
7. Press ↓ until you highlight Formula.	7. Drag the marker until you highlight Formula.
8. Press ENTER.	8. Release the button.
9. Type SUM(R5).	9. Type SUM(R5).
10 Press ENTER.	10. Click the button.
11. Press F4 (Pad Menu).	11. Point to Pad on the menu bar, and hold down the button.
12. Press ↓ until you highlight Calculate.	12. Drag the marker until you highlight Calculate.

13. Press `ENTER`.	13. Release the button.

Worksheet performs the calculation and the result appears in the cell in which you typed the formula.

Title A Worksheet

See "Enter A Title."

Text

See "Enter A Text Block."

Hints And Shortcuts

Boilerplates

Suppose you want to budget for the year 2000. Rather than making a separate budget for each month, it is easier to make a typical monthly budget and then alter it to suit each month's needs. This process is called *boilerplating.*

1. On a new worksheet, design a typical month's budget, title it 'Master' and save the worksheet.
2. Open `'Master'` and alter it to suit the needs of one of the months of the year. After the budget looks the way you want, title it with the month for which you designed it, and save it.
3. To make another month's budget, open `'Master'` and alter it to suit the needs of another month. After the budget looks the way you want, title it with the month for which you designed it, and save it.

Repeat Steps 2 and 3 until you make a budget for all the months of the year.

You can see how it is easier to use the boilerplating technique to make each month's budget rather than creating a new worksheet "from scratch."

Checkbook Ledger

A file called `Check.wks` is included on your diskette. This file is designed to show you how to use worksheet to maintain your checkbook balance.

To see this file, follow these instructions.

⌨

1. Be sure the desktop is on the screen.
2. Press `TAB` until you highlight Worksheet (the title of the list box).

🖱

1. Be sure the desktop is on the screen.
2. Point to `Check` in the Worksheet list box.

3. Press [↓] until you highlight `Check.wks`, and then press [ENTER].	3. Double click the button.

The Checkbook worksheet appears on the screen along with an explanation of the formulas and numbers used.

You can make a similar worksheet for your uses by changing the numbers to suit your needs.

Home Budget

A file called `Budget.wks` is included on your diskette. This file is an example of a typical home budget. To create your own home budget, simply change the numbers and labels to suit your needs.

To see this file, follow these instructions.

⌨	🖱
1. Be sure the desktop is on the screen.	1. Be sure the desktop is on the screen.
2. Press [TAB] until you highlight `WorkSheet` (the title of the list box)	2. Point to `Budget.wks` in the Worksheet list box.
3. Press [↓] until you highlight `Budget.wks`, and then press [ENTER].	3. Double click the button.

The Home Budget worksheet appears on the screen along with an explanation of the formulas and numbers used.

Tips For The Advanced User

Accelerators:

Worksheet contains several *accelerators* that you can use to accomplish things faster by pressing fewer keys than you normally would to do the same thing.

The Worksheet accelerators are:

CRTL Q	Executes the End Text command when you are in the text mode. Otherwise, use it to quit the file.
ESC	Executes the Cancel command.
CTRL C	Executes the Calculate command.
ENTER	Executes the OK command. Also, use it to execute the SAVE command.
CTRL F	Executes the Formula command.
CTRL T	Executes the Start Text command.
CTRL N	Executes the Find Next command.
CTRL INS	Selects the Edit Menu Copy option.
CTRL DEL	Selects the Edit Menu Cut option.
INS	Selects the Edit Menu Paste option.
DEL	Selects the Edit Menu Clear option.

If you have opened a menu on the menu bar, you can press the first letter of the menu option you want to use. For example, if you press F2 M, the Merge option is highlighted. Pressing the letter key again will highlight the next option on the menu beginning with that letter. To select the highlighted option, simply press ENTER.

Mathematical References

A typical mathematical formula refers to a particular cell. **For example**, you might have this formula on your worksheet:

((R1C2) + (R2C4))

This formula adds the cell at Row 1, Column 2 to the cell at Row 2, Column 4. The result is placed in the cell containing the formula.

Five general types of references are typically used — **relative, absolute, circular, forward, and self.**

Relative

Worksheet uses relative references unless an absolute reference is specified. If formulas are moved, or copied, relative references will look at a cell in the same relative position as the original cell instead of the originally specified cell.

Absolute

Placing a pound sign (#) before a cell reference defines that reference as an *absolute* reference. This means that the reference will not be adjusted when copied. Perhaps the best way to understand an absolute reference is with an example.

Select the first three cells in Column 2, press CTRL F, then type the formula, `10+R1C1`. The first cell selected is R1C1, and the formula is placed in it just as you typed it. The formula is adjusted for the remaining cells. In each cell, the reference will be to a cell in the same relative position to that cell, that is, the same row, but one column over.

That is:

Cell	Formula
R1C2	10+R1C1
R2C2	10+R2C1
R3C2	10+R3C1

You can change this rule by placing a # at the beginning of the cell reference — `10+#R1C1`. Reselect the first three cells in Column 2, press CTRL F, and enter the new formula. This changes the resulting formulas to:

Cell	Formula
R1C2	10+R1C1
R2C2	10+R1C1
R3C2	10+R1C1

These differences are also evident when sections of the worksheet are moved. Try each of the above examples, then insert a column between C1 and C2 and note the differences in the resulting formulas.

Circular

A circular reference is a reference to a cell that refers (through one or more than one cell) back to the current cell. Use circular references cautiously as they can give unexpected results.

For example,

Cell	Formula
R1C1	R6C7+10
R2C1	R1C1*3
R6C7	R2C1/4

Self

A self reference is a reference to the same cell. Formulas containing self references are not allowed. You see an error message when you try to define a formula containing a self reference.

If you encounter a formula containing a self reference after you paste or merge, you see an error message, and the cell containing the self referencing formula will contain an error message. You can then edit the formula to correct the error. You must use the Formula dialog box to edit the formula.

Self references in a pasted or merged formula result when absolute referencing is used. **For example**, if you have the formula `R5C5=#R1C1+R8C8` and you copy and paste R5C5 to R1C1, the new formula (`R1C1=#R1C1+R4C1`) contains a self reference.

Forward

A forward reference is a reference to a cell in the same row and a greater column, or a greater row and any column that contains another formula.

Although Worksheet allows a forward reference, you are issued a warning that says, `Forward Reference in Cell RXCX`. You are warned that forward refereces mix the results of current calculations with the previous calculations.

For example, suppose:

R1C1 = R1C3+3
R1C2 = 2
R1C3 = R1C2*2

The first calculation produces these results:

	R1C1	R1C2	R1C3
The first calculation produces:	3	2	4
The second calculation produces:	7	2	4
Now change R1C2 to contain the value 4.	7	4	4
The third calculation produces:	7	4	8
The fourth calculation produces:	11	4	8

GLOSSARY

absolute. A cell reference with a pound sign (#) before it. An absolute reference will not be adjusted when copied or replicated.

accelerator. A sequence of keystrokes that enables you to activate push buttons without moving the marker to those buttons or to choose menu options without actually pulling down the menus.

accessory. A utility that you can use at any time during a Personal DeskMate session. The Personal DeskMate accessories are the Note Pad, Calendar, Calculator, Phone Directory, Clipboard, Colors, Communications, Date and Time, Mouse, and Printer utilities.

accidentals. Sharps and flats.

address. The location of an individual cell in Worksheet. For example, a cell address of 4,5 denotes the cell at the intersection of Row 4 and Column 5.

application. A program you can run using Personal DeskMate. The Personal DeskMate applications are the Tandy DeskTop, Text, Worksheet, Filer, Paint, Calendar, and Telecom.

ASCII. In Telecom, a protocol for data transfer. Abbreviation for American Standard Code for Information Interchange.

autodial modem. A type of modem that automatically dials telephone numbers you wish to reach through your computer.

autolog file. A series of commands that, together, form a sequence that automatically logs you onto an information service or other computer communications system.

bar. Measure.

baud rate. The speed (in bits per second) at which data is transmitted from one computer to another.

bit. An abbreviation for "binary digit," a single character in a binary (base two) number.

break sequence. In Telecom, a signal to the host computer that you are going to send data.

buffer. An area of your computer's memory reserved for holding transmitted data you choose to capture during a Telecom session.

byte. The basic unit of information for a computer. For example, a byte can contain the information to produce a single character on the monitor screen.

carriage return. A code that returns the cursor or print head to the left margin.

cell. The intersection of a column and a row in Worksheet.

click. To press and release quickly the button on a pointing device.

clock speed. The rate at which pulses are emitted from a clock. In a computer, the clock speed determines the rate at which logical or arithmetic functions are performed and/or processed.

column. One of two or more vertical sections lying side by side and separated by a vertical line.

command screen. The Telecom screen on which you access menus and create communications parameters and autolog files.

communications parameters. In Telecom, the instructions that set the baud rate, word length, parity, and number of stop bits and turn on or off flow control, the ASCII filter, and the self-echo switch. These settings and switches define the way your computer communicates with another computer system.

condensed mode. A mode of printing that causes characters to appear closer together than in a normal printing mode. Using a condensed mode allows you to print some types of output that use 132 columns across one line on a printer with a capacity of only 80 columns.

control code. A character that causes a particular result within a computer operation, such as a carriage return in a printing operation.

control sequence. A sequence of control characters, such as a break sequence in Telecom.

CPU. An abbreviation for central processing unit. The CPU is the primary functioning unit for any computer system.

data file. A Personal DeskMate file that holds only data you've entered, not programming information. You can use data files only in conjunction with program files.

database. In Personal DeskMate, a collection of Filer records that hold information you choose to store and track.

default. A value or response to a prompt that the program provides if the user does not specify one.

destination diskette. The diskette that receives information from the computer. In a copy or backup operation, the diskette on which the duplicate files are created.

dialog box. In Personal DeskMate, a window that appears on the screen when you request certain operations. The computer can complete the requested operation only after you respond to the prompts in the dialog box.

direct connection. A means of communication from one computer to another via a cable that transfers directly the output of one computer to another computer or terminal.

directory. A special type of file that keeps track of other files on a disk.

diskcopy. An operation that produces an exact (sector by sector) copy of a diskette.

diskette. A flexible, round piece of magnetic tape enclosed in a protective plastic case. The computer writes data to and reads data from the surface of the diskette.

double click. To press and release the button on your pointing device twice in rapid succession.

double click speed. The interval between the first and second times you press the button on the pointing device when you produce a double click. At faster settings, the interval must be shorter if the computer is not to interpret the clicks as distinct single clicks.

drag. To hold down the button on your pointing device while you move the pointer.

dynamic level. Volume.

edit field. A line following a prompt on the screen. You supply or alter information in that space.

editing box. A marker that indicates your position in the staff.

event. An entry in a Calendar file.

exit. To halt the operation of a program or revert to a prior level of activity within a program.

extension. Characters appended to a filename to provide further identification of the file. In Personal DeskMate, extensions on data files identify the application with which they operate.

field. A series of characters treated as a unit of information. You enter information in the fields as you complete each record.

file. A block of information your computer uses for a particular function or program. Files store different types of information. One file might contain the Paint program, while another contains a particular picture you composed.

flow control. A system that pauses data transmission when it occurs too rapidly.

format. The procedure that organizes the surface of a disk so that you can store data on it.

format character. A character that appears in a field as a part of the field. For example, a field in which you must type local telephone numbers might contain a hyphen (-) as a format character to separate the first three digits from the final four.

formula. A mathematical equation used to calculate numbers.

grand staff. The combined treble and bass staffs.

graphic mode. A mode for producing printed copies. Graphic mode operates far more slowly and is much poorer in quality than text mode, but it gives you the option of using boldface and underlining on printers that do not provide these features in text mode.

host computer. A computer that can make its programs and data storage available to a remote computer or terminal.

icon. A visual symbol that identifies an option on your screen. Choosing a function with a pointing device may entail pointing to an icon and then clicking.

input cell. On a worksheet, a cell whose value you supply only at the point that a calculation requires it.

insert mode. A typing mode in which the characters you type appear at the cursor, while existing characters shift to the right to accommodate them.

K. Abbreviation for "kilo," denoting one thousand. Commonly, it refers to kilobytes, units of data storage or memory capacity. Each Kilobyte consists of 1024 bytes.

key signature. The group of sharps or flats placed to the right of the clef on a musical staff to identify the key.

labeled cell (label). A cell containing letters.

landscape format. A printing format using graphic mode that presents the printed copy sideways on the page, so that you can use the full length of the paper as the width of the printed copy.

linefeed filter. A process that eliminates linefeeds from data sent to the printer because the printer automatically supplies them after a carriage return. In Personal DeskMate, the setting appears in the Setup Printer dialog box.

line weight. In Paint, a setting that enables you to adjust the thickness of the line with which you are drawing.

list box. In Personal DeskMate, a window on the computer screen that lists available choices.

local file. A file that resides only in your computer (workstation).

marker. A highlighted series of characters indicating the field or item that is currently selected.

menu. A list of available options, such as commands or files.

menu bar. The second line on your Personal DeskMate screen. Located on the menu bar are a series of menu titles. Selecting a menu displays a list of available functions.

meter. The division of music into measures or bars.

modem. An acronym for MOdulator/DEModulator. This device transforms computer signals into telephone signals, and vice versa.

MS-DOS. The name of the operating system that initiates the operation of your computer when you start up.

notebook format. A style of printed output produced in graphic mode. It consists of double columns arranged sideways on the page so that you can fold the paper and insert it into a ring binder.

octave. A series of six whole steps, such as the notes between C and C.

open. To execute or display the contents of a file.

operand. A number employed in a mathematical operation to produce the result. In the operation 20 − 15 = 5, 20 and 15 are operands.

overtype mode. A typing mode in which the characters you type appear on the screen in place of the character currently at the cursor. The alternate mode is insert mode.

parity. A system for checking accuracy in binary code transmittal.

path. Information, including drive and directory specification, that locates a file in the file system. For example, b:\projects\myfile locates a file (myfile) on Drive B in a subdirectory (projects) of the root directory.

pel. The smallest element of a picture that can be individually manipulated.

point. To manipulate the pointing device so that you move the arrow on the screen. Pointing to a particular item on the screen entails placing the tip of the arrow on that item.

pointer. The arrow or other symbol depicted on the screen and positioned on the screen by manipulating the pointing device.

pointing device. A device such as a mouse, joystick, or touch pad that allows you to move an indicator on the screen and tell the computer the location of the indicator.

port. In Telecom, the connection point at which the host links with the remote site.

portrait format. A style of printed output that presents the text or image in the normal, top-to-bottom fashion. You can print data in portrait format using either text or graphic mode.

priority. In Filer, the order in which fields are considered when the computer arranges records for display or printing. For example, if Last Name is the item given first priority, records are sorted in alphabetical order by last name.

program file. A file on your diskette that contains the commands for operating an application or accessory.

protocol. In Telecom, the conventions that govern the format and timing of data transfer. Sender and receiver must adhere to the same set of conventions. Telecom supports ASCII and Xmodem protocols, the latter developed to improve the accuracy of file transfer.

pull down. To display the contents of a menu via the keyboard or by dragging the marker using the pointing device.

query. A specific request for data.

record. In Filer, the information entered for each entity in the file. In a recipe file, for example, each record is an individual recipe.

record format. In Filer, the pre-defined outline that you use to enter information in each record.

relationship. In Filer, an element of the selection criteria used in finding records. Examples include Equal to, Greater than or equal to, or In between (to specify a range).

report format. In Filer, the pre-defined format used to print your report.

resolution. The relative sharpness of individual lines or characters on the screen or printed copy.

rest. An interval of silence corresponding to one of the possible time values within the measure.

row. One of two or more horizontal sections separated by a horizontal line.

save. A menu option that enables you to write a file to the diskette in its current form as a protection against accidental loss of data.

scroll. The shifting of screen contents vertically or horizontally to reveal information beyond the current margins. Comparable to the way movie credits "roll" at the end of a film.

scrolling arrow. An icon depicting an arrow, selection of which enables you to scroll the contents of the screen in the indicated direction.

search criteria. In Filer, the selection rules you establish to display or print only those records of interest to you.

select. An operation that defines a block of information on the screen that you want to deal with as a unit. For example, you can select a word or phrase in a document that you want to duplicate elsewhere in the document.

self-centering option. An option that is available for some joysticks and touch pads that makes the marker move in proportion to the movement of the pointing device from its center position.

shared file. A file that resides in both your computer (workstation) and a remote computer (another computer within your workgroup).

sort. In Filer, an operation that arranges records in an alphabetical or numeric sequence using the fields you specify. For example, a teacher could sort the records for a class in alphabetical order using the last names of the students.

source diskette. The diskette from which your computer reads information. In a backup or copy operation, the original diskette from which files are duplicated to another diskette (the destination diskette).

spreadsheet. A data entry format composed of a series of consecutive rows and columns, so that each item of information is located at a definite point on a grid. In Personal DeskMate, the Worksheet application uses this data arrangement.

stop bit. A control code used in data transmittal to signal the end of a character.

string. In a search operation, the series of characters you type and the computer, in turn, locates.

subdirectory. A directory that is located within another directory in your file system, enabling you to arrange your files in groups and subgroups. Directories themselves are simply special files that keep track of a group of files.

system prompt. The prompt that indicates that the system is waiting for you to enter a command. In MS-DOS, the system prompt identifies the current drive and is followed by >.

tempo. The speed at which a musical composition is to be played.

terminal buffer. A memory storage area that lets you store incoming data from a host computer.

terminal screen. In Telecom, the screen that displays the exchange of data between your computer and the host computer.

text mode. The printing mode appropriate for standard documents. Faster and more distinct than the alternative, graphic mode.

tie (slur). A notation that when used on two or more notes of the same pitch "ties" them together and creates one note that sounds for the combined value of all the notes. When used on notes of different pitches, this notation "slurs" notes together so that they sound without a break between them.

timeout. In Telecom, a value indicating the number of seconds (during file transfer) of inactivity after which the computer closes the file automatically.

time signature. A symbol, commonly in the form of a numerical fraction, placed on a staff to indicate the meter.

title bar. The first line on your DeskMate screen. The title bar gives you the current date and time, the title of the application, and the name of the file currently open.

toggle. A switch that alternately activates or deactivates an option or condition. Also used as a verb for employing such a switch.

tool. In Paint, the fifteen instruments are on a separate screen, each available for your use in composing your picture.

triplet. A three-note pattern the duration of which is equal to the note value of two-thirds of the triplet.

truncate. In Worksheet, to convert a number to an integer by simply eliminating the value to the right of the decimal point.

voice. A single line of music.

volume name. A name requested when you format a diskette that identifies the contents of the diskette, especially when the diskette is one of a series.

wildcard. A character that can be matched with any of a range of other characters or groups of characters. Similar to a wildcard in poker that can stand for any other card in the deck.

window. In Personal DeskMate, a box containing information or prompts that appears in a portion of the screen. The unobscured portion of the screen remains in the background.

word length. In Telecom, the number of bits in a sequence that is handled as a unit. Set the word length so that the host and remote computers agree.

Xmodem. A protocol for data transfer between two computers that controls data transfer and checks its accuracy.

Xoff. In Telecom, a code used by flow control to create a pause in data transfer.

Xon. In Telecom, a code used by flow control to start data transfer.

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